

AMENDED

COMMITTEE MEMBERS:

Edna Frasier, Peter McDevitt, Andrea Hogan, Claudia Braymer, Ronald Conover, Doug Beaty, Michael Geraci, and the Chair of the Board shall serve as the Ex-Officio member when needed in accordance with Section C (4) of the Rules of the Board.

- I. Committee meeting called to order by Chair
- II. Approval of minutes of prior Committee Meeting: **October 24, 2022**
- III. Privilege of the floor and public comment
- IV. Action Agenda/New Business Items:

Request Resolution: 1	To authorize contract amendment with Greater Adirondack Home Aides, Inc (GAHA) to increase rate from \$25.54/hr to \$28.00/hr, which is a 9.63% (\$2.46/hr). (Attachment #1)
Rationale:	Health Services contracts with GAHA (Resolutions 639 of 2013 and 298 of 2015) to provide aide services to patients. The rate was last increased in 2015, The requested rate increase is due to increased cost of providing services and NYS mandated minimum raise increases. The estimated impact is \$590.40 more than previous contract/year.

Request Resolution: 2	To authorize contract amendment with Ability to increase rate from \$426.87/mo to \$463.15/mo which is 8.5% (\$36.28/mo) increase for Medicare billing services, starting March 2023. (Attachment #2)
Rationale:	Health Services uses Ability (Resolution 432 of 2013) as a clearing house to bill for Medicare. The estimated impact is \$435.36 and this change will be effective upon contract renewal March 1, 2023.

Request Resolution: 3	To amend Resolution 230 of 2022 to include New York State licensed and/or certified professionals approved by the NYS Commissioner of Education. . (Attachment #3)
Rationale:	The Committee of Preschool Special Education (CPSE) is in need of providers. Initially Health Services via the Chair of the Board, was authorized to contract with interested school districts. We are requesting to expand authorization to include any NYS approved CPSE provider, to ensure provision of services to eligible children. The contracts are noncompetitive and at the NYS/County approved rate.

Request Resolution: 4	To authorize Chairman of the Board of Supervisors to enter any contract or amend prior contract/s with electronic medical provider for Electronic Vist Validation (EVV) services, which is required by NYS. (Attachment #4)
Rationale:	EVV is mandated to be in place by January 1, 2023 for homecare agencies billing Medicaid. EVV has to either be part of or compatible with the Electronic Medical Record, for which we are in transition. More information will hopefully be available at the meeting.

Request Resolution: 5	To authorize filling vacancy of Public Health Nurse #10 which is a Grade 22 with an annual salary of \$ 62,310 which became vacant 9/21/2022 due to a resignation. (Attachment #5)
Rationale:	This position is responsible for the mandated Disease Control program and is eligible for Article 6 State Aid reimbursement.

Request Resolution: 6	To authorize extension of current 2022 Intent to Fill Forms and authorize filling vacancies below: (Attachment #6)				
	Title	Grade	Salary	Status	Date of Vacancy
	RPN #11 Homecare	20	\$59,426	FTE	10/7/21
	PHN #8 Homecare	22	\$62,310	FTE	8/19/21
	PHN #35 Homecare	22	\$62,310	FTE	8/25/21
	RPN #42 PH Immunization	20	\$59,426	FTE	1/1/22
	Senior Account Clerk # 2	7	\$42,134	FTE	9/2/21
Rationale:	Health Services has vacant positions that are needed. The executed forms are expiring by the end of the year and need to be updated to allow to fill the vacancies.				

Request Resolution: 7	To request referral to Personnel Committee and fill newly created positions in the 2022 Budget. (Attachment #7)				
	Title	Grade	Salary	Status	Date of Vacancy
	PH Assistant	10	\$47,677	FTE	1/23
	PH Program Coordinator	18	\$57,507	FTE	1/23
	RPN	20	\$36,547 prorated	PTE 24 hrs	1/23
	EI Service Coordinator	18	\$43,130 prorated	PTE 30 hrs	1/23
	Children w/ Special Health Care Needs Program Administrator	OOU 14, Step 15	\$76,094	FTE	1/23
Rationale:	Health Services created the 5 positions above (3 FTE and 2 PTE, 2 being promotional) in the 2023 Budget that require authorization to fill. During the budget process, Health Services restructured and eliminated 12 positions (8 FTE Nurse positions, 1 PTE Medical Coder position, 1 FTE Therapy Program Administrator position, 1 PTE WIC Nutrition Facilitator position, and 1 Per Diem/ 10 hr EI Service Coordinator position). The overall savings with the eliminated positions, including the newly created positions is estimated to be \$505,318, which includes salary and fringe.				

Request Resolution: 8	To transfer funds for 2022 budget. (Attachment #8)
Rationale:	Tawn Driscoll, Fiscal Manager will be available to discuss.

Request Resolution: 9	To amend 2022 budget to facilitate receiving NYS Health Care Worker Bonus funding and paying eligible staff and contractors. (Attachment #9)
Rationale:	Tawn Driscoll, Fiscal Manager will be available to discuss.

Request Resolution: 10	To amend 2022 budget to facilitate transfer of funds from the Treasurer's Office DSRIP Funds to Health Services Homecare DSRIP Funds for medical record and related expenses. (Attachment #16)
Rationale:	Tawn Driscoll, Fiscal Manager will be available to discuss.

Request Resolution: 11	To amend Resolution 231 of 2022 to expand and include interested NYS registered preschools and daycares within Warren County. This would include agencies serving the birth to 12 th grade population in Warren County as well. (Attachment #17)
Rationale	Warren County received \$1,730,012 NYS ELC Grant Funding to provide covid testing capacity to schools, which was later extended to covid mitigation supplies and equipment for K-12. NYS has now extended to include NYS registered preschools and daycares.

V. **Discussion Items:**

- a. Community Health Assessment 2022-2024 (Attachment #18)
- b. NYS ELC Grant Funding (\$1,730,012) Resolution 267 of 2022- 10% increase (\$173,001.20) is anticipated.

VI. **Referrals/Pending Items: None at this time.**

VII. **Privilege of the floor and public comment**

VIII. **Motion to adjourn**

Attachments:

1. Resolution Request: Authorize Amendment of Greater Adirondack Home Aides, Inc Contract
2. Resolution Request: Authorize Amendment of Abilities Contract
3. Resolution Request: Amend Resolution 230 of 2022/ Preschool (CPSE)
4. Resolution Request: Authorize Electronic Visit Validation (EVV) Contract
5. Resolution Request: Intent To Fill PHN #10
6. Resolution Request: Extension for Executed Intent To Fill for Vacant Positions
7. Resolution Request: Approval of Intent To Fill for Newly Created Positions in 2023 Budget
8. Resolution Request: Transfer of Funds for 2022
9. Resolution Request: Amend 2022 Budget Healthcare Worker Bonus
10. Report of Revenues and Expenditures for 2022
11. Revenue and Expense Comparison Report for 2021 vs 2022
12. Report of Referrals Status A/B
13. Emergency Response and Preparedness Activities Report
14. Rabies Report
15. Public Health Education Programs
16. Resolution Request: Amend 2022 Budget DSRIP
17. Resolution Request: Authorize Amendment to NYSDOH ELC Grant to include NYS Registered Daycares and Preschools
18. Warren County Community Health Assessment Plan 2022-2024

RESOLUTION REQUEST FORM NO. 4

Request for Extending, Rescinding or Amending Existing Contract

DEPARTMENT NAME: Health Services

DATE: November 21, 2022

- (a) Purpose of Contract Change: **To increase rate from \$25.54/hr to \$28/hr commencing January, 1, 2023**
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract: **639 of 2013 and 298 of 2015**
- (c) Name of Contractor: **Greater Adirondack Home Aides, Inc**
- (d) Address of Contractor: **25 Willowbrook Rd, Suite 4, Queensbury, NY 12804**
- (e) Contractor's Contact Person and Telephone Number:
Trish McKinney 518-926-7070; fax 518-636-1521
- (f) Commencement Date of Extension: **January 1, 2023**
- (g) Termination Date of Extension: **Automatic annual renewal unless rate increase exceeds 5% or 30 day written termination notice is rendered by either party.**
- (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. **voucher**)
- (i) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: **OR** Capital Project **OR** Capital Reserve Project Number, and Title, and Amount: **A.4010.470 Health Services- Contract 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

Warren County Board of Supervisors

RESOLUTION NO. 298 OF 2015

Resolution introduced by Supervisors Sokol, Conover, Frasier, McDevitt and Westcott

AUTHORIZING AGREEMENT WITH GREATER ADIRONDACK HOME HEALTH AIDES, INC. TO PROVIDE PARAPROFESSIONAL CARE SERVICES FOR THE CERTIFIED HOME HEALTH AGENCY (CHHA) AND LONG-TERM HOME HEALTH CARE (LTHHC) PROGRAMS

RESOLVED, that Warren County continue the contractual relationship (the previous agreement being authorized by Resolution No. 639 of 2013) with Greater Adirondack Home Health Aides, Inc., 25 Willowbrook Road, Queensbury, New York 12804, to provide paraprofessional care services for the Certified Home Health Agency (CHHA) and Long-Term Home Health Care (LTHHC) Programs, for a term commencing June 22, 2015 and terminating June 21, 2016, at rates not to exceed those set forth below, and the Chairman of the Board of Supervisors be, and hereby is, authorized to execute an agreement in a form approved by the County Attorney:

<u>PROGRAM</u>	<u>SERVICES</u>	<u>RATES/HOUR</u>
CHHA	Home Health Aide	\$25.54
LTHHC	Home Health Aide	\$25.54
	Personal Care Aide	\$25.00

and be it further

RESOLVED, that unless there should be a material change in contract terms, a change in rates/costs or a change or addition of a new contractor/agency, a further Board resolution will not be necessary for the Chairman of the Board of Supervisors to execute new contracts and continue the contracts in future years for one year terms, provided appropriations for such contracts are made in the Health Services budget and the Department Head recommends continuation of the contracts, and be it further

RESOLVED, that the Chairman of the Board be, and hereby is, authorized to execute agreements, and from time to time as may be necessary, further contracts consistent with the term set forth herein, with said contractor in the form approved by the County Attorney, and be it further

RESOLVED, that the funds shall be expended from Budget Code A.4010 470 Health Services, Contract and Budget Code A.4016 470 Long Term Home Health Care, Contract.

Driscoll, Tawn

From: Trish McKinney <tmckinney@ADKHA.ORG>
Sent: Monday, November 7, 2022 2:35 PM
To: Driscoll, Tawn
Cc: Jones, Ginelle
Subject: RE: 2023 rates

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.

Dear Tawn and Ginelle,

As you may be aware, the cost of providing our services has increased significantly over this past year. On October 1, 2022 the state mandated an increase of \$2/hr over the existing minimum wage for all home care workers in New York and on December 31, 2022 there will be an additional \$1/hr increase as the state minimum wage increase goes into effect on that date. Due to this 20% increase in labor costs alone, we need to increase our 2023 reimbursement rate to \$28/hr.

We appreciate your partnership over the years and look forward to continuing to serve those in need.

Please do not hesitate to reach out to me if you have any questions or need additional information.

