

Health Services Committee

Warren County Health Services

AGENDA

December 2, 2015

Information Submitted By: Patricia Auer, DPH/DPS

Health Services Committee Members: Sokol, Conover, Frasier, McDevitt, Westcott

- I. Committee meeting called to order by Chairman
- II. Motion to approve minutes of October 23, 2015 Health Services Committee meeting

III. Action Agenda/New Business

Request Resolution:

To authorize Ginelle Jones, Assistant Director of Public Health, to enroll in a graduate level course at the SUNY Albany School of Public Health entitled "Introduction to Environmental Health" at a cost to the county of half the course fee of \$1,359, plus the cost of course materials (i.e. books) if needed.

Rationale:

New York State Department of Health is encouraging local health department staff, even if not full service departments that have jurisdiction over environmental health, to obtain additional knowledge regarding environmental measures that are involved in preventing and controlling communicable disease.

Request Resolution:

Budget Transfer: To transfer funds to cover expenses for various programs.

Rationale:

Please see **Attachment #5** for specific details.

Request Resolution:

Budget Amendment: To amend the 2015 Warren County Budget to allow acceptance of COLA funds for the Lead Program in the amount of \$1,757.00. Please note **Attachment #6**.

Rationale:

Since we never know how much COLA funding will be, or if it will be given, we cannot include it in the budget beforehand. The actual grant resolution is written to allow accepting COLA without getting an additional resolution.

Tawn Driscoll, Fiscal Manager, will be present at the meeting to answer any questions.

Referral/Pending Items

There are no pending items for this month.

IV. Information for Discussion/Review

Emergency Response and Preparedness Activities: Please see **Attachment #1** for the monthly report.

Status of Referrals: Please see **Attachment #4** for the detailed report. Sharon Schaldone, Assistant Director of Patient Services, will provide comment on the report at the meeting.

Reports of Expenditures, Revenues, Overtime and Per Diem Use for 2015: Please see **Attachment #2**.

Revenue and Expense Comparison Report for 2014 vs 2015: Please see **Attachment #3**. Tawn Driscoll, Fiscal Manager, will be present at the meeting to review the reports and answer any questions.

Vehicle Issues

A number of Nurses have been experiencing issues with our 2013 Fiesta cars, of which we currently have 10 in the Health Services Fleet. We have met with the County Administrator, the Assistant to the County Administrator, the County Purchasing Agent, and the Warren County DPW Shop Supervisor to review the concerns, and have a plan which we will discuss at the committee meeting. The plan will include input from the DPW shop supervisor, and the County Attorney.

V. Privilege of the Floor to discuss any additional items to come before Committee

VI. Motion to adjourn the Health Services Meeting

Attachments:

#1 Emergency Response and Preparedness Activities Report

#2 Reports of Expenditures, Revenues, Overtime and Per Diem Use for 2015

#3 Revenue and Expense Comparison Report for 2014 vs 2015

#4 Report of Referral Status

#5 Budget Transfer

#6 Budget Amendment

ATTACHMENT #1

BT ACTIVITY SHEET

BP4 - 7/1/15 - 6/30/16

Page 3

Topic Color Codes

Red/Chempack; Green/SNS; Blue/Mass Fatality; Black/Training;
Purple/Special Needs; Orange/Drill; Black/Pan Flu

2nd QUARTER ACTIVITIES (October 21, 2015 – November 18, 2015) ▶ To be recorded on NYSDOH Deliverable template

Date	Type	Subject/Comments	Attendees	Topic (i.e. Chempack, Drill, Mass Fatality, SNS, Training, Pan Flu, Special Needs)
10/21	Training	HSEEP ClinOps	Dan Durkee	
10/21	Drill	Table Top Exercise at Glens Falls Hospital	Dan Durkee	Drill
10/21	Meeting	Conference Call regarding Disaster Mental Health	Dan Durkee	
10/22	Education	Webinar for Crisis Risk Communication Updates	Dan Durkee	
10/28	Meeting	Local LEPC/ERP Meeting	Dan Durkee	
11/02 – 03	Training	Pediatric Disaster Response Training at Glens Falls Hospital	Dan Durkee	
11/05	Meeting	Washington County ERP Committee Meeting at Washington County	Dan Durkee	
11/05		Responded to NYSDOH Advisory notification to report priority disease report. Notification was made by email and phone was acknowledged. Report accessed, case was already known to CDC nurse and was in process	Pat Belden	
11/09	Drill	Dian Pfeil responded to an IHANS drill initiated by NYSDOH		
11/09	Training	Utilizing the CDMS System to administer flu shot at employee health fair. This system would be utilized during a real-word event.	Dana Hall, Nancy Parsons	Training
11/18	Training	Table top exercise at Glens Falls Hospital regarding Train Derailment	Dan Durkee	

