

**Warren County Health Services  
Health, Human and Social Services Committee  
AGENDA FOR  
November 18, 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**

Motion to approve the minutes of the October 21, 2019 Health, Human, and Social Services Committee meeting.

**I. Action Agenda/New Business**

**Request Resolution:** To request referral to Personnel Committee to approve filling vacant part time Medical Coder Position created in the 2020 Budget (**Attachment #6**)

**Rationale:** The part time Medical Coder position was created in the 2020 Budget, to assist the agency to correctly code diagnoses and optimize revenue opportunity.

**Request Resolution:** To amend current contracts with Health Services' therapists to 1) include verbiage to comply with Article 28 (Public Health Diagnostic and Treatment Center) and Article 36 (Home Care Agency) regulations, including, but not limited to 763.13 personnel and contractor requirements and 2) reflect rates in 2020 budget, further allowing up to a 5% rate increase with automatic contract renewal unless 30 day written termination notice from either party. (**Attachment # 7**)

**Rationale:** Agency is already in Article 28 and 36 personnel and contractor compliance through policy, procedure, and practice, however recent NYSDOH survey, completed 11/4/19-11/8/19, stated compliance with these regulations must be specifically referenced in the contract. Since our agency is also an Article 28 facility; it would be prudent to ensure compliance with all applicable personnel and contractor regulations. In addition, a rate increase has been included with the 2020 Budget, this needs to be also reflected in the contracts.

**Request Resolution:** To authorize Jignasha Shah, Public Health Program Coordinator, to receive reimbursement according to the CSEA Union Contract for a job related course, HEPI 501 Principles and Methods of Epidemiology, and related course expenses upon successful completion of course and attaining a "c" or better. (**Attachment #8**)

**Rationale:** This course provides information on epidemiology, which is a core component of public health, providing understanding of illness and other threats to public health. This course is also a requirement for a Certificate in Public Health.

**Request Resolution:** To amend current agreement with Adirondack Health Institute (AHI) to receive additional funding not to exceed \$10,000 to continue Prevention Agenda- Public Health Improvement Project providing fresh produce to Women Infant and Child (WIC) participants. Funding will be utilized in 2020, so funds received prior will be placed in deferred account (A691.00). (**Attachment #9**)

**Rationale:** Project has been going well and \$3000 additional funds have become available to use throughout duration of existing contract, which is automatically renewed.

**Resolution Request:** To amend contract with Field Goods to purchase additional produce not to exceed \$10, 000, based on funding received from AHI. (**Attachment #10**)

**Rationale:** Additional \$3000 was received from AHI, which will be utilized to purchase additional produce from Field Goods to benefit WIC participants.

**Request Resolution:** To transfer funds. (**Attachment #11**)

**Rationale:** Tawn Driscoll, Fiscal Manager, will be at the meeting to discuss.

## II. Information for Discussion/Review

### **Report of Expenditures, Revenues, Overtime and Per Diem Use for 2019**

Please see **Attachment #1**.

Tawn Driscoll, Fiscal Manager, will review the reports and answer any questions.

### **Revenue and Expense Comparison Report for 2018 vs 2019**

Please see **Attachment #2**.

Tawn Driscoll, Fiscal Manager, will review the reports and answer any questions.

### **Status of Referrals**

Please see **Attachment #3**

Valerie Whisenant, Assistant Director of Patient Services, will review the report and answer any questions.

**Emergency Response and Preparedness** Please see **Attachment #4** for the monthly report.

**Rabies Report:** Please see **Attachment #5** for the monthly report.

### **Information Items:**

November is National Home Care Month. Warren County has a dedicated staff and provides quality care and service to those in need. Like us on Facebook ([facebook.com/warrencountynypublichealth](https://www.facebook.com/warrencountynypublichealth)) and help spread the word!

NYSDOH was here November 4-8, 2019 to survey the Certified Home Health Care Agency. Overall the surveyors said it was a good survey, were impressed with staff and found patients were satisfied as well. There were some citations, however none compromised patient health or safety. The NYSDOH report is anticipated within 10 business days and our agency must submit Corrective Action Plan within 10 calendar days of receipt.

NYSDOH provided a presentation on the Governor Cuomo's Cancer Study Findings, which was held November 7<sup>th</sup> at SUNY Adirondack. There were about 50 people in attendance. Based on the available data, behavioral risks, such as smoking, was found to be a likely factor. Public Health has been and continues to work with local partners through the Community Health Improvement Plan process, identifying education and outreach opportunities. Many in attendance were concerned with environmental concerns related to air and water quality. Environmental contacts, such as DEC and NYSDOH contacts were provided at the meeting. More Information is available at the links below:

Study: [https://www.health.ny.gov/diseases/cancer/docs/warren\\_final\\_report\\_2019.pdf](https://www.health.ny.gov/diseases/cancer/docs/warren_final_report_2019.pdf)

NYSDOH November 7, 2019 Presentation:

[https://www.health.ny.gov/diseases/cancer/docs/gcri\\_warren\\_2019\\_regional\\_meeting\\_final.pdf](https://www.health.ny.gov/diseases/cancer/docs/gcri_warren_2019_regional_meeting_final.pdf)

Vaping Panel hosted by Glens Falls City School District will be/was held November 12<sup>th</sup> from 6-8pm. Dan Durkee and partner agencies have put great effort in this successful program, that was originally held at Lake George School this past September.

CARA Grant Renewal: DSS has requested though the Health Human and Social Services Committee continued agreement between DSS and Health Services to continue collaboration for families affected by substance abuse and the development of a Plan of Safe Care. Public Health will receive \$20,000 for the period of 12/1/19-11/30/2020 in monthly installments.

**Staffing Update:**

Homecare has two nurses out until further notice and two nurses with intermittent leave. Our Home Care Agency has a nurse starting in December. This leaves the agency with one open full time nursing position in addition to per diem nursing opportunities.

