

**Warren County Health Services
Health, Human and Social Services Committee
AGENDA FOR
January 25, 2019
Information Submitted By: Ginelle Jones, DPH/DPS**

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

Committee meeting called to order by Chairperson

Our department would like to welcome back our returning committee members, and also welcome Supervisor Driscoll as a new member. All are welcome to visit our department at any time. We would be happy to set up a "Tour and Orientation" to our department for any members of the Health Services Committee or Board of Supervisors that are interested.

Motion to approve the minutes of the November 20, 2018 Health and Human Services Committee meeting.

I. Action Agenda/New Business

Request Resolution: To appoint and reappoint members of the Warren County Health Services Professional Advisory Committee for the year January 1, 2019-December 31, 2019 per the list that was transmitted with the meeting agenda information. **Refer to Attachment #6**

Rationale: The committee must be appointed annually by Resolution per New York State Department of Health Regulations. A copy of the membership will be available at the meeting and will be on file with the minutes of the meeting. The meetings are held quarterly at the Municipal Center in Meeting Room 5110.

Request Resolution: To appoint and reappoint members to the Local Early Intervention Coordinating Council per the list transmitted with the agenda information. **Refer to Attachment # 7**

Rationale: Per New York State Health Department Regulations, this committee must be appointed by board resolution annually. The membership list was transmitted with the meeting agenda information and will be available at the meeting. A copy of the membership will be kept on file with the minutes of the meeting. The committee meets semi-annually at the Municipal Center.

Request Resolution: To amend the contract with Kinney Management Services, LLC of Latham, NY, which provides KCHECKS, to reflect a \$50 dollar Increase. **Refer to Attachment #8**

Rationale: KCHECKS is a part of the agency's Corporate Compliance Plan and helps to monitor service providers. The amendment is requested to reflect the increase in price.

Request Resolution: To amend Resolution 242 or 2018, which amended Resolution 803 of 2010, adopting the Warren County Corporate Compliance Policy to name the Assistant to the County Administrator as the County's Corporate Compliance Officer. **Refer to Attachment #9**

Rationale: The County must have a Corporate Compliance Officer. Due to the recent personnel changes, the Assistant to the County Administrator was named as the Compliance Officer.

Request Resolution: To authorize Laura Monroe, RN to receive reimbursement according to CSEA Union contract for a job related course " NUR 305 Information Management and Patient Care Technologies" and related course expenses, upon completion of course and attaining a grade C or better. **Refer to Attachment #11**

Rationale: This is a required course for the Bachelor's degree in nursing and is timely with the Electronic Medical Record update within our Home Care agency. Our department encourages Bachelor prepared nurses and supports Education in an effort to better serve our clients and create a larger staff pool For Leadership opportunities within the department.

Request Resolution: To authorize Jignasha Shah, Public Health Program Coordinator, to receive reimbursement according to CSEA Union contract for a job related course "Biology 210 Anatomy and Physiology I with Laboratory Works" and related course expenses upon completion of the course and attaining a grade C or better. **Refer to Attachment #12**

Rationale: This course will provide a deeper understanding of the body and its processes and provide the employee with information to carry into enhancing health related outreach and education.

Request Resolution: To enter an agreement with Warren Washington Albany Counties ARC, to provide opportunity for credentialed ARC clients to volunteer with no compensation, to provide support services work (i.e. filing, folding brochures, assembling packets) under the direction of the ARC Job Coach, which would assist the department, commencing March 1, 2019 and will be automatically renewed unless notice of desire for termination is provided with 30 days written notice by either party. In addition to authorize the Director of Public Health, under the direction of the County Attorney, to amend agreement to include any future NYSDOH regulated verbiage to ensure program and agency compliance.

Rationale: Health Services has need for assistance with filing and other support related tasks. The ARC agency has workforce looking for volunteer

opportunities to assist other agencies. ARC clients will work under the direction of an ARC Job Coach for volunteer.

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 1**.

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

Revenue and Expense Comparison Report for 2017 vs 2018

Please see **Attachment 2**.

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

Status of Referrals

Please see **Attachment 3** for the detailed report.

Valerie Whisenant, Assistant Director of Patient Services, will provide comments at the meeting.

Emergency Response and Preparedness

Please see **Attachment 4** for the monthly report.

Rabies Report:

Please see **Attachment #5** for the report.

Information Item:

Meetings: Request to Hold Meeting or Conference form was submitted to authorize provision to serve a light lunch during for the quarterly Professional Advisory Meetings, not to exceed \$550/year. The typical cost averages \$125/meeting. **Refer to Attachment #10**

Staffing Update

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

The new position in the 2019 budget have been posted and filled. We are optimistic that we have selected some qualified candidates to further support the services and programs of our agency.

Nursing Positions:

We are continually recruiting nurses and have positions open.

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

IV. Motion to adjourn the Health Services Meeting

Attachments:

1. Report of Expenditures, Revenues, Overtime and Per Diem Use
2. Revenue and Expense Comparison Report for 2017 vs 2018
3. Report of Referrals Status
4. Emergency Response and Preparedness Activities Report
5. Rabies Report
6. Professional Advisory Resolution Request
7. Professional Advisory Food Request Resolution Request
8. Local Early Intervention Council Resolution Request
9. Kinney Resolution Request
10. Corporate Compliance Resolution Request
11. Monroe Job Related Course Authorization Resolution Request
12. Shah Job Related Course Authorization Resolution Request
13. Warren Washington Albany Counties ARC Resolution Request

WARREN COUNTY HEALTH SERVICES BUDGET ANALYSIS

REVENUE AND EXPENDITURES FOR 2018 AS OF 1/16/2019 12:58:07 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	\$2,638,942.69	\$2,262,600.92	\$2,254,816.25
Salaries - Overtime	\$132,015.00	\$119,937.71	\$99,343.63
Salaries - Part Time	\$529,159.32	\$432,961.47	\$416,387.62
100's PERSONAL SERVICES	\$3,300,117.01	\$2,815,500.10	\$2,770,547.50
200's EQUIPMENT	\$125,373.50	\$85,827.36	\$70,272.53
400's CONTRACTUAL	\$6,241,760.06	\$4,181,578.30	\$5,539,734.96
800's EMPLOYEE BENEFITS	\$1,634,948.99	\$1,378,206.64	\$1,455,471.45
TOTALS	\$11,302,199.56	\$8,461,112.40	\$9,836,026.44

REVENUES	2018 BUDGETED	2018 YTD ACTUAL	2017 Prior Year Totals
	\$8,936,270.47	\$5,756,575.10	\$7,616,169.70

Note: Above are financials YTD for 2018. Accrued above are WIC Grant revenues for October for \$32,049 and November for \$35,731. Revenues and Grants for year end are still to be processed and have not yet been posted for 2018. We have closed November revenues for the CHHA & MCH, and are currently working on December billing.