WARREN COUNTY HEALTH SERVICES BUDGET ANALYSIS

REVENUE AND EXPENDITURES FOR 2015 AS OF 11/29/2015 2:07:32 PM

FUND(S): A, CL, D, DM, EF, GI, MS, SD, V
 CODE(S): 4010, 4013, 4016, 4054, 4190, 4018, 4189

EXPENSES	2015 BUDGETED	2015 YTD ACTUAL	2014 Prior Year Totals
Salaries - Regular	\$2,839,379.00	\$2,421,258.93	\$2,814,172.31
Salaries - Overtime	\$139,500.00	\$114,064.50	\$130,843.90
Salaries - Part Time	\$336,721.00	\$258,689.89	\$262,705.45
100's PERSONAL SERVICES	\$3,315,600.00	\$2,794,013.32	\$3,207,721.66
200's EQUIPMENT	\$32,265.00	\$20,629.56	\$130,183.64
400's CONTRACTUAL	\$6,833,489.20	\$3,883,883.16	\$5,844,841.39
800's EMPLOYEE BENEFITS	\$1,799,329.00	\$1,554,680.86	\$1,801,449.36
TOTALS	\$11,980,683.20	\$8,253,206.90	\$10,984,196.05
REVENUES	2015 BUDGETED	2015 YTD ACTUAL	2014 Prior Year Totals
	\$9,770,367.00	\$5,929,464.62	\$8,776,039.68

Note: The month of October was just closed, therefore we have accrued \$279,132.91 in Revenues for CHHA, LTC and MCH. Also we have accrued our 3rd quarter General Public Health Works (GPHW) state aid of \$140,202.25

**Warren County Health Services
 Salaries Comparison
 2014 vs 2015
 as of 11/15/15 Payroll**

Total of All Depts	YTD 2015	YTD 2014	YTD 14v15	% Change	Total Budget 2015	Total Actual 2014
Regular Salaries	\$2,421,258.93	\$2,458,032.28	-\$36,773.35	-1.50%	\$2,839,379.00	\$2,814,172.31
Overtime Salaries	\$114,064.50	\$117,316.61	-\$3,252.11	-2.77%	\$139,500.00	\$130,843.90
Part Time Salaries	\$258,689.89	\$232,567.89	\$26,122.00	11.23%	\$336,721.00	\$262,705.45
TOTALS	\$2,794,013.32	\$2,807,916.78	-\$13,903.46	-0.50%	\$3,315,600.00	\$3,207,721.66
% current YTD Salary to Total Budget	84.27%	87.54%				

*Source: Detail G/L report for all Salary Category from 1/1/XX-11/15/XX

Note: Total Salaries YTD are 84.27% of 2015 budget, which is below salaries at this time last year of 87.54%. Regular FT salaries are (\$36,773.35 or 1.50% under FT salaries in 2014). Due to staffing shortages in nursing, per diem nurses continue to be utilized to cover referrals, therefore increasing the Part time salary category and reducing the Full time and Overtime salary categories.

