

HEALTH SERVICES
November 20, 2023
Agenda

COMMITTEE MEMBERS:

Edna Frasier, Chair, Peter McDevitt, Vice Chair, Daniel Bruno, Debra Runyon, Michael Geraci, Mark Smith, Nathan Etu, 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, 2023
- III. **Privilege of the floor and public comment**
- IV. **Action Agenda/New Business Items:**

Request Resolution: 1	To accept \$2,000 grant funding (A.4018.0040) from the Glens Falls Foundation for the 2024 Community Mental Health Initiative. Funding has already been received and will be deposited in deferred revenue account (A691) for use in 2024. (Attachment #1)
Rationale	This funding is to support the 2024 Community Mental Health Initiative, which addresses one of our Community Health Improvement Plan focus areas, Mental Health. Health Services intends to enter agreement with ACEND. ACEND, along with our agency will be facilitating 5 Community Mental Health Trainings in 2024 to promote mental health and reduce stigma, including Mental Health First Aid and Mental Health 101 training, which will bring to light the importance of mental health and its direct impact on health and wellness. I would like to thank Dan Durkee for his vision and securing the grant and to the Glens Falls Foundation for providing the opportunity and funding for this initiative.

Request Resolution: 2	To amend the 2023 Budget to reflect additional expense/revenue (\$10,000) related to covid vaccine and administration. (Attachment #2)
Rationale	When preparing the 2023 budget, we did not anticipate having to purchase COVID vaccine which was previously provided at no cost to health departments. We anticipate receiving revenue to cover associated costs.

- V. **Discussion Items:**
 - Report of Revenues and Expenditures for 2023**
Please see **Attachment #3**
Tawn Driscoll, Fiscal Manager, will be present at the meeting to review the reports and answer any questions.
 - Revenue and Expense Comparison Report for 2022 vs 2023**
Please see **Attachment #4**
 - Status of Referrals**
Please see **Attachment #5 A/B** for the report.
 - Emergency Response and Preparedness**
Please see **Attachment #6** for the report.
 - Rabies Report**
Please see **Attachment #7**
 - Meetings and Conferences: Informational (Attachment)**

- VI. **Referrals/Pending Items: None currently.**
- VII. **Privilege of the Floor and Public Comment**
- VIII. **Motion to adjourn**

Attachments:

1. Resolution Request: To Accept Glens Falls Foundation Funding/ 2024 Community Mental Health Initiative
2. Resolution Request: To Amend the 2023 Budget to Increase Expenses/Revenue Related to Covid Vaccine and Administration.
3. Revenue and Expense Comparison
4. Report for Financial Comparison 2022 vs 2023
5. Report of Referrals Status A/B
6. Emergency Response and Preparedness Activities Report
7. Rabies Report

RESOLUTION REQUEST FORM NO. 5

Request to Apply for a Grant Application and Grant Agreement

DEPARTMENT NAME: Health Services

DATE: November 20, 2023

- (a) Purpose of Grant: **To accept \$2,000 grant funding (A.4018.0040) from the Glens Falls Foundation for the 2024 Community Mental Health Initiative. Funding has already been received and will be deposited in deferred revenue account (A691) for use in 2024.**
- (b) Name of Grantor: **The Glens Falls Foundation**
- (c) Address of Contractor: **P.O.Box 4560 Queensbury, New York 12804**
- (d) Grantor's Contact Person and Telephone Number: **Laura Vamvalis 518-926-8372**
- (e) Has or Will the Grant Application or Grant Agreement be provided, if so, Please Attach?
- (f) Effective Date of Grant: **January 1, 2024**
- (g) Termination Date of Grant: **December 31, 2024**
- (h) Total Dollar Amount Involved (not to exceed): **\$2000.00**
- (i) Deadline to Submit Grant Application and/or Grant Agreement: **Payment Received which will be deposited in Deferred Revenue A.691 in 2023.**
- (j) Is a Budget amendment required? **Yes, Will be requested January 2024** If yes, also complete and submit Form No. 7.
- (k) Are the funds to go into a Capital Project or Capital Reserve Project? **No** If yes, also complete and submit Form No. 8 or Form No. 9, as applicable.
- (i) Is a Local Share Required? **No** If Yes, Where are the Funds? List Budget Code, Object Code, Full Title* and Amount **OR** Capital Project **OR** Capital Reserve Project Number and Title and Amount: **A.4018.0040 Health Education Program Misc Expenses; A.4018.0040.2716 Health Education Program Revenue Grants from Other Sources**

