

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: HEALTH, HUMAN & SOCIAL SERVICES

DATE: JUNE 22, 2016

COMMITTEE MEMBERS PRESENT:

SUPERVISORS SOKOL
SIMPSON
SEEBER
FRASIER
STROUGH
MCDEVITT

OTHERS PRESENT:

REPRESENTING THE DEPARTMENT OF PUBLIC HEALTH:
PAT AUER, DIRECTOR OF PUBLIC HEALTH/PATIENT SERVICES
GINELLE JONES, ASSISTANT DIRECTOR OF PUBLIC HEALTH DIVISION
TAMMIE DELORENZO, CLINICAL & FISCAL INFORMATICS COORDINATOR
TAWN DRISCOLL, FISCAL MANAGER
VALERIE WHISENANT, ASSISTANT DIRECTOR OF PATIENT SERVICES
REPRESENTING THE EMPLOYMENT & TRAINING ADMINISTRATION:
CHRIS HUNSINGER, DIRECTOR
HARRIET BUNKER, COORDINATOR OF SERVICES FOR THE OFFICE FOR THE AGING
REPRESENTING VETERANS' SERVICES:
DENISE DIRESTA, DIRECTOR
CYNTHIA HARRIS, KEYBOARD SPECIALIST
BRIAN REICHENBACH, COUNTY ATTORNEY
MARY ELIZABETH KISSANE, ASSISTANT COUNTY ATTORNEY
SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD
FRANK E. THOMAS, BUDGET OFFICER
SUPERVISOR LEGGETT
DON LEHMAN, *THE POST STAR*
CHRISTINA SCANLON, *SUN COMMUNITY NEWS*
SAMANTHA HOGAN, SENIOR LEGISLATIVE OFFICE SPECIALIST

COMMITTEE MEMBERS ABSENT:

SUPERVISORS VANSELOW
MACDONALD
BRAYMER

Please note, the following contains a summarization of the June 22, 2016 meeting of the Health, Human & Social Services Committee; the meeting in its entirety can be viewed on the Warren County website using the following link: <http://www.warrencountyny.gov/gov/comm/Archive/2016/health/>

Mr. Sokol called the meeting of the Health, Human & Social Services Committee to order at 9:35 a.m.

Motion was made by Mr. Strough, seconded by Mrs. Frasier and carried unanimously to approve the minutes of the previous meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Chris Hunsinger, Director of the Employment and Training Administration, who distributed copies of the agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Commencing his agenda review Mr. Hunsinger presented the following request:

- 1) To fill the vacant position of Senior Employment & Training Counselor (Grade 15, Annual Base Salary of \$38,828), due to retirement, as well as any vacancies created due to promotion.

Motion was made by Mrs. Frasier, seconded by Ms. Seeber and carried unanimously to approve the request and refer same to Finance, Personnel & Higher Education Committee for reporting purposes. *A copy of the Notice of Intent to Fill Vacant Position form is on file with the minutes.*

Privilege of the floor was extended to Denise DiResta, Director of Veterans' Services, who distributed copies of the agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Commencing her agenda review Ms. DiResta presented the following requests:

- 1) For a Contingent Fund transfer of funds in the amount of \$1,002.95, to cover payout to the Director of Veterans' Services for 31.5 hours unused vacation time accrued in 2015, *Note: Approval of this payment was granted by prior Resolution No. 261 of 2016.*

Motion was made by Mr. Strough, seconded by Mr. McDevitt and carried unanimously to approve the request and refer same to the Finance, Personnel & Higher Education Committee. *A copy of the request is on file with the minutes.*

- 2) To authorize Ms. DiResta to attend Annual CVSOA Conference in Sherrill, NY on August 12, 2016 using a fleet vehicle.

Motion was made by Mr. Simpson, seconded by Mrs. Frasier and carried unanimously to approve the travel request. *A copy of the Authorization to Attend Meeting or Convention form is on file with the minutes.*

Privilege of the floor was extended to Cynthia Harris, Keyboard Specialist who advised the Committee of research she had completed on the benefits of social media for the Veterans' Services Department. She explained how they could reach a younger demographic by using social media outlets, such as Facebook.

