

**Warren County Health Services
Health, Human and Social Services Committee
AGENDA FOR
June 18, 2018
Information Submitted By: Ginelle Jones, DPH/DPS**

Health and Human Services Committee Members: Frasier, McDevitt, Braymer, Leggett, Loeb, Diamond, Hyde, Magowan, Sokol

Committee meeting call to order by Chairperson

Motion to approve the minutes of the May 23, 2018 Health and Human Services Committee meeting.

I. Action Agenda/New Business

Request Resolution:

For Budget Amendment, please refer to **attachment #5**.

Rationale:

Tawn Driscoll, Fiscal Manager, will explain the need at the meeting.

Request Resolution:

To authorize Transfer of Funds, please refer to **attachment #6**.

Rationale:

Tawn Driscoll, Fiscal Manager, will explain the need at the meeting.

Referral/Pending Items

There are no pending items at this time.

II. Information for Discussion/Review

Report of Expenditures, Revenues, Overtime and Per Diem Use for 2018

Please see **Attachment 2**.

Revenue and Expense Comparison Report for 2017 vs 2018

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.

Tammie DeLorenzo, Clinical and Fiscal Informatics Coordinator, will provide comments at the meeting.

Program Updates

Early Intervention Survey: IPRO was on site May 30th. We anticipate some findings, however are waiting for the official report. Overall the agency did well.

Upcoming WIC Survey: NYSDOH WIC Program will be here July 10th.

Staffing Update

Staffing continues to be a challenge and a work in progress.

Nursing Positions:

We have two nurses out on worker's compensation.

Intent to Fill Forms Submitted: None

III. Privilege of the floor to discuss any additional items to come before Committee

IV. 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
3. Revenue and Expense Comparison Report for 2017 vs 2018
4. Report of Referrals Status
5. Budget Amendment Request
6. Request for Transfer of Funds
7. Rabies Program Report

ATTACHMENT #1
BT ACTIVITY SHEET
BP1 - 7/1/17 - 6/30/18

Page 1

Topic Color Codes

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

6/1	Planning	Updated Isolation & Quarantine Plans	Dan	
6/5	Webinar	CERC CDC Emergency Response Communication	J'nelle	Training
6/7	In-person	NYSACCHO	Ginelle, J'nelle	
6/12	In-person	Regional Public Health EPR Coordinators Meeting	Dan, J'nelle	Meeting
6/20	Webinar	Monthly ClinOps – Pandemic Influenza	Dan, J'nelle	Training
6/20	TTX	Pediatric Mass Casualty – TTX at Glens Falls Hospital	Dan	Training
6/20	Webinar	Serv NY Monthly	J'nelle	Meeting
6/25	Drill	Annual Chempack Exercise	Dan, J'nelle, Ginelle	Training
6/29	Seminar	Psychological First Aid Train-the-Training Mandatory	Dan	Training
6/30		Grant Year Ends All Final Reports Due by July 15 th .	Dan	

WARREN COUNTY HEALTH SERVICES BUDGET ANALYSIS

REVENUE AND EXPENDITURES FOR 2018 AS OF 6/7/2018 7:52:22 PM

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

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

EXPENSES	2018 BUDGETED	2018 YTD ACTUAL	2017 Prior Year Totals
Salaries - Regular	\$2,676,277.32	\$955,532.44	\$2,254,816.25
Salaries - Overtime	\$132,000.00	\$35,756.55	\$99,343.63
Salaries - Part Time	\$498,862.68	\$170,018.48	\$416,387.62
100's PERSONAL SERVICES	\$3,307,140.00	\$1,161,307.47	\$2,770,547.50
200's EQUIPMENT	\$80,892.50	\$4,263.16	\$70,272.53
400's CONTRACTUAL	\$6,183,179.35	\$1,440,607.09	\$5,564,401.96
800's EMPLOYEE BENEFITS	\$1,616,275.00	\$621,638.66	\$1,455,471.45
TOTALS	\$11,187,486.85	\$3,227,816.38	\$9,860,693.44

REVENUES	2018 BUDGETED	2018 YTD ACTUAL	2017 Prior Year Totals
	\$8,887,201.76	\$1,838,255.74	\$7,616,169.70

Note: We are in the process of closing month end for May for the Homecare and Maternal Child Health Programs. We have accrued within Revenues the WIC April voucher for \$34,614. We have also accrued \$173,538.01 for the 49% we get reimbursed from the state for the Early Intervention program (payment to 4/18).

