

Warren County Health Services

Health Services Committee

AGENDA FOR

March 23, 2016

Information Submitted By: Patricia Auer, DPH/DPS

Health Services Committee Members: Sokol, Simpson, Seeber, Frasier, Strough, Vanselow, McDevitt, MacDonald, Braymer

- I. Committee meeting called to order by Chairman
- II. Motion to approve minutes of February 22, 2016 Health Services Committee meeting
- III. Action Agenda/New Business

Request Resolution:

To renew the Contract with New York State Department of Health to allow receipt of continued funding for the Lead Poisoning Primary Prevention Grant for the multi-year period October 1, 2015 – September 30, 2020 in the amount of \$23,001 per year.

Rationale:

This is an ongoing grant that we have received for a number of years. The grant expired on September 30, 2015 and we have just received the renewal. The grant is for a five year period, with awards paid on an annual basis upon approval of a submitted work plan. The payments are made by quarterly voucher submission. Monies are used to cover staff salary for employees who complete the grant deliverables, and some educational materials.

Request Resolution:

To amend the 2016 Warren County Budget to reflect an increase of ~~\$1,195.00~~ additional amount for the Lead Grant.

\$1,095.00 TD

Rationale:

The amount granted in the previous Lead Contract was what we budgeted, and the amount was increased when we received the new grant contract. Please see **Attachment #5**.

Request Committee Approval:

To allow Dan Durkee, Senior Health Educator/Emergency Preparedness Coordinator, to attend the Medical Countermeasures (MCM) Mass Dispensing Lessons Learned Workshop at the State Preparedness Center at the Onieda County Airport in Oriskany, New York on April 6, 2016. There is no charge for the program and it is necessary to attend the program as it is one of the deliverables for the Emergency Preparedness Grant for this year. The only cost will be tolls.

Rationale:

The employee will go and return in one day so the only cost will be tolls. Only Committee Approval is needed, no resolution is necessary as it is in state travel.

Request Committee Approval:

To allow Sandra Watson, WIC Nutrition Facilitator, RD, and Lindsey Graham, Infant Feeding Advocate, to attend the annual Breastfeeding Education Conference in Albany on April 7, 2016 at a total cost of \$211.98.

Rationale:

Committee approval is needed because the fee for the conference is over \$100.00. It is 100% funded by the WIC Program grant.

Request Committee Approval:

We have had 2 nurses resign for retirement and because it is not always quick and easy to recruit replacement nurses, I had conversation with the Administrator, who is in support of the need to back fill the positions. He informed me that the personnel policy allows for the Committee Chairman to give permission to backfill in emergency situations. Since according to CSEA Contract, positions need to be posted for 15 days, I requested Mr. Sokol's approval to allow the positions to be posted and he agreed.

We have now posted, and advertised and have completed the needed paperwork for filling the positions, and at this time are seeking committee approval to backfill as soon as we are able to recruit. One of the nurses has already left, and the other will be going in April. The positions are funded in the budget, and are revenue generating. It is important that we maintain adequate staffing or we will not be able to accept referrals and see the patients in a timely manner.

Request Resolution:

To create a temporary Supervising Public Health Nurse position (90 days) to be paid at an annual salary of \$68,973.84, prorated to reflect the temporary time period.

Rationale:

This position is necessary to cover for a nursing supervisor that is out on long term medical leave. The position oversees the business associates which are revenue generating, and also assists as back up for the Certified Home Health Agency supervisors. We have been keeping the situation together as best as possible since the employee has been out, but it is fragmented and really needs dedicated oversight and supervision.

We have a qualified staff nurse who has expressed interest in the temporary supervisory position, and we will keep her staff position vacant until we know how the supervisor out on leave's situation evolves.

The situation has been discussed with the County Administrator and the Civil Service Officer. The temporary position will put the person doing the supervisory job out of the bargaining unit.

IV. Referral/Pending Items

Follow up to last month's meeting discussion regarding issues with the Health Services Fleet 2013 Fiesta vehicles:

No further parts have been received since the last meeting, so the vehicles remain off the road until the parts arrive. The Nemer shop staff have been vigilant and calling each week to let us know the parts are still on back order.

V. 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.

Personnel Issues:
Please see **Attachment #6**.

Report of New York State Department of Health Survey for the Division of Public Health:
As we reported at the last meeting, on February 2, 2016, 2 surveyors from New York State Department of Health arrived unannounced to audit the Division of Public Health.

Although the review was very positive and the surveyors did not allude to the fact that we would receive any deficiencies, only recommendations, when the report was received we received a deficiency in the manner in which our medical waste was stored. This has never been an issue in any survey for either the Division of Patient Services or the Division of Public Health before, but we were requested to place a locked "closet type of enclosure" around the medical waste, and also in incorporate "Infection Control" as a specific topic with our Utilization Review Committee.

Buildings and Grounds staff has already taken care of this issue. Ginelle Jones, Assistant Director of Public Health, has already submitted our Plan of Correction and we have received a written response that the plan has been accepted.

Report of Expenditures, Revenues, Overtime and Per Diem Use for 2016. Please see **Attachment #2**.

Revenue and Expense Comparison Report for 2015 vs 2016: Please see **Attachment #3**. Tawn Driscoll, Fiscal Manager, will be present at the meeting to review the reports and answer any questions.