Warren County Health Services

Salaries Comparison

2017 vs 2018

as of 12/31/18 Year End Payroll

	YTD	YTD	YTD 18v17	% Change	Total Budget	Total Actual
	2018	2017			2018	2017
Total of All Depts						
Regular Salaries	\$2,262,600.92	\$2,254,816.25	\$7,784.67	0.35%	\$2,638,942.69	\$2,254,816.25
Overtime Salaries	\$119,937.71	\$99,343.63	\$20,594.08	20.73%	\$132,015.00	\$99,343.63
Part Time Salaries	\$432,961.47	\$416,387.62	\$16,573.85	3.98%	\$529,159.32	\$416,387.62
TOTALS	\$2,815,500.10	\$2,770,547.50	\$44,952.60	1.62%	\$3,300,117.01	\$2,770,547.50
% current YTD Salary to Total Budget	85.32%	100.00%				

*Source: Detail G/L report for all Salary Category from 1/1/18-12/31/18.

Overall, total salaries are \$44,952.60 more than total 2017 Salaries in part due to the annual negotiated contracted increases and additional expenses for retirements. In all categories, salaries are higher YTD for 2018 compared to 2017. We have lost a few per diem nursing staff and continue to recruit for full time nurses.

Since the implementation of the new Crescendo system used by our CHHA, overtime has increased to allow the nurses to do charting and maintain patients. This has slowed down.

Overall, Salaries are up slightly by 1.62% compared to 2017. At this time, we currently are 85.32% of the 2018 budget.

Warren County Health Services
Revenue and Expense Comparison 2018 vs 2017
as of 12/31/18 G/L (1/16/19 print date)
(Not Final YTD)

EXPENSES	2018 YTD Actual as of 12/31/18 G/L	2017 YTD as of 12/31/17 G/L Final	Variance
Salaries - Regular	\$2,262,600.92	\$2,254,816.25	\$7,784.67
Salaries - Overtime	\$119,937.71	\$99,343.63	\$20,594.08
Salaries - Part Time	\$432,961.47	\$416,387.62	\$16,573.85
100's PERSONAL SERVICES	\$2,815,500.10	\$2,770,547.50	\$44,952.60
200's EQUIPMENT	\$85,827.36	\$70,272.53	\$15,554.83
400's CONTRACTUAL	\$4,181,578.30	\$5,539,734.96	(\$1,358,156.66)
800's EMPLOYEE BENEFITS	\$1,378,206.64	\$1,455,471.45	(\$77,264.81)
TOTALS	\$8,461,112.40	\$9,836,026.44	(\$1,374,914.04)

REVENUES	2018 YTD ACTUAL	2017 Prior Year to DateTotals	Variance
	\$5,756,575.10	\$7,616,169.70	(\$1,859,594.60)

Notes:

Salaries: (please see previous page) Overall are \$44,952.60 or 1.62% above 2017 as of the 12/31/18 posting payroll date. All salaries are slightly above 2017 YTD salaries. This increase continues to correlate with the annual negotiated contract salary increases and additional retirement costs. Overall, 2018 salaries are 85.32% of budget. Overtime has increased and correlates with the added hours needed for implementation of the New Crescendo system being utilized for the CHHA for patient charting and billing.

Contractual expenses: Expenses at this time for 2018 are below 2017 by (\$1,358,156.66). This remains due to timing of invoices and this variance is related to primarily the Preschool program and for the CHHA for therapy expenses. At year end, we are diligently working on preparing all 2018 related expenses to be paid. As with Personal services, it is anticipated that contractual expenses will also be below previous year and budget.

Employee Benefits: Employee benefits are below last year by (\$77,264.81) and correlates with the the nursing position shortages that we have experienced during the year and by allowing us to utilize per diem employees. As we hire new employees to replace those that have retired, this variance will however be less. Also to note, that Retiree Health insurance increases dramatically when an employee retires. Year to date, the 2018 Retiree Health insurance as of December 2018 is \$319,443.97 or \$38,058.25 more than 2017, which is a 11.91% increase from 2017. In 2018 Retiree Health is almost 1/4 or 23.18 % of total employee benefits.

Revenues: Revenues are below 2017 due to the fact that 2018 has not been finalized. Currently we are working on December billing for the CHHA and MCH programs. Also, the Preschool program Revenues will be reflected around the end of March/early April. We will be receiving from the State the vouchers for the school year from July 1 to December 31. We are also expecting revenues to correlate with the expenses and be less than budgeted. Also to note, all grants will be calculated for the last quarter of 2018 and added to revenues for year end.

**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	
SN Evals per month	115	123	112	121	120	115	130	135	94	129	111	116	
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	140	149	131	144	138	135	150	162	110	155	132	143	1689

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	
SN Evals per month	107	117	141	102	115	94	114	106	111	108	101	101	
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	134	126	159	118	133	113	132	132	129	125	127	124	1552

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	123	86	119	118	105	82	86	
SN IV eval	2	8	5	4	7	7	1 0**	0**	0**	0**	0**	0**	
PRI	3	3	3	1	2	0	2	5	1	1	1	0	
SN Evals per month	117	99	105	100	124	130	89	124	119	106	83	86	
PT Evals	70	57	63	61	74	59	61	57	40	48	38	44	
PT only	19	18	17	19	16	20	6	18	15	22	21	11	
Total Evals per month	136	117	122	119	140	150	95	142	134	128	104	97	1484
	2%	-9%	-37%	1%	7%	37%	-37%	10%	5%	3%	-23%	-27%	

Data entirely from Crescenedo (phased out Encore) 8/1/18
 **Crescenedo does not have SN IV Eval on the report

Numbers current as of 1/17/19

Attachment 3

ATTACHMENT #1
BT ACTIVITY SHEET
BPX - 7/1/18 - 6/30/19

Page 1

Topic Color Codes

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

12/4	In Person	Quarterly Health Emergency Preparedness Coalition Meeting – State Mandated	Dan Durkee/J'nelle Oxford	Training
12/12	In Person	Continuities of Operations Planning –	J'nelle Oxford	Training
12/17	In Person	Quarterly Provider Partnership Meeting @ GFH	Dan Durkee/J'nelle Oxford	TTX Drill
12/21	Webinar	Public Health Emergency Preparedness and Response Plan (PHEPRP) Update Training	J'nelle Oxford	Training
1/4	In Person	Psychological First Aid and Stop the Bleed Overview at Interagency Meeting	Dan Durkee	Meeting
1/7	Webinar	Public Health Emergency Preparedness and Response Plan (PHEPRP) Update Training	Dan Durkee	Training
1/8	In Person	Regional Public Health EPR Coordinators Meeting	Dan Durkee/J'nelle Oxford	Meeting
1/16	In Person	Glens Falls Hospital TTX and Exercise Planning Meeting	Dan Durkee/J'nelle Oxford	TTX Drill
1/16	Conference Call	ServNY Quarterly Call-In	J'nelle Oxford	Meeting
1/23	In Person	Public Health Asset Distribution Plan Review and Update	Dan Durkee/J'nelle Oxford	Meeting
1/30	In Person	Quarterly EPR/LEPC Meeting	Dan Durkee/J'nelle Oxford	Meeting

