

Warren County Health Services

Health, Human and Social Services Committee

AGENDA FOR

March 22, 2017

Information Submitted By: Patricia Auer, DPH/DPS

Health and Human Services Committee Members: Frasier, MacDonald, Vanselow, Montesi, Braymer, McDevitt, Leggett

I. Committee meeting called to order by Chairperson

Motion to approve minutes of the February 28, 2017 Health Services Committee meeting

II. Action Agenda/New Business

Request Referral to Personnel and Higher Education Committee:

For consideration to create a part time(24 hours per week) Early Intervention Service Coordinator Position. The position is reimbursable through the Early Intervention Program. It is a Grade 18, Annual Base Salary \$42,837, prorated to 24hrs for hourly rate of \$20.59, with prorated, sick, vacation and personal time. There are no health benefits.

Rationale:

We recently had a Public Health Nurse retire that, as one of her duties, used to screen children for developmental delays. We have not replaced that position, and are instead utilizing one of our part time Early Intervention Coordinators, who has a master's degree in special education. She is doing well filling this need, and with the difficulty in nursing recruitment, we are always looking for appropriate ways to utilize our staff resources. We are covering her time through the Children With Special Health Care Needs grant. We have had a Per Diem Early intervention Service Coordinator, who has successfully passed the Civil Service test who is interested in the position, and is fully oriented to the program. It is no longer a Per Diem situation as we have necessary ongoing tasks that need to be done. The Health Services Table of Organization would be amended accordingly.

III. Referral/Pending Items

In follow up from last month's meeting regarding the "Tobacco 21" there are no actions needed at this time.

IV. Information for Discussion/Review

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.

Emergency Response and Preparedness:

Please see **Attachment #1** for the monthly report.

Status of Referrals: Please see **Attachment #4** for the detailed report.

Valerie Whisenant, Assistant Director of Patient Services, and Tammie DeLorenzo, Fiscal and Informatics Coordinator, will provide comments at the meeting.

Staffing Update:

Since our last meeting, we have had 1 full time nurse, who had just successfully completed her probationary period resign for health and personal reasons. She is looking to stay and work per diem. We have also recruited 1 full time nurse who has started work with us, that we previously have gotten permission to backfill.

Rabies Program Report:

See **Attachments #5 and #5a**.

We will provide and discuss additional information at the meeting.

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

#3 Revenue and Expense Comparison Report for 2016 vs 2017

#4 Report of Referrals Status

#5 and #5a Rabies Program Reports

ATTACHMENT #1
BT ACTIVITY SHEET
BP5 - 7/1/16 - 6/30/17

Page 1

Topic Color Codes

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

2/15	Volunteers	ServNY Coordinator Meeting	Kathy	
2/15	TTX	GFH- Pan Flu	Pat B	
2/16	Deliverable	L-1 Submitted APS- 1 Community Preparedness- Trainings	Kathy	
2/17	Updates	Reviewed Warren County EPR website emailed IT with corrections	Kathy	
2/23	Outreach- ServNY/Needs Registry/ community engagement	13 Outreach letters mailed to town halls re: ServNY; Voluntary Registry for ppl with Access and Mobility Needs and offering community engagement /presentation	Kathy	Special Needs
2/24	Outreach	Completed and mail merged Senior Club Outreach letters	Kathy	
2/27	Meeting	Mass Fatality Plan Updates	Ginelle, OES, GFH	Mass Fatality
2/27	Outreach Needs Registry	Senior Club letters mailed	Kathy	Special Needs
3/1/2017	DRILL Deliverable L-3	L-3 OURex (Regional) Drill- Pan Flu and I&Q	Dan, Ginelle, Pat A, Pat B, Dan, Kathy, Val, Tammie, Kaitlyn D (Sage RN student)	DRILL
3/2	DRILL	ORGANIZE OURex communications and information	Kathy, Dan	
3/6	Deliverable L-7	Submitted AAR-IP for L-7 HSB POD Set-up Drill	Dan	
3/8	Deliverable	Updated L-1 APS- Community Service	Kathy	
3/8	Emails/letter	Recertification for Needs Registration sent out	Kathy	Special Needs
3/13	Meeting	BT Coordinator Meeting	Dan	
3/15	TTX	Glens Falls TableTop Exercise Loss of essential utilities	Dan	
3/16	Planning	CEPA Updates	Dan. Amy OES	