**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 2018 vs 2019
3. Report of Referrals Status
4. Emergency Response and Preparedness Activities Report
5. Rabies Report
6. Resolution Request to forward Intent to Fill for Medical Coder to Personnel and Higher Education
7. Resolution Request to Amend Therapy Contracts
8. Resolution Request for Job Related Course (HEPI 501- Epidemiology)
9. Resolution Request to Amend Contract with AHI to receive additional funding.
10. Resolution Request to Amend Field Goods Contract
11. Resolution Request to Transfer Funds

**WARREN COUNTY HEALTH SERVICES BUDGET ANALYSIS**

REVENUE AND EXPENDITURES FOR 2019 AS OF 11/11/2019

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

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

EXPENSES	2019 BUDGETED	2019 YTD ACTUAL	2018 Prior Year Totals
Salaries - Regular	\$2,600,381.00	\$1,899,657.70	\$2,245,248.67
Salaries - Overtime	\$132,000.00	\$106,266.97	\$119,937.71
Salaries - Part Time	\$524,067.00	\$325,975.53	\$432,961.47
100's PERSONAL SERVICES	\$3,256,448.00	\$2,331,900.20	\$2,798,147.85
200's EQUIPMENT	\$83,360.04	\$65,215.44	\$86,272.34
400's CONTRACTUAL	\$6,072,135.18	\$3,394,734.08	\$5,735,971.55
800's EMPLOYEE BENEFITS	\$1,575,657.00	\$1,113,638.06	\$1,385,074.65
<b>TOTALS</b>	<b>\$10,987,600.22</b>	<b>\$6,905,487.78</b>	<b>\$10,005,466.39</b>

**REVENUES**

2019 BUDGETED	2019 YTD ACTUAL	2018 Prior Year Totals
\$8,727,259.89	\$4,683,278.17	\$7,887,529.69

Notes: We are in the process of finalizing billing and closing the month of October for the CHHA and MCH Programs. We have accrued \$255,664.85 for the month of September in revenues for the CHHA and MCH Programs. Also accrued are quarterly revenues for the Rabies Grant of \$6,712.47, \$5,334 for the EI Grant, Lead Grant for \$6,254 and the CSHCN Grant for \$7,366.

**Warren County Health Services**

**Salaries Comparison**

2018 vs 2019

as of 10/27/19 Year to date Payroll

Total of All Depts	YTD	YTD	YTD 19v18	% Change	Total Budget	Total Actual
	2019	2018			2019	2018
Regular Salaries	\$1,899,657.69	\$1,880,021.32	\$19,636.37	1.04%	\$2,600,381.00	\$2,245,248.67
Overtime Salaries	\$106,266.97	\$95,211.56	\$11,055.41	11.61%	\$132,000.00	\$119,937.71
Part Time Salaries	\$325,975.54	\$362,574.70	-\$36,599.16	-10.09%	\$524,067.00	\$432,961.47
<b>TOTALS</b>	<b>\$2,331,900.20</b>	<b>\$2,337,807.58</b>	<b>-\$5,907.38</b>	<b>-0.25%</b>	<b>\$3,256,448.00</b>	<b>\$2,798,147.85</b>
% current YTD Salary to Total Budget	71.61%	83.55%				

\*Source: Detail G/L report for all Salary Category from 1/1/19-10/27/19.

Overall, total salaries are \$5,907.38 or .25% under 2018 Salaries. Regular salaries and Overtime are over 2018, while part time salaries are under by 10.09%

Where we are over in Overtime, we are under in Part Time salaries due to a few positions which are vacant. Overall, Salaries are currently 71.61% of the 2019 budget while last year at this time we were 83.55% of the actual amount spent.

**Warren County Health Services**  
**Revenue and Expense Comparison 2019 vs 2018**  
as of 11/11/19

EXPENSES	2019 YTD Actual as of 11/11/19 G/L	2018 YTD as of 11/10/18 G/L	Variance
Salaries - Regular	\$1,899,657.70	\$1,880,021.32	\$19,636.38
Salaries - Overtime	\$106,266.97	\$95,211.56	\$11,055.41
Salaries - Part Time	\$325,975.53	\$362,574.70	(\$36,599.17)
100's PERSONAL SERVICES	\$2,331,900.20	\$2,337,807.58	(\$5,907.38)
200's EQUIPMENT	\$65,215.44	\$59,420.72	\$5,794.72
400's CONTRACTUAL	\$3,394,734.08	\$3,478,450.31	(\$83,716.23)
800's EMPLOYEE BENEFITS	\$1,113,638.06	\$1,298,354.34	(\$184,716.28)
<b>TOTALS</b>	<b>\$6,905,487.78</b>	<b>\$7,174,032.95</b>	<b>(\$268,545.17)</b>

REVENUES	2019 YTD ACTUAL	2018 Prior YTD	Variance
	<b>\$4,683,278.17</b>	<b>\$4,731,053.82</b>	<b>(\$47,775.65)</b>

**Notes:**

Salaries: (please see previous page ) overall are \$5,907.38 or .25% below 2018 as of the 10/27/19 payroll posting date. Salaries for 2019 are 71.61% of the budget YTD where they were 83.55% of the 2018 budget as of last year. Overtime has increased and is due to patient care, documentation, and staffing shortages.

At this time, the savings in Salaries are all related to the Part time salaries. A per diem staff member retired in August and we continue to have vacant positions.

Contractual Expenses: These are below in 2019 compared to 2018 due to timing of invoices paid, primarily within the Contractual expenses related to the CHHA for services for therapists and aides. The Preschool program is also due to timing of invoices.

Employee Benefits: Employee benefits are below last year to date by \$184,716.28. This correlates with the few positions that remain open throughout the year. We continue to recruit for nursing staff.