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

VII. Motion to adjourn the Health Services Meeting

Attachments:

#1 Emergency Response and Preparedness Activities Report

#2 Report of Expenditures, Revenues, Overtime and Per Diem Use for 2016

#3 Revenue and Expense Comparison Report for 2015 vs 2016

#4 Report of Referral Status

#5 Budget Amendment

#6 Proposal to Increase Per Diem Rates for Nurses

BT ACTIVITY SHEET
BP4 - 7/1/15 - 6/30/16

Feb-March

Page 1

Topic Color Codes

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

3rd QUARTER ACTIVITIES (January 1, 2016 – March 31, 2016) ▶ To be recorded on NYSDOH Deliverable template

<i>Date</i>	<i>Type</i>	<i>Subject/Comments</i>	<i>Attendees</i>	<i>Topic (i.e. Chempack, Drill, Mass Fatality, SNS, Training, Pan Flu, Special Needs)</i>
2/24	Conference call	All County CDC call- 9:15am included info on Zika	Ginelle; Pat B	
2/25	Webinar	CDC COCA Call- update on interim Zika virus clinical guidance and recommendations (2-3pm)	Ginelle; Pat B	
2/26		SERVNY Volunteer Update		
2/29	Reporting	Start State Surveys for 3 rd Quarter Deliverable	Dan D	
3/3	Conference Call	NYSACHO Zika Update 12:30pm	Ginelle; Pat A	
3/4	Webinar	Zika Test Interpretation for LHD Update; 10-11am	Ginelle	
3/8	Alert	NYSDOH Alert received this am on Priority Disease-	Ginelle, Pat A, and Pat B	
3/8	Meeting	Regional BT Coordinator Meeting	Dan D	
3/8	Meeting	Risk Management Steering Committee- (Self Insurance- Amy Clute)	WC Safety Committee	
3/10	Reporting	Continue HERD Surveys for Q3 report	Dan D	
3/11	Conference call	NACCHO call Zika Pregnancy Registry	Ginelle; Pat B	
3/15	DRILL	L-9 IHANS Cascading Drill- Adult Care and Nursing Home Facilities; Notification ID# 20056	Ginelle, Pat B, Pat A; Kathy; Amy H	
3/16	DRILL	Glens Falls TTX	Kathy; Amy H	DRILL-active shooter at faith based org
3/16	Update	Email Batch Special Need Registry	Dan D	Special Needs
3/16	Webinar	Electronic Group Dispensing, Breaking CDMS Updates and L-10 Course Pre-Requisite Preparation	Dan D	
3/17	Update	Letter Batch Special Needs Registry	Kathy W	Special Needs
3/17	Revision	Mass Fatality Plan- numerous edits submitted to OEM	Kathy W; Amy H	Mass Fatality
3/18	Conference Call	NYS ZIKA NYS 6 Action Plan and Activities	Ginelle J	

WARREN COUNTY HEALTH SERVICES BUDGET ANALYSIS
REVENUE AND EXPENDITURES FOR 2016 AS OF 3/18/2016 9:39:11 AM

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

	2016 BUDGETED		2016 YTD ACTUAL		2015 Prior Year Totals	
	2016	YTD	2016	% Change	2015	2016
EXPENSES						
Salaries - Regular	\$2,785,683.00	\$473,602.58	\$2,741,583.99		\$2,741,583.99	\$2,741,583.99
Salaries - Overtime	\$133,500.00	\$22,636.08	\$129,253.40		\$129,253.40	\$129,253.40
Salaries - Part Time	\$339,033.00	\$56,960.40	\$293,525.04		\$293,525.04	\$293,525.04
100's PERSONAL SERVICES						
200's EQUIPMENT	\$3,258,216.00	\$553,199.06	\$3,164,362.43		\$3,164,362.43	\$3,164,362.43
400's CONTRACTUAL	\$4,290.00	\$359.00	\$18,161.90		\$18,161.90	\$18,161.90
800's EMPLOYEE BENEFITS	\$5,995,282.93	\$525,455.68	\$4,986,051.62		\$4,986,051.62	\$4,986,051.62
TOTALS	\$1,631,009.00	\$366,553.44	\$1,710,053.82		\$1,710,053.82	\$1,710,053.82
	\$10,928,797.93	\$1,445,567.18	\$9,878,629.77		\$9,878,629.77	\$9,878,629.77
REVENUES						
2016 BUDGETED	\$8,842,848.95		2016 YTD ACTUAL		2015 Prior Year Totals	
			\$3,101,198.07		\$7,109,608.60	

Warren County Health Services
Salaries Comparison
 2015 vs 2016
 as of 3/6/16 Payroll

	YTD 2016	YTD 2015	YTD 15v16	% Change	Total Budget 2016	Total Actual 2015
Total of All Depts	\$473,602.58	\$510,778.78	-\$37,176.20	-7.28%	\$2,785,683.00	\$2,741,583.99
Regular Salaries	\$22,636.08	\$25,018.13	-\$2,382.05	-9.52%	\$133,500.00	\$129,253.40
Overtime Salaries	\$56,960.40	\$51,211.47	\$5,748.93	11.23%	\$339,033.00	\$293,525.04
Part Time Salaries	\$553,199.06	\$587,008.38	-\$33,809.32	-5.76%	\$3,258,216.00	\$3,164,362.43
TOTALS	\$1,445,567.18	\$1,445,567.18				
% current YTD Salary to Total Budget	16.98%	18.55%				

*Source: Detail G/L report for all Salary Category from 1/1/XX-3/6/XX
 Note: Total Salaries YTD are 16.98% of 2016 budget, which is below salaries at this time last year. Regular FT salaries are (\$37,176.20 or 7.28% under FT salaries in 2015).
 Overall, total salaries are \$3,809.32 less than total 2015 Salaries. Due to staffing shortages in nursing, per diem nurses were utilized to cover referrals,
 therefore increasing the Part time salary category and reducing the Full time and Overtime salary categories showing overall a 5.76% reduction in salary from 2015.