Many thanks,

Trish McKinney
Executive Director

Greater Adirondack Home Aides, Inc.
25 Willowbrook Road Suite 4
Queensbury, NY 12804

518-926-7070
518-636-1521 fax



Ginelle
New Rate \$28.00
Old Rate \$25.54

\$2.46
 $\frac{2.46}{25.54} = 9.63\% \uparrow$

From: Driscoll, Tawn <driscollt@warrencountyny.gov>
Sent: Monday, November 07, 2022 9:23 AM

RESOLUTION REQUEST FORM NO. 4

Request for Extending, Rescinding or Amending Existing Contract

DEPARTMENT NAME: Health Services

DATE: November 21, 2022

- (a) Purpose of Contract Change: **To increase rate from \$426.87/mo to \$463.15/mo**
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract: **457 of 2002 (with IVANS), 432 and 496 of of 2013**
- (c) Name of Contractor: **Ability**
- (d) Address of Contractor: **PO Box 856015, Minneapolis, MN 55485-6015**
- (e) Contractor's Contact Person and Telephone Number:
- (f) Commencement Date of Extension:
- (g) Termination Date of Extension: **Automatic renewal unless annual rate increase exceeds 5% or 30 day written termination notice is rendered by either party.**
- (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. **Invoice**
- (i) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: **OR Capital Project OR Capital Reserve Project Number, and Title, and Amount: A.4010.428 Health Services Data Processing Expense**

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

*as listed in budget and LOGOS

Warren County Board of Supervisors

RESOLUTION NO. 496 OF 2013

Resolution introduced by Supervisors Sokol, Conover, Frasier, Taylor and McDevitt

**AMENDING RESOLUTION NO. 432 OF 2013; AMENDING RESOLUTION NO. 457 OF 2002;
CHANGING NAME OF CONTRACTOR FROM IVANS INC. TO ABILITY NETWORK, INC.
AND AUTHORIZING AMENDMENT OF AGREEMENT TO AUTHORIZE PURCHASE AND USE OF
THE WEB BASED PRODUCT**

WHEREAS, Resolution No. 457 of 2002 authorized an agreement with IVANS, Inc. to provide electronic claim submission computer software and maintenance to the Warren County Health Services Home Care Division, and

WHEREAS, Resolution No. 432 of 2013 authorized an agreement with Ability Network, Inc. and said merger will be a web based product and the electronic claim submission computer software and maintenance will no longer be available, accordingly, the Director of Public Health/Patient Services is requesting to purchase and use the web based product that allows billing an unrestricted number of Medicare claims for an annual amount not to exceed Two Thousand Four Hundred Thirty-Three Dollars (\$2,433), for a term commencing August 19, 2013 and terminating upon terms to be negotiated by the County Attorney, and

WHEREAS, the Director of Public Health/Patient Services is requesting to amend Resolution No. 432 of 2013 for a one-time setup fee of Three Hundred Fifty Dollars (\$350) and a rate of Two Hundred Thirteen Dollars (\$213) per month which includes up to three thousand five hundred (3,500) Medicare claim transactions (additional transactions will be billed at the rate of forty cents (\$.40) per transaction) and up to one thousand (1,000) Medicare eligibility verifications (additional transactions will be billed at the rate of fifty cents (\$.50) per transaction), now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the afore described amendment to Resolution No. 432 of 2013, and be it further

RESOLVED, that other than the afore described amendment, Resolution No. 432 of 2013 shall remain in full force and effect.

RESOLUTION NO. 432 OF 2013

Resolution introduced by Supervisors Sokol, Conover, Frasier, Taylor and McDevitt

AMENDING RESOLUTION NO. 457 OF 2002; CHANGING NAME OF CONTRACTOR FROM IVANS INC. TO ABILITY NETWORK, INC. AND AUTHORIZING AMENDMENT OF AGREEMENT TO AUTHORIZE PURCHASE AND USE OF THE WEB BASED PRODUCT

WHEREAS, Resolution No. 457 of 2002 authorized an agreement with IVANS, Inc. to provide electronic claim submission computer software and maintenance to the Warren County Health Services Home Care Division, and

WHEREAS, the Director of Public Health/Patient Services has received notification that IVANS, Inc. has merged with Ability Network, Inc. and said merger will be a web based product and the electronic claim submission computer software and maintenance will no longer be available, accordingly, the Director of Public Health/Patient Services is requesting to purchase and use the web based product that allows billing unrestricted number of Medicare claims for an annual amount not to exceed Two Thousand Four Hundred Thirty-Three Dollars (\$2,433), for a term commencing August 19, 2013 and terminating upon terms to be negotiated by the County Attorney, now, therefore, be it

RESOLVED, that the Chairman of the Board of Supervisors be, and hereby is, authorized to execute an agreement with Ability Network, Inc. to purchase and use the web based product that allows billing unrestricted number of Medicare claims for an annual amount not to exceed Two Thousand Four Hundred Thirty-Three Dollars (\$2,433), for a term commencing August 19, 2013 and terminating upon terms to be negotiated by the County Attorney and in a form approved by the County Attorney, and be it further

August 16, 2013

430

RESOLVED, that the funds shall be expended from Budget Code A.4010 428 Health Services, Data Processing & Internet Fees.
Adopted by unanimous vote.

RESOLUTION NO. 457 OF 2002

Resolution introduced by Supervisors O'Neill, Haskell, Quintal, Montesi and Sheehan

**APPROVING AND RATIFYING ACTIONS TAKEN BY THE CHAIRMAN OF THE
BOARD OF SUPERVISORS AND THE DIRECTOR OF HEALTH SERVICES HOME
CARE DIVISION AS TO EXECUTION OF A COMMUNICATIONS SERVICE
AGREEMENT WITH IVANS, INC. TO PROVIDE ELECTRONIC CLAIM
SUBMISSION COMPUTER SOFTWARE AND MAINTENANCE TO WARREN
COUNTY HEALTH SERVICES - HOME CARE DIVISION**

RESOLVED, that the Warren County Board of Supervisors hereby approves and ratifies the actions taken by the Chairman of the Board of Supervisors and the Director of Health Services Home Care Division as to the execution of an agreement with IVANS, Inc., Empire Medicare Services, Institutional Electronic Data Interchange, Mail Drop 4-6, P.O. Box 4846, Syracuse, New York 13221-4846, to provide Electronic Claim Submission Computer Software and Maintenance to Warren County Health Services Home Care Division, in the following amounts:

BlueZone Emulator Software Usage Fee - 2 workstations @ \$54.00 per workstation - for a total of \$108.00 (a one time charge);
BlueZone Maintenance Fee - 2 workstations @ \$12.00 each - \$24.00 per year, per license;
Secure IP Local Dial Access - \$4.35 per hour;
Fee 800 Number, if used - \$5.50 per hour;
Internet Service Charge - \$7.00 per month,

for a term commencing upon execution of agreement and terminating upon written notice, in the form approved by the County Attorney.

Jones, Ginelle

From: DeCesare, Diane
Sent: Tuesday, November 15, 2022 1:19 PM
To: Jones, Ginelle
Cc: Driscoll, Tawn
Subject: FW: ABILITY Customer Relations Case # 02193542 | Customer ID # 295170

Hi Ginelle,

I received this email from Inovalon (Ability). Krister is still working on the actual order quote but did confirm in the email below that the new price effective 2/1/23 will be \$ 463.15 per month.

I hope this is helpful to use as back up for the request.

Thanks,
Diane

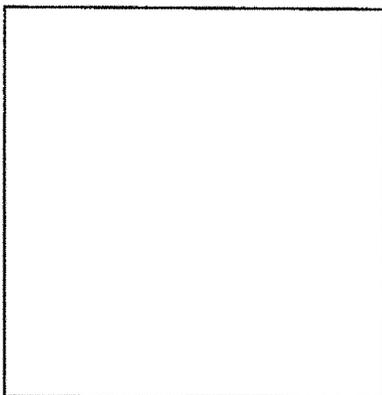
From: Krister Karlsson <Krister.Karlsson@inovalon.com>
Sent: Monday, November 14, 2022 1:43 PM
To: DeCesare, Diane <decesared@warrencountyny.gov>
Subject: RE: ABILITY Customer Relations Case # 02193542 | Customer ID # 295170

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.

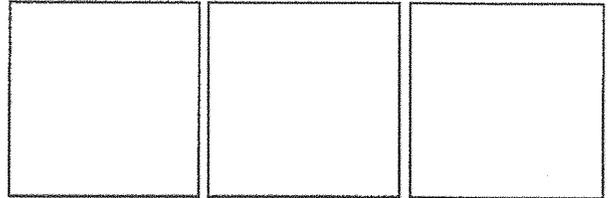
I can also mention, the new price as of 02/01/2023 will be \$ 463.15 per month.

Krister Karlsson | Account Manager
Inovalon

100 North 6th St., Suite 900A | Minneapolis, MN 55403
P. +1 612-222-3341 | E. Krister.Karlsson@inovalon.com



Unlock the power of actionable analytics | Introducing RCM Intelligence. / Learn more today!



www.inovalon.com

CONFIDENTIALITY NOTICE: This email and any attachments are confidential and may contain privileged information. If you are not the intended recipient or have otherwise received this email in error, please be advised that any review, dissemination, distribution, or copying of this communication is strictly prohibited. If you have received this email in error, please delete all copies of the email and all attachments (and destroy any hard-copy printouts), and promptly contact us by email (info@inovalon.com) or by telephone (800.380.3180).

From: Krister Karlsson
Sent: Monday, November 14, 2022 12:39 PM
To: 'DeCesare, Diane' <decesared@warrencountyny.gov>
Subject: RE: ABILITY Customer Relations Case # 02193542 | Customer ID # 295170

Hi Diane, I'm working on that renewal quote now, but here is the contract from earlier this year. Your service term is currently 02/01-01/31 annually. Please let me know if you have any other questions while I have a new quote drafted and sent over.

Best,
-Krister

From: DeCesare, Diane <decesared@warrencountyny.gov>
Sent: Wednesday, November 9, 2022 5:07 PM
To: Krister Karlsson <Krister.Karlsson@inovalon.com>
Subject: RE: ABILITY Customer Relations Case # 02193542 | Customer ID # 295170

CAUTION: This email originated from outside of the Inovalon Enterprise. Do not click links or open attachments unless you recognize the sender and know the content is safe. If you suspect this is a fraudulent email, please forward to abuse@inovalon.com
Hi Krister,

As I stated in my email. We need the order form/quote along with the terms of the agreement and page 3 for signing.

We need this asap as it is a 2 to 3 month process on our end to get approval for the increase of 8.5%. I know the increase is not taking place for a few months but I don't want to have a delay in payment come next February waiting for approval because we got a late start to the process.

I appreciate anything you can do to expedite sending me the requested documents,

Actually you might be able to look at our account and tell me exactly what month the 8.5% increase will go into effect in 2023.

Thank you,

Diane DeCesare
Senior Account Clerk
Warren County Health Services
518-824-8741

decesared@warrencountyny.gov

From: Krister Karlsson <Krister.Karlsson@inovalon.com>
Sent: Wednesday, November 9, 2022 5:45 PM
To: DeCesare, Diane <decesared@warrencountyny.gov>
Subject: ABILITY Customer Relations Case # 02193542 | Customer ID # 295170

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.