WARREN COUNTY HEALTH SERVICES BUDGET ANALYSIS

REVENUE AND EXPENDITURES FOR 2017 AS OF 3/15/2017 5:43:44 PM

FUND(S): A, CL, D, DM, EF, GI, MS, SD, V

CODE(S): 4010, 4013, 4016, 4054, 4190, 4018, 4189

EXPENSES	2017 BUDGETED	2017 YTD ACTUAL	2016 Prior Year Totals
Salaries - Regular	\$2,596,617.00	\$393,712.78	\$2,464,774.00
Salaries - Overtime	\$133,500.00	\$20,285.87	\$108,802.81
Salaries - Part Time	\$428,443.00	\$73,430.18	\$347,831.73
100's PERSONAL SERVICES	\$3,158,560.00	\$487,428.83	\$2,921,408.54
200's EQUIPMENT	\$29,810.00	\$176.27	\$86,078.01
400's CONTRACTUAL	\$6,144,845.97	\$245,349.07	\$4,972,247.71
800's EMPLOYEE BENEFITS	\$1,567,901.00	\$326,896.05	\$1,516,728.00
TOTALS	\$10,901,116.97	\$1,059,850.22	\$9,496,462.26

REVENUES	2017 BUDGETED	2017 YTD ACTUAL	2016 Prior Year Totals
	\$8,820,139.00	\$334,398.69	\$6,491,884.57

Note: We are currently working on closing February billing for our CHHA and MCH programs. Accrued above are the January revenues of \$253,720.26. Also accrued for WIC is the January voucher of \$20,907, the February voucher of \$35,890 and the January COLA voucher of \$9544.

**Warren County Health Services
Salaries Comparison**

2016 vs 2017
as of 3/5/17 Payroll

	YTD 2017	YTD 2016	YTD 16v17	% Change	Total Budget 2017	Total Actual 2016
Total of All Depts	\$393,712.78	\$473,602.58	-\$79,889.80	-16.87%	\$2,596,617.00	\$2,464,774.00
Regular Salaries	\$20,285.87	\$22,636.08	-\$2,350.21	-10.38%	\$133,500.00	\$108,802.81
Overtime Salaries	\$73,430.18	\$56,960.40	\$16,469.78	28.91%	\$428,443.00	\$347,831.73
Part Time Salaries	\$487,428.83	\$553,199.06	-\$65,770.23	-11.89%	\$3,158,560.00	\$2,921,408.54
TOTALS						
% current YTD Salary to Total Budget	15.43%	18.94%				

*Source: Detail G/L report for all Salary Category from 1/1/XX-3/5/XX

Overall, total salaries are \$65,770.23 less than total 2016 Salaries. We continue to utilize per diem staffing as much as possible, due to staffing shortages in nursing to cover referrals therefore increasing the Part time salary category and reducing the Full time and Overtime salary categories showing overall a 11.89% reduction in salary from 2016. Also to keep in mind, we no longer have the Long Term Care program or the Ebola Grant which effected both Full time and Part time categories. These costs totalled \$13,609.04 overall in 2016.

ATTACHMENT #2

**Revenue and Expense Comparison 2017 vs 2016
as of 3/22/17 meeting**

	3/22/17 Meeting 2017 YTD Actual as of 3/15/17 G/L	2016 YTD as of 3/18/16 G/L for 3/23/16 Mtg	Variance
EXPENSES			
Salaries - Regular	\$393,712.78	\$473,602.58	(\$79,889.80)
Salaries - Overtime	\$20,285.87	\$22,636.08	(\$2,350.21)
Salaries - Part Time	\$73,430.18	\$56,960.40	\$16,469.78
100's PERSONAL SERVICES	\$487,428.83	\$553,199.06	(\$65,770.23)
200's EQUIPMENT	\$176.27	\$359.00	(\$182.73)
400's CONTRACTUAL	\$245,349.07	\$525,455.68	(\$280,106.61)
800's EMPLOYEE BENEFITS	\$326,896.05	\$366,553.44	(\$39,657.39)
TOTALS	\$1,059,850.22	\$1,445,567.18	(\$385,716.96)

	2017 YTD ACTUAL	2016 Prior Year to Date Totals	
REVENUES	\$334,398.69	\$310,198.07	\$24,200.62

Notes:

It should be noted, reflected above for comparison are financials as of 3/18/16 to compare to our current of 3/15/17. Expenses are down in 2017 compared to 2016 primarily due to timing of invoices.

Salaries: (please see previous page) Overall are \$65,770.23 below 2016. Full time and overtime salaries are below 2016 YTD salaries while Part time salaries are above 2016. This correlates with the per diem staff that continue to be utilized to assist in nursing shortage coverage. Overall, 2017 salaries are 15.43% of budget while this time last year we were at 18.94% of budget for total salaries.

Employee Benefits:

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

Revenues:

Revenues at this time reflect January Revenues for both years for our CHHA and MCH programs.