ATTACHMENT #2

Revenue and Expense Comparison 2016 vs 2015
as of 3/23/16 meeting
UPDATED

3/23/16 Meeting

2016 YTD Actual 2015 YTD as of
as of 3/18/16 G/L 3/18/15 G/L

EXPENSES

			Variance
Salaries - Regular	\$473,602.58	\$510,778.78	(\$37,176.20)
Salaries - Overtime	\$22,636.08	\$25,018.13	(\$2,382.05)
Salaries - Part Time	\$56,960.40	\$51,211.47	\$5,748.93
100's PERSONAL SERVICES	\$553,199.06	\$587,008.38	(\$33,809.32)
200's EQUIPMENT	\$359.00	\$390.00	(\$31.00)
400's CONTRACTUAL	\$525,455.68	\$773,172.51	(\$247,716.83)
800's EMPLOYEE BENEFITS	\$366,553.44	\$423,116.76	(\$56,563.32)
TOTALS	\$1,445,567.18	\$1,783,687.65	(\$338,120.47)

REVENUES	2016 YTD ACTUAL	2015 Prior Year to Date Totals	
	\$310,198.07	\$496,573.70	(\$186,375.63)

Notes:

It should be noted, reflected above for comparison are financials as of 3/18/15 to compare to our current of 3/18/16. This will better allow a more accurate comparison.

Salaries: (please see previous page) Overall are \$33,809.32 or 5.76% below 2015. Full time and overtime salaries are below 2015 YTD salaries while Part time salaries are 11.23% above 2015. This correlates with the per diem staff that continue to be utilized to assist in nursing shortage coverage. Overall, 2016 salaries are 16.98% of budget while this time last year we were at 18.55% of budget for total salaries.

Expenses: Contractual expenses for 2016 are below 2015 primarily due to timing of batches being paid for the Preschool program and also the fact that we no longer have expenses related to the Long Term Care program which is has slowly been eliminated by the state.

Employee Benefits:

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

Revenues:

Revenues at this time do not yet reflect February Revenues for 2016. We are in the process of closing for the month.

Warren County Health Services
Patient Evaluations
CHHA Division

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	3	5
UASNY	15	11	18	14	12	23	26	21	19	16	15	26
SN Evals per month	159	129	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
Total Evals per month	192	161	194	159	181	147	177	172	155	158	157	175

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	106	102
SN IV eval	9	6	8	13	5	7	8	3	9	5	1	8
PRI & CDPAP	6	5	5	6	5	2	2	7	1	1	1	5
UASNY	18	15	23	16	10	13	23	10	14	15	14	17
SN Evals per month	155	136	150	144	142	131	155	131	123	125	122	132
PT Evals	80	75	94	80	71	82	80	70	73	75	65	67
PT only	25	26	34	30	31	24	26	31	34	29	24	17
Total Evals per month	180	162	184	174	173	155	181	162	157	154	146	149

CATEGORY	01/2016	02/2016	03/2016	04/2016	05/2016	06/2016	07/2016	08/2016	09/2016	10/2016	11/2016	12/2016
SN eval	102	111										
SN IV eval	9	6										
PRI	4	6										
UASNY	19	11										
SN Evals per month	134	134	0	0	0	0	0	0	0	0	0	0
PT Evals	76	76										
PT only	25	26										
Total Evals per month	159	160	0	0	0	0	0	0	0	0	0	0
Difference	-12%	-1%										

Attachment #4

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-Disease Program

DATE: March 23, 2016

(a) **Purpose of Amendment:** To amend the 2016 budget to adjust the Disease Program to reflect the total funds given for the Lead Grant. We had budgeted \$21,906, however the new grant will be for ~~\$20,401~~ \$23,001 TD

(b) Appropriation Code (with title), Object Code (with title) and Amount:
A.4018.0030.469 Disease Program- Other Contributions ~~\$1,195.00~~

Revenue Code (with title), and Amount:

A.4018.0030.4457 Disease Program-Lead Revenue ~~\$1,195.00~~

\$1,095.00 TD

\$1,095.00

TD

ATTACHMENT #5

Attachment #6

Proposal:

Establish Per Diem Weekend/Holiday rates of \$40 per hour for RNs, \$30 per hour for Nurse Technicians (LPNs)

Average Nursing Hourly Salary	\$26.00 RN	\$20.00 LPN
Average OT Hourly Rate	\$39.00 RN	\$30.00 LPN
Weekend/Holiday On-Call Pay	\$30.00	

Current starting Per Diem Rate	\$25.57 RN	
	\$19.78 LPN	

Rationale for Change:

- With decreased staff we are having increasing issues covering patients on weekends
- Decreased staff means more weekend rotations per FT staff member
- Increasing the Per Diem Rate for weekend day/holidays would align rate with FT staff rate
- May see a slight decrease in cost if Per Diem staff is not paid weekend/holiday on call of \$30 per day
- We need to strengthen our recruitment to attract weekend/holiday per diem staff while decreasing the week-end and holiday demands of FTE
- Increasing our per diem rate for weekend/holidays to be competitive with other CHHA (Certified Home Health Agency) serving Warren County
- Plan is to increase the number of per diem to cover week-end/holiday referral demands
- Increase in Per Diem rate would be for week-ends/holidays only. Week day per diem rate would remain at the present rate

We expect we will continue to utilize both per diem and full time staff for weekends and holidays even when fully staffed due to the volume of visits on weekends and holidays. It sets us apart from other agencies because we are able to take referrals and see the patients in a timely basis. Since we have decreased the number of full time staff it makes more weekends and holidays the full time staff need to cover, and that does not make them happy. Some staff elect to take days off during the week when they have a weekend, and that is good as we save the overtime paid for weekends, and some prefer the long stretch of days. Due to the volume of referrals, we have about 6-8 nurses working on the weekend.

