

HEALTH COMMITTEE MEETING MINUTES
MAY 27, 2009

HEALTH COMMITTEE MEMBERS PRESENT: Scribner, G. Hall, Shay, N. Hall, Campbell
HEALTH COMMITTEE MEMBERS ABSENT: Banks, Suprenant,
SUPERVISORS: Wilbur, LaPointe, Rymph, Lindsay
Patty Hunt, Director of Public Health Doug Cosey, Administrator PV
Roger Wickes, County Attorney Tom Quinlan, PV Comptroller
Tina McDougall, PH Fiscal Manager Kevin Hayes, County Administrator

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

- 1) Call to Order
- 2) Approval of Minutes – April 29, 2009
- 3) Presentation: Garry Robinson, PE
- 4) Department Reports/Requests:
 - A) Public Health
 - 1) Fiscal Report
 - 2) H1N1 Flu Update
 - 3) DOH Survey: Hospice
 - 4) Ryan White Funding Report
 - 5) Discuss Staffing Requests
 - 6) Miscellaneous
 - B) Pleasant Valley
 - 1) Staffing Agencies
 - 2) Emergency Sick Time Bank
 - 3) Fiscal Report
 - 4) Miscellaneous
- 5) Other Business
- 5) Adjournment

Chairman Scribner called the meeting to order at 1:00 P.M.

A motion to approve the minutes of the April 29, 2009 meeting was moved by Mr. Shay, seconded by Mrs. N. Hall and adopted.

AED (defibulator) for the County Parks – Chairman Scribner asked Patty Hunt, Director, to look into possible grant funding for AEDs for the park. She plans to check with the State to see if they could be purchased under disease control funding. She will have to look at the budget because this is an unanticipated expense and she mentioned purchasing this under supplies rather than equipment so she would not have to inventory this item. Mr. Shay stated that the Cambridge Rescue Squad has offered to let the County Park at Lake Lauderdale borrow one for the season. Chairman Scribner stated that the Whitehall Rescue Squad would also provide one for Huletts Park but they also need one for the recreation center. A motion to have Public Health pursue the grant funding but borrow an AED to comply with the July 1st deadline was moved by Mrs. G. Hall, seconded by Mr. Campbell and adopted.

PRESENTATIONS:

Garry Robinson, PE – Unable to attend today's meeting. Doug will reschedule him for the June meeting.

Elaine Gibb of Glens Falls Hospital's Cancer Services Program addressed the committee. She stated they are having a hard time reaching the uninsured. The funding for the 18 – 39 year olds has been cut but services are available to women age 40 to 64 and men age 50 to 64 that are uninsured. She does outreach on this program and is trying to get the word out about this

program. She is setting up once a week at the One-Stop Center. This program is totally free as long as the client does not have insurance. The program is available and she would like to let everyone know about these services. She is requesting the Supervisors assistance in getting the word out about this program.

PUBLIC HEALTH – Patty Hunt, Director, addressed the following items with the committee:

- Fiscal Report – Tina McDougall, Fiscal Manager, distributed and explained the 2008 and 2009 budget to actual figures, handouts on file. The agency's auditors have advised Public Health to re-bill for a negative core services claim that should have been calculated differently, the state is not allowed to offset your core services with optional services, so they should have been able to claim around \$88,000.00. Tina is in the process of re-billing for that amount. Budget analysis handout attached. The out posting of the nurses at the Salem Substation is working out well. This has enabled them to make more visits. The committee considered the following resolution requests:
 - Radon Grant – A motion to recognize the remaining balance of the 08-09 Radon Grant \$1,173 and to recognize \$3,350 of the 09-10 Radon Grant totaling \$4,523.00 was moved by Mr. Shay, seconded by Mr. Campbell and adopted.
 - Early Intervention Grant – A motion to recognize the 2009 portion of the Early Intervention Grant \$28,767 in the 2009 budget (grant period 10/1/08 – 09/30/09 for a total of \$41,233) was moved by Mr. Campbell, seconded by Mrs. G. Hall and adopted.
 - Public Health Nursing Adjustment for 2006 – Resolution No. 122 dated April 17, 2009 was a Public Health Nursing adjustment for 2006 for private pay patients and other inability to collect. The Friends of Hospice have agreed to reimburse Public Health for that shortfall in Hospice in the amount of \$15,640 (uncollectible from two Hospice patients accounts).
- H1N1 Flu Update - Patty stated there are almost 8,000 cases nationally in 48 of the 50 states with a total of 11 deaths. In New York State, 17 counties have been affected. It is possible that this will come back in the fall.
- DOH Survey: Hospice – The NYS Department of Health was at Public Health to survey the Hospice program. They do not have the final written report but at the exit interview they indicated they had some concerns and will need to do some corrective action with paperwork documentation and they will need more training for volunteers. A corrective action plan will be developed once a written report is received.
- Ryan White Funding Report – Public Health received \$4000 in Ryan White funding from Hudson Headwaters. They use 100% of these monies to purchase oral test kits that they share with the Jail for testing. They are also required at STD clinics and leave a supply within the office for testing. The kits cost about \$17. They have seen an increase in the testing at the STD clinics and more inmates have also been tested.
- Discuss Staffing Requests – They have had a number of changes due to reorganization.
 - Typist - They backfilled an Administrative Secretary from within and now they are short in the typist area. This typist works with a lot with clinical records. A motion to forward typist backfill to Staffing Review for consideration was moved by Mr. Campbell and seconded by Mr. Shay Discussion. Mr. Wilbur asked how this position was funded. Patty responded that this was 100% County dollars. The motion to forward typist backfill to Staffing Review for consideration was moved by Mr. Campbell, seconded by Mr. Shay and adopted.

