

**Warren County Health Services
Health Services Committee
AGENDA FOR
April 20, 2020
Information Submitted By: Ginelle Jones, DPH/DPS**

Health Services Committee Members: Peter McDevitt, Douglas Beaty, Ronald Conover, Daniel Bruno, Edna Frasier, Brad Magowan, and Susan Shepler,

Committee meeting called to order by Chairperson

Motion to approve the minutes of the March 24, 2020 Committee meeting.

I. Action Agenda/New Business

Request Resolution:	To authorize contract with Hadley-Luzerne Central School to provide Committee Preschool Special Education (CPSE) services to Warren County children who are eligible. Attachment #7
Rationale:	The contract will increase availability of services for children in need. Services are provided at a rate set by NYS and are reimbursed at 59.50%.

Request Resolution:	To transfer funds in 2020. Attachment #6
Rationale:	Tawn Driscoll, Fiscal Manager, will be available during the meeting to discuss.

Request Resolution:	To amend the 2020 Budget. Attachment #8
Rationale:	Tawn Driscoll, Fiscal Manager, will be available during the meeting to discuss.

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 2020

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 2019 vs 2020

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 report.

Emergency Response and Preparedness

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

Rabies Report:

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

Meeting Authorizations: None at this time.

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

Effective April 1st, Early Intervention and Preschool services will include Tele therapy services to ensure children can continue to receive services. No rate changes.

COVID19 Update

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- Budget Transfer
7. Resolution Request- CPSE Contract with Hadley-Luzerne central School
8. Resolution Request- 2020 Budget Amendment

WARREN COUNTY HEALTH SERVICES BUDGET ANALYSIS

REVENUE AND EXPENDITURES FOR 2020 AS OF 4/14/2020 12:22:33 PM

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

CODE(S): 4010, 4013, 4054, 4190, 4018, 4189, 4191, 4192

EXPENSES	2020 BUDGETED	2020 YTD ACTUAL	2019 Prior Year Totals
Salaries - Regular	\$2,599,419.00	\$575,204.27	\$2,336,500.49
Salaries - Overtime	\$142,000.00	\$31,101.93	\$134,008.56
Salaries - Part Time	\$510,105.00	\$72,876.39	\$381,165.43
100's PERSONAL SERVICES	\$3,251,524.00	\$679,182.59	\$2,851,674.48
200's EQUIPMENT	\$70,546.00	\$53.90	\$67,509.57
400's CONTRACTUAL	\$6,340,920.85	\$757,536.87	\$6,434,225.57
800's EMPLOYEE BENEFITS	\$1,468,662.00	\$359,020.03	\$1,343,185.24
TOTALS	\$11,131,652.85	\$1,795,793.39	\$10,696,594.86
REVENUES	2020 BUDGETED	2020 YTD ACTUAL	2019 Prior Year Totals
	\$8,683,817.21	\$537,663.14	\$8,051,301.71

* Note: For 2019, the Preschool AVL #1 related to 2019 School year has been posted to the Revenues for 2019 at \$816,060.80 and the 17/18 County Administrative Costs received of \$27,675. Also we received the final value of the 2019 WIC food vouchers of \$594,077.69. This is included in both the Revenues and Expenses for 2019. For 2020, we are in the process of closing March for both the CHHA and MCH programs.

Warren County Health Services Salaries Comparison

2020 v 2019

as of 4/14/20 Year to date Payroll and 3/29/19

Total of All Depts	YTD 2020	YTD 20v19	% Change	Total Budget 2020	Total Actual 2019
Regular Salaries	\$575,204.27	\$15,729.99	2.81%	\$2,599,419.00	\$2,336,500.49
Overtime Salaries	\$31,101.93	(\$1,806.04)	-5.49%	\$142,000.00	\$134,008.56
Part Time Salaries	\$72,876.39	(\$29,114.83)	-28.55%	\$510,105.00	\$381,165.43
TOTALS	\$679,182.59	(\$15,190.88)	-2.19%	\$3,251,524.00	\$2,851,674.48
% current YTD Salary to Total Budget	20.89%	24.35%			

*Source: Detail G/L report for all Salary Category from 1/1/20-3/29/20.

Overall, total salaries are \$15,190.88 or 2.19% under 2019 Salaries. Regular salaries are over due to yearly increases. Part time salaries are under due to lack of utilization of nurses YTD. However to note that \$5,997 or 19.28% of the Overtime salaries are strictly related to COVID-19 duties. Salaries are currently 20.89% of the 2020 budget, where last year was 24.35% of YTD.