We anticipate the increase in the per diem rate will be budget neutral, and we will save a little as no "on call" will be paid to per diem as it is to full time staff.

RESOLUTION REQUEST FORM NO. 4

Request for Extending, Rescinding or Amending Resolution

DEPARTMENT NAME: Health Services

DATE: 03/23/2016

- (a) Purpose of Contract Change: To renew contract with New York State Department of Health to allow receipt of continued funding for the Lead Poisoning Primary Prevention Grant for the grant period 10/01/15 – 09/30/20.
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract: R 638 of 2013 (please see attached)
- (c) Name of Contractor: New York State Department of Health Center for Environmental Health
- (d) Address of Contractor: Empire State Plaza, Corning Tower Bldg. Room 1629, Albany, NY 12237
- (e) Contractor's Contact Person and Telephone Number: Pat Burl, email: patricia.burl@health.ny.gov, ph. (518)402-7510, fax (518)402-7524
- (f) Commencement Date of Amendment: 10/01/15
- (g) Termination Date of Extension: 09/30/20
- (h) Payment Provisions: Annual amounts paid upon approval of annual work plan
- i) lump sum amount
 - ii) hourly rate amount
 - iii) total amount not to exceed
 - iv) how will payments be made (i.e. monthly, **quarterly**, upon completion of the project, etc. Voucher submission)
- (i) Where are the Funds for this Contract ? List Budget Code, (with title), Object Code (with title), and Amount **OR** Capital Project **OR** Capital Reserve Project Number and Title and Amount:
- A 4018.0030.4457 Disease Program Lead Revenue
- A 4018.0030 Disease Program various expense codes

Warren County Board of Supervisors

RESOLUTION NO. 638 OF 2013

Resolution introduced by Supervisors Sokol, Conover, Frasier, Taylor and McDevitt

AUTHORIZING GRANT AGREEMENT RENEWAL WITH NEW YORK STATE DEPARTMENT OF HEALTH, BUREAU OF MATERNAL AND CHILD HEALTH FOR CHILDHOOD LEAD POISONING PREVENTION PROGRAM

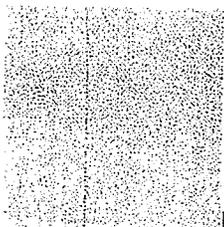
RESOLVED, that Warren County enter into a grant agreement renewal (the previous renewal having been authorized by Resolution No. ^{638 2013} ~~596 of 2012~~) with New York State Department of Health, Bureau of Community Environmental Health and Food Protection, Empire State Plaza, Corning Tower Building, Room 1395, Albany, New York 12237, for the receipt of grant funds for the continuation of a Childhood Lead Poisoning Prevention Program within Warren County, for an annual amount not to exceed Twenty-^{three} ~~One~~ Thousand ^{one} ~~Nine~~ Hundred ^{\$23,001} ~~Six~~ Dollars (~~\$21,906~~), for a term commencing October 1, ~~2013~~ ²⁰¹⁵ and terminating September 30, ²⁰²⁰ ~~2015~~, and the Chairman of the Board of Supervisors be, and hereby is, authorized to execute the said grant agreement renewal in the form approved by the County Attorney, and be it further

RESOLVED, that the Chairman of the Board of Supervisors be, and hereby is, authorized to execute the annual funding renewal agreements for such additional annual terms through September 30, ²⁰²⁰ ~~2015~~ contingent upon funding availability and program performance in a form approved by the County Attorney without the need for further resolution, and be it further

RESOLVED, that the Chairman of the Board of Supervisors be, and hereby is, also authorized to execute any and all documents necessary to accept any Cost of Living Adjustment (COLA) payments that the County may receive relating to the above-described grant renewal, from time to time, in a form approved by the County Attorney.

Auer, Pat

From: CEH-City-County Commissioners-Public Health Directors <LHDCMSRPHD-L@LISTSERV.HEALTH.STATE.NY.US> on behalf of doh.sm.BCEHFP.Calendar <bcehfp@HEALTH.NY.GOV>
Sent: Friday, February 05, 2016 11:32 AM
To: LHDCMSRPHD-L@LISTSERV.HEALTH.STATE.NY.US
Subject: 10/1/15-9/30/16 LPPP Award Made
Attachments: Contract Funding Info for Counties.xls
Importance: High



Please see the note below from Pat Burl, Center for Environmental Health.

Great News - the Lead Poisoning Primary Prevention Program grant award package has finally been approved by OSC. Attached is a list with your contract number and annual allocation amount for your county. The contract number and allocation is good for 5 years (10/1/15 – 9/30/20).

I am working diligently on getting all contract assignments made in the Grants Gateway where you will need to complete Appendix B-1 Expenditure Based Budget, Appendix E, and the Worksheet.

You will be notified as soon as everything is ready in the Gateway so you can complete the contract documents. Thank you for your patience in this matter.

Pat Burl
Health Program Administrator 1
Center for Environmental Health
Division of Environmental Health Protection
Empire State Plaza, Corning Tower Bldg., Room 1629
Albany, NY 12237
Email: patricia.burl@health.ny.gov
(ph) 518/402-7510
(Fax) 518/402-7524

Auer, Pat

From: Burl, Patricia A (HEALTH) <patricia.burl@health.ny.gov>
Sent: Tuesday, March 08, 2016 9:51 AM
To: Jones, Ginelle
Cc: Auer, Pat; Driscoll, Tawn
Subject: RE: Warren County Lead Grant

Answers to your questions below in red.