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

*as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 7

Request to Amend County Budget*

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

DEPARTMENT NAME: Warren County Health Services
DATE: November 20, 2023

- (a) **Purpose of Amendment: To amend the 2023 budget to reflect the added expense to purchase COVID Vaccine for 2023 total estimated at \$10,000.**
- (b) **Appropriation Code (with title), Object Code (with title) and Amount:**
- A.4018.0030.435 Public Health-Disease Program-Medical Expense \$10,000.00**

Revenue Code (with title), and Amount:
**A.4018.0030.1613 Public Health-Disease Program -Immunization Revenue
\$10,000.00**

***Note: We need to increase the 2023 budget to reflect the additional expense of purchasing COVID vaccines for the year. When preparing the 2023 budget, we did not anticipate having to purchase these vaccines for the public based on the past few years where the Government paid for all the vaccines. We only had to administer them. However, this fall we needed to encumber vaccine for COVID.**

ATTACHMENT #2

WARREN COUNTY HEALTH SERVICES BUDGET ANALYSIS

REVENUE AND EXPENDITURES FOR 2023 AS OF 11/16/2023

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

CODE(S): 4010, 4013, 4054, 4190, 4018, 4189, 4191, 4192, 4193, 4194, 4195, 4196, 4197

EXPENSES	2023 BUDGETED	2023 YTD ACTUAL	2022 Prior Year Totals
Salaries - Regular	\$2,996,413.26	\$1,880,195.31	\$2,130,579.05
Salaries - Overtime	\$152,700.00	\$47,395.91	\$62,381.37
Salaries - Part Time	\$579,495.00	\$211,330.92	\$265,766.35
100's PERSONAL SERVICES	\$3,728,608.26	\$2,138,922.14	\$2,458,726.77
200's EQUIPMENT	\$421,002.00	\$252,455.73	\$153,138.44
400's CONTRACTUAL	\$7,574,367.86	\$3,758,052.05	\$5,145,939.42
800's EMPLOYEE BENEFITS	\$1,362,273.55	\$886,745.70	\$1,075,062.81
TOTALS	\$13,086,251.47	\$7,036,175.62	\$8,832,867.44

REVENUES

2023 BUDGETED	2023 YTD ACTUAL	2022 Prior Year Totals
\$10,848,445.75	\$3,579,460.22	\$6,238,498.31

Above reflects YTD 2023 Financial statements. We are finalizing October Homecare Revenues. Accrued above is \$13,639 for CSHCN grant.

**Warren County Health Services
Salaries Comparison
2023 v 2022**

	YTD 2023	YTD 2022	YTD 23v22	% Change	Total Budget 2023	12/31/22 Total Actual 2022
Total of All Depts						
Regular Salaries	\$1,880,195.31	\$1,794,900.77	\$85,294.54	4.75%	\$2,996,413.26	\$2,130,579.05
Overtime Salaries	\$47,395.91	\$55,897.75	(\$8,501.84)	-15.21%	\$152,700.00	\$62,381.37
Part Time Salaries	\$211,330.92	\$228,820.24	(\$18,489.32)	-8.05%	\$579,495.00	\$265,766.35
TOTALS	\$2,138,922.14	\$2,080,618.76	\$58,303.38	2.80%	\$3,728,608.26	\$2,458,726.77
% current YTD Salary to Total Budget	57.37%	84.62%				

*Source: Detail G/L report for all Salary Category from 1/1/23-11/8/23 payroll dates.

