

HEALTH & MEDICAL SERVICES COMMITTEE

January 17, 2012

Present:

Lawrence Andrews, Chairman
Sara Sterling
Robin Andrews
Edward Cross
Kevin McDonald
Raymond Staats

Absent:

Elizabeth Young – notified

Also Present:

Becky Vinchiarello, Dep. Clerk
Nancy Winch
Michael Cole
Joe Ambrose
Ronald Caponera
Arthur Proper
Carrie Multari

Chairman L. Andrews called the meeting to order at 4:01 P.M.

Chairman Andrews read a memo from Chairman Grattan.

It was requested that if a Department has advisory Committees/Boards a list of any member who also sits on the Board of Supervisors should be sent to the Clerk of the Board. Any vacancies that need to be filled by a Supervisor should also be sent to the Clerk of the Board. It was noted that E. Cross sits on the Health Care Consortium Board and that the Clerk of the Board should be made aware of this.

Chairman Grattan further requested that Departments provide the names of the employees in their departments that file reports and/or certifications with agencies or entities, outside of Columbia County Government, to the County Attorney's office.

The final request was that if any department is subject to arbitration due to compliance issues a report of this be sent to the County Attorney's office as well.

Chairman Andrews announced that the direct contact committee member for the Health Department would be Deputy R. Andrews, and that he would be the direct contact committee member for Pine Haven and the Mental Health Department.

Health Department –N. Winch

Resolution Request: Authorization to renew annual contracts on the basis of the terms and conditions of the proffered contracts, as listed on attached Appendix A with said contracts effective January 1, 2012 and expiring December 31, 2012. R. Caponera requested that N. Winch provide account numbers from this point forward. Motion to approve by R. Andrews, seconded by R. Staats, motion carried. **Refer to Budget and Salary Review Committee, if approved, Refer to Finance.**

Resolution Request: To fill a vacancy of the budgeted position of Environmental Health Director due to a retirement. This position is flat management, \$60,000.00. The employee retired three year ago. N. Winch has presented this request to the Budget and Salary Committee. It is in the budget but she has not been approved to fill it. In the past few year she has experienced many issues with mandates due to this vacancy. There are 43 programs and nine staff members within this department. Mike DeRuzzio was acting director but was reassigned. Motion to approve by R. Andrews, seconded by E. Cross, contingent that it is in the budget, motion carried. **Refer to Budget and Salary Review Committee, if approved, Refer to Finance.**

Resolution Request: To create and fill a vacancy of a Public Health Educator to address public health priorities and keep the department compliant with activities in the NYSDOH Municipal Public Health Services Plan and Community Health Assessment. N. Winch eliminated a registered nurse position in her budget. The result of these staffing changes would be a savings of \$5,000.00. Motion to approve by K. McDonald, seconded by R. Staats, motion carried. **Refer to Budget and Salary Review Committee, if approved, Refer to Finance.**

Resolution Request: To fill a vacancy that is expected in the position of Public Health Preparedness Coordinator which is essential to emergency planning for the Public Health Preparedness grant program of the Health Department. The salary is \$45,357.00 and is covered by a grant. Motion to approve by R. Staats, seconded by R. Andrews, motion carried. **Refer to Budget and Salary Review Committee, if approved, Refer to Finance.**

Resolution Request: Authorization to appoint Dawn Wrigley as a Board of Health member to replace Don Tkacy who has retired. Motion to approve by R. Andrews, seconded by K. McDonald, motion carried.

Conference Objective Form: NYSAC 2012 Legislative Conference on Monday, January 30, 2012, to be held at the Desmond Hotel, Albany, NY. Cost of conference, meals and travel - \$195. It was discussed that a synopsis of the conference should be handed in to the Committee next month. The portion of the travel policy that states lunch is not reimbursable was reiterated. Motion to approve with a total cost of \$175 .00 (taking out the \$20 cost for meals) by L. Andrews, seconded by K. McDonald, motion carried.

Information:

Public Health Director's Report to Board of Health:

A report was handed out

-A report of overtime will be brought to the February meeting as a result of the new payroll system.

-The NYS Financial system will go live soon.

-A brief update of the CHHA was given.

-There have been 74 reported cases of Anaplasma (tick borne disease) in the County.

The new Health Committee is invited to an orientation meeting regarding the Local Health Department Update on the CHHA

N. Winch has requested that a Proclamation be put together designating March as colon cancer awareness month. A letter has been sent to the Chairman of the Board. N. Winch went on to report that the annual incident rate per 1K = Columbia County ranks within the 3rd portal in incident rate and the 4th portal in death. This can equate to the fact that citizens of the County are not going for screenings.

Pine Haven: A. Proper

The issue regarding a FT Maintenance employee was discussed. After looking into this A. Proper has announced that hiring a new employee would cost around \$80,000.00 and they do not have that money budgeted. In order to deal with this issue the Administrator has moved his assistant into the business office, so that half of her time is spent keeping track of work orders and preventative maintenance. This should resolve the issue as maintenance has not been such a problem as staying on top of record keeping.

Census Statistics: Percentage of Occupancy was at 90% for the month of December. YTD: 95%. There were eleven admissions to Pine Haven during the month of December 2011, and twelve discharges from the facility. They have decided that they will start making a presence in the hospitals as the percentage of occupancy was much lower this past December. There were 191 Medicaid pending days. This number is much lower than last year.

Overtime Costs:

Percentage of overall payroll, hours and cost of overtime was down compared to 2010's Payrolls #24, 25, 26 and 27. Overall cost of payroll was also down for the same periods.

Personnel Requests:

Request authorization for the Administrator to *fill* the approved vacant budgeted positions:

(5) Food Service Helper per diem GR10B 13.4148/hr Step 1

(1) Food Service Helper, full-time @ GR10B at a starting salary of \$28,010.05.

