

**WARREN COUNTY BOARD OF SUPERVISORS**

**COMMITTEE: HEALTH SERVICES**

**DATE: NOVEMBER 23, 2020**

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**COMMITTEE MEMBERS PRESENT:**

SUPERVISORS MCDEVITT  
CONOVER  
BRUNO  
FRASIER  
MAGOWAN  
SHEPLER

**OTHERS PRESENT:**

DEANNA PARK, DIRECTOR, OFFICE FOR THE AGING  
ROB YORK, DIRECTOR, OFFICE OF COMMUNITY SERVICES  
REPRESENTING THE DEPARTMENT OF PUBLIC HEALTH:  
GINELLE JONES, DIRECTOR, PUBLIC HEALTH/PATIENT SERVICES  
TAWN DRISCOLL, FISCAL MANAGER  
FRANK E. THOMAS, CHAIRMAN OF THE BOARD  
RYAN MOORE, COUNTY ADMINISTRATOR  
MARY ELIZABETH KISSANE, COUNTY ATTORNEY  
AMANDA ALLEN, CLERK OF THE BOARD  
KEVIN B. GERAGHTY, BUDGET OFFICER  
SUPERVISORS BRAYMER  
DRISCOLL  
HOGAN  
LEGGETT  
SEEBER  
WILD  
TAMMIE DeLORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR  
AMY McBYRNE, DIRECTOR, COUNTRYSIDE ADULT HOME  
CHRISTIAN HANCHETT, COMMISSIONER, DEPARTMENT OF SOCIAL SERVICES  
DON LEHMAN, DIRECTOR OF PUBLIC AFFAIRS  
JULIE MONTERO, FISCAL MANAGER, DEPARTMENT OF SOCIAL SERVICES  
TOSHA BROWNELL, COMPUTER HELP DESK TECHNICIAN  
LESLIE LOVELACE, SECRETARY TO THE CLERK OF THE BOARD

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**COMMITTEE MEMBER ABSENT:**

SUPERVISOR BEATY

*Please note, the following contains a summarization of the November 23, 2020 meeting of the Health Services Committee; the meeting in its entirety can be viewed on the Warren County website using the following link:*  
<https://www.warrencountyny.gov/gov/comm/Archive/2020/health/>

***Note: As per Governor Cuomo's Executive Order 202.1: "Article 7 of the Public Officers Law, to the extent necessary to permit any public body to meet and take such actions authorized by the law without permitting in public in-person access to meetings and authorizing such meetings to be held remotely by conference call or similar service, provided that the public has the ability to view or listen to such proceeding and that such meetings are recorded and later transcribed". Supervisors McDevitt, Frasier, Magowan and Shepler were physically present, while Supervisors Conover and Bruno attended virtually.***

Mr. McDevitt called the meeting of the Health Services Committee to order at 11:52 a.m.

Copies of the Office for the Aging, Office of Community Services and Public Health meeting agendas were distributed to those in attendance, those participating virtually accessed the agendas via the Warren County website. Copies of the agendas are on file with the meeting minutes.

Motion was made by Mr. Magowan, seconded by Ms. Shepler and carried unanimously to approve the minutes of the previous Health Services Committee meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Deanna Park, *Director, Office for the Aging (OFA)*, who proceeded with a

review of the OFA agenda, presenting the following requests:

- 1) To fill the vacant position of Meal Site Manager #1, *Grade 2, Base Annual Salary \$20,578 (30 hrs/week)*, due to retirement.

Motion was made by Mr. Magowan, seconded by Mrs. Frasier and carried unanimously to approve the request and refer same to the Personnel & Administration Committee. *A copy of the Notice of Intent to Fill Vacant Position form is on file with the minutes.*

- 2) For a transfer of funds from Budget Code A.6772.130, *Warren County Part-time Salaries*, to Budget Code A.6772.445, *Warren County Foods*, in the amount of \$25,000 to cover the remainder of the 2020 budget.