Warren County Health Services

Salaries Comparison

2017 vs 2018

as of 5/27/18 Payroll

	YTD 2018	YTD 2017	YTD 18v17	% Change	Total Budget 2018	Total Actual 2017
Total of All Depts						
Regular Salaries	\$955,532.44	\$919,082.94	\$36,449.50	3.97%	\$2,676,277.32	\$2,254,816.25
Overtime Salaries	\$35,756.55	\$40,921.29	-\$5,164.74	-12.62%	\$132,000.00	\$99,343.63
Part Time Salaries	\$170,018.48	\$173,453.17	-\$3,434.69	-1.98%	\$498,862.68	\$416,387.62
TOTALS	\$1,161,307.47	\$1,133,457.40	\$27,850.07	2.46%	\$3,307,140.00	\$2,770,547.50
% current YTD Salary to Total Budget	35.12%	40.91%				

*Source: Detail G/L report for all Salary Category from 1/1/XX-5/27/XX

Overall, total salaries are \$27,850.07 more than total 2017 Salaries due to the annual negotiated contracted increases and additional expenses for retirements.

Overtime and Part time salaries are lower YTD for 2017 compared to 2018. We have lost a few per diem nursing staff and have recently hired three full time nurses.

Overall, Salaries are up slightly by 2.46% compared to 2017. At this time, we currently are 35.12% of the 2018 budget where in 2017, we were 40.91% of the final actual expenses.

Warren County Health Services
Revenue and Expense Comparison 2018 vs 2017
as of 6/7/18 G/L

EXPENSES	2018 YTD Actual as of 6/7/18 G/L	2017 YTD as of 6/7/17 G/L	Variance
Salaries - Regular	\$955,532.44	\$919,082.94	\$36,449.50
Salaries - Overtime	\$35,756.55	\$40,921.29	(\$5,164.74)
Salaries - Part Time	\$170,018.48	\$173,453.17	(\$3,434.69)
100's PERSONAL SERVICES	\$1,161,307.47	\$1,133,457.40	\$27,850.07
200's EQUIPMENT	\$4,263.16	\$37,619.85	(\$33,356.69)
400's CONTRACTUAL	\$1,440,607.09	\$1,804,280.24	(\$363,673.15)
800's EMPLOYEE BENEFITS	\$621,638.66	\$639,950.99	(\$18,312.33)
TOTALS	\$3,227,816.38	\$3,615,308.48	(\$387,492.10)

REVENUES	2018 YTD ACTUAL	2017 Prior Year to Date Totals	Variance
	\$1,838,255.74	\$1,698,290.90	\$139,964.84

Notes:

Salaries: (please see previous page) Overall are \$27,850.07 or 2.46% above 2017 as of the 5/27/18 payroll date. Full time salaries are above 2017 YTD salaries while part time and overtime salaries are below 2017. This increase correlates with the annual negotiated contract salary increases and additional retirement costs. Overall, 2018 salaries are 35.12% of budget while this time last year we were at 40.91% of the final total salaries.

Equipment: The variance in equipment expense is primarily related to vehicle purchases made in 2017 for the Homecare. We are expecting 2018 vehicles by late June.

Contractual expenses: Expenses at this time for 2018 are below 2017 by \$363,673.15. Due to timing of invoices, this variance is related to both CHHA and Preschool expenses .

Employee Benefits: Employee benefits are below last year by \$18,312.33 and correlates with the the nursing position shortages that we have experienced during the year therefore allowing us to hire per diem employees. As we hire new employees to replace those that have retired, this variance will be less. Also to note, that Retiree Health insurance increases dramitically when an employee retires. Year to date, the 2018 Retiree Health insurance for 6/7/18 is \$18,383 more than 2017(a 13.54% increase)

Revenues:

Revenues are above 2017 by \$139,964.84.

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

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	1836

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	124	94	109	86	101	96	101	102	90	93	
SN IV eval	7	6	14	4	3	8	7	7	6	5	8	5	
PRI	3	2	3	4	3	0	6	3	4	1	3	3	
UASNY	16	10	10	12	12	12	9	11	8	14	13	5	
SN Evals per month	123	127	151	114	127	106	123	117	119	122	114	106	
PT Evals	78	47	71	57	64	59	63	61	70	63	68	56	
PT only	27	9	18	16	18	19	18	26	18	17	26	23	
Total Evals per month	150	136	169	130	145	125	141	143	137	139	140	129	1684

CATEGORY	01/2018	02/2018	03/2018	04/2018	05/2018	06/2018	07/2018	08/2018	09/2018	10/2018	11/2018	12/2018	
SN eval	112	88	97	95	115								
SN IV eval	2	8	5	4	7								
PRI	3	3	3	1	2								
UASNY	16	12	10	6	0								
SN Evals per month	133	111	115	106	124	0							
PT Evals	70	57	63	61	74								
PT only	19	18	17	19	16								
Total Evals per month	152	129	132	125	140	0							