**Warren County Public Health
Rabies Program
January- December 2018**

Town	Different Owner/Victim Address <small>* follow up by County ACO</small>		Same Owner/Victim Address <small>* 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	Euthanized	ACO Capture
Bolton		1		4		1	1				
Chester		2	1	7	1	2					
Glens Falls	6	14	11	15		3		1	2	2	
Hague		2		1		1				1	
Horicon	3	4	1								
Johnsburg		5		4							
Lake George		1	2	5		6	1			4	
Lake Luzerne		7	3	13		1				1	
Queensbury	2	26	8	27		10	1	1	2	4	
Stony Creek				1							
Thurman		2		1		1					
Warrensburg		6	2	12		3					
Totals	12	70	28	90	1	28	3	2	4	12	

Total bites for the year: 250

Total number of specimens tested is 30.

1 Positive specimen (bat).

Total number of people receiving rabies PEP was 35 (plus 6 refusals).

RESOLUTION REQUEST FORM NO. 1

Request to Appoint or Reappoint Member of Committee, Board or Agency*

****If more than one person is being appointed, please attach additional sheets***

DEPARTMENT NAME: Health Services

DATE: January 25, 2019

- (a) Name of Appointee: **See attached List**
- (b) Is this a Reappointment? If so, please provide the Resolution No. which authorized the last appointment of this individual
- (c) If a Certificate of Appointment applies, please provide a copy of the prior certificate of appointment, if possible.
- (d) If person is being Appointed as a Representative of a Specific Group/Agency, please list their Affiliation and Title **See attached list**
- (e) Address of Appointee:
- (f) Title of Appointment: **Warren County Health Services Professional Advisory Committee**
- (g) Effective Date of Appointment: **January 1, 2019**
- (h) Termination Date of Appointment: **December 31, 2019**
- (i) Name of Person Being Replaced (if applicable): **Kathy Anderson, Tammie DeLorenzo, and Maureen Schmidt**
- (j) Reason for Replacement: **Kathy Anderson and Tammie DeLorenzo are no longer in their capacity and Maureen Schmidt retired.**

WARREN COUNTY HEALTH SERVICES PROFESSIONAL ADVISORY COMMITTEE

NAME	TITLE/ADDRESS
Hillary Alycon	Manager – Infection Prevention and Control Glens Falls Hospital
Sarah Arnold	PHN Communicable Disease Program Warren County Health Services
Patricia Auer	Consumer Past Director, Warren County Health Services
Paul Bachman	MD Public Health Medical Director
Stephen Bassin	Physical Therapist
Patricia Belden	Supervising Public Health Nurse Warren County Health Services
William Borgos	MD Medical Director, Certified Home Health Agency
Tawn Driscoll	Financial Manager Warren County Health Services
Joseph DuFour	FNP Irongate Family Practice
Daniel Durkee	Senior Health Educator / Emergency Preparedness Coordinator Warren County Health Services
Joan Grishkot	BSN, MHA Past Director, Warren County Health Services
Christian Hanchett	Commissioner of Social Services Warren County
Donna Healy	Professor of Nursing/Health Sciences Division Chair, SUNY Adirondack
Susan Hughes	Director, Community Maternity Services
Ginelle Jones	Director Warren County Health Services
Richard Leach	MD, Tuberculosis & Infectious Disease Program Consult
Richard Mason	Community Member
Erik Mastrianni	Children with Special Needs Program Manager Warren County Health Services

Deanna Park

Director of Office for the Aging
Warren County

Nancy Parsons

RN, Immunization Program
Warren County Health Services

Mary Shannon

Director of Nursing
Glens Falls Hospital

Julie Smith

Director of Patient Services
Greater Adirondack Home Health Aides

Valerie Whisenant

Assistant Director of Patient Services
Warren County Health Services

Rob York

Director of Community Services for Warren
and Washington Counties

RESOLUTION REQUEST FORM NO. 1

Request to Appoint or Reappoint Member of Committee, Board or Agency*

****If more than one person is being appointed, please attach additional sheets***

DEPARTMENT NAME: Health Services

DATE: January 25, 2019

- (a) Name of Appointee: **See attached List**
- (b) Is this a Reappointment? If so, please provide the Resolution No. which authorized the last appointment of this individual
- (c) If a Certificate of Appointment applies, please provide a copy of the prior certificate of appointment, if possible.
- (d) If person is being Appointed as a Representative of a Specific Group/Agency, please list their Affiliation and Title **See attached list**
- (e) Address of Appointee:
- (f) Title of Appointment: **Warren County Health Services Local Early Intervention Coordinating Council**
- (g) Effective Date of Appointment: **January 1, 2019**
- (h) Termination Date of Appointment: **December 31, 2019**
- (i) Name of Person Being Replaced (if applicable):
- (j) Reason for Replacement:
- (k) **Name of Person being added: Tammie Breen Supervisor of Children's Services, Warren County Department of Social Services**

WCPH LOCAL EARLY INTERVENTION COORDINATING COUNCIL

Jones, Ginelle LaLone, Emily Mastrianni, Erik	Merritt, Jackie Sharron, Cheryl Gillis, Diana Toolan, Debbie	761-6580 Fax: 761-6422	Warren County Public Health 1340 State RT 9, Lake George, NY 12845
Auer, Pat		518-798-5251	16 Oakwood Drive, Queensbury NY 12804 pwauer@aol.com
Bourdeau, Meshele		518-696-6453	PO Box 484 – 18 Hill Street Lake Luzerne, NY 12846 mbourdeau101108@gmail.com
Breen, Tammy		518-761-6287	Warren County DSS Supervisor of Children’s Services tammy.breen@dfa.state.ny.us
Chico, Kristen		518-683-1201	9 Sagamore Street Glens Falls NY 12801 kristenlarms@yahoo.com
Conine, Pam		518-798-7972	Southern Adirondack Child Care Network 88 Broad Street, Glens Falls, NY 12801 coninep@saccn.org
Grover, Dorothy		518-260-0716	Queensbury Union Free School District Aviation Road, Queensbury NY 12804 grover.dorothy@gmail.com Also: Brilliant Therapies, Physical Therapist
Matte, Sarah		518-798-7555 x216	Warren County Head Start 11 Pearl Street, Glens Falls, NY 12801 disability@wchsny.org
Meilhede, Dr. Lauren		518-798-9538	Adirondack Pediatrics 84 Broad Street #3, Glens Falls NY 12801 lmeilhede@gmail.com
Mulcahy, Cindy		518-761-6362	Warren County Preventive Services Human Services Bldg., Lake George, NY 12845 cynthia.mulcahy@dfa.state.ny.us
Utz-Meagher, Kevin		518-581-3069	Capital District DDSO 3 Care Lane Suite 200 Saratoga Springs, NY 12866
York, Robert		518-792-7143	Office of Community Services for Warr. and Wash. Co 230 Maple Street Suite 1, Glens Falls, NY 12801 Yorkr@warrencountyny.gov