Motion was made by Ms. Shepler, seconded by Mr. Magowan, and carried unanimously to approve the request and forward same to the Finance Committee. *A copy of the resolution request form is on file with the minutes.*

- 3) For a transfer of funds from Budget Code A.691.00, *Deferred Revenues*, to Budget Code A.6772.4300, *Equipment*, in the amount of \$4,887.46 to allow for the purchase of five meal transporters.

Motion was made by Mr. Magowan, seconded by Mrs. Frasier and carried unanimously to approve the request and forward same to the Finance Committee. *A copy of the resolution request form is on file with the minutes.*

- 4) To amend the contract with Hamilton County Public Health Nursing Services to increase EISEP services to \$55,000.

Motion was made by Mr. Conover, seconded by Mr. Bruno and carried unanimously to approve the request and the necessary resolution was authorized for the December 18<sup>th</sup> Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 5) To fill the vacant position of Meal Site Manager #3, *Grade 2, Base Annual Salary \$13,719 (20 hrs/week)*, due to retirement.

Motion was made by Ms. Shepler, seconded by Mr. Bruno and carried unanimously to approve the request and forward same to the Personnel & Administration Committee. *A copy of the Notice of Intent to Fill Vacant Position form is on file with the minutes.*

Continuing to the Information for Discussion portion of the agenda, Ms. Park provided an update on New York State Office for the Aging (*NYSOFA*) reimbursement, stating funding of the usual 75% reimbursement had been reduced by 80% for expenses after November 1, 2020. She said the reduced funding could result in budget cuts for the year 2021.

There being no further OFA business to discuss, privilege of the floor was extended to Rob York, *Director, Office of Community Services*, who presented the following requests:

- 1) To appoint Kimberly Brayton, JD, PhD, to the Warren County Community Services Board for the term commencing January 1, 2021 and terminating December 31, 2024.

Motion was made by Ms. Shepler, seconded by Mrs. Frasier and carried unanimously to approve the request and the necessary resolution was authorized for the December 18<sup>th</sup> Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 2) To authorize contracts to provide community mental health, substance abuse and developmental disability

services pursuant to provisions of NYS Mental Health Hygiene Law, Article 41, in an amount not to exceed those provided in Schedule A (*included in the meeting agenda*) for a term commencing January 1, 2021 and terminating December 31, 2021.

Motion was made by Mr. Conover, seconded by Mr. Magowan and carried unanimously to approve the request and the necessary resolution was authorized for the December 18<sup>th</sup> Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 3) To amend Resolution No. 560 of 2019 to reduce the competency examination rate ordered by the court to \$175/hour and not to exceed amount per examiner to \$3,500.

Motion was made by Mr. Magowan, seconded by Mr. Conover and carried unanimously to approve the request and the necessary resolution was authorized for the December 18<sup>th</sup> Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 4) To amend the 2020 County Budget in the amount of \$3,708 to allow for the purchase of six laptop computers.

Motion was made by Mr. Magowan, seconded by Mrs. Frasier and carried unanimously to approve the request and refer same to the Finance Committee. *A copy of the resolution request form is on file with the minutes.*

There being no further Office of Community Services business to discuss, privilege of the floor was extended to Ginelle Jones, *Director, Public Health/Patient Services*, who commenced review of the Public Health agenda, presenting the following requests:

- 1) To authorize a new contract with Karin Fine dba Karin Fine, Licensed Clinical Social Worker, to provide services for Preschool programs at the established rates for term commencing December 21, 2020 and renewing automatically on an annual basis unless terminated upon 30-days written notice by either party.

Motion was made by Mrs. Frasier, seconded by Ms. Shepler and carried unanimously to approve the request and the necessary resolution was authorized for the December 18<sup>th</sup> Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 2) To amend the Table of Organization and Salary Schedule to delete the Public Health Program Manager, *Grade 21, Base Annual Salary \$50,816*, and create the position of Business Specialist, *Grade 18, Base Annual Salary \$46,492*.

Motion was made by Mr. Magowan, seconded by Mr. Conover and carried unanimously to approve the request and refer same to the Personnel & Administration Committee. *A copy of the resolution request form is on file with the minutes.*

- 3) To fill the position of Business Specialist, *Grade 18, Base Annual Salary \$46,492*, due to creation.