Pat Burl
Health Program Administrator 1
Center for Environmental Health
Division of Environmental Health Protection
Empire State Plaza, Corning Tower Bldg., Room 1629
Albany, NY 12237
Email: patricia.burl@health.ny.gov
(ph) 518/402-7510
(Fax) 518/402-7524

From: Jones, Ginelle [<mailto:jonesg@warrencountyny.gov>]
Sent: Tuesday, March 08, 2016 9:46 AM
To: Burl, Patricia A (HEALTH) <patricia.burl@health.ny.gov>
Cc: Auer, Pat <auerp@warrencountyny.gov>; Driscoll, Tawn <driscollt@warrencountyny.gov>
Subject: Warren County Lead Grant

Hi Pat,

I have finished the Lead Grant on the Grant Gateway. Can you please check from your end and let me know if you have any questions.

Also it is my understanding the quarterly report template has not been distributed yet and that we will be submitting the quarterly reports and vouchers by email as we have previously done. Correct

Finally, since we are beginning a 5 year grant period, we will be responsible for seeking resolution and signing the contract. Do I need to wait until we get approval? How/ when will I know the grant is approved? By submitting the contract in the gateway it is considered signed by the county. Once it is all approved here by program, our Director will sign electronically and then it goes to the Bureau of Contracts for approval and then to the Attorney General's Office/Office of the State Comptroller for approval. Once approved by all I believe we get notified electronically – will have to check on that.

Thank you for ALL the technical assistance!

Have a nice day!
Ginelle

Contract #	Contractor	SFS Vendor ID	Total Annual Contract Budget
C30877GG	Albany	1000002428	\$142,442
C30878GG	Allegany	1000004323	\$37,886
C30879GG	Broome	1000002585	\$74,925
C30880GG	Cattaraugus	1000004324	\$49,325
C30881GG	Cayuga	1000002586	\$46,123
C30882GG	Chautauqua	1000004325	\$72,698
C30883GG	Chemung	1000004326	\$44,922
C30884GG	Chenango	100002587	\$38,858
C30885GG	Clinton	1000002430	\$30,309
C30886GG	Columbia	1000002429	\$45,761
C30887GG	Cortland	1000002588	\$40,297
C30888GG	Delaware	1000002589	\$27,379
C30889GG	Dutchess	1000002431	\$87,625
C30890GG	Erie	1000004327	\$582,199
C30891GG	Essex	1000002446	\$19,082
C30892GG	Franklin	1000002590	\$21,414
C30893GG	Fulton	1000002440	\$48,665
C30894GG	Genesee	1000004328	\$39,383
C30895GG	Greene	1000002444	\$26,824
C30896GG	Herkimer	1000002591	\$39,826
C30897GG	Jefferson	1000002592	\$43,427
C30898GG	Lewis	1000002593	\$22,199
C30899GG	Livingston	1000004329	\$33,425
C30900GG	Madison	1000002594	\$36,293
C30901GG	Monroe	1000004330	\$372,904
C30902GG	Montgomery	1000002433	\$46,637
C30903GG	Nassau	1000000808	\$198,425
C30904GG	Niagara	1000004331	\$85,374
C30905GG	Oneida	1000002595	\$210,259
C30906GG	Onondaga	1000002596	\$245,851
C30907GG	Ontario	1000004332	\$28,017
C30908GG	Orange	1000002432	\$196,808
C30909GG	Orleans	1000004333	\$43,371
C30910GG	Oswego	1000002597	\$56,417
C30911GG	Otsego	1000002598	\$29,500
C30912GG	Putnam	1000002443	\$29,489
C30913GG	Rensselaer	1000002434	\$82,957
C30914GG	Rockland	1000001530	\$92,837
C30915GG	St. Lawrence	1000002599	\$35,829
C30916GG	Saratoga	1000002435	\$37,661
C30917GG	Schenectady	1000002365	\$66,665
C30918GG	Schoharie	1000002436	\$28,798
C30919GG	Schuyler	1000002600	\$21,209
C30920GG	Seneca	1000002601	\$27,386
C30921GG	Steuben	1000004334	\$41,994
C30922GG	Suffolk	1000000809	\$171,662
C30923GG	Sullivan	1000002445	\$30,315
C30924GG	Tioga	1000002602	\$32,697
C30925GG	Tompkins	1000002603	\$32,231
C30926GG	Ulster	1000002437	\$73,364
C30927GG	Warren	1000002438	\$23,001
C30928GG	Washington	1000002442	\$30,563
C30929GG	Wayne	1000002604	\$37,489
C30930GG	Westchester	1000001534	\$281,670
C30931GG	Wyoming	1000004335	\$32,192
C30932GG	Yates	1000004336	\$23,552
C30933GG	NYC DOH	1000036076	\$2,710,003

SCHEDULE "A"

AUTHORIZATION TO ATTEND MEETING OR CONVENTION

Check one:

- In-State (needs Supervisory Committee authorization)
- Out-Of State (needs Board resolution)

The HEALIM Services hereby authorizes Don Clarke Senior Health Educator
 (Supervisory Committee) (Employee Name) Emergency Preparedness
 to attend Medical counter measures (mcm) Mass
Dispensing lessons Learned Workshop (Name of meeting or organization)
State preparedness Training Center Oneida County
 at 5900 Airport Road, ORISKANY NY 13424 Airport
 (Address) (County Vehicle or Mass Transportation)
 on April 6, 2016 Mode of transportation to be used HEALIM Services Fleet
 (Dates) (County Vehicle or Mass Transportation) Vehicle

If the mode of transportation is not a county vehicle or mass transportation, please explain:

Proper documentation must be attached when submitting for approval.
(Please check documents attached)

Notice of meeting or convention including cost.

No cost for program only expense talk

For Overnight Travel

- Room rate \$ _____
- Meal costs - GSA*per diem rate \$ _____ GSA* Rate \$ _____

*www.gsa.gov

Date: 8/23/16

[Signature]

Department Head Signature

Date: March 27 2016

[Signature]

Committee Chairman Signature

Please refer to the Warren County Travel Policy and County Vehicle Use Regulations for general policy guidelines.