Attachment #2

**Revenue and Expense Comparison 2015 vs 2014
as of 12/02/15 meeting**

EXPENSES	12/2/2015 2015 YTD Actual as of 11/29/15 G/L	2014 YTD Actual as of 11/29/14 G/L	Variance
Salaries - Regular	\$2,421,258.93	\$2,458,032.28	(\$36,773.35)
Salaries - Overtime	\$114,064.50	\$117,316.61	(\$3,252.11)
Salaries - Part Time	\$258,689.89	\$232,567.89	\$26,122.00
100's PERSONAL SERVICES	\$2,794,013.32	\$2,807,916.78	(\$13,903.46)
200's EQUIPMENT	\$20,629.56	\$35,315.14	(\$14,685.58)
400's CONTRACTUAL	\$3,883,883.16	\$3,887,388.50	(\$3,505.34)
800's EMPLOYEE BENEFITS	\$1,554,680.86	\$1,626,956.55	(\$72,275.69)
TOTALS	\$8,253,206.90	\$8,357,576.97	(\$104,370.07)

REVENUES	2015 YTD ACTUAL	2014 Prior Year Totals	Variance
	\$5,929,464.62	\$6,074,762.37	(\$145,297.75)

Notes:

To note, 2014 comparison was completed as of 11/29/14 General Ledger date.

The Committee meeting in 2014 was held 11/25/14 and went only to 11/19/14 G/L date.

Therefore to have a true comparison to our 11/29/15 G/L date, I had to create the data based on 11/29/14.

Salaries: (please see previous page) Overall are \$13,903.46 below 2014.

Full time and overtime salaries are below 2014 YTD salaries while Part time salaries are 11.23% above 2014. This correlates with the per diem staff that continue to be utilized to assist in nursing shortage coverage. Overall, 2015 salaries are 84.27% of budget while this time last year we were at 87.54% of budget for total salaries.

Employee Benefits:

Employee benefits are below last year and correlates with the nursing position shortages that we are experiencing.

Revenues:

A decrease in revenues is reflected due to Preschool and Early Intervention timing of billing for the year and decreases in medicaid payments for our Home Health Agency. The long term care program is being eliminated, however some patients may be transitioning to our CHHA, therefore revenues are down within the LTC program.

AH a Jhmen f 14

Warren County Health Services
Patient Evaluations
CHHA Division

CATEGORY	01/2013	02/2013	03/2013	04/2013	05/2013	06/2013	07/2013	08/2013	09/2013	10/2013	11/2013	12/2013
SN eval	156	115	135	128	146	101	151	135	126	141	113	145
SN IV eval	9	4	0	6	12	5	4	6	7	5	7	10
CDPAP	11	8	9	10	9	8	7	11	7	6	12	16
PRI	13	4	8	12	14	11	13	14	8	14	7	2
S.N Evals per month	189	131	152	156	181	125	175	166	148	166	139	163
PT evals	103	88	75	84	81	61	96	95	83	104	76	80
PT only	22	7	20	23	37	24	37	28	21	30	18	19
PT only evals per mo	22	7	20	23	37	24	37	28	21	30	18	19
Total Evals per month	211	138	172	179	218	149	212	194	169	196	157	183

CATEGORY	01/2014	02/2014	03/2014	04/2014	05/2014	06/2014	07/2014	08/2014	09/2014	10/2014	11/2014	12/2014
SN eval	127	110	132	114	139	85	116	122	106	103	109	116
SN IV eval	7	4	6	2	5	7	5	5	6	15	4	7
CDPAP	7	2	0	0	0	0	0	0	0	0	0	0
PRI	3	2	3	4	0	5	3	3	6	3	5	5
UASNY	15	11	18	14	12	23	26	21	19	16	15	26
S.N Evals per month	159	125	159	134	156	120	150	151	137	137	133	154
PT evals	88	82	78	69	84	61	75	76	67	74	70	70
PT only	33	32	35	25	25	27	27	21	18	21	24	21
PT only evals per mo	33	32	35	25	25	27	27	21	18	21	24	21
Total Evals per month	192	157	194	159	181	147	177	172	155	158	154	175

-9% 12% 13% -11% -17% -1% -17% -11% -8% -19% -2% -4%
TOTAL EVALS DOWN 7% FROM 2013

CATEGORY	01/2015	02/2015	03/2015	04/2015	05/2015	06/2015	07/2015	08/2015	09/2015	10/2015	11/2015	12/2015
SN eval	122	110	114	109	122	109	122	111	99	104		
SN IV eval	9	6	8	13	5	7	8	3	9	5		
CDPAP	1	0	0	0	0	0	0	0	0	0		
PRI	5	5	5	6	5	2	2	7	1	1		
UASNY	18	15	23	16	10	13	23	10	14	15		
S.N Evals per month	155	136	150	144	142	131	155	131	123	125		
PT evals	80	75	94	80	71	82	80	70	73	75		
PT only	25	26	34	30	31	24	26	31	34	29		
PT only evals per mo	25	26	34	30	31	24	26	31	34	29		
Total Evals per month	180	162	184	174	173	155	181	162	167	154		

