

HEALTH and FINANCE & PERSONNEL COMMITTEE MEETING MINUTES  
SEPTEMBER 28, 2010

HEALTH COMMITTEE MEMBERS PRESENT: Shay, Hall, Suprenant, Idleman, Pitts

HEALTH COMMITTEE MEMBERS ABSENT: Sady, Campbell

FINANCE COMMITTEE MEMBERS PRESENT: LaPointe, Hall, Shay, Lindsay, Henke, Suprenant

FINANCE COMMITTEE MEMBERS ABSENT: Campbell, Brown, Banks, Haff, Tatko

Debra Prehoda, Clerk of the Board

Kevin Hayes, County Administrator

Roger Wickes, County Attorney

Tom Quinlan, Comptroller PV

Doug Cosey, Administrator PV

Nancy West, Director of Nursing PV

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

- 1) Call to Order
- 2) Approval of Minutes
- 3) Department Reports/Requests
  - A. Public Health
    1. 2011 Budget Request
  - B. Pleasant Valley
    1. 2011 Budget Request
- 4) Other Business
- 5) Adjournment

Chairman Shay opened the meeting at 10:10 A.M.

Chairman Shay presented Doug Cosey with a certified copy of Resolution No.

Doug Cosey, PV Administrator, addressed the following miscellaneous items:

- Elopement Citation – He updated the committee on the elopement citation that has been submitted. There will be a significant fine probably in the \$30,000 range and will require a budget amendment. The facility will not be allowed to conduct CNA training classes for two years as part of the penalty.
- CGR Report - Don Pryor, CGR, spent several hours with Doug at the facility last Friday.
- Acting Administrator - Neil Roberts, the acting Administrator as of October 1, has also been on site several times and he anticipates a smooth transition. Doug has given Mr. Roberts a list of priority items.
- CON on Sprinkler System - Doug has started work on the CON for the sprinkler system. The engineer had to do some type of environmental study prior to proceeding. The engineer was contracting with an outside vendor for this study. Doug has contacted Warren County to get a copy of their grant application submitted and approved toward their sprinkle system.

**2011 BUDGET REQUESTS** – Doug addressed 2011 budget requests and distributed a 2011 Budget Request Summary Narrative, on file. He reported from a meeting he recently attended that the IGT funding will continue. Employee benefits are up due to the increase in the retirement costs. There is no appropriation requested from the General Fund in the 2011 budget.

**Personnel** – \$120,000 has been budgeted for contractual nursing services. The budget includes two personnel requests as recommended by the Director of Nursing: elimination of Day Supervisor position and fill the Assistant Director of Nursing position and upgrade QA nurse from a Grade 17 to Grade 18.

Revenues – Doug distributed a handout breaking down the revenue by the different units, Nursing Home, Adult Home and Adult Day Care, on file. The Adult Home costs the County about \$400,000, the local cost for the Adult Home. This is a topic that will be addressed in the CGR report.

Appropriations – Doug distributed a handout listing the appropriations, on file. The increase in the nursing administration line is due to the newly created MDA position.

Mr. Henke arrived at 10:58 making a quorum of the Finance & Personnel Committee.

The capital requests are detailed on a handout distributed, on file. The requests include the purchase of eighteen replacement computers. The committee questioned if some of the items requested could repairs be made to the existing equipment to extend their usefulness. The building improvement items were included as the result of an energy audit done at the facility.

Contractual training for CNAs is included in the budget in the amount of \$30,000.

Kevin stated he projects the IGT cost will increase due to FMAP, projecting \$663,000 verses the budgeted figure of \$577,500.

Overall operating expenses have increased by 4.9% or \$562,254..

There are funds included in the 2010 budget for the sprinkler system, which will not be expended in 2010, and the 2011 budget includes an additional \$200,000 toward the sprinkler system.

Chairman Shay stated the Budget Officer would be asking for a reduction in the requested amount. Mr. Pitts suggested checking with the division heads on the need for the replacement items on the capital requests.

The committee recessed at 11:42 A.M. for lunch at and reconvened at 1:08 PM.

HEALTH COMMITTEE MEMBERS PRESENT: Shay, Hall, Suprenant, Campbell, Pitts

HEALTH COMMITTEE MEMBERS ABSENT: Sady, Idleman

FINANCE COMMITTEE MEMBERS PRESENT: Campbell, LaPointe, Hall, Shay, Lindsay, Henke, Suprenant

FINANCE COMMITTEE MEMBERS ABSENT: Brown, Banks, Haff, Tatko

SUPERVISORS: Rymph

Debra Prehoda, Clerk

Kevin Hayes, County Administrator

Patty Hunt, Director Public Health

Tina McDougall, PH Fiscal Manager

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

- ACC Intern – They have been approached by ACC to host another business intern. This is an unpaid position. A motion to approve intern request was moved by Mrs. G. Hall, seconded by Mr. Shay and adopted.

- Lead Grant – The lead grant has been moved to a federal fiscal year. A motion to approve Halloween themed project, bagged items, was moved by Mr. Shay, seconded by Messrs. Pitts and Suprenant and adopted.
- WIC – A motion to approve purchase a desk setup through Davies for \$470 and have Buildings and Grounds tint the windows for \$400 with 100% grant funds was moved by Mr. Shay, seconded by Mr. Pitts and adopted.
- Health Commissioner – The NYS Health Commissioner is planning to visit Washington County on October 14<sup>th</sup> at 10 A.M.

Patty distributed an organizational chart and budget analysis information, on file.

Personnel: 2011 Personnel Budget handout on file. The 2010 budget includes the furlough time. Staff has been reduced from 116 in 2008 to 100 in 2011. Some positions are unfilled, 1 FT nurse in Hospice, 1 Supervisory position, 3 PT per diem RN nurses in Public Health and 4 FT HHA open positions. The unfilled positions are not budgeted for in 2011 but she would like them to remain in her staffing pattern except the Supervisory position should be removed. Functionally they are working with ninety-one positions and that is what is in the 2011 budget.

2011-2011 Budget Comparison, handout on file. The Friends of Hospice have supplied some funding for the Hospice program.

The expenses do not include fringe benefits. Tina used 37% for the calculation of fringe benefits.

A handout , Budget Analysis, 2009 – 2011, was distributed and on file.

Accounts A4004, 4005, 4006, 4007 and 4008 are 100% funded, A4010 and A4014 state aid funded at 36%, A4017 as of July 7, 2010 no longer state aid funded and A4054 and A4059 are funded various ways. Overall decrease in spending in the 2011 budget verses 2010 budget, decrease of \$158,575 and revenue is projected to decrease \$815,140.

A 2010 budget amendment will be needed transferring funds from Early Intervention to Handicapped Children Preschool in the amount of \$263,000.

Equipment – the equipment requests are detailed on handout, on file. Tina stated possibly some of this equipment could be purchased out of the 2010 budget. The majority of the equipment requests are laptops for the nurses on the road. Tina stated she could purchase all of the laptops out of the 2010 budget. They are requesting to leave the miscellaneous equipment funds in the 2011 budget. A motion to purchase the laptops out of the 2010 budget was moved by Mrs. G. Hall, seconded by Mr. Pitts and adopted.

The Public Health Maintenance Contract budget line has increased from \$85,000 to \$116,421 due to additional items through Delta.

The meeting adjourned at 2:23 P.M.