Motion was made by Mr. Conover, seconded by Mr. Magowan and carried unanimously to approve the request and refer same to the Personnel & Administration Committee. *A copy of the Notice of Intent to Fill Vacant Position form is on file with the minutes.*

- 4) To fill the vacant position of Registered Professional Nurse #39, *Grade 19, Base Annual Salary \$47,523*, due to resignation.

Motion was made by Mr. Conover, seconded by Mr. Bruno and carried unanimously to approve the request and refer same to the Personnel & Administration Committee. *A copy of the Notice of Intent to Fill Vacant Position form is on file with the minutes.*

- 5) To fill the position of Public Health Assistant-Part-Time, (24 hrs/week), Grade 10, Hourly Rate \$18.09, due to creation.

Motion was made by Mr. Conover, seconded by Mrs. Frasier and carried unanimously to approve the request and refer same to the Personnel & Administration Committee. *A copy of the Notice of Intent to Fill Vacant Position form is on file with the minutes.*

- 6) To fill the position of Senior Account Clerk #3, Grade 7, Base Annual Salary \$33,600, due to creation.

Motion was made by Mr. Magowan, seconded by Mr. Conover and carried unanimously to approve the request and refer same to the Personnel & Administration Committee. *A copy of the Notice of Intent to Fill Vacant Position form is on file with the minutes.*

- 7) To authorize the carryover of all remaining 2020 accrued leave balances as of December 31, 2020 including vacation, vacation carryover, floating holidays, personal time, and days in lieu of, with the exception of cancer screening, to 2021 accrual balances to be available through December 31, 2021 for Assistant Director of Homecare, Assistant Director of Public Health, and Director of Public Health and Patient Services.

Motion was made by Mr. Conover, seconded by Mr. Bruno and carried unanimously to approve the request and refer same to the Personnel Committee. *A copy of the resolution request form is on file with the minutes.*

Privilege of the floor was extended to Tawn Driscoll, *Fiscal Manager - Public Health*, who presented the following requests:

- 8) To amend the 2020 County Budget in the amount of \$1,625 to reflect receipt of a portion of bioterrorism grant funds from the 2021 budget which began on July 1, 2020 and will end on June 30, 2021 which funds would be used to cover the salary and fringe benefits of the per diem position needed to cover during COVID-19 pandemic activities through the close of 2020.

Motion was made by Mr. Magowan, seconded by Ms. Shepler and carried unanimously to approve the request and refer same to the Finance Committee. *A copy of the resolution request form is on file with the minutes.*

- 9) To amend the 2020 County Budget in the amount of \$9,400 to reflect receipt of a portion of bioterrorism grant funds from the 2021 budget which began on July 1, 2020 and will end on June 30, 2021 which funds would be used to cover the salary and fringe benefits related to contract tracing from April 1, 2020 through June 30, 2020.

Motion was made by Mr. Magowan, seconded by Mr. Conover and carried unanimously to approve the request and refer same to the Finance Committee. *A copy of the resolution request form is on file with the minutes.*

Ms. Jones informed she had additional discussion/resolution requests not included on the agenda, and with Mr. McDevitt's permission, she presented them as follows:

- 10) To authorize the Health Services Department to amend all insurance agreements (*Managed Medicaid, Managed Medicare, Commercial Insurances*) upon approval of the County Attorney's Office, based on New York State and Federal cuts and increases.

Motion was made by Mrs. Frasier, seconded by Mr. Magowan and carried unanimously to approve the request and the necessary resolution was authorized for the December 18<sup>th</sup> Board meeting. *A copy of the resolution request form is on file with the minutes.*

- 11) To amend and/or rescind current Immunization Action Plan (IAP) Grant to remove the additional Influenza funding of \$14,105 and enter into a separate Federal contract, LHD Support for Flu and COVID-19 Response, for the same amount.