**Warren County Health Services
Patient Evaluations
CHHA Division**

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	99	106	104	102	120	123	85	106	101	104
SN IV eval	9	6	12	8	10	10	4	10	4	13	7	11
PRI	4	6	1	7	6	3	6	2	5	10	3	1
UASNY	19	11	11	17	13	9	13	12	9	7	12	14
SN Evals per month	134	134	123	138	133	124	143	147	103	136	123	130
PT Evals	76	76	62	66	68	77	69	82	69	67	71	65
PT only	25	26	19	23	18	20	20	27	16	26	21	27
Total Evals per month	159	160	142	161	151	144	163	174	119	162	144	157

Difference -12% -1% -23% -7% -13% -7% -10% 7% -24% 5% -1% 5%

CATEGORY	01/2017	02/2017	03/2017	04/2017	05/2017	06/2017	07/2017	08/2017	09/2017	10/2017	11/2017	12/2017
SN eval	97	109										
SN IV eval	7	6										
PRI	3	2										
UASNY	16	10										
SN Evals per month	123	127	0									
PT Evals	78	47										
PT only	27	9										
Total Evals per month	150	136	0									

Difference -6% -15%

Attachment #4

RABIES STATISTICS

	2012	2013	2014	2015	2016
Confirmed Rabid Animals	1 cat 1 bat	1 cat 1 fox 2 raccoon	1 skunk 1 fox	1 raccoon 1 fox	1 skunk 3 unsatisfactory specimens
Animal Specimens Submitted for Testing	45	30	42	24	34
Animal Bites	224	234	257	246	251
Patients Receiving Pre-Exp. Vac. (3 Injections) or Booster Vacc. Fee: \$203.00/Dose	3	4 Titers Drawn 8	0	3	3
Patients Receiving Post-Exp. Vac. Series @ GF Hosp. (All RIG and First Injections are Given at GF Hospital)	28	31	19	30	31 + 7 refusals
Patients Receiving Post-Exp. Vac. Series @ P. Health (All RIG and First Injections are Given at GF Hospital)	1	5	5	1	1
Animal Clinics	22	22	22	22	22
Animals Receiving Rabies Vaccinations	1130	905	911	958	841

Expenses paid in relation to Rabies Program: \$26,493.90
Amount vouchered to New York State: \$16,965.08
Rabies Clinic : \$7,900.00
Total program cost to Warren County: \$1,628.82

Attachment # 5

**Warren County Health Services
Rabies Statistics
2011-2016**

	2011	2012	2013	2014	2015	2016*
Amount paid in relation to the Rabies Program: (Jan-Dec)	\$18,574.94	\$24,462.24	\$28,378.99	\$15,085.92	\$10,818.71	\$26,493.90
Amount of Reimbursement from NYS: (Amount vouchered)	\$8,239.48	\$10,922.07	\$19,705.36	\$6,572.06	\$2,010.13	\$16,965.08
Rabies Clinic Revenues: (Jan -Dec)	\$7,116.50	\$9,895.00	\$8,386.00	\$8,290.00	\$8,534.00	\$7,900.00
Total Program Cost to Warren County:	\$3,218.96	\$3,645.17	\$287.63	\$223.86	\$274.58	\$1,628.82

*Note: Final 10-12/2016 voucher not approved by State. Due to a larger family deductible in last quarter of 2016, maximum grant funding has been utilized and therefore no additional reimbursement will be made at this time to the county.
 Above numbers reflect actual costs /reimbursements from 1/1/16-12/31/16. However, the Grant time frame is from 4/1 to 3/31.
 Therefore for the first quarter of 2017, all funds from the grant have been utilized and all costs incurred will be not be reimbursable.
 An email has been sent to our Rabies representative regarding the issue of patients having these large deductible plans. No response to date.
 Also to note, we anticipate at least 36% reimbursement on additional costs to the county when billed through our quarterly State Aid.

Attachment # 5 a

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Health Services

DATE: 03/22/17

- (a) Title of Requested Position: Early Intervention Service Coordinator
- (b) Annual **Base** Salary (and Grade if Applicable): Grade 18, \$42, 837 pro-rated to 24 hours per week
- (c) Effective Date for New Position:* 04/24/17
*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
- (e) Where are Funds in the Budget for this Position? List Budget Code (with title), Object Code (with title), and Amount: Early Intervention Service Coordination A.4054.0060.130
- (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: NYS Early Intervention is a mandated program, service coordination is part of the program services
- (h) Is there expected revenue from this position? If so, please explain: Early Intervention service coordination activities and time are billable services, Warren County Health Services does its own service coordination rather than pay outside agencies

EARLY INTERVENTION SERVICE COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: Under the supervision of the Director of Public Health, this individual identifies, provides, teaches and oversees service delivery to those children from birth through five years of age eligible for and/or receiving specialized health and/or educational or human services. This individual also works closely with these children and their families and those service providers involved in providing care. She/he plans for coordination, health, educational and/or Social Services for all children/families in her/his caseload. This coordinator also counsels, provides emotional support to families and may refer, facilitate, and follow-up service delivery for children and their families to appropriate agencies, schools, or other community services.