ATTACHMENT #1

**Warren County Health Services
Revenue and Expense Comparison 2020 vs 2019
as of 4/14/20**

EXPENSES	2020 YTD Actual as of 4/14/20 G/L	2019 YTD as of 4/10/19 G/L Final	Variance
Salaries - Regular	\$575,204.27	\$559,474.28	\$15,729.99
Salaries - Overtime	\$31,101.93	\$32,907.97	(\$1,806.04)
Salaries - Part Time	\$72,876.39	\$101,991.22	(\$29,114.83)
100's PERSONAL SERVICES	\$679,182.59	\$694,373.47	(\$15,190.88)
200's EQUIPMENT	\$53.90	\$3,587.07	(\$3,533.17)
400's CONTRACTUAL	\$757,536.87	\$787,141.75	(\$29,604.88)
800's EMPLOYEE BENEFITS	\$359,020.03	\$354,020.91	\$4,999.12
TOTALS	\$1,795,793.39	\$1,839,123.20	(\$43,329.81)

2019 Prior YTD

REVENUES	2020 YTD ACTUAL	
	\$537,663.14	\$672,160.08
		(\$134,496.94)

*Note: Payroll for 2020 reflect figures taken before the 4/12/20 payroll posted. Comparison is with last years Board meeting as of 4/10/19 financials

Comments:

Salaries: (please see previous page) overall are \$15,190.88 or 2.19% below 2019 as of the 3/29/20 payroll posting date. Salaries for 2020 are 20.89% of the budget YTD where they were 24.35% of the 2019 budget as of last year.

Contractual Expenses: These are slightly lower this year due to some expenses for March that have not been reflected this year for therapies due to COVID 19. However, Teletherapy for Early Intervention and Preschool has been approved by the State, and we will see those expenses in April

Employee Benefits: Employee benefits at this time are consistant to 2019 expenses

Revenues: Revenues for 2020 reflect reductions in Revenues. Due to COVID-19, All Public Health clinics have been cancelled. The census is low at hospitals, therefore Homecare revenues are down and also we are limiting our MCH visits too.

ATTACHMENT #2

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

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	91	81	92
PRI	0	2	4	0	1	0	1	2	2	2	1	1
SN Referrals per month	119	99	93	88	105	33	75	96	95	93	82	93
PT Referral	65	48	54	48	61	51	47	55	54	51	57	55
PT only	13	5	8	12	14	12	10	11	14	10	11	8
Total Referrals per month	132	104	101	100	119	95	85	107	109	103	93	101
	-4	-13	-21	-19	-21	-55	-10	-50	-29	-46	-12	-6%

CATEGORY	01/2020	02/2020	03/2020	04/2020	05/2020	06/2020	07/2020	08/2020	09/2020	10/2020	11/2020	12/2020
SN Referral	97	88										
PRI	0	3										
SN Referrals per month	97	91										
PT Referral	49	45										
PT only	12	6										
Total Referrals per month	109	97										
	-17%	-6%										

206

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	840	685	656
LPN Re-visits							110	132	104	94	90	89
PT Re-visits							318	261	308	357	292	310
OT Re-visits							65	58	51	70	85	77
Speech Re-visits							1	21	12	9	5	6
Total Re-visits per month							1320	1261	1243	1370	1157	1138

RE-VISITS	01/2020	02/2020	03/2020	04/2020	05/2020	06/2020	07/2020	08/2020	09/2020	10/2020	11/2020	12/2020
SN Re-visits	630	548										
LPN Re-visits	72	62										
PT Re-visits	326	289										
OT Re-visits	50	42										
Speech Re-visits	0	1										
Total Re-visits per month	1078	942										

Numbers current as of 4/14/2020

Attachment 3

Warren County Emergency Response and Preparedness

Program Update

April 14, 2020

All activities have been centered on COVID-19 response.

The Covid-19 Taskforce has been an amazing resource to discuss ideas, plans, and issues. The Public Health's ERP agency contacts and plans, which have been created, have been very useful as well. The collaboration of Warren County's administration and departments along with other community partners, have been essential to the response efforts to date! Another important factor is the amazing cooperation from the community!