- Coordinator for Early Intervention Program – This position is vacant because the person left for a higher paying job. Patty is requesting to backfill this position. A motion to forward to Staffing Review request to backfill Coordinator for Early Intervention Program was moved by Mr. Campbell and seconded by Mr. Shay. Discussion. Mr. Campbell asked if there was someone from within to fill this position. Patty stated they will look within and there is also an active civil service list. The motion to forward to Staffing Review request to backfill Coordinator for Early Intervention Program was moved by Mr. Campbell, seconded by Mr. Shay and adopted.
- Home Health Aide – The agency has a Home Health Aide retiring as of May 29th. This person carries a full caseload. A motion to approve request to backfill Home Health Aide and forward to Staffing Review was moved by Mr. Campbell, seconded by Mr. Shay and adopted.
- The secretarial staff that was promoted to Administrative Secretary actually assumed some of the duties before she was put on payroll with the new title of Administrative Secretary. She worked as the Administrative Secretary for about a week prior to the payroll change and the difference in her typist pay verses Administrative Secretary pay would have resulted in an additional \$88.00. A motion to approve the request for reimbursement of the salary difference for the one-week period working as Administrative Secretary but not yet on payroll with that title was moved by Mr. Campbell and seconded by Mrs. G. Hall. Discussion. It was felt this would set a precedent. She did get an upgrade going to her new position. The motion to approve the request for reimbursement of the salary difference for the one-week period working as Administrative Secretary but not yet on payroll with that title was moved by Mr. Campbell, seconded by Mrs. G. Hall and defeated.
- Barb Winchell, Personnel Director, in her review of the Administrative Secretary position and typist positions asked why one typist was not a senior typist due to the job duties. A motion to forward to Staffing Review to upgrade typist position to senior typist was moved by Mr. Campbell and seconded by Mrs. G. Hall. Discussion. Mrs. G. Hall would like to see the figures. She feels it should come back to the Health Committee with the salary information and a recommendation on whether to move forward with the upgrade. She stated there were no upgrades last year. A motion to table this upgrade request was moved by Mr. Shay, seconded by Mr. Campbell and Mrs. N. Hall and adopted.
- Miscellaneous:
 - Letter from Friends of Hospice – The broadcast students from Adirondack Community College at their annual fundraiser raised \$3,200 for the Friends of Hospice.
 - Radio Broadcast – Last month, Patty Hunt and Ann Reynolds, Assistant Director, did a radio broadcast telling about what services the agency offers and the feedback has been good.
 - Copier – They would like to lease a new copier replacing an inefficient copier. They are requesting to lease a color copier rather than printing to a color printer in the office. The lease per month payment, \$459.00, is more than their current lease agreement of \$266. Tina McDougall, Fiscal Manager, estimates the new copier would save \$1,700 verses buying cartridges for a printer. A motion to approve color copier lease was moved by Mr. Campbell, seconded by Mrs. N. Hall and adopted.