TYPICAL WORK ACTIVITIES:

- Participates in outreach efforts in order to heighten public awareness of children with special health, educational or social needs from birth through five years of age, and to promote the importance of early intervention on problematic situations;
- Works closely with currently existing Warren County Public Health Programs: Child Find, Maternal Child Health and Pediatric Home Care to assure appropriate and timely identification of needs, promote assistive services, and follow through for those identified needs/concerns;
- Understands financial eligibility requirements and mechanisms for service payment programs and to identify, promote, and advocate for children and families when appropriate;
- Develops supportive relationships with high-risk children and families through interviewing skills, intake screening, and assessment procedures;
- Assists families in the understanding of the need to recognize, develop and participate in a plan of intervention services for the child;
- Functions as the Warren County representative in all County school districts' Committees for Preschool Special Education (CPSE), understands CPSE procedure, and coordinates/facilitates service efforts on an appropriate and timely basis;
- Coordinates service care plan with all service providers involved with the child and family to promote effective intervention while considering the uniqueness of each child's and each family's needs;

cont.

Maintains essential and timely case records and reports in accordance with client confidentiality requirements;

Works in conjunction with nursing staff to observe, identify and report to physician pertinent information regarding the child's health, i.e. reactions to drugs, and/or treatments, and new or exacerbated health deficits. This may include communicating to the physician social and physical factors in the environment, which impact the child and/or family functioning;

Plans/identifies with the family and other service providers an appropriate care for a child that is feasible within the physical, financial and emotional resources of the family;

Helps the family accept responsibility for the child's care;

Plans a caseload for coordinated service delivery for children/families including maintenance, records for analysis, planning of services, and the establishment of priorities for care;

Guides families toward self-help in the recognition and solution of physical, emotional, educational and environmental problems;

Recognizes attitude and cultural patterns that may be potentially detrimental to intervention efforts and helps families to develop attitudes that allow them to optimize use of health, educational or financial intervention programs;

Provides families with information, support and encouragement which allows the opportunity to adopt attitudes and practices that promote health and reduce anxiety, tension and fatigue;

Helps children and families to accept and adjust positively to physical, mental, social and educational limitations;

Consults with other service providing professionals regarding individual case problems as needed;

Facilitates family acceptance of appropriate medical, social, educational and financial services as needed. Interprets extent and limitations of services available. With family permission, arranges referrals and communicates pertinent information to service providers, including the physician;

Reviews individual cases periodically based upon a written plan of care established in conjunction with the family at the time of child/family's initial involvement with the agency and revises the plan as necessary;

Enters and submits timely and accurate child specific documentation through the NYSEIS (New York State Early Intervention System).

cont.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of "normal" growth and development in children with ability to communicate these to family as well as other providers of services to the child; ability to identify and positively utilize strengths and weaknesses in family functioning and structure; working knowledge of the administrative organization and services provided in various community facilities; skill in interview and assessment techniques with children and adults; ability to communicate effectively with children and adults, both verbally and in writing; ability to establish and maintain cooperative working relationships with agency staff, as well as other service providers in the community; ability to accept and utilize guidance; ability to perform duties in accordance with New York State Public Health and Educational Codes.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in education or a health related field and possession of a teaching certificate, license or other certified designation to confirm proficiency in education/health areas.

NOTE: Possession of a valid New York State Driver's License is required at time of appointment.

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 - WIC Payroll Dept. No: 36.01

Title of Position: Infant Feeding Advocate Base Salary of Position: 25,823 Grade: 3

Filling at Step # (If Known): Base Entry Request to Backfill Due to Promotion: Yes No

Budget code and title: A4013.130 part time salaries Union Non-Union

This position is vacated due to: Retirement Resignation Termination Promotion Other

Employee No.: 12834 Is this position mandated? Yes No Is the position reimbursable? Yes No

Source of reimbursement: Federal 100 % State _____ % Other _____ %

promoted to 20 hrs per WIC.

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

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

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. PN 3/3/17

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 3/6/17

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 3/6/17

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.

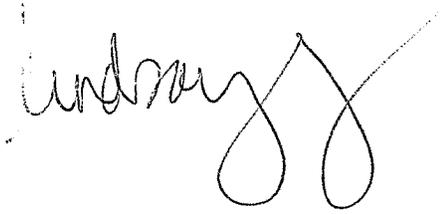
In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature Edna A. Frasier Date 3/22/17

February 17, 2017

I am resigning from my position as Breastfeeding Peer Counselor/Infant Feeding Specialist effective March 3 2017.

Lindsay Graham

A handwritten signature in black ink, appearing to read "Lindsay Graham". The signature is written in a cursive style with a large, looping flourish at the end.