Revenues: Revenues for 2019 YTD are \$47,775.65 below 2018 YTD. This is primarily due to the timing of revenues received for both the Preschool and Early Intervention programs for amounts billed to the state. Also to note, there are still quarterly grants that will be billed to the state not yet reflected above.

**Warren County Health Services**  
**Patient Referrals (May or May not have become Patients)**  
**CHHA Division**

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 Referral	112	88	97	95	115	123	86	134	122	126	83	96	
SN IV Referral	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	
<b>SN Referrals per month</b>	<b>117</b>	<b>99</b>	<b>105</b>	<b>100</b>	<b>124</b>	<b>130</b>	<b>89</b>	<b>139</b>	<b>123</b>	<b>127</b>	<b>84</b>	<b>96</b>	
PT Referral	70	57	63	61	74	59	61	79	57	71	62	60	
PT only	19	18	17	19	16	20	6	18	15	22	21	11	
<b>Total Referrals per month</b>	<b>136</b>	<b>117</b>	<b>122</b>	<b>119</b>	<b>140</b>	<b>150</b>	<b>95</b>	<b>157</b>	<b>138</b>	<b>149</b>	<b>105</b>	<b>107</b>	<b>1535</b>

CATEGORY	01/2019	02/2019	03/2019	04/2019	05/2019	06/2019	07/2019	08/2019	09/2019	10/2019	11/2019	12/2019	
SN Referral	119	97	89	88	104	83	74	94	93				
PRI	0	2	4	0	1	0	1	2	2				
<b>SN Referrals per month</b>	<b>119</b>	<b>99</b>	<b>93</b>	<b>88</b>	<b>105</b>	<b>83</b>	<b>75</b>	<b>96</b>	<b>95</b>				
PT Referral	65	48	54	48	61	51	47	55	54				
PT only	13	5	8	12	14	12	10	11	14				
<b>Total Referrals per month</b>	<b>132</b>	<b>104</b>	<b>101</b>	<b>100</b>	<b>119</b>	<b>95</b>	<b>85</b>	<b>107</b>	<b>109</b>				<b>952</b>
	-3%	-11%	-17%	-15%	-15%	-36%	-10%	-32%	-21%				

RE-VISITS	01/2019	02/2019	03/2019	04/2019	05/2019	06/2019	07/2019	08/2019	09/2019	10/2019	11/2019	12/2019
SN Re-visits							826	789	768			
LPN Re-visits							110	132	104			
PT Re-visits							318	261	308			
OT Re-visits							65	58	51			
Speech Re-visits							1	21	12			
<b>Total Re-visits per month</b>							<b>1320</b>	<b>1261</b>	<b>1243</b>			

**Attachment 3**

Numbers current as of 11/8/19

**ATTACHMENT #1**  
**BT ACTIVITY SHEET**  
**BP1 (new) - 7/1/19 - 6/30/20**

**Page 1**

**Topic Color Codes**

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

11/1		Completed CSS AAR/IP	Dan Durkee	<b>Planning</b>
11/4		Completed CSS Exercise HERDS Surveys as required by NYSDOH	Dan Durkee	<b>Planning</b>
11/5		Updated Warren County Homecare EPR Plan	J'nelle Oxford	<b>Planning</b>
11/7	In Person	Attended Washington County EPR/LEPC Quarterly Meeting	Dan Durkee	<b>Meeting</b>
11/18	In Person	TTX w/OES Mass Fatality/Casualty	Dan Durkee, J'nelle Oxford	Drill

## Warren County Public Health Rabies Program October 2019

Town	Different Address Owner/Victim <small>*Follow up by Town ACO</small>				Same Address Owner/Victim <small>* Follow up by Public Health</small>				Out of Town Owner <small>*Follow Up by Public Health</small>				<b>Strays</b> Follow Up by Public Health <ul style="list-style-type: none"> <li>• Vet's Office</li> <li>• Victim Watching</li> <li>• Victim Treated Rabies PEP</li> <li>• Euthanized</li> </ul> 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						
<b>Bolton</b>																		
<b>Chester</b>						1	1											
<b>Glens Falls</b>			3	1														
<b>Hague</b>																		
<b>Horicon</b>																		
<b>Johnsburg</b>											1							
<b>Lake George</b>																		
<b>Lake Luzerne</b>						1				1								
<b>Queensbury</b>			2							1								
<b>Stony Creek</b>																		
<b>Thurman</b>																		
<b>Warrensburg</b>							1											
<b>Totals</b>			5	1		2	2			2	1							

\*UTD- Up to date

\*PEP- Post exposure prophylaxis

Total Bites for October – 13

Specimens tested for rabies this month- 0

Positive specimens for rabies- 0

People pre-approved for rabies post exposure treatment-1

Rabies Clinics this month- 2

No additional rabies clinics scheduled for 2019

# 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- Homecare Payroll Dept. No: 36.00  
Title of Position: Medical Records Coder- Part Time avg 24-26 hrs/week Base Salary of Position: Hrly rate \$18.09/ Budgeted \$24,461 Grade: 10  
Filling at Step # (If Known): 130 Part  
Budget code and title: A4010, 110 Health Services Full Time Salaries Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other creation  
Employee No./Last Name: New Position in 2020 Budget/ anticipated January 2020 Date of Vacancy: N/A  
Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
Source of reimbursement:  Federal \_\_\_\_\_%  State \_\_\_\_\_%  Other \_\_\_\_\_% Helps agency pursue revenue

### 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.** 11/7/19  
Human Resources Director has approved this form when initialed. 11/7/19