- Fax machine at the Salem substation outpost site is not working. Kevin stated they are looking into if a copier with a fax or if a stand-alone fax is best (\$400 - \$500). They have funds in their office equipment lines to cover the cost of this purchase. A motion to approve fax purchase was moved by Mr. Shay, seconded by Mr. Campbell and adopted.
- Time Remaining past Anniversary Date of June 1st. Patty's anniversary date is June 1st and she has vacation days remaining and cannot take prior to June 1st due to the meningitis case and swine flu outbreak. She has 8 days remaining and is requesting to take them in June. A motion to approve request to allow Director of Public Health to hold over eight (8) days vacation beyond her anniversary date and use those days by June 30, 2009 was moved by Mr. Shay, seconded by Mr. Campbell and adopted.

PLEASANT VALLEY – Doug Cosey, Administrator, addressed the following items with the committee:

- Staffing Agencies – Doug stated that currently the nursing staff is stable, down 3 RNS and 5 CNAs. They are reaching out to staffing agencies to get some contacts set in case they are seeking backfills. He feels it would be in their best interest to be prepared with these options. They have never used an agency in the past.
- Emergency Sick Time Bank – From the in-house survey results, the employees would like an emergency sick time bank established. Kevin stated if this request is coming from union employees it should not be discussed. Negotiations are coming up and that would be the proper place for that discussion. Kevin stated in a sick time bank, employees donate vacation/leave time not their sick time to the sick bank. Kevin stated the Board could do it for the nonunion. A motion to forward to Government Operations Committee request for Pleasant Valley nonunion sick time bank was moved by Mr. Campbell, seconded by Mrs. G. Hall and adopted.
- Fiscal Report – Tom Quinlan, PV Comptroller, distributed financial information handouts, on file. He distributed and explained the attached bad debt survey. He explained a handout detailing problems/issues with Adult Day Care pending Medicaid issues with PV staff and DSS staff, handout on file. He has reviewed these problems/issues and stated that they need help. Staff has been working overtime and on weekends and people are working out of their job classification. Doug Cosey, PV Administrator, stated this matter would be handled internally. Cash flow handout attached. Mr. Shay thanked Doug for the memorial service held at the facility.
- Miscellaneous -
 - Fee Schedule – For the committee's information, Doug distributed the schedule of charges for services provided at the facility, handout on file. It was questioned at a recent budget meeting if these fees should be approved by the full Board and currently Pleasant Valley takes the responsibility of establishing the rates.
 - Warren Electric – Doug has contacted Warren Electric and they plan to bring a NYSERTA representative through the facility to do an operations audit for energy savings.
 - Staffing Review – The Staffing Review Committee approved backfilling the Food Service Director position and a cook from the facility accepted this new position, filled internally. They are reviewing to see if they can get along without backfilling

the cook position. A motion to approve bringing cook backfill request to the Staffing Review Committee if necessary after the internal operations review has been completed was moved by Mr. Shay, seconded by Mr. Campbell and adopted.

- (3) Full Time Housekeepers Out on Extended Medical Leave – Doug requested permission to hire (2) two temporary full time housekeepers until the (3) three housekeepers are off medical leave. A motion to approve request to hire two temporary full time housekeepers to fill in for medical leave and forward to Staffing Review was moved by Mr. Shay and seconded by Mr. Campbell. Discussion. Kevin suggested possibly utilizing summer college help if the medical leaves are temporary. The motion to approve request to hire two temporary full time housekeepers to fill in for medical leave and forward to Staffing Review was moved by Mr. Shay, seconded by Mr. Campbell and adopted.
- Securing Building in the Evening - They recently discovered they are having a problem securing the building in the evening due to a problem with sliding doors that go into the Adult Home that cannot be secured. These need to be replaced at a cost of around \$6,000.00. They have monies in the budget for air conditioning unit that they planned to upgrade in activities. Mrs. G. Hall suggested possibly using monies remaining from the van that will not be purchased. A motion to approve purchase of sliding doors to correct security problem was moved by Mr. Shay, seconded by Mrs. G. Hall and adopted.
- Cook Chill – The PV Food Service Director visited the Jail to review the cook chill option. They received the nutritional information on these cook chill items last week and will have the dietitian review. Mrs. G. Hall asked Doug if the dietitian at Pleasant Valley could possibly provide 5 hours of service that is needed for the Office of the Aging. Doug will check with the dietitian.

OTHER BUSINESS: None.

The meeting adjourned at 2:56 P.M.

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