2% -7% -37% -5% -5%

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-Home Care Division

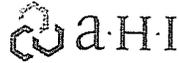
DATE: June 18, 2018

- (a) **Purpose of Amendment:** To amend the 2018 budget to adjust the Health Services – Home Care Division to reflect funds received from the Adirondack Health Institute (AHI) in the amount of **\$12,155.00** which must be used to support the DSRIP (New York State Delivery Systems Reform Incentive Payment Program) Project activities. The Funds will be utilized to transition the Electronic Patient Health Record System utilized by our Certified Home Health Agency from Delta Health Technologies' Encore Product to their Crescendo Product. Costs will include equipment, data processing and training.
- (b) Appropriation Code (with title), Object Code (with title) and Amount:
A.4010.428 Health Services-Data Processing \$12,155.00

Revenue Code (with title), and Amount:

A.4010.3426 Health Services—DSRIP Engagement Funds Revenue \$12,155.00.

ATTACHMENT #5



Adirondack Health Institute

○ Lead ○ Empower ○ Innovate

Tammie DeLorenzo
Clinical and Fiscal Informatics Coordinator
Warren County Health Services
1340 State Rte 9, Municipal Center
Lake George, NY 12845

Dear Tammie DeLorenzo:

Your organization has earned a DY3 Q4 Project Activity Payment in the total amount of \$12,155.00 based on your participation in DSRIP projects.

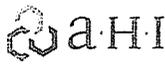
Based on the W-9 submitted during the AHI contracting process, your organization indicated it would contract alongside other individual county organizations to form Warren County as a single entity. Based on that information, a check was sent to Warren County which included \$12,155.00 in funds allocated to your organization.

Additional information regarding project activities can be referenced in the respectful project addendum. Payment detail can be referenced in the included payment remittance.

If you have any questions, please submit them to dsripahi@ahihealth.org with the subject line: "DSRIP Project Payment Question".

Sincerely,

Sarah Wright
Chief Financial Officer



Adirondack Health Institute

○ Lead ○ Empower ○ Innovate

Date: 5/25/2018
Vendor ID: WAR200
Check Number: 3041
Check Cycle: P4R PMNT 8.0 (DY3 Q4)
Partner: Warren County Health Services (WARREN CNTY SERV LTHHCP)
Address: 1340 State Rte 9, Municipal Center
Lake George, NY 12845
Attention: Tammie DeLorenzo
Title: Clinical and Fiscal Informatics Coordinator
Phone: 518-761-6415
Email: delorenzot@warrencountyny.gov

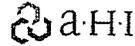
Enclosed for payment is DSRIP DY3 Q4 payment in the total amount of:
\$12,155.00.

Your organization has signed project addendums and is receiving payment for the following projects:
2 a.i. , 2 b.viii.

This payment encompasses 01/01/18 through 03/31/18, as well as, any previously unpaid activities completed between 04/01/16 and 12/31/17. This payment is based on project activities your organization is actively participating in through Adirondack Health Institute PPS.

Projects are paid on activities outlined for each project. Additional information regarding project activities can be referenced in the respectful project addendum.

If you have any questions regarding payments, please send them to DSRIPAHI@ahihealth.org with "DSRIP Project Payment Question" in the subject line.



Adirondack Health Institute

Lead Empower Innovate

Date: 5/25/2018

Check Number: 3041

Payment Cycle: P4R PMNT 8.0 (DY3 Q4)

Partner: Warren County Health Services (WARREN CNTY SERV LTHHCP)

Please find enclosed a check in the amount of \$12,155.00 encompassing the below project payments. Also referenced below are total P4R payments by project activity earned to date for your organization. Note: Not all projects pertain to all organizations.

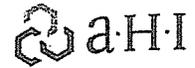
		01/01/2018 – 03/31/2018	04/01/2016 – 03/31/2018	07/01/2017 – 03/31/2018*	
Project Activity	Project Description	DY3 Q4 Net Payment Amount	DY3 Q4 Amount Withheld**	Cumulative Net Payout	Cumulative Amount Withheld**
2 a.i.	Integrated Delivery Systems	\$ 4,250.00	\$ 750.00	\$19,137.50	\$ 750.00
2 a.ii.	Increase certification of Primary Care Practitioners	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
2 a.iv.	Medical Village	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
2 b.viii	Hospital-Home Collaboration Solutions	\$ 7,905.00	\$ 1,395.00	\$27,243.00	\$ 1,725.00
2 d.i.	Implementation of Patient Activation Activities	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
3 a.i.	Integration of Primary Care & Behavioral Health	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
3 a.ii.	Behavioral Health Community Crisis Stabilization	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
3 a.iv.	Development of Withdraw Management	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
3 g.i.	Integration of Palliative Care	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
4 a.iii.	Strengthen Medical Health & Substance Abuse Infrastructure	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
4 b.ii	Increase access to high quality chronic disease prevention	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
		\$12,155.00	\$ 2,145.00	\$46,380.50	\$ 2,475.00

*Cumulative amount withheld includes any Withhold amounts post Payment Cycle 5.0

**Per executed contract addendums, activity payments will have a 15% AV Withhold applied. Net Payment Amount is a net pay taking into account the 15% withhold.