Following a brief discussion it was the consensus of the Committee to authorize moving forward to establish a Facebook account for the Department of Veterans' Services.

Finally, Ms. DiResta reviewed updates for the Veterans' Services Department including the archiving of records and the Veterans Information Management System (VIMS), as well as expressing her appreciation for the new vehicle used for transporting Veterans' which was well received by everyone.

Privilege of the floor was extended to Harriet Bunker, Coordinator of Services for the Office for the Aging, who distributed copies of the agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Commencing her agenda review Ms. Bunker presented the following requests:

- 1) To amend the Table of Organization and Salary Schedule to create and fill the new position of Coordinator, Office for the Aging (Grade 19, Annual Base Salary \$43,787).
- 2) To amend the Table of Organization and Salary Schedule to create and fill the new position of Specialist, Office for the Aging (Grade 10, Annual Base Salary \$34,675), and to delete the existing position of Nutrition Services Coordinator #2 (Base Salary \$42,038), effective July 18, 2016.
- 3) To authorize a new agreement with Cavolis Grinding Services, Inc. for knife sharpening services, for a term commencing July 1, 2016 and terminating on May 31, 2016 with a two year renewal option in an amount not to exceed \$300 annually.
- 4) To authorize a new agreement with Glens Falls Benevolent and Protective Order of Elks (B.P.O.E.) Lodge #81 for a term commencing upon execution and terminating December 31, 2016 with an automatic annual renewal, in an amount not to exceed \$300.

Motion was made by Mr. McDevitt, seconded by Mr. Simpson and carried unanimously to approve the requests as presented; Items 1 & 2 were referred to the Finance, Personnel & Higher Education Committee and the necessary resolutions were authorized for the July 15th Board meeting for Items 3 & 4. *Copies of the requests and the Notice of Intent to Fill Vacant Position forms are on file with the*

minutes. Note: Subsequent to the meeting it was determined by the Personnel Officer that the position of Coordinator did not need to be created, as it was an already existing position that would only need authorization to fill the budgeted position retirement, which authorization was provided as part of the motion made.

Supervisor Seeber disclosed that she was a member of the B.P.O.E., Supervisor Strough advised he was a member as well, however, he noted, he was unsure of whether it was necessary to disclose such information. Brian Reichenbach, County Attorney, stated it was necessary to disclose if they were members of organizations that concerned motions they were voting on.

Mr. Sokol advised there was one item from Countryside Adult Home that needed to be addressed; he advised Deanna Park, Director of Countryside Adult Home, was unavailable and he would present the item on her behalf. He then proceeded to present a request to amend Resolution No. 255 of 2016 to include hourly wages for any additional services as needed with Mahoney Notify Plus, Inc. For the fire alarm system and regular maintenance.

Motion was made by Mr. Simpson, seconded by Mr. Strough and carried unanimously to approve the request as presented and the necessary resolution was authorized for the July 15th Board meeting. *A copy of the request is on file with the minutes.*

Privilege of the floor was extended to Pat Auer, Director of Public Health/Patient Services, who distributed copies of the agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Ms. Auer began by introducing Valerie Whisenant, Assistant Director of Patient Services. She explained Ms. Whisenant has been with the agency since February of 1992, and had earned her Bachelor's Degree in Nursing during her time with the County.

Commencing the Health Services agenda review, Ms. Auer presented the following requests:

- 1) To authorize Robin Andre, Supervising Public Health Nurse, to attend the "Making the Transition to Supervisor Seminar" in Albany, NY on July 19, 2016 using a fleet vehicle.

Motion was made by Mr. Simpson, seconded by Mrs. Frasier and carried unanimously to approve the travel request. *A copy of the Authorization to Attend Meeting or Convention form is on file with the minutes.*

- 2) To authorize a no cost participation agreement with Adirondack Health Institute (AHI) and the Warren County Departments of Health Services, Community Services, Employment and Training and the Office for the Aging to allow receipt of the New York State Delivery Systems Reform Incentive Payment Program (DSRIP) funding for specific projects carried out by each department in a form approved by the County Attorney.