Motion was made by Mr. Magowan, seconded by Ms. Shepler and carried unanimously to approve the request and the necessary resolution was authorized for the December 18<sup>th</sup> Board meeting. *A copy of the resolution request form is on file with the minutes.*

Ms. Jones explained her Department was given a COVID-19 grant in March and another grant was made available in July to cover staffing for contact tracing and case investigations; she added she was in the process of obtaining approval for a grant budget modification from the State and if approved she would need to do a budget transfer for expenses in the amount of \$38,747.01 before the December 18<sup>th</sup> Board meeting. Ms. Driscoll gave a more in-depth explanation of the second grant. Ms. Jones advised that although they could not make the transfers she wished to make until the grant budget modification was approved, she wanted the Committee to be aware of the matter so that the appropriate transfer request could be brought before the Finance Committee if the necessary approvals were obtained.

Ms. Driscoll presented the following request:

- 12) To authorize a transfer of funds between various budget codes totaling \$54,770.

Motion was made by Mr. Conover, seconded by Mr. Magowan and carried unanimously to approve the request and forward same to the Finance Committee. *A copy of the resolution request form is on file with the minutes.*

A review of the Information for Discussion/Review portion of the agenda proceeded as follows:

Report of Expenditures, Revenues, Overtime and Per Diem Use for 2020- Ms. Driscoll reviewed the Revenue and Expenditure Report for 2020 in Attachment #11, noting the CHHA program was in the process of being closed for October. She stated the salaries were 70.39% of the budget which last year was 85.66% of the budget. She said the total salaries were \$89,971.69 which was 3.68% below the 2019 salaries. She said the year-to-date expenses for COVID were \$106,463.90 of which \$84,422.32 was salary related. She stated overtime salaries related to COVID was \$27,730.32.

Revenue and Expense Comparison Report for 2019 vs 2020 - Ms. Driscoll reviewed the Revenue and Expense Comparison Report for 2019 vs 2020 in Attachment #12. She stated salaries were lower as compared to last year by 3.68%. She said equipment expenses were higher due to the purchase of a new vehicle. Ms. Driscoll stated the contractual expenses were lower due to a delay in payments and revenues were lower this year due to a delay in billing with the State. She noted revenues were down in homecare due to elective surgeries and physician visits down as a result of COVID however, they were starting to increase. She said there were also no Public Health clinics from March to September which had an impact on revenue but there was a rabies clinic which brought in some revenue.

Status of Referrals - Ms. Jones reviewed the referrals, included as Attachment #13A & 13B noting there was not much of a difference between last year and this year but stated they were one of the few agencies who did visits throughout the pandemic.

Emergency Response and Preparedness - Ms. Jones advised Attachment #14 in the agenda packet included a review of the Emergency Response and Preparedness Activities for the months of October and November.

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Rabies Program Report- Ms. Jones advised Attachment #15 outlined the October rabies report, adding there was four appointment only clinics and they were hoping to offer more in the spring.

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COVID-19 Update- Ms. Jones advised they were actively working with schools in preparation should the County end up in the yellow zone where they would be able to provide testing support. She noted they were working on deploying rapid kits to providers. She apprised a vaccination plan had been submitted for review by the NYSDOH and how it would be implemented and they were awaiting feedback. She said the freezers were specialized for the vaccine and containers that the vaccine comes in would keep it for 15 days and part of their plan was how they would be able to utilize the supply given within that period of time and if a specialized freezer was needed to be purchased they thought there were monies within the budget to do so.

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Information Items: Ms. Jones informed the NYSDOH visited from October 26<sup>th</sup> through October 28<sup>th</sup> and surveyed the Certified Home Health Care Agency which resulted in a good survey with minor citations. She stated Ryan Dickey, *Second Assistant County Attorney*, had attended a meeting between the Department and the electronic medical record vendor to help mediate and they were awaiting for the vendor to correct the issues. She mentioned the employee flu clinic would be held tomorrow and it would be mimicked as a drill and Attachment #16 provided details on the three flu clinics available to the public by appointment only.

There being no further business to come before the Health Services Committee, on motion made by Mr. Magowan, seconded by Mrs. Frasier and carried unanimously, Mr. McDevitt adjourned the meeting at 12:58 a.m.

Respectfully submitted,  
Leslie Lovelace, Secretary to the Clerk of the Board