(1) Licensed Practical Nurse (LPN), full-time @ GR 15 at a starting salary of \$47,082.00.

(3) Licensed Practical Nurse (LPN, part-time @ GR 15 at an hourly rate of \$22.4628.

(6) Nurse Aide II (CNA), full-time @ GR 10C at a starting salary of 28,679.00.

(3) Nurse Aide II (CNA), part time @ GR 10C at an hourly rate of \$13.6827.

All positions requested are budgeted. Motion to approve by R. Staats, seconded by K. McDonald, motion carried. Refer to Budget and Salary Review Committee, if approved, Refer to Finance.

New Van: Final specifications have been decided and they will, according to the Purchasing Department, be receiving a new New York State contract price to compare current quotes.

.2 Requests: Request authorization for the Administrator to purchase 20 over the bed tables at a cost of \$3,000.00. They are required to provide these tables for residents and several are damaged. Motion to approve by R. Andrews, seconded by L. Andrews, motion carried. R. Staats requested that Departments bring a balance sheet of their accounts for these requests.

C.O.N. Update:

The Certificate of Need application has been completed but needs to be reviewed with all assumptions being agreed upon. Once it is reviewed, Don Evans from KPMG will send an electronic version which can be sent via the HPN Network. A letter of interest to support the financing fee and interim interest amounts used by Orrick, Herrington and Sutcliffe, LLP is still needed. The application will not be completed without this letter, but the CON packet will be sent in to keep the process moving and to prevent them from having to update it with the 2011 financial statement and frequent rate changes. R. Andrews requested that a presentation be done for the public. A. Proper said the architects would be interested in handling this.

Survey:

They received their annual recertification based on their New York State Survey. Their Plan of Correction was accepted and did not need to be verified before issuing the recertification.

Regional Rates:

Despite being initially located in the Hudson Valley Region, Pine Haven was included in the Capital District Region. Estimated impacts are minimal projected over the next five years. Calculations were attached.

Mental Health – M. Cole

M. Cole announced that the Community Services Board Dinner will be on the 25th at Kozels. Everyone should have received their invitation. They plan to honor Camphill Ghent.

Concerns about the new DAs building security were discussed. The closure of a door that leads to a conference room and the locking of bathrooms that the Mental Health Department often uses have already been a result of the new security. M. Cole plans to meet with the D.A. Designated parking places are also being requested which will affect the Health Department. M. Cole said that the effects this security will have on building access and stigma need to be addressed. Staff and clients of the Mental Health Center are going to be affected. It was announced that this should be brought up at the Public Safety Committee meeting and a meeting with the Chairman should take place.

At this point in the meeting a decision was made to have department heads email their agendas prior to the meeting and then bring a hard copy for committee members so that committee members do not have to print the agendas.

Resolution Request - Authorization to hire an Administrative Assistant for billing (plan for upcoming retirement). It was questioned if a person could be hired for six months provisionally. Different scenarios were discussed. Motion to approve by R. Staats, contingent upon confirmation of a retirement date, seconded by K. McDonald, motion carried. **Refer to Budget and Salary Review Committee, if approved, Refer to Finance.**

Resolution Request -Authorization to utilize up to \$6,000.00 of the Kurt Almer Trust Fund for John Lyons, for tuition and associated expenses.

It was noted that he does not need this training for his present position. The committee questioned if “for professional development” should be added to the resolution. Motion to pass contingent upon a labor counselor approving the resolution by K. McDonald, seconded by S. Sterling, motion carried. **Refer to Budget and Salary Review Committee, if approved, Refer to Finance.**

Resolution Request :Authorization to hire a per-diem Consulting Psychiatrist (up to 10 hours/wk)

Motion to approve by R. Staats, seconded by L. Andrews, motion carried. It was asked that the language “Subject to a possible budget transfer from .1 to .4 if needed” be added to the resolution. **Refer to Finance.**

Resolution Request :

Authorization to appoint 3 new Community Service Board subcommittee members. Motion to approve by R. Staats, seconded by L. Andrews, motion carried. **Refer to Finance.**

Resolution Request Authorization to change the name of the CCDHS direct services division from “Behavioral Health Services” back to “Mental Health Center”. Motion to approve by R. Andrews, seconded by R. Staats, motion carried. **Refer to Finance.**

FYI- Pending Issues Impacting the Committee

- 1) Mental Health Clinic “Clinic Plus”/ “Early Recognition” – There will be \$70K funding loss as a grant they applied for was lost. They are currently looking for replacement funding. This was budgeted as State Aid in the 2012 budget.
- 2) 12/12/11 Hudson City School District BOE Jr. /Sr. HS clinic satellite approval. OMH “EZPAR” submitted.
- 3) Draft lease obtained for Valatie Behavioral Health Center (\$2000/mo shared with TCRS). Budget update needed. OMH “EZPAR” submission needed
- 4) Taconic Hills School District BOE Jr. /Sr. HS clinic satellite approval. OMH “EZPAR” submitted.

The Friends of New Leaf Update - The \$17,000.00 given to the company has been put to use for the new business plan.

Request to move into EXECUTIVE SESSION at 6:01 P.M. by E. Cross, seconded by R. Staats, motion carried.

Reason – PERSONNEL

Motion to return to REGULAR SESSION at 6:14 P.M. by R. Staats, seconded by E. Cross, motion carried.

With no further business there was a motion to adjourn at 6:14 P.M. by R. Staats, seconded by E. Cross, motion carried.

HEALTH/MENTAL HEALTH COMMITTEE

Lawrence Andrews, Chairman

Robin Andrews

Edward Cross

Kevin McDonald

Sara Sterling

Ray Staats

Elizabeth Young