RESOLUTION REQUEST FORM NO. 4

Request for Extending, Rescinding or Amending Existing Contract

DEPARTMENT NAME: Health Services

DATE: January 25, 2019

- (a) Purpose of Contract Change: **January 25, 2019**
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract: **329 of 2016**
- (c) Name of Contractor: **Kinney Management Services, LLC**
- (d) Address of Contractor: **1205 Troy Schenectady Rd Suite 106, Latham, NY 12110**
- (e) Contractor's Contact Person and Telephone Number: **Sandy Kinney Steinhardt 518-371-0176 x 116**
- (f) Commencement Date of Extension: **9/1/19**
- (g) Termination Date of Extension: **8/31/20**
- (h) Payment Provisions:
 - i) lump sum amount **\$850**
 - 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.
- (i) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: **OR Capital Project OR Capital Reserve Project Number, and Title, and Amount: A.4010.428 Warren County Health Services Data Processing and Internet Fees**

Sample: A.1010 470 Legislative Board – Contract \$xx.xx
Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx

*as listed in budget and LOGOS

Warren County Board of Supervisors

RESOLUTION NO. 329 OF 2016

Resolution introduced by Supervisors Sokol, Simpson, Seeber, Frasier, Strough, Vanselow, McDevitt, MacDonald and Braymer

APPROVING AN EXTENSION AGREEMENT WITH KINNEY MANAGEMENT SERVICES LLC TO REFLECT AN INCREASE IN THE ANNUAL COST OF THE AGREEMENT WITH THE WARREN COUNTY HEALTH SERVICES DEPARTMENT

WHEREAS, Resolution No. 294 of 2012 authorized an extension agreement with Kinney Management Services, LLC, 1205 Troy-Schenectady Road, Suite 106, Latham, New York 12110, to obtain a limited license to use k-checks software and website as part of the Health Services Department Compliance Plan for a term commencing September 1, 2012 for an amount not to exceed Six Hundred Fifty Dollars (\$650) annually and renewing on an annual basis providing there was no increase in price, and

WHEREAS, the Director of Public Health/Patient Services has requested an extension of the agreement with Kinney Management Services, LLC to reflect an increase in the annual cost from Six Hundred Fifty Dollars (\$650) to Seven Hundred Dollars (\$700) for the period commencing September 1, 2016 and terminating August 31, 2017 with the option to renew annually providing there is no increase in price, and

WHEREAS, the Health, Human and Social Services Committee has approved this request, now, therefore, be it

RESOLVED, that the agreement with Kinney Management Services, LLC be, and hereby is, amended to reflect an increase in the cost of the agreement as outlined above in a form approved by the County Attorney, and be it further

RESOLVED, that the funds for the agreement shall be expended from Budget Code A.4010 428 Health Services, Data Processing & Internet Fees.

DeCesare, Diane

From: Sandy Kinney <SKinney@kinneyassoc.com>
Sent: Thursday, January 10, 2019 1:03 PM
To: DeCesare, Diane
Subject: 2019 Kchecks Fee Increase

Dear Valued Kchecks Client,

Over the last 3 years we have been able to hold our Kchecks licensing fees at an incredibly low price. At this time, we find it necessary to increase our annual license fees. All license term renewals for April 1 and later will be invoiced at the new price as listed below:

***New Pricing effective for license terms beginning April 1, 2019:**

Single License Fee of \$800 will increase to \$850
Mini Block License Fee \$2400 will increase to \$2500
Large Block License Fee \$4750 will increase to \$4950

Although this is a nominal increase, as a valued client we would like to offer you the opportunity to lock in your current fee for one more year by renewing your license before 2/28/2019. If you would like to lock in your current rate for an additional year, please contact me for an invoice to be emailed to you.

Please note that if you are currently receiving a group/member discount on your invoice price rest assured this discount will continue to be applied to the new 2019 renewal fee. For example if your 2018 annual license fee was \$720.00 (\$800 less 10% member discount), then your 2019 license fee will be \$765 (\$850 less 10% member discount). If you have any questions on your specific fee please do not hesitate to contact me.

In closing, on behalf of the entire Kchecks team, thank you again for choosing us to be your trusted exclusion screening advisor. We look forward to working with you in the years to come and believe that our expertise and continued enhancements to Kchecks will benefit you and your organization.

Thank you for your business!

Sandy Kinney Steinhardt
CFO
Kinney Services, Inc.
Kinney Management Services LLC
1205 Troy Schenectady Rd Suite 106
Latham, NY 12110
518.371.0176 x116
www.kinneyllc.com

Contract # 740-A-317

Reso 329/2016

CONTRACT EXTENSION BETWEEN COUNTY OF WARREN AND KINNEY MANAGEMENT SERVICES, LLC

The COUNTY OF WARREN and the KINNEY MANAGEMENT SERVICES, LLC hereby agree to extend their previous agreement dated May 29, 2012 for limited license to use K-Checks software and website, for an additional term commencing September 1, 2017 and terminating August 31, 2018, and for an annual cost not to exceed Seven Hundred Dollars (\$700) and which shall automatically renew on an annual basis with no further need for an additional extension agreement provided there is no increase in cost, upon the same terms and conditions set forth in the agreement to be extended, which terms and conditions are expressly incorporated herein.

Approved as to Form:

Mary Elmore Klein
Assistant Warren County Attorney

COUNTY OF WARREN
By [Signature]
RONALD F. CONOVER, CHAIRMAN
Board of Supervisors

Date 6-20-17

KINNEY MANAGEMENT SERVICES, LLC.

By Andrea Stunhardt

Date 7/19/17

WITNESS: Teresa A. Caschera

Print Name: TERESA A. CASCHERA

Date: 7/19/17

TERESA A CASCHERA
NOTARY PUBLIC, STATE OF NEW YORK
NO. 01CA8264324
QUALIFIED IN SCHENECTADY COUNTY
COMMISSION EXPIRES JUNE 25, 2020

CONTRACT EXTENSION BETWEEN COUNTY OF WARREN AND
KINNEY MANAGEMENT SERVICES, LLC

The COUNTY OF WARREN and the KINNEY MANAGEMENT SERVICES, LLC hereby agree to extend their previous agreement dated May 29, 2012 for limited license to use K-Checks software and website, for an additional term commencing September 1, 2016 and terminating August 31, 2017, and for an increased annual cost not to exceed Seven Hundred Dollars (\$700) and which shall renew on an annual basis, upon the same terms and conditions set forth in the agreement to be extended, which terms and conditions are expressly incorporated herein.