Please check to request a fleet vehicle.

REQUEST FOR USE OF FLEET VEHICLE

Filing Instructions:

1. Original with voucher to Auditor.
2. Copy to Frank Morehouse if fleet vehicle is needed.
3. Copy to Clerk of the Board with Resolution Request form if out-of-state travel.
4. Copy to Purchasing with Purchase Order, if required.
5. Copy to Commissioner of Administrative and Fiscal Services if credit card will be used.



Department
of Health

Office of
Health Emergency
Preparedness

Medical Countermeasures (MCM) Mass Dispensing Lessons Learned Workshop PHEP BP4 L-10

Background

During Budget Period 3 (2014-2015) it was identified that there was a significant turnover of local health department (LHD) preparedness staff, a need for peer discussion on point of dispensing (POD) operations, and a need for opportunities to share knowledge and experiences in a moderated learning environment.

Goal

This face-to-face training for LHD preparedness planners will highlight POD planning and POD exercises. Issues identified during BP3/4 POD exercises; including common improvement items, lessons learned, promising practices, and planning considerations will be addressed. Additional considerations will include security and considerations for individuals with access/functional needs.

Target Audience

LHD preparedness planners

Invited Faculty Representatives:

- Centers for Disease Control & Prevention
- NYS Department of Health
- NYS Office of Children and Family Services
- Commission for the Blind
- NYS Office for the Aging
- NYS Office for People With Developmental Disabilities
- New York State Police
- US Marshalls
- Southern Tier Independence Center

Training Dates (choose one)

- Wednesday, April 6, 2016 @ 8:30am-4:30pm, State Preparedness Training Center, Oneida County Airport, 5900 Airport Rd, Oriskany, NY 13424
- Thursday, April 7, 2016 @ 8:30am-4:30pm, State Preparedness Training Center, Oneida County Airport, 5900 Airport Rd, Oriskany, NY 13424

(Space is limited to 80 participants per day)

Registration

www.health.ny.gov/gotoclinic/63

Required Entry Code: welcome2

Questions Regarding Training & CDMS Registration

Direct questions to
prepedap@health.ny.gov
or 518 474-2893.

SCHEDULE "A"

AUTHORIZATION TO ATTEND MEETING OR CONVENTION

Check one:

- In-State (needs Supervisory Committee authorization)
- Out-Of State (needs Board resolution)

The Health, Social Services ^{Human and} hereby authorizes Sandra Watson ^{w/c Nutrition}
 (Supervisory Committee) (Employee Name) and Lindsey Graham ^{Facilitator RD}

to attend Annual Breastfeeding Education Conference ^{Infant Feeding}
 (Name of meeting or organization) Advocate
 at Desmond Hotel, Albany, NY
 (Address)

on April 7, 2016 (Dates) Mode of transportation to be used Health Services Fleet
 (County Vehicle or Mass Transportation) vehicle

If the mode of transportation is not a county vehicle or mass transportation, please explain:

Proper documentation must be attached when submitting for approval.
 (Please check documents attached)

- Notice of meeting or convention including cost.

116.49
 95.49

 211.98 total cost

For Overnight Travel

- Room rate \$ _____
 - Meal costs - GSA* per diem rate \$ _____
 - GSA* Rate \$ _____ } Not applicable
- *www.gsa.gov

Date: _____

Patricia Auer
 Department Head Signature

Date: March 23, 2016

Matthew Sal
 Committee Chairman Signature

Please refer to the Warren County Travel Policy and County Vehicle Use Regulations for general policy guidelines.

Please check to request a fleet vehicle.

REQUEST FOR USE OF FLEET VEHICLE

Filing Instructions:

1. Original with voucher to Auditor.
2. Copy to Frank Morehouse if fleet vehicle is needed.
3. Copy to Clerk of the Board with Resolution Request form if out-of-state travel.
4. Copy to Purchasing with Purchase Order, if required.
5. Copy to Commissioner of Administrative and Fiscal Services if credit card will be used.

Use Eventbrite for event management and online registration
New York St...
Thu, Apr 7, 2...
Eventbrite About Terms Privacy Help Center Report This Event X
Select Tickets
Cookie Policy

Early Bird Registration



\$116.49 ⓘ

Early bird registration ends on March 11, 2016

Hide Info

Sales end on March 11

Student or WIC Peer Counselor rate

\$95.49 ⓘ

Show Info

Sales end on March 31

Regular price

\$132.24 ⓘ

SALES START MAR 12

Show Info

Sales end on March 31

Late Registration/At the door

\$158.49 ⓘ

SALES START APR 1

Show Info

Sales end on April 7

Offline payments also available

CHECKOUT


New York State
Search for events
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Log In
Browse Events
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CREATE EVENT

Early Bird Registration

\$116.49 ⓘ

 ▾

Early bird registration ends on March 11, 2016

Hide Info

Sales end on March 11

Student or WIC Peer Counselor rate

\$95.49 ⓘ

 ▾

Show Info

Sales end on March 31

Regular price

\$132.24 ⓘ

SALES START MAR 12

NYSBC April 7, 2016 Conference Agenda

Show Info

Sales end on March 31

7:30 - 8:15 am Continental breakfast/Registration/exhibits

8:15 - 8:30 am Welcome Remarks
Late Registration/At the door

SALES START APR 1

8:30 - 9:30 am Plenary 1 **Substance Abuse: Is it compatible with breastfeeding?**
\$158.49 ⓘ
Ruth Lawrence, MD, Distinguished Professor of Pediatrics and Obs/Gyn

University of Rochester School of Medicine. Northumberland Trust Chair in Pediatrics,
Neonatalogist, director of the Breastfeeding and Human Lactation Study Center.