Hello Diane,

Thank you for reaching out to ABILITY Customer Relations department, and also thank you for your patience as we worked to respond to your inquiry as quickly as possible.

I understand need a new Order Form/quote for services due to the recently announced price increase in 2023 -- is that correct?

I can begin to work on that for you now, but is there anything else I can do to help at this time?

Alternatively, if you'd like to schedule a call, here are a few open blocks for you to consider over the next month – please book time with me directly on my calendar using this LINK below:

<http://abilitynetwork.force.com?id=a6d4z000000g37HAAQ>

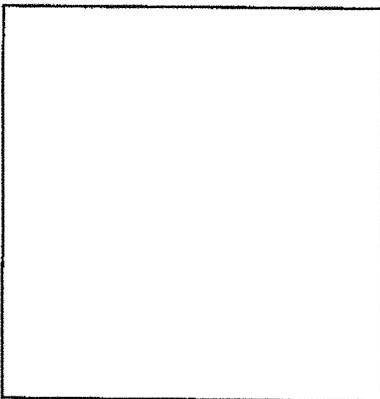
Thank you for your continued partnership and for allowing us to serve your organization. I look forward to hearing from you soon.

Best,
-Krister

Want to learn more? Find out more about ABILITY's [eligibility services](#) and [billing services](#) here!

Krister Karlsson | Account Manager
Inovalon

100 North 6th St., Suite 900A | Minneapolis, MN 55403
P. +1 612-222-3341 | E. Krister.Karlsson@inovalon.com



Unlock the power of actionable analytics | Introducing RCM Intelligence. / Learn more today!

Jones, Ginelle

From: DeCesare, Diane
Sent: Tuesday, November 8, 2022 1:42 PM
To: Customer.Success@inovalon.com
Cc: Jones, Ginelle; Driscoll, Tawn; Turcotte, Amy
Subject: acct 295170 price increase request

Greetings,

I am contacting you from Warren County Health Services in regards to the price increase scheduled for acct 295170, PROD-PLUS-HH-2. I believe our current agreement runs to February 28, 2023. Per the letter I received today we are scheduled for an 8.5% increase beginning March 1, 2023. Please confirm that this is correct.

Please forward me the Order form outlining our customer information, The service period start date and the order details with billing frequency and new monthly price. Page 2 includes your terms and conditions and page 3 provides a place for us to sign.

Since the price increase is more than 5% we, as a governmental agency, will need this information as soon as possible so we can proceed with the approval process and have your document signed before the price increase takes place. This process can take up to three months.

I look forward to your prompt reply of the information requested. Please don't hesitate to contact me if you have any questions.

Kind regards,

Diane DeCesare
Senior Account Clerk
Warren County Health Services
518-824-8741
decesared@warrencountyny.gov

V20472



INVOICE

PO BOX 856015
MINNEAPOLIS, MN 55485-6015

Customer ID:	295170
Invoice Number:	22M-0137243
Invoice Date:	09/22/2022
Invoice Total:	\$426.87
Page:	1 of 2

PD 543

Bill To:
Warren County Health Services Division of Home Care
1340 State Rte 9
Lake George NY 12845-3434

Ship To:
Warren County Health Services Division of Home Care
Tammie DiLorenzo
1340 STATE ROUTE 9
LAKE GEORGE NY 12845-3434

A4010.428

Old rate 426.87

New Est rate 463.15
↑ 8.50%

↑ 36.28/mo

X 12 mo

\$435.36
More per year 2023

Invoice details continued on next page...

Pay online at <https://www2.e-billexpress.com/ebpp/ABILITY>

Phone: (612) 460-4311 / Fax: (612) 460-4344 / Email: Accounts.Receivable@ABILITYNetwork.com
Please Note: Use of ABILITY'S products/services is conditioned upon acceptance of the ABILITY Network Inc Service Agreement and Business Associate Agreement. Copies of these agreements are available on our website at <http://www.abilitynetwork.com/user-agreement>.
By paying this invoice you agree to be bound by the terms and conditions of those agreements.

To ensure payment is processed correctly, include bottom portion with payment:

Cut here



Customer ID:	295170
Invoice Number:	22M-0137243
Due Date:	10/22/2022
Invoice Total:	\$426.87

Please include remittance with check.

Amount Remitted: \$

Warren County Health Services Division of Home Care
1340 State Rte 9
Lake George NY 12845-3434

Remit To: ABILITY NETWORK INC.
PO BOX 856015
MINNEAPOLIS, MN 55485-6015

RESOLUTION REQUEST FORM NO. 4

Request for Extending, Rescinding or Amending Existing Contract

DEPARTMENT NAME: Health Services

DATE: November 21, 2022

- (a) Purpose of Contract Change: **To amend resolution to include NYS licensed and/or certified professionals approved by the NYS Commissioner of Education.**
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract: **230 of 2022**
- (c) Name of Contractor: **Any NYS Licensed and/or certified professional or Agency authorized to provide CPSE Services**
- (d) Address of Contractor: **TBA**
- (e) Contractor's Contact Person and Telephone Number: **TBA**
- (f) Commencement Date of Extension: **Commencing on execution of contract by both parties**
- (g) Termination Date of Extension: **Automatic annual renewal unless 30 day written termination notice is rendered by either party**
- (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. **Voucher**)
- (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.4054.444 Ed/Physically Hand. Children, Travel/Education/Conference**

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. 230 OF 2022

RESOLUTION INTRODUCED BY SUPERVISORS FRASIER, McDEVITT, HOGAN, BRAYMER, CONOVER, BEATY AND GERACI

AUTHORIZING AGREEMENTS WITH INTERESTED SCHOOL DISTRICTS IN WARREN COUNTY TO PROVIDE COMMITTEE ON PRESCHOOL SPECIAL EDUCATION (CPSE) SERVICES TO ELIGIBLE WARREN COUNTY CHILDREN

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the Chair of the Board of Supervisors to enter into agreements with interested school districts in Warren County, to provide Committee on Preschool Special Education (CPSE) services to eligible Warren County children, at New York State rates, for a term commencing upon execution by both parties and automatically renewing upon the same terms and conditions, or until such time as said agreements are terminated by either party upon thirty (30) days written notice, in a form approved by the County Attorney, and be it further

RESOLVED, that the funds shall be expended from Budget Code A.4054 444 Ed/Physically Hand. Children, Travel/Education/Conference.

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Health Services

DATE: November 21, 2022

- (a) Is this a Result of a Bid or Request for Proposal? No
- (b) Purpose of Contract: **To authorize Chairman of the Board of Supervisors to enter any contract or amend prior contract/s with electronic medical provider for Electronic Vist Validation (EVV) services, which is required by NYS.**
- (c) Name of Contractor: **TBD**
- (d) Address of Contractor: **TBD**
- (e) Contractor's Contact Person and Telephone Number: **TBD**
- (f) Has or will the Contract be provided, if so, please attach: **TBD**
- (g) Commencement Date of Contract: **1/1/2023**
- (h) Termination Date of Contract: **Automatic annual renewal unless 30 day written termination notice is rendered by either pasrty or annual rate increase is over 5%.**
- (i) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount
 - iii) total amount not to exceed
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: **OR Capital Project OR Capital Reserve Project Number, Title, and Amount: **A.4010.428 Health Services Data Processing 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. 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 Payroll Dept. No: 36.07
Title of Position: Public Health Nurse #10 Base Salary of Position: \$62,310 Grade: 22
Filling at Step # (If Known):
Budget code and title: A.4018.0030.110 Public Health Disease Control Full Time Salaries Union [checked] Non-Union []
This position is vacated due to: [] Retirement [checked] Resignation [] Termination [] Promotion [] Other []
Employee No./Last Name: 13019/Arnold Date of Vacancy: 09/21/2022
Is this position mandated? [] Yes [checked] No Is the position reimbursable? [checked] Yes [] No
Source of reimbursement: [] Federal % [checked] State 36 % [] Other %

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.
Human Resources Director has approved this form when initialed. [Signature] 11/10/22

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[checked] The Administrator has no objection to the filling of the vacancy.
[] The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature] Date 11-15-22

BUDGET OFFICER COMPLETES THIS SECTION

[checked] 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 11/17/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health Services
[checked] 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 [Signature] Date 11/21/22

PUBLIC HEALTH NURSE

DISTINGUISHING FEATURES OF THE CLASS: This position involves the performance of public health nursing activities including responsibility for assessment of health needs and developing the plan of care for individuals and families. The incumbent is also responsible for the initial implementation of nursing care plans and providing nursing care as well as the periodic re-evaluation of individual and family nursing needs. The work is performed under the general direction of a Supervising Public Health Nurse with wide leeway allowed for the exercise of independent judgment for planning and carrying out assignments. Supervision is exercised over Registered Professional Nurses and other subordinate staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Gives skilled nursing care and prescribed treatments to patients in their homes and clinics and demonstrates nursing care to patients and families;
May lead a team providing nursing care and evaluates the effectiveness of team activities;
May perform duties such as pediatric nurse or family nurse practitioner;
May provide for the continuity of patient care for promoting referral of hospital and clinic patients to appropriate community agencies;
Coordinates plans for service with nutritionists, social workers, physical therapists, physicians and other professional workers concerned with individual and family health care;
Counsels and guides individuals and families towards self-help in recognition and solution of physical, emotional and environmental health problems;
Provides nursing services in clinics and schools;
Teaches classes, addresses groups and participates in community planning related to nursing and health;
Participates in the conduct of surveys and studies related to health matters;
Compiles and uses records, reports and statistical information for evaluation and planning of the assigned programs.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of current public health nursing practice;
Working knowledge of the administrative organization of community facilities;
Skill in the application of current nursing procedures and techniques of patient care;
Ability to plan and coordinate nursing care for individuals, families and groups and supervise nursing personnel assigned to assist with this care;
Ability to communicate effectively;
Ability to establish and maintain cooperative working relationships;
Ability to accept and utilize guidance;
Ability to perform duties in accordance with ANA Code for Professional Nurses;
Acceptable physical condition and mental health to carry out the responsibilities of the position.

MINIMUM QUALIFICATIONS:

- A) A baccalaureate degree in nursing*, and
- B) Licensure and current registration to practice as a Registered Professional Nurse in New York State.

***NOTE:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

SPECIAL REQUIREMENT: At the time of appointment and throughout the term of employment, compliance with Section 763.13 of the New York State Public Health Law, including but not limited to credentialing review, vaccine requirements and masking requirements.