Approved as to Form:

Mary Elyse Kim
Assistant Warren County Attorney

COUNTY OF WARREN

By Kevin B. Geraghty
KEVIN B. GERAGHTY, CHAIRMAN
Board of Supervisors

Date 8/22/16

KINNEY MANAGEMENT SERVICES, LLC.

By Andrea D. Steinhart

Date 8/26/16

STATE OF NEW YORK)
) ss.:
COUNTY OF Albany)

On the 26 day of August, in the year 2016, before me, the undersigned, a Notary Public in and for said state, personally appeared Sandra D. Steinhart, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or person upon behalf of which the individual(s) acted, executed the instrument.

Teresa A. Caschera
Notary Public

TERESA A CASCHERA
NOTARY PUBLIC, STATE OF NEW YORK
NO. 01CA6284324
QUALIFIED IN SCHENECTADY COUNTY
COMMISSION EXPIRES JUNE 25, 2020

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: County Administrator

DATE: ²⁵ 1/9/2019

- (a) Purpose of Request:
To amend Reso 242 of 2018 which amended Reso 803 of 2010 adopting the Warren County Corporate Compliance Policy to name the Assistant to the County Administrator as the County's Corporate Compliance Officer.

- (b) Details:
See attached Schedule "A" Warren County Corporate Compliance Statement of Policy

- (c) Previous Resolution Number:
242 of 2018, 803 of 2010

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS

Warren County Board of Supervisors

RESOLUTION NO. 242 OF 2018

RESOLUTION INTRODUCED BY SUPERVISORS FRASIER, McDEVITT, BRAYMER, LEGGETT, LOEB, DIAMOND, HYDE, MAGOWAN AND SOKOL

AMENDING RESOLUTION NO. 803 OF 2010, ADOPTING THE WARREN COUNTY CORPORATE COMPLIANCE POLICY, TO APPROVE AMENDMENTS TO THE POLICY

WHEREAS, pursuant to Resolution No. 803 of 2010, the Warren County Board of Supervisors adopted the Warren County Corporate Compliance Policy as required by federal and state agencies responsible for enforcement of Medicare and Medicaid laws and regulations applicable to health care providers, and

WHEREAS, the County Administrator has requested that the policy be amended to name the Human Resources Director as the County's Corporate Compliance Officer, now, therefore be it

RESOLVED, that the Warren County Corporate Compliance Policy, previously adopted by Resolution No. 803 of 2010, be, and hereby is amended as outlined above to name the Human Resources Director as the County's Corporate Compliance Officer, and be it further

Administrator

Assistant to the County

RESOLVED, that the updated Warren County Corporate Compliance Policy annexed hereto as Schedule "A" be, and hereby is adopted by the Warren County Board of Supervisors.

SCHEDULE "A"

WARREN COUNTY
CORPORATE COMPLIANCE
STATEMENT OF POLICY:



Warren County is committed to providing quality health care in compliance with all applicable laws, rules, regulations and other directives of federal, state and local governments and agencies.

Warren County recognizes that the federal and state agencies responsible for enforcement of Medicare and Medicaid laws and regulations applicable to healthcare providers have required the development and implementation of formal compliance programs by health service providers.

Compliance programs which are consistent with federal and state laws and regulations are designed to promote the highest level of ethical and lawful conduct throughout the County government to combat health care fraud and abuse.

Warren County is committed to the prevention and detection of any fraud, waste and abuse related to Federal and State health care programs (Medicaid, Medicare and other governmental payer programs), and the protection of any "whistle blower".

This policy is not intended to replace other compliance practices, rules or procedures defined elsewhere in any County or departmental policies and procedures, standard operating procedures manuals, standard operating procedures, local laws, etc.

SCOPE:

This policy applies to all Warren County employees, contractors, medical staff, volunteers and vendors.

PROCEDURE:

1. WRITTEN POLICIES, PROCEDURES AND STANDARDS OF CONDUCT:

It is the policy of Warren County to require employees to comply with provisions of the Warren County Code of Ethics, their department compliance program, as well as any other applicable protocols, standards, policies and procedures established or adopted by the County or department.

County departments will develop and distribute written standards of conduct as well as clinical, financial and administrative policies on the provision of service by which all employees are expected to comply. The standard of conduct is for the employee to follow all department specific policies and procedures while performing their job duties.

Divisions and departments will develop policies and procedures addressing the non-employment or retention of excluded individuals or entities and the enforcement of appropriate disciplinary action against employees

or contractors who have violated corporation compliance policies and procedures, applicable statutes, regulations, federal, state or private payor healthcare requirements.

The County prohibits the knowing submission of a false claim for payment in relation to a Federal or State funded health care program. The County encourages any employee who is aware of or reasonably suspects the preparation or submission of a false claim or report or any other potential fraud, waste, or abuse related to a Federally or State funded health care program to report such information to his or her supervisor, department compliance officer or to the County's Compliance Officer. Any employee who reports such information will have the right and opportunity to do so anonymously and will be protected against retaliation for making the report. The County commits itself to swiftly and thoroughly investigate any reasonably credible report of fraud, waste or abuse or any reasonable suspicion thereof through the County compliance program. The County retains the right to take appropriate action against an employee or vendor who has participated in a violation of any applicable law or this Policy.

2. COMPLIANCE OFFICER AND COMPLIANCE COMMITTEE:

Assistant to the County

Administrator

Warren County's Corporate Compliance Officer is designated as the Warren County Human Resources Director ("County Compliance Officer"). The County Compliance Officer will serve as the focal point for compliance activities and be responsible for oversight of the development, implementation and operation of the compliance program policies and procedures. The County's Compliance Officer will report quarterly to the County Administrator and report annually to the Board of Supervisors.

There shall be established a County Compliance Committee, whose membership will consist of the County Compliance Officer as Chairman, and department compliance officers as members. The Committee will meet quarterly to review and update issues, protocols and ongoing compliance program requirements.

Department heads will designate a department compliance officer to ensure compliance with department specific policies. Compliance issues detected will be brought to the attention of the department compliance officer. Department compliance officers will also work cooperatively with the County Compliance Officer in meeting compliance obligations, requirements and responsibilities.

3. TRAINING AND EDUCATION:

All employees will be oriented on the first day of employment in accordance with County and Department Policies and Procedures.

During the orientation process new employees will be oriented to the department specific policies and procedures. On an annual basis the departments will train employees on corporate compliance department policies and procedures.

Each department will adopt a process whereby employees will certify that they have received, read and will abide by department specific corporate compliance policies and procedures at orientation, annually and as revised and/or amended.

4. EFFECTIVE LINES OF COMMUNICATION:

Each department's Compliance Officer will adhere to an open door policy and encourage employees to discuss any issues in regards to abuse and fraud. Employees are assured of non-retaliation and confidentiality.

5. ENFORCEMENT THROUGH DISCIPLINE:

Failure to adhere to compliance standards and department policies will result in disciplinary action up to and including termination.