Overall, total salaries are \$58,303.38 or 2.80% above 2022 Salaries. Salaries are over 2022 primarily due the rate increases given to all employees through union negotiations. Salaries are 57.37% of this years budget while they were 84.62% of last years budget. Clinic times have decreased in both years for both regular clinics and Covid clinics. Public Health will still need to be available to follow up on concerns for the Community related to Covid Activities . Public Health is currently doing immunization clinics and will be starting COVID immunization clinics soon.

**Warren County Health Services
Revenue and Expense Comparison 2023 vs 2022
as of 11/16/23**

	2023 YTD Actual as of 11/16/23 G/L	2022 YTD as of 11/16/22 G/L	Variance
EXPENSES			
Salaries - Regular	\$1,880,195.31	\$1,794,800.77	\$85,294.54
Salaries - Overtime	\$47,395.91	\$55,897.75	(\$8,501.84)
Salaries - Part Time	\$211,330.92	\$229,820.24	(\$18,489.32)
100's PERSONAL SERVICES	\$2,138,922.14	\$2,080,618.76	\$58,303.38
200's EQUIPMENT	\$252,455.73	\$134,749.70	\$117,706.03
400's CONTRACTUAL	\$3,758,052.05	\$3,607,082.79	\$150,969.26
800's EMPLOYEE BENEFITS	\$886,745.70	\$922,765.31	(\$36,019.61)
TOTALS	\$7,036,175.62	\$6,745,216.56	\$290,959.06

	2023 YTD ACTUAL	2022	Variance
REVENUES	\$3,578,460.22	\$3,166,473.39	\$412,986.83

Comments:

Salaries: (please see previous page) overall are \$58,303.38 or 2.80% above 2022 as of the 11/5/23 payroll. Salaries for 2023 are 57.37% of the budget while in 2022 were 84.62% of final for 2022. However, due to increases in Salaries which overall is due to union negotiations, salaries are up. As stated however due to COVID activities, Per Diem and Part time staff were being utilized in 2022 by the Public Health Department for Contact Tracing. Few are being utilized now. We have seen a significant decrease in both the Part time and Overtime salary expense due to less staff needed for contact tracing and new guidelines that we are following. 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 Clinics and others are used as needed by our Public Health Department. Also to note, The Homecare division has less Staff and Patients, therefore Overtime coverage on weekends has been reduced to minimum coverage needed.

Equipment: Equipment for 2023 reflects the cost YTD of \$250,282 for the purchase of equipment for Warren County Schools, Daycares and Camps which are all fully covered by the ELC School Grant. This grant ended 7/31/23. In 2022, \$86,050 reflects Air filter machines purchased for Schools in the grant and \$25,295.99 in the purchase of vehicles

Contractual Expenses: At this time, Contractual Expenses are above 2022 expenses primarily due to the purchase of supplies needed for these Schools, Daycares and Camps. All of these supplies were for Cleaning, PPE and Air Filters and all were fully paid by the ELC Grant.

Employee Benefits/Fringe: Employee benefits remain under 2022 due to savings within salaries from full time positions not filled and within the programs where we are utilizing less per diem/part time staff due to decrease in Clinics and COVID activities.

Revenues: Revenues above are Year to Date for 2023 vs 2022 due to the increase in Revenue billed to the State for primarily the ELC School Grant. We are in the process of closing October billing for our Homecare Division. Mid August our Homecare began transferring to a new Medical Records system. Therefore we were in the training process of this system and are currently utilizing two systems. Rabies clinics have ended for the year. We have been doing immunization clinics and Flu clinics on a regular basis and will be soon starting with COVID vaccine clinics.