WC: 1980, 2022
JC: Competitive

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 Payroll Dept. No: 36.0
Title of Position: Registered Professional Nurse #11 Base Salary of Position: \$59,426 Grade: 20
Filling at Step # (If Known): _____
Budget code and title: A.4010.110 Health Services Full Time Salaries (Homecare) Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 13391 /Allocco Date of Vacancy: 10/7/2021
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal _____% State _____% Other Variable % Variable upon insurance reimb

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.
Human Resources Director has approved this form when initialed. AD 11/10/22

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 11-15-2022

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 11/17/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health 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 [Signature] Date 11/21/22

REGISTERED PROFESSIONAL NURSE

DISTINGUISHING FEATURES OF THE CLASS: This is a professional nursing position involving responsibility for coordinating individual patient care and for performing nursing services requiring substantial specialized judgment and skills. Work is performed under the general direction of a supervisory level nursing position and in accordance with a prescribed nursing care plan. Supervision may be exercised over the work of Licensed Practical Nurses and related auxiliary nursing personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assesses patient nursing care needs and prepares and carries out a nursing care plan;
Supervises sub-professional nursing personnel;
Is responsible for the care of patients and their quarters, including making beds, changing linens, keeping order, lifting and moving patients, giving baths and rubs, and caring for personal effects;
Is responsible for observing symptoms and carrying out diagnostic procedures ordered by the physician;
Prepares and applies dressings, gives medication and nursing and therapeutic treatment as prescribed by physicians;
Instructs patient or members of patient's family in regard to patient's diet, health habits, the carrying out of treatments at home and rehabilitative measures as authorized by the physician;
Performs related services for patients in the prevention of illness and the attainment of maximum health;
Makes contacts with appropriate social services or health agencies as necessary to assure patient needed services or follow-up care;
Maintains a variety of records and prepares reports.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Good knowledge of nursing principles and techniques and their relation to medical and surgical practices and skill in their application;
Working knowledge of material medical, hospital dietetics, sanitation, and personal hygiene;
Skill in the application of nursing techniques and practices;
Ability to understand and follow technical oral and written instructions;
Ability to keep records and make reports;
Ability to get along well with patients, physicians and others;
Ability to carry out successfully the therapeutic measures prescribed;
Ability to plan and supervise the work of sub-professional and non-technical personnel;
Good observation, mental alertness, firmness, initiative, cheerfulness, patience, emotional stability, sympathetic and caring attitude toward the sick, good moral character;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from a school of nursing approved by the State Education Department from a course approved by such department as qualifying for Registered Professional Nurse.

SPECIAL REQUIREMENT: Eligibility for a license issued by the State of New York to practice as a Registered Professional Nurse. Possession of the license at the time of appointment. In certain positions, a license can be obtained after appointment but only if work can be performed under the auspices of a licensed Registered Professional Nurse.

SPECIAL REQUIREMENT: At the time of appointment and throughout the term of employment, compliance with Section 763.13 of the New York State Public Health Law, including but not limited to credentialing review, vaccine requirements and masking requirements.

WC: 2010,2022;
JC: Non- Competitive

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 Payroll Dept. No: 36.0
Title of Position: Public Health Nurse #8 Base Salary of Position: \$62,310 Grade: 22
Filling at Step # (If Known): _____
Budget code and title: A.4010.110 Health Services Full Time Salaries (Homecare) Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 13177/McAvey Date of Vacancy: 8/19/2021
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal _____% State _____% Other Variable % Variable upon Insurance Reimb.

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. 11/10/22
Human Resources Director has approved this form when initialed. 11/10/22

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 11-15-2022

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 11/17/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health 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 [Signature] Date 11/21/22

PUBLIC HEALTH NURSE

DISTINGUISHING FEATURES OF THE CLASS: This position involves the performance of public health nursing activities including responsibility for assessment of health needs and developing the plan of care for individuals and families. The incumbent is also responsible for the initial implementation of nursing care plans and providing nursing care as well as the periodic re-evaluation of individual and family nursing needs. The work is performed under the general direction of a Supervising Public Health Nurse with wide leeway allowed for the exercise of independent judgment for planning and carrying out assignments. Supervision is exercised over Registered Professional Nurses and other subordinate staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Gives skilled nursing care and prescribed treatments to patients in their homes and clinics and demonstrates nursing care to patients and families;
May lead a team providing nursing care and evaluates the effectiveness of team activities;
May perform duties such as pediatric nurse or family nurse practitioner;
May provide for the continuity of patient care for promoting referral of hospital and clinic patients to appropriate community agencies;
Coordinates plans for service with nutritionists, social workers, physical therapists, physicians and other professional workers concerned with individual and family health care;
Counsels and guides individuals and families towards self-help in recognition and solution of physical, emotional and environmental health problems;
Provides nursing services in clinics and schools;
Teaches classes, addresses groups and participates in community planning related to nursing and health;
Participates in the conduct of surveys and studies related to health matters;
Compiles and uses records, reports and statistical information for evaluation and planning of the assigned programs.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of current public health nursing practice;
Working knowledge of the administrative organization of community facilities;
Skill in the application of current nursing procedures and techniques of patient care;
Ability to plan and coordinate nursing care for individuals, families and groups and supervise nursing personnel assigned to assist with this care;
Ability to communicate effectively;
Ability to establish and maintain cooperative working relationships;
Ability to accept and utilize guidance;
Ability to perform duties in accordance with ANA Code for Professional Nurses;
Acceptable physical condition and mental health to carry out the responsibilities of the position.

MINIMUM QUALIFICATIONS:

- A) A baccalaureate degree in nursing*, and
- B) Licensure and current registration to practice as a Registered Professional Nurse in New York State.

***NOTE:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

SPECIAL REQUIREMENT: At the time of appointment and throughout the term of employment, compliance with Section 763.13 of the New York State Public Health Law, including but not limited to credentialing review, vaccine requirements and masking requirements.

WC: 1980, 2022
JC: Competitive

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 Payroll Dept. No: 36.0
Title of Position: Public Health Nurse #35 Base Salary of Position: \$62,310 Grade: 22
Filling at Step # (If Known): _____
Budget code and title: A.4010.110 Health Services Full Time Salaries (Homecare) Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 13472/Swan Date of Vacancy: 8/25/2021
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal _____% State _____% Other Variable % Variable upon Insurance Reimb.

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. PO 11/10/22
Human Resources Director has approved this form when initialed. AS 11/10/22

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 5-11-22

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 11/17/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health 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 [Signature] Date 11/21/22

PUBLIC HEALTH NURSE

DISTINGUISHING FEATURES OF THE CLASS: This position involves the performance of public health nursing activities including responsibility for assessment of health needs and developing the plan of care for individuals and families. The incumbent is also responsible for the initial implementation of nursing care plans and providing nursing care as well as the periodic re-evaluation of individual and family nursing needs. The work is performed under the general direction of a Supervising Public Health Nurse with wide leeway allowed for the exercise of independent judgment for planning and carrying out assignments. Supervision is exercised over Registered Professional Nurses and other subordinate staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Gives skilled nursing care and prescribed treatments to patients in their homes and clinics and demonstrates nursing care to patients and families;
May lead a team providing nursing care and evaluates the effectiveness of team activities;
May perform duties such as pediatric nurse or family nurse practitioner;
May provide for the continuity of patient care for promoting referral of hospital and clinic patients to appropriate community agencies;
Coordinates plans for service with nutritionists, social workers, physical therapists, physicians and other professional workers concerned with individual and family health care;
Counsels and guides individuals and families towards self-help in recognition and solution of physical, emotional and environmental health problems;
Provides nursing services in clinics and schools;
Teaches classes, addresses groups and participates in community planning related to nursing and health;
Participates in the conduct of surveys and studies related to health matters;
Compiles and uses records, reports and statistical information for evaluation and planning of the assigned programs.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of current public health nursing practice;
Working knowledge of the administrative organization of community facilities;
Skill in the application of current nursing procedures and techniques of patient care;
Ability to plan and coordinate nursing care for individuals, families and groups and supervise nursing personnel assigned to assist with this care;
Ability to communicate effectively;
Ability to establish and maintain cooperative working relationships;
Ability to accept and utilize guidance;
Ability to perform duties in accordance with ANA Code for Professional Nurses;
Acceptable physical condition and mental health to carry out the responsibilities of the position.

MINIMUM QUALIFICATIONS:

- A) A baccalaureate degree in nursing*, and
- B) Licensure and current registration to practice as a Registered Professional Nurse in New York State.

***NOTE:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

SPECIAL REQUIREMENT: At the time of appointment and throughout the term of employment, compliance with Section 763.13 of the New York State Public Health Law, including but not limited to credentialing review, vaccine requirements and masking requirements.

WC: 1980, 2022
JC: Competitive

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 Payroll Dept. No: 36.07
Title of Position: Registered Professional Nurse #42 Base Salary of Position: \$59,426 Grade: 20
Filling at Step # (If Known): _____
Budget code and title: A.4018.0030.110 Public Health Disease Control Full Time Salaries Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: Created/ Vacant Date of Vacancy: 1/1/2022
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal _____% State 36% Other _____%

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. 2/2/22
Human Resources Director has approved this form when initialed. AS 11/10/22

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 11-15-22

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 11/17/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health 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 [Signature] Date 11/21/22

REGISTERED PROFESSIONAL NURSE

DISTINGUISHING FEATURES OF THE CLASS: This is a professional nursing position involving responsibility for coordinating individual patient care and for performing nursing services requiring substantial specialized judgment and skills. Work is performed under the general direction of a supervisory level nursing position and in accordance with a prescribed nursing care plan. Supervision may be exercised over the work of Licensed Practical Nurses and related auxiliary nursing personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assesses patient nursing care needs and prepares and carries out a nursing care plan;
Supervises sub-professional nursing personnel;
Is responsible for the care of patients and their quarters, including making beds, changing linens, keeping order, lifting and moving patients, giving baths and rubs, and caring for personal effects;
Is responsible for observing symptoms and carrying out diagnostic procedures ordered by the physician;
Prepares and applies dressings, gives medication and nursing and therapeutic treatment as prescribed by physicians;
Instructs patient or members of patient's family in regard to patient's diet, health habits, the carrying out of treatments at home and rehabilitative measures as authorized by the physician;
Performs related services for patients in the prevention of illness and the attainment of maximum health;
Makes contacts with appropriate social services or health agencies as necessary to assure patient needed services or follow-up care;
Maintains a variety of records and prepares reports.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Good knowledge of nursing principles and techniques and their relation to medical and surgical practices and skill in their application;
Working knowledge of material medical, hospital dietetics, sanitation, and personal hygiene;
Skill in the application of nursing techniques and practices;
Ability to understand and follow technical oral and written instructions;
Ability to keep records and make reports;
Ability to get along well with patients, physicians and others;
Ability to carry out successfully the therapeutic measures prescribed;
Ability to plan and supervise the work of sub-professional and non-technical personnel;
Good observation, mental alertness, firmness, initiative, cheerfulness, patience, emotional stability, sympathetic and caring attitude toward the sick, good moral character;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from a school of nursing approved by the State Education Department from a course approved by such department as qualifying for Registered Professional Nurse.

SPECIAL REQUIREMENT: Eligibility for a license issued by the State of New York to practice as a Registered Professional Nurse. Possession of the license at the time of appointment. In certain positions, a license can be obtained after appointment but only if work can be performed under the auspices of a licensed Registered Professional Nurse.

SPECIAL REQUIREMENT: At the time of appointment and throughout the term of employment, compliance with Section 763.13 of the New York State Public Health Law, including but not limited to credentialing review, vaccine requirements and masking requirements.