- Transferring WIC services from "in person" to "by phone"
- Continuing Home Care Agency Services with Nurses working "from home"
- Contacting Early Intervention and Preschool program families periodically "by phone" to check in
- Tele therapy services for Early Intervention and Preschool families.
- Answering calls from the community
- Answering calls from other agencies
- Answering calls from providers
- Providing case investigations on all lab positive and suspect cases
- Evoking Isolation and Quarantines as appropriate
- Monitoring those in isolation and quarantines with phone calls and visits
- Providing updates, educational materials, and outreach for various groups
- Creating the Solo Shopping Campaign- Poster Distribution to Grocery Stores
- Creating Campground posters, flyers, and reporting forms
- Outreach and Education to out of town families
- Creating a Warren County Testing Location through Collaboration with Glens Falls Hospital Partners for Warren, Washington, Saratoga, Hamilton, and Essex Counties
- Working with facilities to provide guidance, resources, and investigations as needed
- And other jobs as needed to fill in the gaps!

Our Health Services staff is amazing and I am truly blessed to work beside them each and every day!

Warren County Public Health Rabies Program Dates- January- March 2020

Town	Different Address Owner/Victim *Follow up by Town ACO				Same Address Owner/Victim * Follow up by Public Health				Out of Town Owner *Follow Up by Public Health				Strays Follow Up by Public Health • 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 Watched	Treated with PEP	Refused PEP	Euthanized	ACO Capture
	UTD	NOT UTD	UTD	NOT UTD	UTD	NOT UTD	UTD	NOT UTD	UTD	NOT UTD							
Bolton							2										
Chester			1				2										
Glens Falls		3	1		1	1	1	2									
Hague																	
Horicon																	
Johnsburg		1			1			1									
Lake George							2	1									
Lake								1									
Luzerne																	
Queensbury	1	1	7	1	1	1	3	1									
Stony Creek																	
Thurman					1		1										
Warrensburg						1	1	2						1			
Totals	1	1	11	3	4	3	12	8					1	1		1	

*UTD- Up to date

*PEP- Post exposure prophylaxis

Total Bites for Quarter -- 49

Specimens tested for rabies this quarter- 3

Positive specimens for rabies- 0

People pre-approved for rabies post exposure treatment- 0

Rabies Clinics held this quarter- 2

Next Rabies Clinic- To be determined

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

TRANSFERS FOR 2020 BUDGET

SIGNED: _____

DATE: April 20, 2020

	<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
1.	A.4010.110	Health Services (CHHA)-Full Time Salaries	A.4018.0030.110	Disease Program- Full Time Salaries	\$10,000.00
	A.4010.810	Health Services (CHHA)-Retirement Expense	A.4018.0030.810	Disease Program-Retirement Expense	\$1,580.00
	A.4010.830	Health Service (CHHA)-Social Security Expense	A.4018.0030.830	Disease Program-Social Security Expense	\$620.00
	A.4010.831	Health Services (CHHA)-Medicare Expense	A.4018.0030.831	Disease Program-Medicare Expense	\$145.00
2.	A.4191.4401	Public Health-COVID 19 Revenue	A.4192.4401	Public Health -COVID 19- Addition Revenue	\$24,625.00
	A.4191.110	Public Health-COVID 19 Full time Salaries	A.4192.110	Public Health -COVID 19- Addition Full Time Salaries	\$4,000.00
	A.4191.120	Public Health-COVID 19 Overtime Salaries	A.4192.120	Public Health -COVID 19- Addition Overtime Salaries	\$4,002.61
	A.4191.130	Public Health-COVID 19 Part Time Salaries	A.4192.130	Public Health -COVID 19- Addition Part Time Salaries	\$5,710.51
	A.4191.220	Public Health-COVID 19 Office Equipment	A.4192.220	Public Health -COVID 19- Addition Office Equipment	\$1,236.00
	A.4191.410	Public Health-COVID 19 Supplies Expense	A.4192.410	Public Health -COVID 19- Addition Supplies Expense	\$1,054.13
	A.4191.435	Public Health-COVID 19 Medical Expenses	A.4192.435	Public Health -COVID 19- Addition Medical Expenses	\$3,358.23
	A.4191.442	Public Health-COVID 19 Gasoline Expense	A.4192.442	Public Health -COVID 19- Addition Gasoline Expense	\$200.00
	A.4191.445	Public Health-COVID 19 Food Expense	A.4192.445	Public Health -COVID 19- Addition Food Expense	\$930.13
	A.4191.470	Public Health-COVID 19 Contract Expense	A.4192.470	Public Health -COVID 19- Addition Contract Expense	\$500.00
	A.4191.810	Public Health-COVID 19 Retirement Expense	A.4192.810	Public Health -COVID 19- Addition Retirement Expense	\$2,538.47
	A.4191.830	Public Health-COVID 19 Social Security Expense	A.4192.830	Public Health -COVID 19- Addition Social Security Expense	\$887.38
	A.4191.831	Public Health-COVID 19 Medicare Expense	A.4192.831	Public Health -COVID 19- Addition Medicare Expense	\$207.54