6. CONDUCTING INTERNAL MONITORING AND AUDITING TO PREVENT FRAUDULENT ACTIVITIES:

Each department will develop internal monitoring and auditing systems to reduce fraud, waste and abuse, enhance operational functions, improve the quality of health care services and decrease costs. The department and/or County will thoroughly and thoughtfully investigate in a timely and appropriate manner compliance issues that are brought to their attention. Response and corrective action to any findings will be prompt and thorough.

Reports may be anonymous and confidentiality will be maintained.

To report a suspected issue of fraud or abuse the employee may report verbally, by phone or in person to the Department Compliance Officer or to the County Compliance Officer.

After completion of any investigation, the department compliance officers and County Compliance Officer will report applicable findings to the Personnel Officer, County Administrator or law enforcement officer. Following investigation of complaints, disciplinary action will be in accordance with any applicable collective bargaining agreements and/or Civil Service Law Section 75.

Warren County Request to Host Meeting or Conference

Name of Department: Health Services

Name of Meeting/Conference: Professional Advisory Committee
Meets Quarterly

Date: 2/13/19, 5/15/19, 8/14/19, 11/13/19

Location: Municipal Center Meeting Room 5110

Purpose: Provide Guidance and Advisement to Health Services

Contact Person: (If other than Department Head) Ginelle Jones

Phone No.: 518-761-6580

Number of People attending:

10 County Employees

0 State Employees

3 Volunteers

9 Others (specify) Contractors and Representatives from collaborating agencies

Cost to County (please include amounts):

Room rental \$ _____

Food/beverage \$ 500

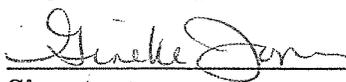
Supplies \$ 50

Other (specify) \$ _____

Total Cost: \$ 550

Meetings typically average \$100/meeting plus paper products/bottled water and money is already budgeted.

Dept Head Approval:


Signature

1/17/2019
Date:

Committee Chairman Approval:

Signature

Date

RESOLUTION REQUEST FORM NO. 19***Application for Approval to Enroll in Job-Related Courses by Employee***

1. Employee=s Name: Laura Monroe
2. Position: Registered Professional Nurse 3. Department: Health Services- Homecare
4. Course Title: NUR 305 Information Management and Patient Care Technologies
5. Institution or School: Southern New Hampshire University- Online
6. How Course Relates to Current Position: Course explores patient care technologies, information systems, telecommunication technologies, and communication devices that support safe nursing practice.
7. Starting Date: 1/7/19 8. Completion Date: 5/3/19
9. Cost: \$1,137
10. Employee=s Signature: Laura A. Monroe, RN Date: 1/18/19
11. Supervisor=s Comments (Approval/Denial)

Supervisor=s Signature: Julie Bupen Date: 1/22/19
12. Department Head=s Comments (Approval/Denial)

Department Head=s Signature: Snake Jones Date: 1/22/19
13. Committee=s Recommendation:

Committee Chairman=s Signature: Edna A. Tracie Date: 1/25/19

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



Undergraduate Course Syllabus

NUR 305: Information Management and Patient Care Technologies

Center: Online

Credits: 3

Course Prerequisites

Must be enrolled in Nursing program

Course Description

This course explores patient care technologies, information systems, telecommunication technologies, and communication devices that support safe nursing practice. Topics covered include standardized terminology; electronic health records, patient portal, meaningful use, and pay for performance; data integrity, abstraction, and mining; use of clinical decision support tools to promote patient safety; and ethical and legal issues related to information technology.

AACN Essentials

This course meets the following AACN Essentials of Baccalaureate Education for Professional Nursing Practice:

- Essential I: Liberal Education for Baccalaureate Generalist Nursing Practice
- Essential IV: Information Management and Application of Patient Care Technology
- Essential V: Healthcare Policy, Finance, and Regulatory Environments

Course Outcomes

- Evaluate current patient care technologies for their ability to promote patient safety and quality outcomes
- Assess the extent to which patient care technologies inform clinical decision making regarding quality initiatives
- Determine the legal and ethical considerations surrounding the use of information management and patient care technologies in healthcare delivery
- Analyze current healthcare technology policies for their implications on healthcare delivery to vulnerable populations

Required Materials

Using your learning resources is critical to your success in this course. Please purchase directly through SNHU's online bookstore, [MBS Direct](#), rather than any other vendor. Purchasing directly from the bookstore ensures that you will obtain the correct materials and that the Help Desk, your advisor, and the instructor can provide you with support if you have problems.

McGonigle, D., & Mastrian, K. (2018). *Nursing informatics and the foundation of knowledge*. (4th ed.). Boston, MA: Jones and Bartlett. ISBN: 978-1-284-12124-7

American Psychological Association. (2009). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author. ISBN: 978-1-4338-0561-5

Optional Materials

American Nurses Association. *Nursing: Scope and standards of practice* (package of three books).

Instructor Availability and Response Time

Your class interaction with the instructor and your classmates will take place on a regular, ongoing basis. Your instructor will be actively engaged within the course throughout the week. You will normally communicate with your instructor in the weekly discussions or the General Questions discussion topic so that your questions and the instructor’s answers benefit the entire class. You should feel free, however, to communicate with your instructor via SNHU email at any time, particularly when you want to discuss something of a personal or sensitive nature. Your instructor will generally provide a response within 24 hours.

Grade Distribution

Assignment Category	Number of Graded Items	Point Value per Item	Total Points
Reflection Journals	2	30	60
Discussions	6	40	240
Case Studies	2	40	80
Web Assessment	1	100	100
NIH Security & Privacy Course	1	70	70
Final Project			
Milestone One	1	50	50
Milestone Two	1	50	50
Milestone Three	1	50	50
Final Submission	1	300	300
		Total Course Points:	1000

This course may also contain practice activities. The purpose of these non-graded activities is to assist you in mastering the learning outcomes in the graded activity items listed above.

University Grading System: Undergraduate

Grade	Numerical Equivalent	Points
A	93–100	4
A-	90–92	3.67
B+	87–89	3.33
B	83–86	3

Grade	Numerical Equivalent	Points
B-	80–82	2.67
C+	77–79	2.33
C	73–76	2
C-	70–72	1.67
D+	67–69	1.33
D	60–66	1
F	0–59	0
I	Incomplete	
IF	Incomplete/Failure *	
IP	In Progress (past end of term)	
W	Withdrawn	

* Please refer to the [policy page](#) for information on the incomplete grade process.

Grading Guides

Specific activity directions, grading guides, posting requirements, and additional deadlines can be found in the Assignments and Rubrics section of the course.

Weekly Assignment Schedule

All reading and assignment information can be found within each module of the course. Assignments and discussion posts during the first week of each term are due by 11:59 p.m. Eastern Time. Assignments and discussion posts for the remainder of the term are due by 11:59 p.m. of the student's local time zone.