### 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 11/7/19

### 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 11/7/19

### 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. Fraser Date 11/18/2019

## *RESOLUTION REQUEST FORM NO. 4*

### *Request for Extending, Rescinding or Amending Existing Contract*

**DEPARTMENT NAME: Health Services**

**DATE: November 18, 2019**

- (a) Purpose of Contract Change: **To amend current contracts with Health Services' therapists to 1) include verbiage to comply with Article 28 (Public Health Diagnostic and Treatment Center) and Article 36 (Home Care Agency) regulations, including, but not limited to 763.13 personnel and contractor requirements and 2) reflect rates in 2020 budget, further allowing up to a 5% rate increase with automatic contract renewal unless 30 day written termination notice from either party.**
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract: **118 of 1994, 57 of 2000, 144 of 2001, 199 of 2007, 349 of 2010, 287 of 2016**
- (c) Name of Contractor: **All Health Services Therapy Contracts/ Attached List**
- (d) Address of Contractor:
- (e) Contractor's Contact Person and Telephone Number:
- (f) Commencement Date of Extension:
- (g) Termination Date of Extension:
- (h) 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.
- (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: A4010.470 Health Servcies**

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 Health Services**  
**Therapy Rates**  
**2020 Budget**  
 \*Effective 1/1/2020

**Certified Home Health Agency- Home Care Patients**

<b>Region</b>	<b>Evaluation</b>	<b>Revisit</b>	<b>Meetings</b> *Applies all contractors for mandatory and approved meetings
Region 1	\$70	\$55	\$40
Region 2	\$80	\$75	\$40

**Early Intervention Services Only**

<b>Region</b>	<b>Evaluation</b>	<b>Revisit</b>	<b>Extended Visit</b> With IFSP Approval	<b>Supplemental Evaluations</b>	<b>Meetings</b> Applies all contractors for mandatory and approved meetings
Region 1	\$50	\$50	\$70	\$117	\$40
Region 2	\$57	\$57	\$70	\$117	\$40

**Preschool/ Committee Preschool Special Education (CPSE)/Approved IEP**

<b>Region</b>	<b>Basic Visit</b>	<b>Group Visit per CPSE Child</b>	<b>Meetings</b> Applies all contractors for mandatory and approved meetings
Region 1	\$53	\$44	\$40
Region 2	\$60	\$44	\$40

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

1. Name: Jignasha Shah

2. Position: Public Health Program Coordinator (attach job description)      3. Department: Health Services

4. Course Title: HEPI 501- Principles & Methods of Epidemiology  
A. 4018.0040 444.01 Preventive Program, Health Education, Job Related Courses

5. Institution or School: SUNY Albany College of Public Health

6. Please explain how this course relates to your current position (attach course description):

This course provides information on epidemiology, which is a core component of public health, providing understanding of illness and other threats to public health. This course is also a requirement for a Certificate in Public Health.

7. Starting Date: 01/22/2020

8. Completion Date: 05/13/2020

9. Cost (attach documentation): \$ 1650 approx. + related expenses

10. Employee Signature: Jignasha Shah      Date: 11/4/19

11. Supervisor Comments (Approve/Deny)  
Supervisor Signature: Pat Boden      Date: 11/7/19

12. Department Head Comments (Approve/Deny)      Is there funding in the departmental budget for this? (Yes/No)  
Department Head Signature: Gene M. Jones      Date: 11/4/19

13. Human Resources Comments (Approve/Deny)  
Human Resources Signature: P. Figueroa      Date: 11/7/19

14. Committee Recommendation:  
Committee Chair Signature: Edna A. Francis      Date: 11/18/2019

If approved by Committee, and resolution approving the course is adopted by the Board of Supervisors, candidate may enroll and be eligible for up to 50% reimbursement for costs in number 9 above. Employee must complete the course with at least a grade of C, its equivalent, or better. Employee then submits a Tuition Reimbursement Voucher with receipts verifying costs as listed and a copy of their final grade.

## **PUBLIC HEALTH PROGRAM COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** An incumbent in this position is responsible for planning, developing, administering and coordinating a multiple component health program in the Warren County Health Services Department. Duties include developing, coordinating and implementing the program, evaluating program effectiveness and initiating staff development. The incumbent oversees program activities, policies and personnel, including the management of both financial and equipment resources. The work is performed under general supervision, with leeway allowed for the use of independent judgment. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Coordinates and administers the day-to-day operational activities of an assigned program(s);  
Coordinates program services with various divisions of the Health Department, based on an assessment of community needs and resources as well as departmental goals and objectives;  
Coordinates program services with other community programs to promote comprehensive services and to prevent the duplication of services;  
Interprets and implements laws and regulations governing the provision of program services;  
Evaluates program operations and recommends changes in organization and procedures as required to meet program objectives;  
Initiates and develops the active participation and cooperation of various professional groups, governmental bodies, volunteer agencies, citizen's groups and educational institutions in the development of the program;  
Represents the Health Department at meetings with governmental agencies, community groups and the public concerning program components and related community activities;  
Establishes and maintains frequent contact with State funding managers;  
Attends and participates in conferences, community meetings and seminars;  
Develops, implements and evaluates outreach activities directed at the program's target groups as well as the general public;  
Develops and implements performance standards for quality assurance control;  
Establishes management systems and administrative procedures to monitor and evaluate the program, and conducts periodic program reviews;  
Designs and drafts program proposals, including grant applications, for the extension of current programming and for the development of additional related projects;  
Posts, monitors and maintains agency social media and promote agency  
Prepares necessary reports as required;  
Uses computer applications or other automated systems such as word processors, spreadsheets, calculators, e-mail and database software in performing work assignments;  
May present the Department's position on program issues at Committee meetings.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of Public Health principles and skill in their application to community health programs in the area of assignment;  
Thorough knowledge of the principles and practices of organizational and administrative processes and techniques;  
Good knowledge of community and human service agencies;  
Good knowledge of health education and public relations organizations;  
Ability to use computer applications such as spreadsheets, word processing, e-mail and database software;  
Ability to assemble, organize and present information clearly in both oral and in written form;  
Ability to communicate effectively for public speaking;  
Ability to establish and maintain effective working relationships with both professional and non-professional personnel, volunteers and community representatives;  
Resourcefulness;  
Good judgment;  
Initiative; Tact.