-7% 3% -5% 8% -4% 1% -6% 1% -3%
TOTAL EVALS DOWN 7% FROM 2013

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

TO: Amanda Allen, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

SIGNED: *Patterson*

DATE: 12/2/15

	<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
1.	A.4013.469	WIC -Other Payments	A.4013.860	WIC-Hospitalization Expense	\$1,889.62
2.	A.4018.0030.435	Disease Program-Medical Expenses	A.4010.210	Health Services-Furniture Expense	\$2,000.00

Total Transfers

\$3,889.62

1. To transfer funds to cover Health Insurance Expense to year end for WIC. Employee added Health effective 11/1/15.
2. To transfer funds to cover furniture needed in Health Services (CHHA) due to new office changes for agency.

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Fund			

Please state reason for transfer request:

Total

Please file original request with Clerk of the Board and retain copy for your records

RESOLUTION REQUEST FORM NO. 7

Request to Amend County Budget*

***If this is the result of a grant award, also complete and submit
Form No. 5 or 6**

DEPARTMENT NAME: Warren County Health Services-Family Health Program

DATE: December 2, 2015

- (a) **Purpose of Amendment:** To amend the 2015 budget to adjust the Disease Program to reflect the COLA (Cost of Living Adjustment) funds given for the Lead Grant in the amount of \$1,757.00.
- (b) **Appropriation Code (with title), Object Code (with title) and Amount:**
A.4018.0030.469 Disease Program- Other Payments \$1,757.00

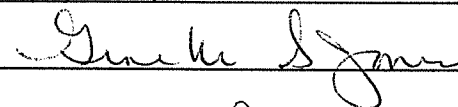
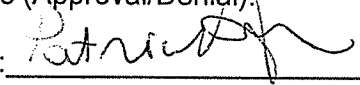
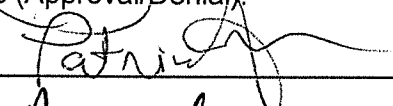
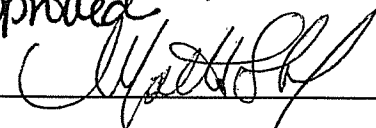
Revenue Code (with title), and Amount:

A.4018.0030.4457 Disease Program –Lead Revenue \$1,757.00

ATTACHMENT # 6

RESOLUTION REQUEST FORM NO. 19

Application for Approval to Enroll in Job-Related Courses by Employee

1. Employee's Name: Ginelle Jones
2. Position: Assistant Director of Public Health
3. Department: Health Services
4. Course Title: HEHS 590 – Introduction to Environmental Health
5. Institution or School: SUNY Albany School of Public Health
6. How Course Relates to Current Position: NYSDOH is encouraging local health department staff to gain additional knowledge regarding environmental measures involved in preventing and controlling communicable disease. This is a graduate level course.
7. Starting Date: 01/20/2016
8. Completion Date: 05/04/2006
9. Cost: \$1359 – County to pay 50% plus cost of books and course material if needed.
10. Employee's Signature:  Date: 12/2/15
11. Supervisor's Comments (Approval/Denial):
Supervisor's Signature:  Date: 12-2-15
12. Department Head's Comments (Approval/Denial):
Department Head's Signature:  Date: 12-2-15
13. Committee's Recommendation: Approved
Committee Chairman's Signature:  Date: 12/2/15
Signature: _____ Date: _____
Chairman of the Board of Supervisors

If approved by Committee, and resolution approving the course if adopted by the Board of Supervisors, candidate may enroll and be eligible for 50% reimbursement for costs as itemized in Item #9. Employee must complete the course with at least a "C", its equivalent, or better. Employee then submits a voucher with receipts verifying costs as listed and a copy of their final grade.