WC: 2010,2022;
JC: Non- Competitive

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 Payroll Dept. No: 36.0
Title of Position: Senior Account #2 Base Salary of Position: \$42,134 Grade: 7
Filling at Step # (If Known): _____
Budget code and title: A.4010.110 Health Services Full Time Salaries Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 10879/ S. Baker Date of Vacancy: 9/2/2021
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal _____% State _____% Other _____%

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. 11/10/22
Human Resources Director has approved this form when initialed. 11/10/22

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 11-15-2022

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 11/17/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health 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 [Signature] Date 11/21/22

SENIOR ACCOUNT CLERK

DISTINGUISHING FEATURES OF THE CLASS: An incumbent in this position independently performs moderately difficult accounting or financial recordkeeping tasks. Employees generally follow a prescribed routine in the performance of duties and in most cases receive only infrequent general instructions. The work may require a general understanding of specific laws, office rules, procedures and policies. The work is performed under the supervision of a higher-level supervisor and although the incumbent may train lower level clerical workers, supervision need not be a responsibility of this position. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Reviews a variety of complex financial documents, classifies them and distributes items into a variety of accounts according to prescribed procedures and policies;

Posts figures to appropriate accounts, makes all necessary adjustments in balances and verifies/reconciles balance; Tracks, audits and/or monitors a variety of accounts;

Verifies adjustments are made to correct allocations and issues reports as required;

Prepares complex financial and statistical summary reports;

Checks for accuracy of computations and completeness and supervises the preparation of daily, weekly and monthly reports which are compiled into summary reports or claims for state or federal reimbursement;

Prepares in final format accounting and financial statements, payrolls, statistical tabulations and data, form letters, memoranda, vouchers, reports, requisitions or data from various equipment as the source material;

Prepares funds for deposits into book accounts, reconciles accounts and prepares reports from information;

Contacts clients, vendors and other agencies to obtain additional information;

Provides information orally or in writing in response to inquiries on status of accounts;

Conducts correspondence on matters where policies and procedures are well defined;

Processes, sorts, indexes, records and files a variety of control records and reports, or oversee the process;

Performs complex payroll transactions or may prepare payroll and related reports;

May supervise employees by assigning and reviewing completed work and instructing new employees in specialized accounting keeping activities;

May assist in preparation of figures and reports for use in budget preparation;

Uses computer applications or other automated systems such as spread sheets, word processing, calendar, email and database software in performing work assignments; Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Good knowledge of modern methods of keeping and reviewing financial accounts and records;

Good knowledge of modern office terminology, procedures and equipment;

Ability to make complex arithmetic computations accurately; Speed;

Ability to organize and maintain accurate records and files;

Ability to analyze and organize data and prepare records and reports;

Ability to understand and interpret complex oral instructions and/or written directions;

Ability to perform close, detail work involving considerable visual effort and concentration;

Ability to establish and maintain effective working relationships with others;

Ability to communicate effectively, both orally and in writing;

Ability to operate a computer with a high degree of accuracy and utilize common office software programs including word processing, spreadsheets, and databases to generate necessary reports and input data;

Ability to analyze data and prepare and maintain detailed records and reports.

MINIMUM QUALIFICATIONS:

Graduation from high school diploma or possession of a high school equivalence diploma and:

- A) Associate's Degree or higher in accounting, business or closely related field; or
- B) Two (2) years of experience maintaining financial accounts and records.

NOTE: Education beyond the secondary level must be obtained from an institution that is a regionally accredited or New York State registered college or university.

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 Payroll Dept. No: 36.05
Title of Position: FTE Public Health Assistant Base Salary of Position: \$47,677 Grade: 10
Filling at Step # (If Known): _____
Budget code and title: A.4018.110 Public Health Prevention Program Full Time Salaries Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: Created 2023 Budget Date of Vacancy: 1/1/2023
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal _____% State 36% Other _____%

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. JCA 11/10/22

Human Resources Director has approved this form when initialed. 12 11/10/22

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 11-15-22

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 11/17/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health 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 [Signature] Date _____

PUBLIC HEALTH ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: An incumbent in this class performs a variety of non-professional and record keeping tasks in Warren County Health Services. The work is structured to allow the public health nursing staff and administrators to devote more time to their professional duties. Responsibilities may include assisting public health inquiry response as well as with follow-up client visits etc. Additionally, the employee may be asked to create/maintain health or program records, set up appointments, and assist staff by performing other related assigned duties. The work involves considerable contact with public health clients and the general public. Supervision is received from assigned public health staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Performs assigned non-professional activities including providing general informational telephone responses to inquiries from clients and the general public;
Assists nurses in collecting information and recording non-technical information;
Records and maintains health and program records by transcribing medical information and medical history information;
Assists nurses with patient follow-up through phone/email/personal visit contacts to verify and monitor quarantine status;
Performs miscellaneous tasks to assist public health professionals such as compiling and recording numerical data and assisting in the completion of reports as needed;
May act as receptionist, giving out routine information on policy and procedure;
May use a data entry terminal or personal computer (PC) for filing or obtaining information;
Participates in public health preparedness activities as trained and assigned;
Does related work as required.

REQUIRED KNOWLEDGES, SKILLS, ABILITIES AND ATTRIBUTES:

Working knowledge of record keeping and filing procedures;
Working knowledge of clerical techniques;
Ability to maintain records using an alphabetical, numerical filing system or a manual or computerized filing system;
Ability to prepare narrative and numerical reports;
Ability to follow oral and written instructions;
Ability to understand and interpret written material;
Ability to communicate clearly,
Ability to establish effective working relationships with public health professionals, nurses, clinic patients and children and public agencies.

MINIMUM QUALIFICATIONS: Either

- A) One (1) year of college, or
- B) Graduation from high school or possession of a high school diploma and at least two (2) years of experience in the field of health care, education, emergency services or a related field.

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 Payroll Dept. No: 36.05
Title of Position: FTE Public Health Program Coordinator Base Salary of Position: \$57,507 Grade: 18
Filling at Step # (If Known): _____
Budget code and title: A.4018.110 Public Health Prevention Program Full Time Salaries Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: Created 2023 Budget Date of Vacancy: 1/1/2023
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal _____% State 36 % Other _____%

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. Per 11/10/22

Human Resources Director has approved this form when initialed. AF 11/19/22

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 11.15.2022

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 11/17/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health 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 [Signature] Date _____

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.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

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) Master's Degree in public health, health care administration, nursing or closely related field; OR
- B) Bachelor's Degree in public health, health care administration, nursing, nutrition or closely related field and two (2) years of experience in the development and/or administration of a health-related program(s); OR
- C) Bachelor's Degree and three (3) 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.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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 Payroll Dept. No: 36.06
Title of Position: Registered Professional Nurse 24 hrs Base Salary of Position: \$36,547 prorated Grade: 20
Filling at Step # (If Known): _____
Budget code and title: A.4018.0020.130 Public Health Family Health Full Time Salaries Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: Created 2023 Budget Date of Vacancy: 1/1/2023
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal _____% State 36 % Other _____%

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. 11/12/22
Human Resources Director has approved this form when initialed. 11/10/22

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 11-15-2022

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 11/17/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health 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 [Signature] Date 11/21/22

REGISTERED PROFESSIONAL NURSE

DISTINGUISHING FEATURES OF THE CLASS: This is a professional nursing position involving responsibility for coordinating individual patient care and for performing nursing services requiring substantial specialized judgment and skills. Work is performed under the general direction of a supervisory level nursing position and in accordance with a prescribed nursing care plan. Supervision may be exercised over the work of Licensed Practical Nurses and related auxiliary nursing personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assesses patient nursing care needs and prepares and carries out a nursing care plan;
Supervises sub-professional nursing personnel;
Is responsible for the care of patients and their quarters, including making beds, changing linens, keeping order, lifting and moving patients, giving baths and rubs, and caring for personal effects;
Is responsible for observing symptoms and carrying out diagnostic procedures ordered by the physician;
Prepares and applies dressings, gives medication and nursing and therapeutic treatment as prescribed by physicians;
Instructs patient or members of patient's family in regard to patient's diet, health habits, the carrying out of treatments at home and rehabilitative measures as authorized by the physician;
Performs related services for patients in the prevention of illness and the attainment of maximum health;
Makes contacts with appropriate social services or health agencies as necessary to assure patient needed services or follow-up care;
Maintains a variety of records and prepares reports.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Good knowledge of nursing principles and techniques and their relation to medical and surgical practices and skill in their application;
Working knowledge of material medical, hospital dietetics, sanitation, and personal hygiene;
Skill in the application of nursing techniques and practices;
Ability to understand and follow technical oral and written instructions;
Ability to keep records and make reports;
Ability to get along well with patients, physicians and others;
Ability to carry out successfully the therapeutic measures prescribed;
Ability to plan and supervise the work of sub-professional and non-technical personnel;
Good observation, mental alertness, firmness, initiative, cheerfulness, patience, emotional stability, sympathetic and caring attitude toward the sick, good moral character;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from a school of nursing approved by the State Education Department from a course approved by such department as qualifying for Registered Professional Nurse.

SPECIAL REQUIREMENT: Eligibility for a license issued by the State of New York to practice as a Registered Professional Nurse. Possession of the license at the time of appointment. In certain positions, a license can be obtained after appointment but only if work can be performed under the auspices of a licensed Registered Professional Nurse.

SPECIAL REQUIREMENT: At the time of appointment and throughout the term of employment, compliance with Section 763.13 of the New York State Public Health Law, including but not limited to credentialing review, vaccine requirements and masking requirements.

WC: 2010,2022;

JC: Non- Competitive

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 Payroll Dept. No: 37.03
Title of Position: Early Intervention Service Coordinator 30 hrs Base Salary of Position: \$43,130 prorated Grade: 18
Filling at Step # (If Known): _____
Budget code and title: A.4054.0060.130 Early Intervention Program/Part Time Salaries Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: Created 2023 Budget Date of Vacancy: 1/1/2023
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal _____ % State ⁴⁹ _____ % Other _____ %

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. PCW 11/10/22
Human Resources Director has approved this form when initialed. 11/10/22

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 11-15-2022

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 11/17/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health 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 [Signature] Date 11/21/22

