

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: HEALTH SERVICES

DATE: MAY 24, 2021

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COMMITTEE MEMBERS PRESENT:

SUPERVISORS FRASIER  
MCDEVITT  
CONOVER  
HOGAN

COMMITTEE MEMBER ABSENT:  
SUPERVISOR STROUGH

OTHERS PRESENT:

ROB YORK, DIRECTOR, OFFICE OF COMMUNITY SERVICES  
DEANNA PARK, DIRECTOR, OFFICE FOR THE AGING  
REPRESENTING THE DEPARTMENT OF PUBLIC HEALTH:  
GINELLE JONES, DIRECTOR, PUBLIC HEALTH/PATIENT SERVICES  
TAWN DRISCOLL, FISCAL MANAGER  
RACHEL E. SEEBER, CHAIRWOMAN OF THE BOARD  
RYAN MOORE, COUNTY ADMINISTRATOR  
ROBERT TERWILLIGER, ACTING COUNTY ATTORNEY  
SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD  
FRANK E. THOMAS, BUDGET OFFICER  
SUPERVISORS BRAYMER  
DIAMOND  
DRISCOLL  
LEGGETT  
MAGOWAN  
SMITH  
WILD  
CHRISTIAN HANCHETT, COMMISSIONER, DEPARTMENT OF SOCIAL SERVICES  
JULIE MONTERO, FISCAL MANAGER  
AMY MCBYRNE, DIRECTOR, COUNTRYSIDE ADULT HOME  
TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR  
DON LEHMAN, DIRECTOR OF PUBLIC AFFAIRS  
LESLIE LOVELACE, SECRETARY TO THE CLERK OF THE BOARD

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Please note, the following contains a summarization of the May 24, 2021 meeting of the Health Services Committee; the meeting in its entirety can be viewed on the Warren County website using the following link:

<https://warrencountyny.gov/mma>

**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 Frasier and Conover were physically present, while Supervisors McDevitt and Hogan attended virtually.

Mrs. Frasier called the meeting of the Health Services Committee to order at 11:20 a.m.

Copies of the Office of Community Services, Office for the Aging 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. McDevitt, seconded by Mr. Conover 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 Rob York, *Director, Office of Community Services*, who apprised he had no action agenda items to present and proceeded with a review of the Discussion Items portion of the Office of Community Services agenda. He informed May was Mental Health Awareness month and noted the Board had authorized a Proclamation at their April 16<sup>th</sup> meeting declaring May 2021 as Mental Health Awareness month in Warren County which he was appreciative of; he added the Proclamation was displayed at the Community Services Board and at public events. He then reviewed in detail handouts with statistics related to mental health illness that were compiled by the National Alliance for Mental Illness but

said the statistics were provided by the CDC (*Centers for Disease Control and Prevention*) and the National Institute of Mental Health, a copy is on file with the minutes.

There being no further Office of Community Services business to discuss, 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 amend the Table of Organization and Salary Schedule to delete the position of Services Specialist, Office for the Aging, *Grade 10, Base Annual Salary \$37,633* and to create and fill the position of Services Assistant - Office for the Aging #1, *Grade 7, Base Annual Salary \$33,600*, effective June 21, 2021.

Motion was made by Mr. McDevitt, seconded by Mr. Conover and carried unanimously to approve the request and refer same to the Personnel, Administration & Higher Education Committee. *Copies of the resolution request and Notice of Intent to Fill Vacant Position forms are on file with the minutes.*

- 2) To amend the Table of Organization and Salary Schedule to delete the position of Supervisor of Volunteers, *Grade 4, Base Annual Salary \$29,333*, and to create and fill the position of Services Assistant - Office for the Aging #2, *Grade 7, Base Annual Salary \$33,600*, effective June 21, 2021.

Motion was made by Mr. Conover, seconded by Mr. McDevitt and carried unanimously to approve the request as outlined above and refer same to the Personnel, Administration & Higher Education Committee. *Copies of the resolution request and Notice of Intent to Fill Vacant Position forms are on file with the minutes.*

- 3) To amend the Table of Organization and Salary Schedule to delete the position of Aging Services Assistant - PT, *Grade 4, Base Annual Salary \$29,333 (20 hours/week)* and to create and fill the position of Services Assistant - Office for the Aging, part-time, *Grade 7, Base Annual Salary \$33,600 (20 hours/week)* effective June 21, 2021.

Motion was made by Mr. McDevitt, seconded by Mr. Conover and carried unanimously to approve the request as outlined above and refer same to the Personnel, Administration & Higher Education Committee. *Copies of the resolution request and Notice of Intent to Fill Vacant position forms are on file with the minutes.*

Continuing to the Information for Discussion portion of the agenda, Ms. Park apprised following the discussion at the Finance Committee the decision had been made not to move forward with the creation of a Meal Site Manager and delete the position of Food Service Manager at the Cedars Meal Site.