In addition to the textbook readings that are listed, there may be additional required resources within each module.

Module	Topics and Assignments
1	Introduction to Information Technology – Role in Nursing and Healthcare <i>Nursing Informatics and the Foundation of Knowledge</i> , Chapters 1, 2, 3, 9 1-1 Discussion: Defining HIT and Assessing Attitudes Toward Its Implementation 1-2 Reflection Journal: Information Management 1-3 Final Project: Review
2	Informatics in Healthcare <i>Nursing Informatics and the Foundation of Knowledge</i> , Chapters 4, 6, 7 2-1 Discussion: Informatics in Healthcare 2-2 Final Project Milestone One Topic Selection and Rationale
3	Electronic Security and HIPAA <i>Nursing Informatics and the Foundation of Knowledge</i> , Chapters 5, 8, 12 3-1 Discussion: Patient Safety and Quality 3-2 National Institutes of Health: Computer Security Awareness Course 3-3 Final Project Milestone Two: Topic Analysis

4	<p>Patient Safety and Information Management</p> <p><i>Nursing Informatics and the Foundation of Knowledge</i>, Chapter 15</p> <p>4-1 Case Study: Institute of Medicine Reports Analysis</p> <p>4-2 Final Project Milestone Three: Effects on Professional Nursing and Patient Outcomes</p>
5	<p>The Electronic Medical Record and Electronic Health Record</p> <p><i>Nursing Informatics and the Foundation of Knowledge</i>, Chapters 14, 16</p> <p>5-1 Discussion: Electronic Health Record</p> <p>5-2 Web-Based Healthcare Information Assessment</p>
6	<p>Nursing Workflow and Theories of Caring in the Age of Patient Care Technologies</p> <p><i>Nursing Informatics and the Foundation of Knowledge</i>, Chapters 13, 25</p> <p>6-1 Case Study: Nursing Documentation in the Electronic Age</p>
7	<p>Healthcare in the Twenty-First Century and Beyond</p> <p><i>Nursing Informatics and the Foundation of Knowledge</i>, Chapters 7, 18</p> <p>7-1 Discussion: Telehealth</p> <p>7-2 Final Project: Final Submission: Patient Safety Presentation</p>
8	<p>Emerging Trends in Patient Care</p> <p><i>Nursing Informatics and the Foundation of Knowledge</i>, Chapter 20</p> <p>8-1 Discussion: Patient Safety Presentation</p> <p>8-2 Reflection Journal: Nursing Practice</p>

Attendance Policy

Online students are required to submit a graded assignment/discussion during the first week of class. If a student does not submit a posting to the graded assignment/discussion during the first week of class, the student is automatically withdrawn from the course for non-participation. Review the [full attendance policy](#).

Late Assignments Policy

Meeting assigned due dates is critical for demonstrating progress and ensuring appropriate time for instructor feedback on assignments. Students are expected to submit their assignments on or before the due date. Review the [full late assignment policy](#).

SNHU College of Online and Continuing Education Student Handbook

Review the [student handbook](#).

ADA/504 Compliance Statement

Southern New Hampshire University is dedicated to providing equal access to individuals with disabilities, including intellectual disabilities, in accordance with Section 504 of the Rehabilitation Act of 1973, Title III of the Americans with Disabilities Act (ADA) of 1990, and the ADA Amendments Act of 2008. The university prohibits unlawful discrimination on the basis of disability and takes action to prevent such discrimination by providing reasonable accommodations to eligible individuals with disabilities.

As soon as you become aware of a disability, we encourage you to contact the Online Accessibility Center (OAC) to discuss accommodations for which you may be qualified. Reasonable accommodations are established through an

interactive process between the student and the OAC. Note that accommodations are not retroactive and that disability accommodations are not provided until an accommodation letter has been processed.

Contact Information:

Online Accessibility Center

Phone: 866-305-9430

Email: oad@snhu.edu

For questions concerning support services, documentation guidelines, or general disability issues, visit the [Online Accessibility Center](#) website.

If you feel you have been denied appropriate disability-related accommodations, including appropriate auxiliary aids and services, you may file a grievance as described in the ADA/504 Grievance Policy found on the [Disability Services](#) webpage.

Academic Honesty Policy

Southern New Hampshire University requires all students to adhere to high standards of integrity in their academic work. Activities such as plagiarism and cheating are not condoned by the university. Review the [full academic honesty policy](#).

Copyright Policy

Southern New Hampshire University abides by the provisions of United States Copyright Act (Title 17 of the United States Code). Any person who infringes the copyright law is liable. Review the [full copyright policy](#).

SNHU College of Online and Continuing Education Withdrawal Policy

Review the [full withdrawal policy](#).

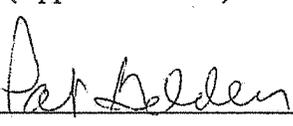
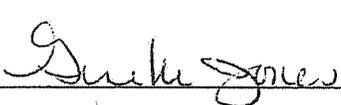
Southern New Hampshire University Policies

More information about SNHU policies can be found on the [policy page](#).

Student Work Samples

For the purpose of continuous improvement of our educational training, Southern New Hampshire University's College of Online and Continuing Education may, on occasion, utilize anonymous student work samples for internal professional development and staff training. If you have any questions or concerns, contact your advisor. If you would like to withdraw permission for use of your work, please email assessmentcalibration@snhu.edu.

RESOLUTION REQUEST FORM NO. 19***Application for Approval to Enroll in Job-Related Courses by Employee***

1. Employee=s Name: Jignasha Shah
2. Position: Public Health program Coordinator 3. Department: Health Services
4. Course Title: Biology 270 (Anatomy & Physiology I with Laboratory works)
5. Institution or School: Hudson Valley Community College
6. How Course Relates to Current Position: Anatomy and physiology courses provides a deep understanding of the internal body to truly evalaute, diagnose and treat illnesses. These courses are the fundamental building blocks of health services. It is a necessary subject area to be studied in order to help the health of the world's population. As a Public Health program coordinator, I think it is my responsibility to master the basics and use this knowledge in health services to the best of my abilities.
7. Starting Date: January 22nd 2019 8. Completion Date: May 17th 2019
9. Cost: \$1009.80
10. Employee=s Signature:  Date: 1/17/19
11. Supervisor=s Comments (Approval/Denial)
Supervisor=s Signature:  Date: 1/22/19
12. Department Head=s Comments (Approval/Denial)
Department Head=s Signature:  Date: 1/22/19
13. Committee=s Recommendation:
Committee Chairman=s Signature:  Date: 1/25/19

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



Spring 2019
Jan 17, 2019

Catalog Entries

 Select the Course Number to get further detail on the course. Select Schedule Type to find available classes for the course.