Show Info

Sales end on April 7

9:30 - 10:30 am Plenary 2 **What's New in Breastfeeding? 2016 Update**

Susan Vierzchalek, MD, FAAP, FABM, IBCLC, Medical Director, Bellevue
Hospital Newborn Service/ Associate Professor Clinical Pediatrics NYU School of
Medicine

10:30 - 11:00 am Refreshment break/Exhibits Open

11:00 - 12:00 pm Plenary 3 **Obstetric Care and the NYS Breastfeeding Friendly Practice**

Carlos Santos, MD, FACOG; OB/GYN Associates of WNY; Deborah Gregg, MPH, RDN, CLC; Barbara A. Dennison, MD; NYSDOH

12:00 - 1:00 pm Buffet Lunch

CHECKOUT

1:00 - 2:15 pm Breakout sessions 1

New York St...

Select Tickets



A. Health Disparities: Breastfeeding's Role in Closing the Gap

Camille A. Clare MD, MPH, CPE, FACOG; Assistant Professor, New York Medical College, Attending Physician, Metropolitan Hospital, New York, NY

Early Bird Registration

B. Breastfeeding in the NICU and Beyond

\$116.49 Marie Paraszczuk Ed. D., RNC-NIC, IBCLC; Associate Professor, Division of Nursing at Molloy College, hospital-based Lactation Consultant at Winthrop-University Hospital; Karen Hylton-McGuire, PhD(c), MS, RNC-NIC, IBCLC; Lactation Educator at Winthrop University Hospital.

Early bird registration ends on March 11, 2016

Hide Info

Sales end on March 11

C. Nipple Pain 101- Causes and Treatment

Lorelei Michels, DO, FABM; Breastfeeding Medicine Specialist and WIC Peer Educator

Specialty rate for students and WIC Peer Educators

\$95.49

D. Incorporating breastfeeding into the OB/Midwifery Practice

Show Info Alice Gilgoff, LM, MS, has been a practicing midwife for over 25 years and has worked in hospital, health center and private practices; Melissa Lawlor MSN, CNM, IBCLC; Owner of Robin's Nest Midwifery PLLC, private practice specializing in Midwifery and Breastfeeding Medicine located in Dutchess County, NY.

Regular price

\$132.24

2:15 - 2:30pm Break/transition

2:30 - 3:45 Breakout Sessions 2

Show Info

Sales end on March 31

E. Increasing Duration: Hospital and Community Model Programs for Lactation Follow up

Melissa E. Glassman, MD, MPH, Assistant Clinical Professor of Pediatrics, Division of Child and Adolescent Health, Columbia University, Medical Director of the Breast Clinic in the Ambulatory Care Network of New York Presbyterian Hospital-Columbia/Columbia University Medical Center.

Show Info

Barbara Gannon, MD, Washingtonville Pediatrics

(Orange County, NY)

Sales end on April 7

F. Milk Banking

Offline payments also available

Susan

Vierzchalek, MD, FAAP, FABM, IBCLC

G. Nipple Pain - Advanced Case Presentations (bring one to share if time permits)

Lorelei Michels, DO, FABM

H. The Brooklyn Empowerment: A Right's-Based Neighborhood to Address Breastfeeding Disparities

CHECKOUT

Sharon Marshall-Taylor, BSc, CLC, Program Manager-Brooklyn Breastfeeding
New York St... Select Tickets
Empowerment Zone: NYCDOHMH-Center for Health Equity
Thu, Apr 7, 2...

3:45 - 4:00pm Evaluations/Certificates Awarded/Adjourn

An application for CERPs has been submitted.

Early Bird Registration

\$116.49 ⓘ

 ▾

Discounted rooms (\$115) at the Desmond are available by calling the hotel directly:

518-869-8100 or 800-448-3500. Group ID is 12G8A5

Early bird registration ends on March 11, 2016

Or book online: [https://bookings.ihotelier.com/bookings.jsp?](https://bookings.ihotelier.com/bookings.jsp?groupID=1566514&hotelID=12446) Sales end on March 11
groupID=1566514&hotelID=12446

Attendee code is 12823

Student or WIC Peer Counselor rate

\$95.49 ⓘ

 ▾

Discount room reservations must be made before March 23.

Show Info
Interested in being an exhibitor at the conference? Use the link below to access the application. Sales end on March 31

Regular price
<http://www.2016-conference-vendor.eventbrite.com>

SALES START MAR 12

WHEN
\$132.24 ⓘ

Thursday, April 7, 2016 from 7:30 AM to 4:00 PM (EDT) - Add to Calendar

Show Info

Sales end on March 31

WHERE

The Desmond Hotel - 660 Albany Shaker Road Albany, NY 12211 - View Map

Late Registration/At the door

SALES START APR 1

AGS

\$158.49 ⓘ

Albany, NY Events

Conference

Health

Show Info

Sales end on April 7

Offline payments also available

SHARE WITH FRIENDS

SEE WHO'S GOING

 CONNECT TO FACEBOOK

CHECKOUT



New York Statewide Breastfeeding Coalition, Inc.
 New York St... **Select Tickets** ×
 Organizer of New York Statewide Breastfeeding Coalition Annual Conference 2016
 Thu, Apr 7, 2...
 newyorkstatewidebreastfeedingcoalition

Early Bird Registration

\$116.49 ⓘ

 PROFILE

 CONTACT

0 

Early bird registration ends on March 11, 2016

[Hide Info](#)

Student or WIC Peer Counselor rate

\$95.49 ⓘ

[Show Info](#)