**MINIMUM QUALIFICATIONS:**

- A) Graduation from a regionally accredited or New York State college or university with a Master's Degree in public health, health care administration, nursing or closely related field; OR
- B) Graduation from a regionally accredited or New York State college or university with a Bachelor's Degree in public health, health care administration, nursing or closely related field and two years of experience in the development and/or administration of a health related program(s); OR
- C) Graduation from a regionally accredited or New York State college or university with a Bachelor's Degree and three years of experience in the development and/or administration of a health related program; OR
- D) An equivalent combination of training and experience as defined between the limits of A), B) or C) above.

Warren County Civil Service  
Adopted: 2.9.18  
JC: Competitive

**Jignasha Shah**

**Spring 2020 > Graduate > University at Albany**

**HEPI 501 - Principles & Methods Epidem I**

Status	Units	Grading	Grade
Enrolled	3.00	Graded	

Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
10122	0001	Lecture		Arranged	Alvaro Carrascal	01/22/2020 - 05/05/2020

[Return to My Class Schedule](#)

**Information About:**[The University at Albany](#)[Expenses & Financial Aid](#)[Graduate Studies](#)[Graduate Policies](#)[Archived Graduate Bulletins](#)**Schools & Colleges**[College of Arts & Sciences](#)[School of Business](#)[School of Criminal Justice](#)[School of Education](#)[College of Emergency Preparedness, Homeland Security and Cybersecurity](#)[College of Engineering & Applied Sciences](#)[College of Nanoscale Science & Engineering](#)[Nelson A. Rockefeller College of Public Affairs & Policy](#)[School of Public Health](#)[School of Social Welfare](#)[Home](#) [School of Public Health](#)[Public Health School-Wide Professional Education Programs](#)[Public Health Fundamentals and Principles Certificate Program](#)

## Public Health Fundamentals and Principles Certificate Program

### CERTIFICATE IN PUBLIC HEALTH FUNDAMENTALS AND PRINCIPLES

The School of Public Health offers a fully online Certificate program in Public Health Fundamentals and Principles (CPH-FP). The Certificate is aimed at preparing students for the continuously changing challenges in public health. Building upon the School's relationship with the New York State Department of Health (DOH) and local health departments, the program acknowledges the emerging need for creative educational modalities in health.

The program requires the completion of 18 graduate course credits. These consist of 6 Master of Public Health (MPH) courses. All of the CPH-FP courses are available online through the Blackboard Learning System. The courses include:

- EPI 500 Basic Principles and Methods of Epidemiology or EPI 501 Principles and Methods of Epidemiology I (3 credits)
- EPI 503 Principles of Public Health (3 credits)
- EPI 551 Basic Principles of Statistical Inference or EPI 552/STA 552 Principles of Statistical Inference I (3 credits)
- HPM 500 Health Care Organization, Delivery and Financing (3 credits)
- HPM 525 Social and Behavioral Aspects of Public Health (3 credits)
- EHS 590 Introduction to Environmental Health (3 credits)

Course waivers can be obtained only through prior approval and there is a transfer credit limit of one course (3 credits). To obtain the degree, each student must maintain a cumulative grade point average of 3.0 or higher and file an application for Certificate completion within four years of admission.

Students who are enrolled in a School of Public Health degree program and who would like to pursue the Certificate degree can do so if they fulfill the above-mentioned requirements for degree completion.

All of the Certificate's six required courses are identified by the Master of Public Health (MPH) program at the School of Public Health. Students who have completed the CPH-FP and who have been admitted to pursue a MPH may apply these courses to a degree at the School if they have maintained a cumulative grade point average of 3.0 or higher while pursuing the Certificate; have completed the courses within five years of application to the degree program and have fulfilled the admission requirements of the desired degree program.

### Graduate Bulletin Indices

[Degrees & Programs Index](#)[Course Index](#)[Site Index](#)

### Related Links

[The Graduate School](#)[Officers of the University at Albany](#)[International Programs](#)

Program of Study

Pathway to the MPH

Tuition Assistance

Admission Requirements

◀ [SPH Home \(/sph\)](#)

## Program of Study

Coursework can be completed part-time and entirely online. Rolling admission allows you to start in spring, summer, or fall. The graduate public health certificate does not require an internship.

### **Principles and Methods of Epidemiology I**

Master epidemiologic investigation by learning how to describe patterns of illness in populations, research disease etiology, quantify public health risks, and calculate rate standardization.

### **Principles of Public Health**

Learn how to assess public health needs, develop prevention and control initiatives, and create campaigns and programming for diverse populations. This course covers the basics of epidemiology, biostatistics, health care planning and administration, policy creation, and community organization.

### **Principles of Statistical Inference I**

In this descriptive statistics course, you calculate central tendency and variability, probability distributions and confidence intervals, and learn how to test hypotheses. Course material also covers statistical computing.

### **Health Care Organization Delivery and Financing**

Examine how health care services are planned, organized, delivered, financed, and measured for efficacy. Topics include government policies that ensure access, contain costs, and assess quality of care.

### **Social and Behavioral Aspects of Public Health**

Analyze the social, cultural, psychological, behavioral, and demographic factors that impact public health. Explore the ways they increase or decrease population vulnerability to disease, mortality rates, and community wellness.

### **Introduction to Environmental Health**

Survey the ways environmental contaminants and pollutants are transmitted from source to subject, and learn how to reduce their impact on human populations by effectively managing environmental risks.