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

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	28	14	31
PRI	1	2	3	4	0	4	4	0	0	1	0	2
SN Referrals per month	31	27	33	42	37	40	38	35	32	29	14	33
PT Referral	30	28	47	38	35	38	31	32	37	33	20	27
PT only	7	5	14	10	10	11	10	8	13	12	13	5
Total Referrals per month	38	32	47	52	47	51	48	43	45	41	27	38
												509
21 vs 22 (%)	-42	-51	-45	-22	-25	-29	-20	-35	-20	-16	-53	-16

CATEGORY	01/2023	02/2023	03/2023	04/2023	05/2023	06/2023	07/2023	08/2023	09/2023	10/2023	11/2023	12/2023
SN Referral	30	34	35	26	38	29	33	21	29	21		
PRI	2	0	0	0	3	2	1	2	1	2		
SN Referrals per month	32	34	35	26	41	31	34	23	30	23	0	0
PT Referral	29	20	26	22	28	33	28	13	14	13		
SN and PT Referrals per month	61	54	61	48	69	64	62	36	44	36	0	0
												535
22 vs 23 (%)	61	69	30	-8	47	25	29	-16	-2	-12		

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	330	270	272
LPN visits	32	22	35	34	39	39	28	50	58	39	40	34
PT visits	266	261	327	275	272	286	258	195	248	256	261	232
OT visits	48	30	36	28	39	38	24	18	17	24	13	25
Speech visits	6	10	8	5	5	0	3	0	0	0	0	0
Total visits per month	649	603	749	629	681	690	614	580	654	649	584	563

VISITS	01/2023	02/2023	03/2023	04/2023	05/2023	06/2023	07/2023	08/2023	09/2023	10/2023	11/2023	12/2023
SN visits	284	266	329	256	326	316	286	278	241	323		
LPN visits	5	0	0	0	0	0	0	0	0	0		
PT visits	211	136	175	155	161	206	213	189	190	240		
OT visits	20	19	16	12	13	19	14	16	14	20		
Speech visits	1	1	1	4	1	1	0	4	2	0		
Total visits per month	521	422	521	427	501	542	513	487	447	583	0	0

Numbers current as of 11/9/2023

**Warren County Health Services
Patient Served by Town
CHHA Division**

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	1	2	3
Athol	0	1	1	1	0	1	2	2	4	2	1	1
Bakers Mills	1	1	1	1	1	2	2	2	1	1	1	1
Bolton Landing	2	2	2	2	1	4	2	3	1	2	4	5
Brant Lake	1	1	1	0	0	2	2	3	2	2	2	0
Chestertown	2	6	7	10	8	6	6	5	6	9	7	4
Cleverdale	0	0	0	0	0	0	0	0	0	0	0	0
Diamond Point	0	0	0	0	0	1	1	3	2	1	1	1
Glens Falls	26	36	29	31	27	26	22	22	22	24	22	21
Hague	4	2	2	0	1	2	3	1	0	2	2	2
Johnsburg	2	3	4	5	7	5	4	3	2	2	2	2
Kattskill Bay	0	0	0	0	0	0	1	1	0	0	0	0
Lake George	14	13	11	9	8	8	10	13	9	7	11	13
Lake Luzerne	5	7	3	3	1	2	2	1	2	4	2	3
North Creek	1	5	1	0	1	3	5	5	1	1	0	0
North River	0	0	0	0	0	1	0	0	0	0	0	0
Olmstedville	1	0	0	0	0	0	0	0	0	0	0	0
Pottersville	2	2	2	2	4	7	4	4	4	4	3	2
Queensbury	39	38	46	45	50	52	42	30	36	43	34	34
Riparius	0	0	0	0	0	0	0	0	0	0	0	0
Silver Bay	0	0	1	1	1	0	0	0	0	0	0	0
Stony Creek	2	0	1	2	2	1	1	2	1	2	2	2
Warrensburg	13	12	10	8	7	8	12	13	12	9	7	11
Wevertown	0	1	1	1	1	2	2	1	0	0	0	0
Total	115	130	126	124	122	133	124	116	106	116	103	105