EARLY INTERVENTION SERVICE COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: Under the supervision of the Director of Public Health, this individual identifies, provides, teaches and oversees service delivery to those children from birth through five years of age eligible for and/or receiving specialized health and/or educational or human services. This individual also works closely with these children and their families and those service providers involved in providing care. She/he plans for coordination, health, educational and/or Social Services for all children/families in her/his caseload. This coordinator also counsels, provides emotional support to families and may refer, facilitate, and follow-up service delivery for children and their families to appropriate agencies, schools, or other community services.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Participates in outreach efforts in order to heighten public awareness of children with special health, educational or social needs from birth through five years of age, and to promote the importance of early intervention on problematic situations;
- Works closely with currently existing Warren County Public Health Programs: Child Find, Maternal Child Health and Pediatric Home Care to assure appropriate and timely identification of needs, promote assistive services, and follow through for those identified needs/concerns;
- Understands financial eligibility requirements and mechanisms for service payment programs and to identify, promote, and advocate for children and families when appropriate;
- Develops supportive relationships with high-risk children and families through interviewing skills, intake screening, and assessment procedures;
- Assists families in the understanding of the need to recognize, develop and participate in a plan of intervention services for the child;
- Functions as the Warren County representative in all County school districts' Committees for Preschool Special Education (CPSE), understands CPSE procedure, and coordinates/facilitates service efforts on an appropriate and timely basis;
- Coordinates service care plan with all service providers involved with the child and family to promote effective intervention while considering the uniqueness of each child's and each family's needs;
- Maintains essential and timely case records and reports in accordance with client confidentiality requirements;
- Works in conjunction with nursing staff to observe, identify and report to physician pertinent information regarding the child's health, i.e. reactions to drugs, and/or treatments, and new or exacerbated health deficits. This may include communicating to the physician social and physical factors in the environment, which impact the child and/or family functioning;
- Plans/identifies with the family and other service providers an appropriate care for a child that is feasible within the physical, financial and emotional resources of the family;
- Plans a caseload for coordinated service delivery for children/families including maintenance, records for analysis, planning of services, and the establishment of priorities for care;
- Guides families toward self-help in the recognition and solution of physical, emotional, educational and environmental problems; Helps the family accept responsibility for the child's care;
- Recognizes attitude and cultural patterns that may be potentially detrimental to intervention efforts and helps families to develop attitudes that allow them to optimize use of health, educational or financial intervention programs;
- Provides families with information, support and encouragement which allows the opportunity to adopt attitudes and practices that promote health and reduce anxiety, tension and fatigue;
- Helps children and families to accept and adjust positively to physical, mental, social and educational limitations;
- Consults with other service providing professionals regarding individual case problems as needed;
- Facilitates family acceptance of appropriate medical, social, educational and financial services as needed.
 - Interprets extent and limitations of services available. With family permission, arranges referrals and communicates pertinent information to service providers, including the physician;
- Reviews individual cases periodically based upon a written plan of care established in conjunction with the family at the time of child/family's initial involvement with the agency and revises the plan as necessary;
- Enters and submits timely and accurate child specific documentation through the NYSEIS (New York State Early Intervention System).

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of "normal" growth and development in children with ability to communicate these to family as well as other providers of services to the child;
Ability to identify and positively utilize strengths and weaknesses in family functioning and structure;
Working knowledge of the administrative organization and services provided in various community facilities;
Skill in interview and assessment techniques with children and adults;
Ability to communicate effectively with children and adults, both verbally and in writing;
Ability to establish and maintain cooperative working relationships with agency staff, as well as other service providers in the community;
Ability to accept and utilize guidance;
Ability to perform duties in accordance with New York State Public Health and Educational Codes.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in education or a health-related field and possession of a teaching certificate, license or other certified designation to confirm proficiency in education/health areas.

NOTE: Education beyond the secondary level must be obtained from an institution that is a regionally accredited or New York State registered college or university.

NOTE: Possession of a valid New York State Driver's License is required at time of appointment.

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 Payroll Dept. No: 37.03
Title of Position: Children w/ Special Health Care Needs Program Administrator Base Salary of Position: \$76,094 Grade: OOU 14
Filling at Step # (If Known): 15 \$81,814
Budget code and title: A.4054.0060.110/ Early Intervention Full Time Salaries Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: Created 2023 Budget Date of Vacancy: 1/1/2023
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal _____ % State 49 % Other _____ %

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. 11/10/22
Human Resources Director has approved this form when initialed. 11/10/22

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 11-15-2022

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 11/17/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health 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 [Signature] Date 11/21/22

CHILDREN WITH SPECIAL HEALTH CARE NEEDS PROGRAM ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for directing and administering all operations relating to the Children with Special Health Care Needs Programs at Warren County Health Services, including the Child Find (Children with Special Health Care Needs Program), Early Intervention and Committee on Preschool Special Education (CPSE) programs. The incumbent serves as Early Intervention Official designee on behalf of the Director. Duties include planning and overseeing programs and projects, as well as evaluating their quality, quantity, cost effectiveness and adherence to Federal, State and/or local laws and regulations. Supervision is exercised over all subordinate staff. The activities are performed under the general supervision of the Director. Performs related duties as required.

TYPICAL WORK ACTIVITIES (Illustrative only);

Provides direct oversight and administration of all Children of Special Healthcare Needs Programs, including, but not limited to, Child Find (Children with Special Health Care Needs Grant Program), Early Intervention, and Committee on Preschool Special Education (CPSE);

Monitors provision of program related services and address any community and/or agency gaps; i.e. recruiting service providers;

Serves as primary Early Intervention Official Designee, per Public Health Law, ensuring the Early Intervention services are available to all eligible children within Warren County;

Annually reviews and ensures compliance with policies, procedures, and practices with all NYS regulations and monitor for updates for assigned programs;

Completes required NYS program reports, prepares for NYS surveys/audits, completes corrective action plans and monitors agency compliance;

Ensures program staff are trained, in services, and communicates any regulatory updates to staff, contractors, and community partners;

Supervises assigned program staff, performs joint visits, delegates case management and reports any staff related concerns to Assistant Director of Public Health;

Participates in staff recruitment and discipline processes and makes recommendations to the Assistant Director of Public Health;

Orients and trains new program staff and contract therapists;

Maintains agency credentialing for assigned program staff and completes annual performance evaluations. Communicates concerns with Assistant Director and follow up on any corrective action;

Performs random chart reviews a minimum of quarterly to ensure documentation is in compliance with NYS and agency requirements and policies;

Manages, assigns, and monitors referrals to ensure all families are contacted and served according to program standards;

Completes reports as requested i.e. Annual Report statistics;

Organizes staff meetings as needed, but a minimum of quarterly;

Organizes, advertises, and facilitates Local Early Intervention Coordinating Council Meetings as needed, minimum of twice a year;

Participates in Professional Advisory Committee Meetings, administrative team meetings and other staff meetings as requested;

Manages small caseloads as needed;

Performs related work as requested to meet the needs of the Department.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of current NYSDOH and/or NYSED laws and regulations pertaining to the Early Intervention, Preschool Special Education and other related programs;

Thorough knowledge of agency policies;

Good knowledge of early childhood development and developmental disabilities/disorders;

Good knowledge community resources available to children with developmental disabilities;
Good knowledge of the principles and practices of administrative supervision;
Good knowledge of educational and enrichment resources and services within the County;
Ability to work with community partners to promote available services and address any gaps;
Ability to plan, organize, direct and supervise the activities of others;
Ability to develop and maintain effective working relationships with government agencies, service providers and the public;
Ability to communicate effectively, both orally and in writing;
Ability to effectively work with computer applications such as spreadsheets, word processing and database software;
Tact discretion, good judgment and resourcefulness.

MINIMUM QUALIFICATIONS:

- A) Master's Degree* in education, health, human services or closely related field and five (5) years of experience in programs related to children with special needs, OR
- B) Bachelor's Degree* in education, health, human services or closely related field and seven (7) years of experience in programs related to children with special needs.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds FOR 2022

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

TRANSFERS FOR 2022 BUDGET

SIGNED: _____

DATE: November 21, 2022

	<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
1	A.4018.110	Preventive Program-Full Time Salaries	A.4189.110	Bioterrorism-Full Time Salaries	\$5,720.00
	A.4018.110	Preventive Program-Retirement Expense	A.4189.110	Bioterrorism-Retirement Expense	\$737.88
	A.4018.830	Preventive Program-Social Security Expense	A.4189.830	Bioterrorism-Social Security Expense	\$354.64
	A.4018.831	Preventive Program-Medicare Expense	A.4189.831	Bioterrorism-Medicare Expense	\$82.94
2	A.4018.0020.110	Family Health-Full Time Salaries	A.4018.0020.130	Disease Program-Part time Salary Expense	\$2,000.00

Total Transfers

\$8,895.46

- 1 To Transfer additional Funding for D.Durkee from Preventive Program to Bioterrorism Grant to cover salary changes eff 8/1/22. Salary, Retirement, Social Security and Medicare Expenses only included
- 2 To transfer additional funding from Full time salaries to Part time Salary to cover Service Coordinators time towards the CSHCN Grant which was effective 10/1/22. Fringe is all set.

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. 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: November 21, 2022

- (a) **Purpose of Amendment:** To amend the 2022 budget to reflect both the Revenue and Expenses related to the Healthcare Worker Bonus Program (A.4196) for additional funding from the Department of Health of \$56,404.25.
- (b) **Appropriation Code (with title), Object Code (with title) and Amount:**
- | | |
|--|--------------|
| A.4196.110 Health Worker Bonus Program-Full time Salaries | \$ 42,500.00 |
| A.4196.130 Health Worker Bonus Program-Part Time Salaries | \$ 2,000.00 |
| A.4196.470 Health Worker Bonus Program-Contract Expense | \$ 8,500.00 |
| A.4196.830 Health Worker Bonus Program-Social Security Expense | \$ 2,759.00 |
| A.4196.831 Health Worker Bonus Program-Medicare Expense | \$ 645.25 |

Revenue Code (with title), and Amount:

A.4196.3489 Health Worker Bonus Program-Other Revenue	\$56,404.25
---	-------------

***Note:** Warren County Health Services was notified early August 2022 by The New York State Department of Health that we were to receive additional funding for staff and contractors who qualified for the NYS Health Care Worker Bonus Program. Certain Criteria needs to be met for any staff and contractors who will qualify. There is a maximum of \$3000 per person. We have already received and paid in October 2022 \$19,915.25 and the second amount requested is for \$36,489. This includes primarily nursing staff and a few qualified contract Therapists. This program will expire March 2024, therefore we will be amending the budget each time a submission is approved and paid for by the State. There is no cost to the County.

Attachment #9

WARREN COUNTY HEALTH SERVICES BUDGET ANALYSIS

REVENUE AND EXPENDITURES FOR 2022 AS OF 11/10/2022

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

CODE(S): 4010, 4013, 4054, 4190, 4018, 4189, 4191, 4192, 4193, 4194, 4195

EXPENSES	2022 BUDGETED	2022 YTD ACTUAL	2021 Prior Year Totals
Salaries - Regular	\$3,037,052.81	\$1,712,084.29	\$2,253,568.55
Salaries - Overtime	\$190,700.00	\$54,202.60	\$155,258.31
Salaries - Part Time	\$875,779.19	\$220,473.36	\$533,265.12
100's PERSONAL SERVICES	\$4,103,532.00	\$1,986,760.25	\$2,942,091.98
200's EQUIPMENT	\$1,008,005.83	\$109,453.71	\$69,942.71
400's CONTRACTUAL	\$6,637,735.42	\$3,222,445.11	\$5,557,847.08
800's EMPLOYEE BENEFITS	\$1,580,816.82	\$877,724.36	\$1,294,467.65
TOTALS	\$13,330,090.07	\$6,196,383.43	\$9,864,349.42

REVENUES	2022 BUDGETED	2022 YTD ACTUAL	2021 Prior Year Totals
	\$10,773,624.37	\$3,228,980.77	\$7,185,081.36

Note: We currently are working on finalizing the CHHA October billing. Accrued are the September CHHA revenues of \$91,442.04. Also to note, the first of the payments for the Healthcare Bonus was received and paid to qualified employees. The total was \$19,915.25 of which \$18,500 was Salaries and \$1415.25 was fringe related. These numbers are reflected above. These funds were submitted and approved by the State and once received by the County, the payroll department made payments to those employees.