**Per Credit Tuition and Fee Rates for Spring 2019**

Tuition and fees are subject to change without prior notice by official action of the SUNY Board of Trustees.

**NYS Graduate Rates**

Fall 18 /  
Spring 19

Credit Hours	1cr	2cr	3cr	4cr	5cr	6cr	7cr	8cr	9cr	10cr	11cr	12cr+	
Tuition: Masters & PHD	462.00	924.00	1,386.00	1,848.00	2,310.00	2,772.00	3,234.00	3,696.00	4,158.00	4,620.00	5,082.00	5,545.00	\$ 11,090.00
Tuition: MBA	619.00	1,238.00	1,857.00	2,476.00	3,095.00	3,714.00	4,333.00	4,952.00	5,571.00	6,190.00	6,809.00	7,428.00	\$ 14,856.00
Tuition: MSW	945.00	1,090.00	1,335.00	1,580.00	1,725.00	2,070.00	2,315.00	2,560.00	2,805.00	3,050.00	3,295.00	3,540.00	\$ 11,210.00
University Fee	5.21	10.42	15.63	20.84	26.05	31.26	36.47	41.68	46.89	52.10	57.31	62.50	\$ 125.00
Comprehensive Service Fee (1)	56.58	113.16	169.74	226.32	282.90	339.48	396.06	452.64	509.22	565.80	622.38	679.00	\$ 1,358.00
Academic Excellence Fee	15.63	31.26	46.89	62.52	78.15	93.78	109.41	125.04	140.67	156.30	171.93	187.50	\$ 375.00
Graduate Student Association Fee	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	\$ 50.00
Student Alumni Partnership Fee (2)						30.00	30.00	30.00	30.00	30.00	30.00	30.00	\$ 60.00
<b>Total Tuition &amp; Fees: Masters &amp; PHD</b>	<b>\$ 564.42</b>	<b>\$ 1,103.84</b>	<b>\$ 1,643.26</b>	<b>\$ 2,182.68</b>	<b>\$ 2,722.10</b>	<b>\$ 3,261.52</b>	<b>\$ 3,800.94</b>	<b>\$ 4,340.36</b>	<b>\$ 4,879.78</b>	<b>\$ 5,419.20</b>	<b>\$ 5,958.62</b>	<b>\$ 6,498.00</b>	<b>\$ 13,058.00</b>
<b>Total Tuition &amp; Fees: MBA</b>	<b>\$ 721.42</b>	<b>\$ 1,417.84</b>	<b>\$ 2,114.26</b>	<b>\$ 2,810.68</b>	<b>\$ 3,507.10</b>	<b>\$ 4,203.52</b>	<b>\$ 4,900.94</b>	<b>\$ 5,598.36</b>	<b>\$ 6,295.78</b>	<b>\$ 6,993.20</b>	<b>\$ 7,690.62</b>	<b>\$ 8,388.00</b>	<b>\$ 16,818.00</b>
<b>Total Tuition &amp; Fees: MSW (1)</b>	<b>\$ 647.42</b>	<b>\$ 1,269.84</b>	<b>\$ 1,892.26</b>	<b>\$ 2,514.68</b>	<b>\$ 3,137.10</b>	<b>\$ 3,759.52</b>	<b>\$ 4,381.94</b>	<b>\$ 5,004.36</b>	<b>\$ 5,626.78</b>	<b>\$ 6,249.20</b>	<b>\$ 6,871.62</b>	<b>\$ 7,494.00</b>	<b>\$ 15,048.00</b>

**Out-of-State Graduate Rates**

Fall 18 /  
Spring 19

Credit Hours	1cr	2cr	3cr	4cr	5cr	6cr	7cr	8cr	9cr	10cr	11cr	12cr+	
Tuition: Masters & PHD	944.00	1,888.00	2,832.00	3,776.00	4,720.00	5,664.00	6,608.00	7,552.00	8,496.00	9,440.00	10,384.00	11,328.00	\$ 22,656.00
Tuition: MBA	1,016.00	2,032.00	3,048.00	4,064.00	5,080.00	6,096.00	7,112.00	8,128.00	9,144.00	10,160.00	11,176.00	12,192.00	\$ 24,384.00
Tuition: MSW	925.00	1,850.00	2,775.00	3,700.00	4,625.00	5,550.00	6,475.00	7,400.00	8,325.00	9,250.00	10,175.00	11,100.00	\$ 22,200.00
University Fee	5.21	10.42	15.63	20.84	26.05	31.26	36.47	41.68	46.89	52.10	57.31	62.50	\$ 125.00
Comprehensive Service Fee (1)	56.58	113.16	169.74	226.32	282.90	339.48	396.06	452.64	509.22	565.80	622.38	679.00	\$ 1,358.00
Academic Excellence Fee	15.63	31.26	46.89	62.52	78.15	93.78	109.41	125.04	140.67	156.30	171.93	187.50	\$ 375.00
Graduate Student Association Fee	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	\$ 50.00
Student Alumni Partnership Fee (2)						30.00	30.00	30.00	30.00	30.00	30.00	30.00	\$ 60.00
<b>Total Tuition &amp; Fees: Masters &amp; PHD</b>	<b>\$ 1,046.42</b>	<b>\$ 2,067.84</b>	<b>\$ 3,089.26</b>	<b>\$ 4,110.68</b>	<b>\$ 5,132.10</b>	<b>\$ 6,153.52</b>	<b>\$ 7,174.94</b>	<b>\$ 8,196.36</b>	<b>\$ 9,217.78</b>	<b>\$ 10,239.20</b>	<b>\$ 11,260.62</b>	<b>\$ 12,282.00</b>	<b>\$ 24,618.00</b>
<b>Total Tuition &amp; Fees: MBA</b>	<b>\$ 1,118.42</b>	<b>\$ 2,211.84</b>	<b>\$ 3,305.26</b>	<b>\$ 4,398.68</b>	<b>\$ 5,492.10</b>	<b>\$ 6,585.52</b>	<b>\$ 7,678.94</b>	<b>\$ 8,772.36</b>	<b>\$ 9,865.78</b>	<b>\$ 10,959.20</b>	<b>\$ 12,052.62</b>	<b>\$ 13,146.00</b>	<b>\$ 26,358.00</b>
<b>Total Tuition &amp; Fees: MSW (1)</b>	<b>\$ 1,027.42</b>	<b>\$ 2,029.84</b>	<b>\$ 3,032.26</b>	<b>\$ 4,034.68</b>	<b>\$ 5,037.10</b>	<b>\$ 6,039.52</b>	<b>\$ 7,041.94</b>	<b>\$ 8,044.36</b>	<b>\$ 9,046.78</b>	<b>\$ 10,049.20</b>	<b>\$ 11,051.62</b>	<b>\$ 12,054.00</b>	<b>\$ 24,178.00</b>