There being to further OFA 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 fill the vacant position of Registered Professional Nurse #22, *Grade 19, Base Annual Salary \$47,523*, due to resignation.

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

- 2) To amend the existing contract with Glens Falls Animal Hospital to reflect a \$10 increase in the courier rate for shipment of rabies specimens.

Motion was made by Mr. Conover, seconded by Mr. McDevitt and carried unanimously to approve the request and the necessary resolution was authorized for the June 16<sup>th</sup> Board meeting. *A copy of the resolution request form is on file with the minutes.*

Tawn Driscoll, *Fiscal Manager*, presented the following requests:

- 3) To amend the 2021 County Budget in the amount of \$4,660 to reflect receipt of increased funding provided by Health Research, Inc. to support the current expenses related to the Coronavirus.

Motion was made by Mr. Conover, seconded by Mr. McDevitt 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.*

- 4) To authorize a transfer of funds amongst various budget codes totaling \$2,547 to cover overtime salaries.

Motion was made by Mr. Conover, seconded by Mr. McDevitt 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.*

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 2021- Ms. Driscoll reviewed the Revenue and Expenditure Report for 2021 in Attachment #5, apprising the CHHA program for April 2021 was in the process of being closed. She noted on the attachment salaries were 29.17% of the budget as compared to last year at this time when they were 31.18%. She stated regular salaries were lower, noting there were open positions in both the Homecare and WIC programs. She said overtime and part-time salaries were over budget as compared to last year due to COVID. She stated 64% of the part-time salary expense was related to COVID activities and 60.58% of the overtime salaries was related to COVID activities.

Revenue and Expense Comparison Report for 2020 vs 2021 - Ms. Driscoll reviewed the Revenue and Expense Comparison Report for 2020 vs 2021 in Attachment #6. She stated last year at this time two vehicles and a computer were purchased, adding two vehicles were purchased last week and a third vehicle was expected at the end of the week resulting in the equipment figures for this year being comparable to last year. She said contractual expenses were below as compared to last year due to the timing of invoices. She added that patients were still using Zoom, but more were being seen in-person especially in the Pre-school program. She apprised employee benefits were lower due to a reduction in full-time salaries. She stated the revenues reflected were from COVID clinics, as they were the only clinics being held; however, she said, four rabies clinics a year were mandated for grant funding and rabies clinics would be held in the future. She said any donations received from the rabies clinics offset the expenses for nurse and vet time.

Mr. Conover commended the Health Department staff and Ryan Moore, *County Administrator*, on the response through the pandemic, as well as the management of the budget last year and this year.

Status of Referrals - Ms. Driscoll reviewed the referrals, included as Attachment #7A, noting even though referrals were down the visits were increased due to physical therapy and speech therapy. She said the reason for the increased physical therapy visits was because patients were weaker due to lack of exercise as a result of the pandemic and many patients preferred in-home physical therapy rather than leaving their home to go out in the public. She stated speech therapy visits increased from 4 last year to 36 this year because of the utilization of a speech therapist who had seen stroke patients and patients with cancer of the mouth. In regards to Attachment #7B, she noted it was a listing by town to provide the number of patients seen by homecare.

Emergency Response and Preparedness - Ms. Jones advised Attachment #8 in the agenda packet included a review of the Emergency Response and Preparedness Activities for the months of April and May.

Rabies Program Report - Ms. Jones advised Attachment #9 outlined the April rabies report.

COVID-19 Update- Ms. Jones informed the vaccination numbers were good. She said the current focus was on vaccinating businesses, schools and clinics for ages 12 and over. She mentioned during the first vaccination clinics for 12 and over they would be performing the 2<sup>nd</sup> doses for the 16 and over population at the same time. She informed they would be visiting businesses to provide vaccines at the Sagamore Resort for summer help and Great Escape. She apprised there was an effort to do onsite visits for vaccinations at nail salons and restaurants. She indicated late last week she received notification that her department would be receiving \$1,730,012 in grant funding to help with school testing which she would receive more information about upcoming meetings later in the week. She stated after she submitted her response of interest by June 3<sup>rd</sup> she would find out what the deliverables entailed for the grant money which she hoped would cover the testing the County had done in schools in November, 2020. She said she would provide further information at the next Committee meeting.

There being no further business to come before the Health Services Committee, on motion made by Mr. McDevitt, seconded by Ms. Hogan and carried unanimously, Mrs. Frasier adjourned the meeting at 11:57 a.m.

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

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