Total Transfers **\$61,595.00**

- To transfer funds from CHHA to PH for a FT nurse that is temporarily working on the PH Side assisting with COVID related duties. (Salary and Fringe expenses)
- To transfer Revenue from COVID 19 Revenue and Expenses (4191 code) to new Contract COVID 19- Additional (Code 4192) Revenue and Expenses for \$24,625. Total of New Contract will be \$95,373.

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

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME:

Health Services

DATE: April 20, 2020

- (a) Is this a Result of a Bid or Request for Proposal? **No**
- (b) Purpose of Contract: **To authorize contract with Hadley-Luzerne Central School to provide Committee Preschool Special Education (CPSE) services to Warren County children who are eligible.**
- (c) Name of Contractor: **Hadley- Luzerne Central School**
- (d) Address of Contractor: **PO Box 200 Lake Luzerne, NY 12846**
- (e) Contractor's Contact Person and Telephone Number:
Robert Mark 518-696-2378 x 1104
- (f) Has or will the Contract be provided, if so, please attach: **Template attached**
- (g) Commencement Date of Contract: **May 15, 2020**
- (h) Termination Date of Contract: **Automatic annual renewal unless written 30 day termination 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. **Submission of required documentation and vouchers.**
- (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: A.4054.444 ; Preschool Education Expense**

**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

RESOLUTION REQUEST FORM NO. 7

Request to Amend County Budget*

***If this is the result of a grant award, also complete and submit
Form No. 5 or 6**

DEPARTMENT NAME: Warren County Health Services

DATE: April 20, 2020

(a) **Purpose of Amendment:** To amend the 2020 budget to reflect both the Revenue and Expenses related to a new Department code for COVID-19. (A.4192) It will be Health Services–COVID19 Addition and reflects the funds given from Health Research Inc. to support the current expenses related to the Coronavirus (COVID19) of **\$70,748.00**.

(b) Appropriation Code (with title), Object Code (with title) and Amount:

A.4192.110 Health Services-COVID 19 Addition Full Time Salaries	\$ 5,000.00
A.4192.120 Health Services-COVID 19 Addition Overtime Salaries	\$40,000.00
A.4192.130 Health Services-COVID 19 Addition Part Time Salaries	\$ 5,000.00
A.4192.220 Health Services-COVID 19 Addition Office Equipment	\$ 1,500.00
A.4192.410 Health Services-COVID 19 Addition Office Supplies	\$ 1,000.00
A.4192.435 Health Services-COVID 19 Addition Medical Expense	\$ 4,000.00
A.4192.442 Health Services-COVID 19 Addition Gasoline Expense	\$ 300.00
A.4192.445 Health Services-COVID 19 Addition Food Expense	\$ 1,223.00
A.4192.470 Health Services-COVID 19 Addition Contract Expense	\$ 1,000.00
A.4192.810 Health Services-COVID 19 Addition Retirement Expense	\$ 7,900.00
A.4192.830 Health Services-COVID 19 Addition Social Security Exp	\$ 3,100.00
A.4192.831 Health Services-COVID 19 Addition Medicare Exp	\$ 725.00

Revenue Code (with title), and Amount:

A.4192.4401 Health Services COVID19 Addition Revenue \$70,748.00

***Note: Warren County Health Services was notified by HRI on 4/8/2020 that additional funding of \$27,883 and \$67,490 (TOTAL \$95,373) has been awarded to Warren County for COVID-19(Coronavirus) expenses. Listed above are estimated expenses we are anticipating. Those are Salaries and fringe benefits related to those working with patients and providing outreach to the community. Also those expenses such as masks, gloves, gowns, hand sanitizers, thermometers, medications such as acetaminophen, and food for those that have been quarantined. Also any other unanticipated miscellaneous expenses that will arise during this response. To note, that we are transferring \$24,625 in Revenue and Expenses that we added into the wrong code (A.4191) in the prior month. Therefore on the Transfer of Funds form, we are moving all Revenue and expenses to the new Grant code A.4192. Therefore the difference between the total grant of \$95,373 and the \$24,625 is \$70,748 (the total listed above) to bring the new grant total to the correct amount allotted.**

ATTACHMENT #8