GSEU (Graduate Student Employees Union) status is provided by the Office of Human Resources Management. Eligible graduate students who are represented by the GSEU are charged at the GSEU Comprehensive Service Fee Rate.

GSEU Comp Fee	43.75	87.50	131.25	175.00	218.75	262.50	306.25	350.00	393.75	437.50	481.25	525.00	\$ 1,050.00
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(1) The Comprehensive Service Fee covers the University's cost of providing most Health Center services, access to technology, and transportation services.

(2) Student Alumni Partnership Fee (optional)						\$30.00/Semester							Waiver
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**Joint Degree Programs**

MSW/MPH and MSW/CRJ Joint Degree Programs - Students begin being charged the MSW rate when they initially enroll in a MSW course, even if they are enrolled in a mix of MSW and non-MSW courses during the same term.

MSW/PhD Joint Degree Program - Students enrolled in this program must first complete the MSW portion of the program prior to transitioning into the PhD portion of the program. Per SUNY, these students should be charged the MSW rate for the MSW degree and then the grad rate once they transition into the PhD segment of the program.

**Course Fees**

Students who register for any one of the courses listed below will also be billed for the corresponding course fee on their Tuition Invoice. Course fees are used solely to support the additional costs for materials, supplies and special services related to the course.

**Course Fees**

**Non-Degree Graduates**

Non-Degree graduate students are charged fees at the graduate level according to the number of credits registered for. Tuition is charged by level of course (graduate or undergraduate) and number of course credits registered for to a maximum tuition of \$5,545 for NYS residents and \$11,325 for Non-NYS residents.

**Description of Fees**

Updated 10/10/2018

## ***RESOLUTION REQUEST FORM NO. 4***

### ***Request for Extending, Rescinding or Amending Existing Contract***

**DEPARTMENT NAME: Health Services**

**DATE: November 18, 2019**

- (a) Purpose of Contract Change: **To amend current agreement with Adirondack Health Institute (AHI) to receive additional funding not to exceed \$10,000 to continue Prevention Agenda- Public Health Improvement Project providing fresh produce to Women Infant and Child (WIC) participants. Funding will be utilized in 2020, so funds received prior will be placed in deferred account (A691.00).**
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract: **404 of 2018 and 155 of 2019**
- (c) Name of Contractor: **Adirondack Health Institute**
- (d) Address of Contractor: **101 Ridge St; Glens Falls, NY 12801**
- (e) Contractor's Contact Person and Telephone Number:  
**Theresa Paeglow 518-480-0111 x 318**
- (f) Commencement Date of Extension: **12/1/2019**
- (g) Termination Date of Extension: **completion of project/funding no longer available**
- (h) Payment Provisions:
  - i) lump sum amount
  - ii) hourly rate amount
  - iii) total amount not to exceed **\$10,000**
  - 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: **Funds recd prior to Jan 2020, deferred account A691.00****

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. 155 OF 2019

**RESOLUTION INTRODUCED BY SUPERVISORS FRASIER, MCDEVITT, BRAYMER, LEGGETT, LOEB, DRISCOLL, HYDE, MAGOWAN AND SOKOL**

**AUTHORIZING SUBMISSION OF AN APPLICATION TO THE ADIRONDACK HEALTH INSTITUTE (AHI) FOR GRANT FUNDING TO SUPPLY WIC (WOMEN, INFANT, CHILDREN) PARTICIPANTS WITH FRESH PRODUCE**

RESOLVED, that the Chairman of the Board of Supervisors be, and hereby is, authorized to execute a grant application to Adirondack Health Institute (AHI) for grant funding to supply WIC (Women, Infant, Children) participants with fresh produce, in an amount not to exceed One Thousand Five Hundred Dollars (\$1,500), and be it further

RESOLVED, that upon notification of the awarding of grant funds, the Chairman of the Board of Supervisors be, and hereby is, authorized to execute a grant agreement and/or any other documentation required to satisfy grant program requirements, in a form approved by the County Attorney.