**Warren County Health Services
Salaries Comparison
2022 v 2021**

	YTD 2022	YTD 2021	YTD 22v21	% Change	Total Budget 2022	to 12/31/21 Total Actual 2021
Total of All Depts						
Regular Salaries	\$1,712,084.29	\$1,827,319.80	(\$115,235.51)	-6.31%	\$3,037,052.81	\$2,253,568.55
Overtime Salaries	\$54,202.60	\$132,800.23	(\$78,597.63)	-59.18%	\$190,700.00	\$155,258.31
Part Time Salaries	\$220,473.36	\$427,205.92	(\$206,732.56)	-48.39%	\$875,779.19	\$533,265.12
TOTALS	\$1,986,760.25	\$2,387,325.95	(\$400,565.70)	-16.78%	\$4,103,532.00	\$2,942,091.98
% current YTD Salary to Total Budget	48.42%	81.14%				

*Source: Detail G/L report for all Salary Category from 1/1/22-10/23/22.

COVID Clinics began 1/2/2021.

Overall, total salaries are \$400,565.70 or 16.78% under 2021 Salaries. Regular salaries are under 2021 due primarily to positions that remain open in both the CHHA and WIC programs.

Both Part Time and Overtime salaries are below 2021, due to the fact that less hours have been needed for contact tracing and some clinics. The State no longer is doing as much contact tracing.

Public Health however will still need to follow up on concerns for the community. Part time salaries are under last year primarily due to less part time staff utilized for both CHHA and Public Health Assistants.

Also to note the Healthcare Workers Bonuses are reflected above in 2022 YTD totals. Full time impact is \$16,500 while Part time impact is \$2,000.

Warren County Health Services
Revenue and Expense Comparison 2022 vs 2021
as of 11/10/22

EXPENSES	2022 YTD Actual as of 11/10/22 G/L (Reflected is 10/23/22 Payroll)	2021 YTD as of 11/5/21 G/L (Reflected is 10/24/21 Payroll)	Variance
Salaries - Regular	\$1,712,084.29	\$1,827,319.80	(\$115,235.51)
Salaries - Overtime	\$54,202.60	\$132,800.23	(\$78,597.63)
Salaries - Part Time	\$220,473.36	\$427,205.92	(\$206,732.56)
100's PERSONAL SERVICES	\$1,986,760.25	\$2,387,325.95	(\$400,565.70)
200's EQUIPMENT	\$109,453.71	\$57,500.72	\$51,952.99
400's CONTRACTUAL	\$3,222,445.11	\$3,657,597.47	(\$435,152.36)
800's EMPLOYEE BENEFITS	\$877,724.36	\$1,086,858.15	(\$209,133.79)
TOTALS	\$6,196,383.43	\$7,189,282.29	(\$992,898.86)

REVENUES	2022 YTD ACTUAL	2021	Variance
	\$3,228,980.77	\$3,970,358.04	(\$741,377.27)

Comments:

Salaries: (please see previous page) overall are \$400,565.70 or 16.78% below 2021 as of the 10/23/22 payroll. Salaries for 2022 are 48.42% of the budget YTD while was 81.14% of budget for 2021. As stated, due to COVID activities, Per Diem and Part Time staff were being utilized in 2021 by the Public Health Department to continue with COVID clinics and contact tracing. We have seen a significant decrease in both Part time and Overtime salary expenses due to less staff needed for contact tracing and new guidelines. However, our Public Health staff still need to be utilized for issues that need to be addressed and followed up by our Public Health Assistants, Staff for Covid Clinics and others as needed by our Public Health Department. Also to note, \$18,500 in salaries is reflected above related to the HealthCare Worker Bonus Program. A Budget Amendment is noted this month to update these Additional funds.

Equipment: Equipment Year to Date reflects an addition of HVAC Systems and Filters for Schools in Warren County. These total \$86,049.12 in equipment and \$40,424.80 in filter supplies for a total of \$126,473.92. These were purchased with funds from the ELC School Grant. The breakdown year to date is as follows: Bolton \$24,985.92, Johnsbury \$59,844.80, Queensbury \$18,739.44, North Warren \$11,451.88 and St.Mary's \$11,451.88.

Contractual Expenses: Continue to be under 2021 expenses YTD due primarily to timing of invoices related to the Preschool program for a month or so. However, also to note is that contract services are down in the Homecare division due to less patients being seen, therefore less therapy expenses.

Employee Benefits: Employee benefits remain under 2021 due to savings within salaries from positions not filled and within the programs where we are utilizing less per diem/part time staff due to decrease in COVID activities. Also to note, \$1,415.25 is fringe related to the Healthcare Workers Bonus Program.

Revenues: Revenues reflect the YTD billings for 2022 vs 2021. Both years reflect YTD September billings. The 2021 Revenues were higher due to more referrals and nursing staff was larger therefore able to see more patients. Referrals are starting to pick up again, however staffing is still an issue for the Homecare Division. Also at this time, we have scheduled some Public Health clinics. We continue with scheduling COVID related clinics at no charge to the public. We also have started to schedule Flu and Rabies clinics. The revenues related to the Rabies clinics are donations while we are able to bill insurances for Flu clinics. These clinics however are limited due to staffing issues. Rabies clinics end in November this year.

Warren County Health Services
Patient Served by Town
CHHA Division

Town	01/2021	02/2021	03/2021	04/2021	05/2021	06/2021	07/2021	08/2021	09/2021	10/2021	11/2021	12/2021
Adirondack	3	4	3	3	2	0	3	1	1	1	0	0
Athol	0	0	4	4	1	0	0	0	3	3	1	0
Bakers Mills	1	1	1	1	1	1	1	1	1	1	1	1
Bolton Landing	3	5	2	2	4	9	12	11	6	3	3	1
Brant Lake	3	1	2	3	1	3	4	3	1	1	2	3
Chestertown	6	6	9	8	5	5	8	7	8	8	6	6
Cleverdale	0	1	2	0	0	0	0	0	0	0	0	0
Diamond Point	5	2	3	2	0	2	3	3	1	0	0	0
Glens Falls	42	46	47	51	52	46	38	31	30	27	29	27
Hague	6	3	2	3	2	3	3	4	4	2	2	2
Johnsburg	4	4	2	5	5	3	2	4	3	4	2	1
Kattskill Bay	0	0	0	0	1	2	0	0	0	0	0	0
Lake George	15	14	15	14	11	18	18	12	12	7	12	18
Lake Luzerne	8	7	7	7	5	6	10	8	6	5	6	7
North Creek	2	3	2	2	3	4	5	3	2	3	4	3
North River	0	0	0	0	0	0	0	0	0	0	0	1
Olmstedville	1	2	2	4	3	2	1	1	1	1	1	1
Pottersville	2	1	2	4	7	6	3	2	2	1	1	1
Queensbury	59	60	76	67	57	66	59	57	56	50	50	53
Riparius	0	0	0	0	0	0	0	0	0	0	0	0
Silver Bay	1	1	1	0	1	2	2	2	1	0	0	0
Stony Creek	1	1	1	0	0	0	1	1	0	0	1	2
Warrensburg	16	20	20	16	13	13	14	13	15	14	16	9
Wevertown	2	1	2	2	2	2	1	1	1	1	0	0
Total	180	183	205	198	176	193	188	165	154	132	137	136

Town	01/2022	02/2022	03/2022	04/2022	05/2022	06/2022	07/2022	08/2022	09/2022	10/2022	11/2022	12/2022
Adirondack	0	0	3	3	2	0	1	2	1			
Athol	0	1	1	1	0	1	2	2	4			
Bakers Mills	1	1	1	1	1	2	2	2	1			
Bolton Landing	2	2	2	2	1	4	2	3	1			
Brant Lake	1	1	1	0	0	2	2	3	2			
Chestertown	2	6	7	10	8	6	6	5	6			
Cleverdale	0	0	0	0	0	0	0	0	0			
Diamond Point	0	0	0	0	0	1	1	3	2			
Glens Falls	26	36	29	31	27	26	22	22	22			
Hague	4	2	2	0	1	2	3	1	0			
Johnsburg	2	3	4	5	7	5	4	3	2			
Kattskill Bay	0	0	0	0	0	0	1	1	0			
Lake George	14	13	11	9	8	8	10	13	9			
Lake Luzerne	5	7	3	3	1	2	2	1	2			
North Creek	1	5	1	0	1	3	5	5	1			
North River	0	0	0	0	0	1	0	0	0			
Olmstedville	1	0	0	0	0	0	0	0	0			
Pottersville	2	2	2	2	4	7	4	4	4			
Queensbury	39	38	46	45	50	52	42	30	36			
Riparius	0	0	0	0	0	0	0	0	0			
Silver Bay	0	0	1	1	1	0	0	0	0			
Stony Creek	2	0	1	2	2	1	1	2	1			
Warrensburg	13	12	10	8	7	8	12	13	12			
Wevertown	0	1	1	1	1	2	2	1	0			
Total	115	130	126	124	122	133	124	116	106	0	0	0

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

CATEGORY	01/2021	02/2021	03/2021	04/2021	05/2021	06/2021	07/2021	08/2021	09/2021	10/2021	11/2021	12/2021	
SN Referral	55	54	73	57	55	59	49	57	45	42	40	32	
PRI	1	0	0	1	0	2	3	1	1	2	4	1	
SN Referrals per month	56	54	73	58	55	61	52	58	46	44	44	33	
PT Referral	40	39	50	47	41	54	32	48	40	30	36	37	
PT only	9	11	12	9	8	11	8	8	10	5	13	12	
Total Referrals per month	65	65	85	67	63	72	60	66	56	49	57	45	750
20 vs 21 (%)	-40	-33	-18	8	-15	-20	-32	-32	-38	-55	-35	-44	

CATEGORY	01/2022	02/2022	03/2022	04/2022	05/2022	06/2022	07/2022	08/2022	09/2022	10/2022	11/2022	12/2022	
SN Referral	30	25	30	38	37	36	34	35	32				
PRI	1	2	3	4	0	4	4	0	0				
SN Referrals per month	31	27	33	42	37	40	38	35	32	0	0	0	
PT Referral	30	28	47	38	35	38	31	32	37				
PT only	7	5	14	10	10	11	10	8	13				
Total Referrals per month	38	32	47	52	47	51	48	43	45	0	0	0	403
21 vs 22 (%)	-42	-51	-45	-22	-25	-29	-20	-35	-20				

VISITS	01/2021	02/2021	03/2021	04/2021	05/2021	06/2021	07/2021	08/2021	09/2021	10/2021	11/2021	12/2021
SN visits	573	561	686	668	550	624	583	618	457	381	385	328
LPN visits	57	68	76	76	61	67	49	65	43	33	35	25
PT visits	270	309	358	310	282	373	319	264	308	261	310	285
OT visits	54	61	56	29	28	42	42	38	32	31	28	42
Speech visits	32	44	37	26	28	17	24	10	5	2	2	2
Total visits per month	986	1043	1213	1109	949	1123	1017	995	845	708	760	682