Regular price

\$132.24 ⓘ

[Show Info](#)

Late Registration/At the door

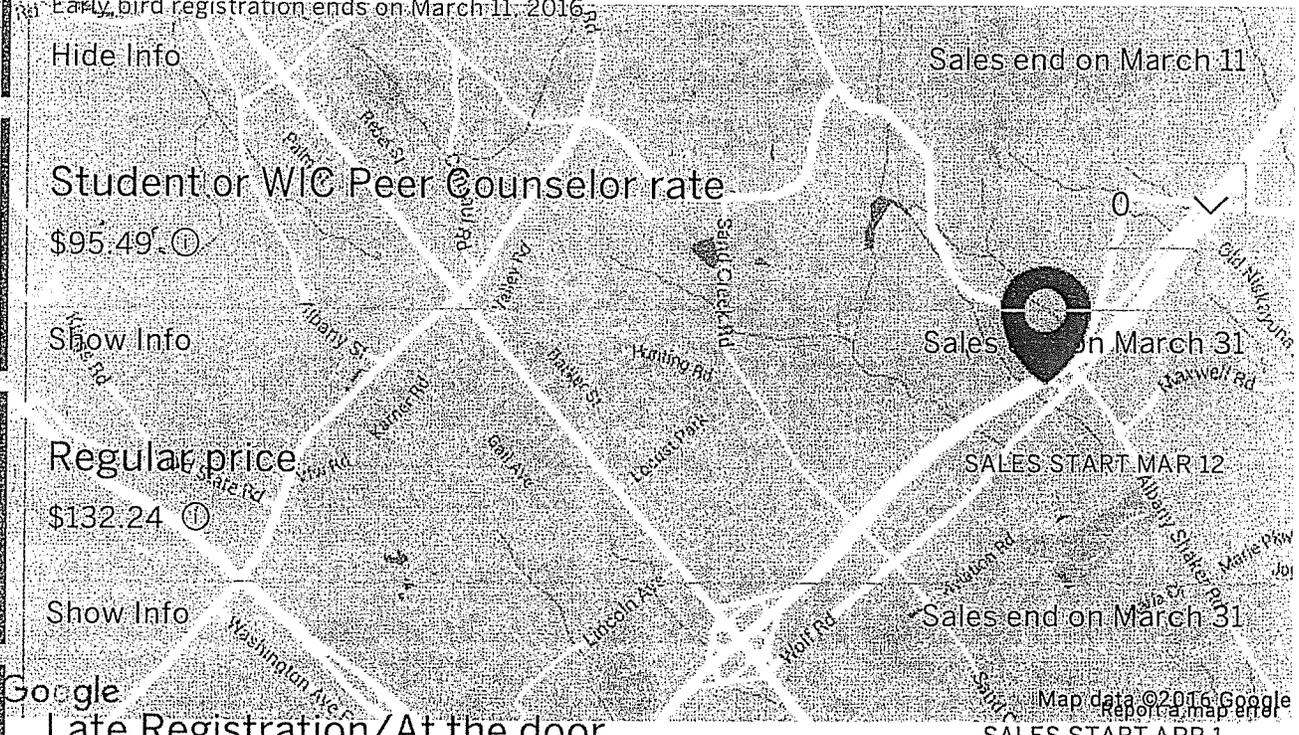
\$158.49 ⓘ

The Desmond Hotel

[Show Info](#)

660 Albany Shaker Road Albany, NY 12211

Sales end on April 7



   
Online payments also available

CHECKOUT

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Health Services Payroll Dept. No: 3600
Title of Position: Community Health Nurse Base Salary of Position: 45,661. Grade: 20
Filling at Step # (If Known): Not Known Request to Backfill Due to Promotion: Yes No
Budget code and title: A4010-110 Full Time Salaries Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No.: 6743 Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal varies% State varies% Other private % insurance as reimbursement according to patient case load

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other PCN

Actual Impact to Budget Report will be provided monthly by Human Resources Director.

Candidate's qualifications must be approved by Personnel Officer prior to hiring.

Human Resources Director has approved this form when initialed. AP 8-9-16

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

- The Administrator has no objection to the filling of the vacancy.
 The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature] Date 3/9/16

BUDGET OFFICER COMPLETES THIS SECTION

- The Budget Officer has no objection to the filling of the vacancy.
 The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature Frank E. Thomas Date 3/11/16

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health, Human & Social Services

- The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.
 In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
 In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature [Signature] Date March 23, 2016

RESOLUTION REQUEST FORM NO. 11

Request to Create New Temporary (90 day) Position

DEPARTMENT NAME: Health Services

DATE: 03/23/2016

- (a) Title of Requested Position: Supervising Public Health Nurse
- (b) Annual **Base** Salary (and Grade if Applicable): \$68,973.84
- (c) Effective Date for New Position: *04/22/2016
*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable): None – temporary position being created to cover for employee out on long term medical leave
- (e) Where are Funds in the Budget for this Position? List Budget Code (with title), Object Code (with title), and Amount: A 4010.110 Full time salaries
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title?: Yes (This is necessary **BEFORE** bringing the request to committees.)
- (g) Is this a mandated position? If so, please explain: No- see comment below
- (h) Is there expected revenue from this position? If so, please explain: The individual in this position oversees all business associates (therapists) which are revenue generating

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS*

***Please List All Other Requests Not Covered by Previous Resolution Request Forms Here. Please attach any backup information available and be as detailed as possible.**

DEPARTMENT NAME: Health Services

DATE: 03/24/2016

- (a) Purpose of Request: To establish a weekend and holiday hourly rate for per diem Registered Nurse and LPN Nurse Technicians
- (b) Details: Please see the attached details
- (c) Previous Resolution Number: Not applicable