BIOL 270 - Anatomy & Physiology I

This course provides a comprehensive study of the structures and functions of the human body using the systems approach. Topics covered the first term include biochemistry, the cell, tissues, skin, skeletal system, joints, muscular system, nervous system and special senses. Laboratory classes are designed to reinforce the lecture material and include dissections of vertebrate specimens. High school biology and chemistry or equivalent recommended. Offered Fall, Spring, Summer, DL. A lab fee will be required.

0.000 OR 4.000 Credit hours

0.000 OR 3.000 Lecture hours

0.000 OR 2.000 Lab hours

Level: Credit

Schedule Types: Lab, Lecture

All Sections for this Course

College: School of Liberal Arts

Biology, Chemistry & Physics Department

Course Attributes:

Mathematics or Science (BIO), Biology Science (BSC), Combined LAS SCI & Gen Ed NS, Restricted (ECD), Natural Science (24HR), Free Elective, SUNY Gen Ed-Natural Sciences, Biology (HEC), Science (HEC), Health (HIM), Biology (HSS), Mathematics or Biology (HSS), Lab Science (FAR,GLM,LAR,THR), Liberal Arts and Science, Restricted (MAS), Science (MAS), Lib Arts & Sci-Science, Physical Science (TEL)

[Return to Previous](#)

[New Search](#)

RELEASE: 8.7.2

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RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: **Health Services**

DATE: **January 25, 2019**

- (a) Is this a Result of a Bid or Request for Proposal? **No**
- (b) Purpose of Contract: **To enter an agreement with Warren Washington Albany Counties ARC, to provide opportunity for credentialed ARC clients to volunteer with no compensation, to provide support services related work (i.e. filing, folding brochures, assembling packets), under the direction of the ARC Job Coach, commencing March 1, 2019 and will be automatically renewed unless notice of desire for termination is provided with 30 days written notice by either party.**
- (c) Name of Contractor: **Warren Washington Albany Counties ARC**
- (d) Address of Contractor: **436 Quaker Rd, Queensbury, NY 12804**
- (e) Contractor's Contact Person and Telephone Number:
**Michelle Bielawa, Director of Employment and Vocational Services
518-935-4458**
- (f) Has or will the Contract be provided, if so, please attach:
- (g) Commencement Date of Contract: **March 1, 2019**
- (h) Termination Date of Contract: **Automatically renewed with ability to terminate with 30 days written notice by either party.**
- (i) Payment Provisions:
 - 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.
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: **OR Capital Project OR Capital Reserve Project Number, Title, and Amount: **N/A for volunteers****

Sample: A.1010 470 Legislative Board – Contract \$xx.xx
Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx

*as listed in budget and LOGOS

Attachment # 13

Daniel S. Martindale
President



Daniel E. Murray
Acting Executive Director

Potential Setting Goals and Outcomes:

- Supportive environment
- Integrated environment
- Potential chance for employment
- Working to the best of my ability with the support of my job coach
- Ability to seek other opportunities if I desire to do so

ARC Responsibilities:

- ARC Job Coach will serve as liaison with Health Services to discuss available volunteer tasks.
- Select ARC candidates best suited for the volunteer roles (i.e. filing, packet assembly, and brochure folding)
- Job Coach will provide any assistive devices needed to ensure success of ARC candidates.
- Ensure ARC candidates are appropriately credentialed with Health Services requirements (i.e. vaccinations, confidentiality etc)
- ARC Job Coach to accompany candidates to Health Services and assist candidates until adequately trained and provide support as needed.
- ARC Job Coach will ensure candidates are scheduled and have ride to and from Health Services.
- ARC will provide Certificate of Insurance for Warren County Required amount.

Health Services Responsibilities:

- Assign staff as agency contact to work with ARC Job Coach.
- Ensure agency credentialing requirements are satisfied.
- Meet with candidates and Job Coach to discuss available support related tasks.
- Work with ARC Job Coach to determine schedule and available working space.
- Maintain time log of volunteers and time served.

Contact : Jacqueline Nash

Employment Specialist
Warren, Washington, and Albany Counties
436 Quaker Road
Queensbury, NY 12804

Office: 518-615-9845

Mobile: 518-703-4450

Jones, Ginelle

From: Jacqueline Nash <Jacqueline.Nash@caparcny.org>
Sent: Tuesday, January 22, 2019 12:48 PM
To: Jones, Ginelle
Subject: RE: Document
Attachments: Warren County Health Services.pdf

Here's the updated version. I've put in a call about the insurance, just waiting to hear back from Michelle.
Jackie

Jacqueline Nash
Employment Specialist
Warren, Washington, and Albany Counties
436 Quaker Road
Queensbury, NY 12804
Office: 518-615-9845
Mobile: 518-703-4450



A chapter of

The Arc
New York

From: Jones, Ginelle [<mailto:jonesg@warrencountyny.gov>]
Sent: Tuesday, January 22, 2019 11:13 AM
To: Jacqueline Nash
Subject: Document

Hi Jackie,

Looks good, just a few suggestions.

Can you please add a goal about providing volunteer opportunity to assist a health agency, above the possible chance for employment goal?

Also, if you agree with below, can you cut and paste into your document? Feel free to add or edit verbiage to meet your needs?

I would also suggest adding your contact info to the bottom.

ARC Responsibilities:

1. ARC Job Coach will serve as liaison with Health Services to discuss available volunteer tasks.
2. Select ARC candidates best suited for the volunteer roles (i.e. filing, packet assembly, and brochure folding)
3. Job Coach will provide any assistive devices needed to ensure success of ARC candidates.
4. Ensure ARC candidates are appropriately credentialed with Health Services requirements (i.e. vaccinations, confidentiality etc)
5. ARC Job Coach to accompany candidates to Health Services and assist candidates until adequately trained and provide support as needed.
6. ARC Job Coach will ensure candidates are scheduled and have ride to and from Health Services.
7. ARC will provide Certificate of Insurance for Warren County Required amount.

Health Services Responsibilities:

1. Assign staff as agency contact to work with ARC Job Coach.
2. Ensure agency credentialing requirements are satisfied.
3. Meet with candidates and Job Coach to discuss available support related tasks.
4. Work with ARC Job Coach to determine schedule and available working space.
5. Maintain time log of volunteers and time served.

Finally,

Can Michelle Bielawa or you request a certificate of insurance from your agency.... For liability coverage.. and forward as soon as you can?

Warren County Health Services

1340 State Rt 9

Lake George, NY 12845

Phone: 518-761-6580

Fax: 518-761-6422

Contact: Ginelle Jones, Director of Warren County Health Services

Let me know if you have any questions. Thank you!!!!

Ginelle

518-761-6580

From: Jacqueline Nash [<mailto:Jacqueline.Nash@caparcny.org>]

Sent: Tuesday, January 22, 2019 10:32 AM

To: Jones, Ginelle

Subject: Document

Sorry, I forgot to attach the document.

Jackie

Jacqueline Nash

Employment Specialist

Warren, Washington, and Albany Counties

436 Quaker Road

Queensbury, NY 12804

Office: 518-615-9845

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