VISITS	01/2022	02/2022	03/2022	04/2022	05/2022	06/2022	07/2022	08/2022	09/2022	10/2022	11/2022	12/2022
SN visits	297	280	343	287	326	327	301	317	331			
LPN visits	32	22	35	34	39	39	28	50	58			
PT visits	266	261	327	275	272	286	258	195	248			
OT visits	48	30	36	28	39	38	24	18	17			
Speech visits	6	10	8	5	5	0	3	0	0			
Total visits per month	649	603	749	629	681	690	614	580	654	0	0	0

Numbers current as of 10/27/2022

BT ACTIVITY SHEET
BP4 (new) - 7/1/22 - 6/30/23

Page 1

Topic Color Codes

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

October COVID-19 Second Booster Clinics Ongoing	In Person	Warren County Immunization Clinic Team	Nancy Parsons, Clinic Staff	Response/Recovery
October 7th	Virtual	World University Games Monthly Planning Meeting	Dan Durkee	Planning
October 11th	Virtual	Regional BT Coordinators Meeting	Dan Durkee	Networking
October 12th	Virtual	NYSACHO Leadership Summit	Ginelle Jones	Planning/Networking
October 14th	Webinar	MCM 3 of 3 Drill Planning Webinar	Dan Durkee	Planning
October 20th	In Person	Employee Flu Clinic: Practice using CDMS	Clinic Team	Training
October 24th	Online	Conducted ServNY Volunteer Communications Drill (required by NYSDOH)	Dan Durkee	Drill/Training
October 28th	Virtual	NYS PHEPR COOP Plan Update guidance webinar	Dan Durkee	Planning
November COVID-19 Booster Clinics Ongoing	In Person	Warren County HSB Room and Community locations	Nancy Parsons Clinic Team	Response

BT ACTIVITY SHEET
BP4 (new) - 7/1/22 - 6/30/23

Page 2

Topic Color Codes

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

Nov 3 rd	In Person	Warren County Public Health COOP Plan Review/Update (required)	Dan Durkee, Ginelle Jones, Pat Belden	Planning
Nov 4 th	Virtual	World University Games Planning Meeting	Dan Durkee	Planning
Nov 10 th	Virtual	All traffic Solutions VMS Board Training	Dan Durkee, Don Stack, Pat Belden, Ginelle Jones	Planning
Nov 15 th	Virtual	Regional BT Coordinators Meeting (Host)	Dan Durkee, Don stack	Networking

**Warren County Public Health
Rabies Program
October 2022**

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>				Strays <small>Follow Up by Public Health</small> <ul style="list-style-type: none"> • Vet's Office • Victim Watching • Victim Treated Rabies PEP • Euthanized <small>Follow Up by ACO</small> Animal needs to be captured and taken to Animal Hospital. Public Health to check after confinement							
	Cats	UTD	NOT UTD	Dogs	UTD	NOT UTD	UTD	NOT UTD	Cats	UTD	NOT UTD	Dogs	UTD	NOT UTD	Vet	Victim Watched	Treated with PEP	Refused PEP	Euthanized	ACO Capture
Bolton																				
Chester						1						1								
Glens Falls					2											1 (dog)	1 (dog)			
Hague																				
Horicon								1												
Johnsburg																				
Lake George								1												
Lake Luzerne						1	1	1												
Queensbury			1		1		3	1								1 (cat)				
Stony Creek																				
Thurman			1																	
Warrensburg																				
Totals																				

1 Horse UTD in Warrensburg, follow up by Public Health

*UTD- Up to date

*PEP- Post exposure prophylaxis

Total Bites for August – 20

Specimens tested for rabies this month- 3

Positive specimens for rabies- 0

People pre-approved for rabies post exposure treatment- 3 (1 refused)

Warren County Public Health Health Education

How Health Education Programs are Provided to Warren County Community Members

This is a brief summary of the different formats utilized by Public Health Educators to share health information with Warren County Residents. It does not include any specific topics because they can vary depending on the audience and the intended outcomes.

1. **In-person Programs** – These programs are provided upon request to schools, community groups and organizations on a variety of topics. These programs are not live streamed since they are at the format is set by the group requesting the program. We don't dictate terms for these programs we just provide the materials and the educators. If the organization wants to stream the programs, they can but most often they do not. These programs are the bulk of what we do for education.
2. **Online Programs** – These programs are relatively new. We are putting together training videos on things like STD's/Lead Poisoning Prevention etc. These programs often target specific audiences like healthcare providers, daycare providers or other organizational that usually provide a specific service within our community. All of these programs are made available on our website and on the YouTube live website.
3. **"Podcast" Interviews with Local Experts** – These educational programs are not streamed live but are recorded and then posted to our website similar to our training videos. Our health educators choose a health topic and connect with a local expert about that topic (e.g. cancer services, domestic violence, indoor air quality, HIV/AIDS etc.). After minimal editing (we do not edit content) we send these to IT to be posted and we ask Don Lehman to announce its availability using our social media pages.
4. **Promotions** – We work with more than a dozen community groups and organizations that provide valuable educational services to our community like opioid overdose prevention, suicide prevention mental health first aid and more. Warren County Public Health does not have any input as to the format of these programs or if they will be offered in-person, online or both. The lead agency is responsible for all the logistics. Warren County Public Health does however promote these educational opportunities as a partner on our social media pages and through email connections. We may also attend these events as a community partner, but we cannot force an organization to present their information in a format nor can we be asked to use our iPhones or other devices to stream any of these programs without the express written consent of the lead organization which we do not ask for. If an organization wants their program to be streamed they can establish the ability to do that on their own.
5. **Host** – Occasionally Warren County Public Health will host an educational program for the community. In the past these have been in-person events only because we did not possess the technology to provide streaming. However, as we are now more familiar with streaming technology it is likely that more of our educational programs that we host will be streamed. However, that will again depend on the available technology which is not always available either because of the location we are in does not have it or we do not have it as a department. This type of program is our least utilized format and happens a couple of times per year.

Contact Dan Durkee, Public Health Program Manager, for Health Education and Outreach needs @ 518-761-6580

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: November 21, 2022

- (a) **Purpose of Amendment:** To amend the 2022 budget to reflect both the Revenue and Expenses related to the DSRIP funds for the Homecare Division for a total of \$159,000.00.
- (b) **Appropriation Code (with title), Object Code (with title) and Amount:**
- | | |
|---|--------------|
| A.4010.4300.220 Health Services -DSRIP Office Equipment | \$ 10,000.00 |
| A.4010.4300.260 Health Services-DSRIP -Other Equipment | \$ 15,000.00 |
| A.4010.4300.426 Health Services-DSRIP-Subscription | \$ 1,500.00 |
| A.4010.4300.437 Health Services DSRIP- Consulting fees | \$122,500.00 |
| A.4010.4300.428 Health Services-DSRIP - Data processing | \$ 10,000.00 |

Revenue Code (with title), and Amount:

A.4196.3426 Health Services-DSRIP Engagement funds Revenue	\$159,000.00
--	--------------

***Note: Warren County Health Services received DSRIP funding and the balance still to be utilized is \$272,481.47 These funds will go toward the purchase of a New Homecare Homebase Nursing/Billing /Receivable system. There is no cost to the County since these DSRIP funds are being utilized for this purchase. To be implemented effective 12/1/22, however to note in January 2023 we will be amending the budget for the balance not used. These funds will be transferred from A690 Deferred Revenues to Health Services DSRIP Engagement Fund listed above.**

RESOLUTION REQUEST FORM NO. 4

Request for Extending, Rescinding or Amending Existing Contract

DEPARTMENT NAME: Health Services

DATE: November 21, 2022

- (a) Purpose of Contract Change: **To amend Resolution 231 of 2022 to expand and include intersted NYS registered preschools and daycarres within Warren County. This would include agencies serving birth to 12th grade population in Warren County as well.**
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract: **231 of 2022**
- (c) Name of Contractor: **TBD**
- (d) Address of Contractor: **TBD**
- (e) Contractor's Contact Person and Telephone Number: **TBD**
- (f) Commencement Date of Extension: **12/19/2022**
- (g) Termination Date of Extension: **Automatic annual extension unless 30 day written termination is rendered by either party.**
- (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: A.4194 ELC School Grant Expense/Revenue**

**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. 231 OF 2022

RESOLUTION INTRODUCED BY SUPERVISORS FRASIER, McDEVITT, HOGAN, BRAYMER, CONOVER, BEATY AND GERACI

AUTHORIZING AGREEMENTS WITH INTERESTED WARREN COUNTY SCHOOL DISTRICTS, CAMPS AND AGENCIES SERVING THE K-12 POPULATION TO RECEIVE COVID-19 TESTING KITS, SUPPLIES, AND/OR EQUIPMENT APPROVED BY NEW YORK STATE ELC SCHOOL GRANT FUNDING AND PROVIDED AND/OR DISTRIBUTED BY WARREN COUNTY HEALTH SERVICES

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the Chair of the Board of Supervisors to enter into agreements with interested Warren County school districts, camps and agencies serving the K-12 population to receive COVID-19 testing kits, supplies, and/or equipment approved by New York State ELC Grant funding and provided and/or distributed by Warren County Health Services, for a term commencing May 20, 2022 and automatically renewing on an annual basis so long as grant funding is provided or unless terminated upon thirty (30) days written notice by either party, in a form approved by the County Attorney.

Warren County Board of Supervisors

RESOLUTION NO. 267 OF 2021

RESOLUTION INTRODUCED BY SUPERVISORS FRASIER, MCDEVITT, CONOVER, HOGAN AND STROUGH

AUTHORIZING SUBMISSION OF A GRANT APPLICATION TO THE NEW YORK STATE DEPARTMENT OF HEALTH/HEALTH RESEARCH INSTITUTE TO ENABLE WARREN COUNTY SCHOOL DISTRICTS AND DAYCARE CENTERS TO ESTABLISH COVID-19 TESTING AND SCREENING IN ORDER TO MAINTAIN IN-PERSON LEARNING

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the Chair of the Board of Supervisors to execute and submit a grant application to the New York State Department of Health/Health Research Institute, 150 Broadway, Suite 560, Albany, New York 12204, to enable Warren County School Districts and Daycare Centers to establish COVID-19 testing and screening in order to maintain in-person learning, for an amount not to exceed One Million Seven Hundred Thirty Thousand Twelve Dollars (\$1,730,012), for a term commencing July 1, 2021 and terminating July 31, 2022, and be it further

RESOLVED, that upon notification of the grant award, the Chair of the Warren County Board of Supervisors be, and hereby is, authorized to execute the grant agreement and/or grant agreements and any and all other necessary documents relating to said agreement, in a form approved by the County Attorney, and be it further

RESOLVED, that if any further State funding becomes available during the term of this contract, no further resolution will be necessary to accept these funds and the Chair of the Board of Supervisors is authorized to execute any documents necessary to receive the funds, and be it further

RESOLVED, that should the term of this grant be extended, the Chair of the Board of Supervisors is hereby authorized to execute any relative grant extensions in a form approved by the County Attorney without the need for further Board resolution.