Motion was made by Ms. Seeber, seconded by Mr. Strough and carried unanimously to approve the request as presented and the necessary resolution was authorized for the July 15th Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 3) To amend the Warren County Budget to reflect the receipt of Cost of Living Adjustment (COLA) funds provided for various programs with the Disease Program totaling \$7,508.00.

Motion was made by Mr. Simpson, seconded by Mr. McDevitt and carried unanimously to approve the request and refer same to the Finance, Personnel & Higher Education Committee. *A copy of the request*

from is on file with the minutes.

- 4) To transfer funds in the amount of \$35,000 from Budget Code A.4010 110 (Health Services, Salaries-Regular) to Budget Code A.4010 130 (Health Services, Salaries-Part Time) to cover the cost of per diem nurses being used to cover full time nursing positions.

Motion was made by Mr. Strough, seconded by Mrs. Frasier and carried unanimously to approve the transfer request and refer same to the Finance, Personnel & Higher Education Committee. *A copy of the request is on file with the minutes.*

- 5) To authorize an agreement with Wendee Basinger, Occupational Therapist Registered and Licensed (OTR/L), for Occupational Therapy services provided in a form approved by the County Attorney.

Motion was made by Mr. Simpson, seconded by Ms. Seeber and carried unanimously to approve the request and the necessary resolution was authorized for the July 15th Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 6) To authorize Jodi Brynes, Registered Nurse (RN), to enroll in the online course Leadership and Management for Nurses Core Competencies for Quality Care offered through Chamberlain College of Nursing.

Motion was made by Mr. Strough, seconded by Mr. Simpson and carried unanimously to approve the request and refer same to the Finance, Personnel & Higher Education Committee. *A copy of the request is on file with the minutes.*

- 7) To authorize an increase in the per visit rate for Business Associate Therapists providing services to Certified Home Health Agency patients in specific regions as per the chart included in the agenda.

Motion was made by Mr. Strough, seconded by Mr. McDevitt and carried unanimously to approve the request as presented and the necessary resolution was authorized for the July 15th Board meeting. *A copy of the resolution request form in on file with the minutes.*

- 8) To authorize an agreement with LAMAR to purchase and install advertising wraps and cards for display on Greater Glens Falls Transit buses for the month of July 2016, for the total amount of \$1,522.

Motion was made by Mr. Strough, seconded by Mr. McDevitt and carried unanimously to approve the request and the necessary resolution was approved for the July 15th Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 9) To approve the 2015 Annual Report for Warren County Health Services. *A copy of which can be found on file with the minutes.*

Motion was made by Mrs. Frasier, seconded by Mr. Strough and carried unanimously to approve the request as presented and the necessary resolution was authorized for the July 15th Board meeting. *A copy of the resolution request form is on file with the minutes.*

Proceeding to the Information for Discussion/Review portion of the agenda, the following items were reviewed:

Emergency Response and Preparedness Activities - Ms. Auer advised Attachment No.1 in the agenda packet included a review of the Emergency Response and Preparedness Activities for the month.

Status of Referrals - Tammie DeLorenzo, Clinical & Fiscal Informatics Coordinator, reviewed the referrals, Attachment #4, advising that in comparison to 2015 the figures were down, but the decrease was very minimal. Ms. DeLorenzo stated they were closely monitoring referrals.

Personnel Update - Ms. Auer noted they were recruiting and interviewing for the two nursing positions, one due to retirement and the other due to personal reasons. She indicated both employees had offered to work on a per diem basis until the positions were filled.

Report of Expenditures, Revenues, Overtime and Per Diem Use for 2016 - Tawn Driscoll, Fiscal Manager, gave an update on the month's closing financials. She noted payroll was down due to the vacant positions. She advised expenses and revenues were lower than in prior years as shown in Attachment #3.

Mr. McDevitt inquired about the Zika virus. Ginelle Jones, Assistant Director of Public Health Division, stated currently there had not been any reports within Warren County. She gave information regarding ways to avoid contracting the virus. She added that there were educational packets on the virus and the effects on prenatal and postpartum pregnancies.

As there was no further business to come before the Health, Human & Social Services Committee, on motion made by Mr. Simpson and seconded by Mr. Strough, Mr. Sokol adjourned the meeting at 10:22 a.m.

Respectfully submitted,
Samantha Hogan, Senior Legislative Office Specialist