# Warren County Board of Supervisors

## RESOLUTION NO. 404 OF 2018

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

**RATIFYING THE ACTIONS OF THE DIRECTOR OF PUBLIC HEALTH/PATIENT SERVICES REGARDING SUBMISSION OF AN APPLICATION TO THE ADIRONDACK HEALTH INSTITUTE (AHI) FOR GRANT FUNDING TO PROMOTE, EDUCATE AND ENCOURAGE WIC (WOMEN, INFANT, CHILDREN) PROGRAM PARTICIPANTS TO USE FRESH PRODUCE**

WHEREAS, the Director of Public Health/Patient Services has submitted an application to Adirondack Health Institute (AHI), 101 Ridge Street, Glens Falls, New York 12801, for grant funding in an amount not to exceed Three Thousand Dollars (\$3,000) to benefit families participating in the WIC (Women, Infant, Children) Program to promote, educate and encourage participants to use fresh produce, and

WHEREAS, it was necessary to submit the application prior to the October 19, 2018 Board of Supervisors meeting, now therefore, be it

RESOLVED, that the actions of the Director of Public Health/Patient Services be, and hereby are, ratified regarding submission of an application to AHI for grant funding in an amount not to exceed Three Thousand Dollars (\$3,000) to benefit families participating in the WIC (Women, Infant, Children) Program to promote, educate and encourage participants to use fresh produce, and be it further,

RESOLVED, that the Warren County Board of Supervisors authorizes acceptance of a Three Thousand Dollar (\$3,000) grant from AHI as outlined above for a term commencing upon approval of the application and terminating when the project has been completed, a final report approved by AHI and grant funds have been fully expended.

## *RESOLUTION REQUEST FORM NO. 4*

### *Request for Extending, Rescinding or Amending Existing Contract*

**DEPARTMENT NAME: Health Services**

**DATE: November 18, 2019**

- (a) Purpose of Contract Change: **To amend contract with Field Goods to purchase additional produce not to exceed \$10, 000, based on funding received from AHI.**
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract: **405 of 2018**
- (c) Name of Contractor: **Field Goods**
- (d) Address of Contractor: **742 Schoharie Turnpike, Athens, NY 12015**
- (e) Contractor's Contact Person and Telephone Number:  
**Kate Collyer 716-361-7273**
- (f) Commencement Date of Extension: **12/1/2019**
- (g) Termination Date of Extension:
- (h) Payment Provisions:
  - i) lump sum amount
  - ii) hourly rate amount
  - iii) total amount not to exceed **\$10, 000**
  - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc. **Weekly voucher submission based on produce availability and WIC client needs**
- (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.4018.0040.445 \$3000/not to exceed \$10, 000**

**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. 405 OF 2018

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

**AUTHORIZING AN AGREEMENT WITH FIELD GOODS TO PURCHASE AND DISTRIBUTE FRESH PRODUCE TO WIC (WOMEN, INFANT, CHILDREN) PROGRAM PARTICIPANTS AND THEIR FAMILIES FOR WARREN COUNTY PUBLIC HEALTH**

WHEREAS, Warren County Public Health has received grant funding in the amount of Three Thousand Dollars (\$3,000) from Adirondack Health Institute (AHI) to promote, educate and encourage WIC (Women, Infant, Children) Program participants to use fresh produce, and

WHEREAS, the Director of Public Health/Patient Services has requested to enter into an agreement with Field Goods, a community supported agriculture local entity, to purchase and distribute fresh produce to WIC participants and their families, now, therefore be it

RESOLVED, that the Warren County Board of Supervisors hereby authorizes an agreement with Field Goods, 742 Schoharie Turnpike, Athens, New York, 12015, to purchase and distribute fresh produce to WIC participants and their families in an amount not to exceed Two Thousand Nine Hundred Dollars (\$2,900) for a term commencing on October 19, 2018 and terminating upon completion of the program and when the funds have been expended, and in a form approved by the County Attorney, and be it further,

RESOLVED, that funds for the agreement will be expended from Budget Codes A.4018.0040 410, Preventive Program, Health Education, Supplies, and A.4018.0040.445, Preventive Program, Health Education, Foods.

**RESOLUTION REQUEST FORM NO. 10**

**Request for Transfer of Funds**

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

SIGNED: \_\_\_\_\_

DATE: November 18, 2019

	<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
1.	A.4010.130	Health Services-Part Time Salaries	A.4010.120	Health Services-Overtime Salary expense	\$12,000.00
2.	A.4013.130	WIC -Part Time Salaries	A.4013.110	WIC -Full Time Salaries	\$3,000.00
3.	A.4054.130	Preschool -Part Time Salaries	A.4018.0020.130	Family Health-Part Time Salaries	\$6,000.00
4.	A.4018.0040.110	Health Education-Full time Salaries	A.4018.0040.860	Health Education-Hospitalization Expense	\$1,500.00
	A.4018.0040.110	Health Education-Full time Salaries	A.4018.0040.865	Health Education-Dental Insurance Expense	\$10.00
5.	A4054.0060.130	Early Intervention-Part time Salaries	A.4054.0060.110	Early Intervention-Full Time Salaries	\$200.00
6..	A4054.0060.130	Early Intervention-Part time Salaries	A.4054.0060.860	Early Intervention-Hospitalization Expense	\$1,100.00
	A4054.0060.130	Early Intervention-Part time Salaries	A.4054.0060.865	Early Intervention-Dental Insurance Expense	\$20.00
7.	A.4189.130	Bioterrorism-Part time Salaries	A.4189.110	Bioterrorism-Full Time Salaries	\$2,000.00
<b>Total Transfers</b>					<b>\$25,830.00</b>

- 1 To transfer funds within Health Services (CHHA -Homecare) from Part time salaries to Overtime Salaries to pay for necessary expenses to year end.
- 2 To transfer funds within WIC program from Part time salaries to Full Time Salaries to pay for necessary expenses to year end.
3. To transfer funds from Preschool Part time Salaries to Family Health Program to Part Time Salaries to pay for necessary expenses to year end.
4. To transfer funds within Health Education Program from Full time salaries to Health and Dental Insurance to pay for necessary expenses to year end.
5. To transfer funds within Early Intervention Program from Part time salaries to Full time Salaries to pay for necessary expenses to year end.
- 6 To transfer funds within Early Intervention Program from Part time salaries to Health and Dental Insurance to pay for necessary expenses to year end.
7. To transfer funds within Bioterrorism Program from Part time salaries to Full time Salaries to pay for necessary expenses to year end.

**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