Individual Project Net Payment Detail*

Partner: Warren County Health Services (WARREN CNTY SERV LTHHCP)
 DY3 Q4



Adirondack Health Institute

Lead Empower Innovate

2 a.i.				
Project Activity	Description	Possible Project Payment	Net Project Payment Earned	Cumulative Net Project Payment
	Payment One	\$ 15,000.00	\$ -	\$ 12,750.00
	Payment Two	\$ 5,000.00	\$ 4,250.00	\$ 4,250.00
	Withhold 1.0		\$ -	\$ 2,137.50
			\$ 4,250.00	\$ 19,137.50

2 b.viii.				
Project Activity	Description	Possible Project Payment	Net Project Payment Earned	Cumulative Net Project Payment
1	Rapid Response Team	\$23,000 Per Participant	\$ -	\$ -
2	Telehealth/Telemedicine	\$34,500 Per Participant	\$ -	\$ -
3	Patient Engagement: Home Care	\$100 Per Patient	\$ 7,905.00	\$ 24,735.00
	Withhold 1.0		\$ -	\$ 2,508.00
			\$ 7,905.00	\$ 27,243.00

DY3 Q4 Net Project Payment:	\$ 12,155.00
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Cumulative Net Project Payment:	\$ 46,380.50
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*Per executed contract addendums, activity payments will have a 15% AV Withhold applied.
 Net Payment Amount is a net pay taking into account the 15% withhold.

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

SIGNED: _____

DATE: June 18, 2018

	<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
1.	A.4189.110	Bioterrorism -Part Time Salaries	A.4189.110	Bioterrorism -Full Time Salaries	\$3,671.62
2.	A.4189.130	Bioterrorism -Part Time Salaries	A.4189.110	Bioterrorism -Full Time Salaries	\$7,008.75
3.	A.4189.130	Bioterrorism -Part Time Salaries	A.4189.810	Bioterrorism-Retirement Expense	\$2,717.77
			A.4189.830	Bioterrorism-Social Security Expense	\$1,202.16
			A.4189.831	Bioterrorism -Medicare Expense	\$118.06

Total Transfers **\$14,718.36**

1. To transfer funds from Part Time salaries to Full Time Salaries for the Public Health Program Coordinantor for hours worked towards BT Grant 3/4-5/27/18 Payrolls. Salary has been paid in full through the Health Education program, however these hours need to be allocated to the BT Grant within FT salary expense line.
2. To transfer fund from Part time salary to Full time salary within the BT Grant. Part time Liason position to be filled in fall 2018, however FT PH Program Coordinator remains assisting in BT and reflects more accurately time given to grant by the Public Health Educator. These funds are to cover the FT salaries from 6/1-12/31/18.
3. To transfer funds from BT Part time salaries to Fringes: Retirement, Social Security and Medicare expenses to cover total fringe to year end 12/31/18.

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

**Warren County Public Health
Rabies Program
JANUARY- MARCH 2018**

Town	Different Address Owner/Victim <small>*Proposed follow up by Town ACO</small>				Same Address Owner/Victim <small>*Proposed follow up by Public Health</small>				Out of Town Owner <small>*Follow Up by Public Health</small>				Strays Follow Up by Public Health <ul style="list-style-type: none"> • Vet's Office • Victim Watching • Victim Treated Rabies PEP • Euthanized Follow Up by ACO Animal needs to be captured and taken to Animal Hospital. Public Health to check after confinement					
	Cats		Dogs		Cats		Dogs		Cats		Dogs		Vet	Victim Watched	Treated with PEP	Refused PEP	Euthanized	ACO Capture
	UTD	NOT UTD	UTD	NOT UTD	UTD	NOT UTD	UTD	NOT UTD	UTD	NOT UTD	UTD	NOT UTD						
Bolton							1	1										
Chester																		
Glens Falls	1	1		1		1	4	1				1		1				
Hague			1															
Horicon		1																
Johnsburg								1										
Lake George			2				2				1							
Lake Luzerne															1			
Queensbury			1	2		1	10	1							1			
Stony Creek							1											
Thurman								1								1		
Warrensburg				1		1	1									1		
Totals	1	2	4	4	3	19	5				2			1	4			

Total Bites for Quarter – 45

Specimens tested for rabies this quarter- 3

Positive specimens for rabies- 0

People pre-approved for rabies post exposure treatment- 3

Rabies Clinics this quarter- 3

Next Rabies Clinic- June 30th at Hadley Luzerne Fire House 10-12N