Town	01/2023	02/2023	03/2023	04/2023	05/2023	06/2023	07/2023	08/2023	09/2023	10/2023	11/2023	12/2023
Adirondack	3	1	0	0	0	0	0	0	0	0	0	0
Athol	2	2	1	0	0	1	0	0	0	0	0	0
Bakers Mills	1	1	1	1	1	1	1	1	0	0	0	0
Bolton Landing	1	2	3	2	3	3	4	4	3	1	0	0
Brant Lake	0	2	3	2	4	5	5	2	0	1	0	0
Chestertown	4	2	4	4	4	2	2	3	4	7	0	0
Cleverdale	0	0	0	0	0	0	0	0	0	0	0	0
Diamond Point	0	0	0	1	1	2	2	2	0	1	0	0
Glens Falls	17	12	13	14	18	20	21	17	8	11	0	0
Hague	0	1	1	1	1	1	2	3	2	2	0	0
Johnsburg	3	3	4	3	4	4	3	2	1	0	0	0
Kattskill Bay	0	0	0	0	1	1	1	0	0	1	0	0
Lake George	5	4	7	10	11	11	4	5	5	0	0	0
Lake Luzerne	4	3	3	1	1	2	6	6	2	3	0	0
North Creek	1	3	3	3	4	5	5	2	0	0	0	0
North River	0	0	0	0	0	0	0	0	0	0	0	0
Olmstedville	0	0	0	0	0	0	0	0	0	0	0	0
Pottersville	3	3	4	2	3	3	3	2	2	0	0	0
Queensbury	35	34	43	37	34	34	36	27	16	24	0	0
Riparius	0	0	0	1	0	0	0	0	0	0	0	0
Silver Bay	0	0	0	0	0	0	0	1	1	0	0	0
Stony Creek	3	2	1	2	2	2	1	1	2	0	0	0
Warrensburg	11	9	8	6	7	6	6	7	6	4	0	0
Wevertown	0	0	0	1	1	2	2	1	1	1	0	0
Total	93	84	99	91	100	105	104	86	53	56	0	0

Attachment 5B

BT ACTIVITY SHEET
BP5 (new) - 7/1/23 - 6/30/24

Page 1

Topic Color Codes

October 10th	Zoom	Monthly Regional BT Coordinators Meeting	Dan Durkee	Networking/Planning
October 10th		Submitted 1 st Quarter Deliverable Report	Dan Durkee	NA
October 11th	Webinar	IATA Packaging and Shipping Review	Dan Durkee	Planning/Response
October 24th	In Person	Warren County EPR/LEPC Committee Meeting	Dan Durkee Don Stack	Networking/Planning
November 8th	Virtual	Volunteer Coordinators Meeting	Dan Durkee Don stack	Planning
November 14th	Virtual	Monthly Regional EPR Coordinators Meeting	Don Stack	Networking/Planning
November 17th		Completion of Volunteer Management Plan update Submitted to NYSDOH	Dan Durkee	Planning
November 30th	In-Person	3 of 3 Annual Preparedness Drill	Dan Durkee & PH Staff	Drill/Exercise

Warren County Public Health Rabies Program October 2023

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		Dogs		Cats		Dogs		Cats		Dogs		Vet	Victim Watched	Treated with PEP	Refused PEP	Euthanized	ACO Capture
	UTD	NOT UTD	UTD	NOT UTD	UTD	NOT UTD	UTD	NOT UTD	UTD	NOT UTD	UTD	NOT UTD						
Bolton																		
Chester					1													
Glens Falls			1			1							1		1 (raccoon)			
Hague																		
Horicon								1							1 (cat)			
Johnsburg																		
Lake George																		
Lake Luzerne						1	1											
Queensbury			1										2		1 (coyote)			
Stony Creek																		
Thurman																		
Warrensburg								1										
Totals			2		1	2	3	2					3		3			

*UTD- Up to date

*PEP- Post exposure prophylaxis

Total Bites for this month – 16

Specimens tested for rabies this month – 1

Positive specimens for rabies - 0

People pre-approved for rabies post exposure treatment – 5

**In 2023, Health Services held 6 rabies
vaccination clinics and administrated 511
vaccines to cats and dogs.**