

## Public Health Committee Minutes

June 13, 2011 – 4:00 p.m.

Present: Chairman Wright; Supervisors Kinowski, Lucia, Raymond, Richardson, and Southworth; Spencer Hellwig, Administrator, Ryan Moore, Mgmt. Analyst; Sam Pitcherelle, George Martin, Treasurer; Bob Kingsbury, Data Processing; Bob Wilcox, County Attorney; Karen Levison, Public Health; Diane Brown, Maplewood Manor; Carol Lyte, Mental Health; Peter Neenan, Pat Reed, League of Women Voters; Press.

Chairman Wright called the meeting to order and welcomed all in attendance.

**On a motion made by Mrs. Southworth, seconded by Mr. Lucia the minutes of the May 9, 2011 meeting were approved unanimously.**

Mrs. Brown said at the last Public Health Committee meeting a request was made to have her look at the collection policy for Maplewood Manor and to come back to the committee with some suggestions on how to change it. The current policy was last approved in 2002. Mrs. Brown said after speaking to Mr. Wilcox from the County Attorney's office it was decided that she would need some direction as far as how aggressive or what changes would be appropriate. We are going to end up with an issue of getting all the information ahead of time and because of the delay in doing that possibly having empty beds that people in the community need to go in. With regard to Power of Attorney requirements, it is recommended from the Attorney that we shouldn't admit anyone unless there is a Power of Attorney in place because that is needed in order to apply for Medicaid, and in the event that payments are not being received. Currently people are being told that they have to have a Power of Attorney in place before they can come into the facility. This, however, only works for people who are capable of signing the Power of Attorney paperwork, she said.

Ms. Raymond suggested that a draft policy be established and given to committee members prior to the next meeting for their review.

Mr. Wright said he would meet with appropriate staff with regard to establishing a draft policy.

Mrs. Brown distributed a copy of the current policy to all committee members for their review, with options for changing it, and also a draft copy of the Application for Admission, highlighting changes that were made.

Mr. Kinowski asked what has been found as common practice with other like facilities? Mrs. Brown said everyone is struggling the same way, they are all getting much stricter with regard to not admitting people without certain things in place. Mr. Kinowski asked what the cost is of an empty bed versus having it filled with someone that hasn't paid for

it yet? Mrs. Brown said it doesn't take long if someone doesn't pay for even a month to become a lot of money, and if the bed is empty we aren't getting any money either. Mr. Kinowski said, true, but you are providing a service, which incurs costs.

Mr. Kinowski said, it makes sense to have a policy in place that lets you know who the Power of Attorney is. He recommended that if a person isn't going to be able to sign a document, a requirement would be to have a Power of Attorney. Secondly, where is the process of forms, will it be done by a certain deadline date, and after the deadline date there would be a consequence.

Mr. Wright asked how long it takes to get the paperwork done to admit someone? Mrs. Brown said it depends on how many resources they have. Usually what happens is that the person is in the hospital and the hospital says they are leaving tomorrow, at which time someone is filling out the application and they really don't know what the resources are. A screening does take place after all paperwork is filed, she said.

Ms. Raymond asked how many times a week a patient is admitted? Mrs. Brown said there are approximately 100 discharges a year. Mr. Richardson said, if you hire someone to help with the paperwork it should be someone that goes to the families home.

Mrs. Lyte, from Mental Health said effective January 1, 2012 the HIPAA Version 5010 standard will be mandated for the electronic transmission of claims, remittances, eligibility, and similar business transactions. Software will need to be updated to meet the new federal requirements. The Technology Committee has recommended a web-based system through the current vendor, Netsmart. Funds are available in the 2011 County Budget to cover these costs.

Mrs. Lyte requested a resolution to enter into a contract with Netsmart to provide software hosting services for the Management Information System at a cost of \$40/mo. per user for up to 50 users to the Saratoga County Mental Health Department. The contract period will be three years beginning 7/1/11 through 6/30/14, with the option of a one-(3) year extension upon written agreement of both parties. There will also be a one-time only fee of \$13,820 for Migration and Configuration.

The total 2011 costs are as follows:

Migration and Configuration	\$13,820 One-time only
Estimated 2011 User Fee	<u>\$12,000</u>
<b>TOTAL</b>	<b>\$25,820</b>
Full annual costs after 2011	\$24,000

**A motion was made by Mr. Kinowski, seconded by Mr. Lucia to approve a resolution to enter into a contract with Netsmart to provide software hosting services for the Management Information System at a cost of \$40/mo. per user for up to 50 users to the Saratoga County Mental Health Department for a contract**

**period beginning 7/1/11 through 6/30/14, with an option for one (3) year extension upon written agreement of both parties. Unanimous.**

Ms. Levison requested a resolution to authorize the annual agreement with the NYS Department of Health to accept an Emergency Preparedness Grant in the amount of \$234,684 for the period of 8/10/10 to 8/9/11.

**A motion was made by Mr. Richardson, seconded by Ms. Raymond to authorize the Chairman to enter into an agreement with the NYS Department of Health to accept an Emergency Preparedness Grant in the amount of \$234,684 for the period of 8/10/10 to 8/9/11. Unanimous.**

**On a motion made by Ms. Raymond, seconded by Mr. Lucia the meeting was adjourned. Unanimous.**

Respectfully submitted,  
Chris Sansom