

PUBLIC HEALTH COMMITTEE MINUTES

JULY 10, 2006 – 1:30 P.M.

Present: Chairman Daly; Supervisors Lucia, Richardson and Thompson; Spencer Hellwig, Mgmt. Analyst; Dale Angstadt, Mental Health; Janet Glen, Helen Endres, Public Health; Diane Brown, Maplewood Manor.

On a motion made by Mr. Lucia, seconded by Mr. Richardson the minutes of the May 4, 2006 meeting were approved unanimously.

Diane Brown stated that Festival Day would be held on August 9, 2006 between the hours of 11:00 a.m. – 3:00 p.m. Events will include a round robin raffle, with prizes donated from the community to support the residents association; Dream Ponies; music, and bingo.

Ms. Endres said Public Health has prepared a program in conjunction with Skidmore College, to be held tomorrow night. Skidmore College is represented on the Emergency Preparedness Community Committee and has donated space to hold a town hall type meeting with funding from the NYS Department of Health. Dr. Sarah Elmendorf, Chief Epidemiologist at Albany Medical Center Hospital will be speaking about pandemic flu; Col. Robert Dominici will be speaking about the national response to pandemic and how it affects the local response; Dr. David Chico Veterinarian at the NYS Department of Ag and Markets will speak with regard to the concern of the Avian flu and birds. Ms. Endres said approximately 80 people have signed up to attend. This is a way to get the information out to our community partners, she said. In addition, Public Health is going to tape the whole program to allow the opportunity to share it with others in the future.

Ms. Endres requested a resolution to amend the Public Health Policy and Procedure Manual. This resolution is required per the requirements of the rules and regulations for the certified home health agencies, which states that the governing authority shall adopt and amend policies regarding management and operation of the agency and the provision of patient care services.

The summary of changes is as follows:

Credentials for Physicians and Physician Assistants

Ms. Endres said under our Diagnostic and Treatment Certificate we are required to credential our physicians and physicians assistants. We have reviewed our current policy and revised our process to make it compliant with the Department of Health requirements.

Use of Electronic Signatures by Nurses when documenting their notes, seen in the Certified Home Health Agency.

Ms. Endres said now that Public Health has electronic records, it is appropriate to have this in place. This is becoming the standard in Home Agencies, which have electronic records.

Requiring a Criminal History Record check for Home Health Aids that care for patients in the Certified Home Health Agency.

Ms. Endres said this policy was created in accordance with New York State Code Regulations, which now requires all prospective non-licensed home care staff to undergo background checks. Public Health has already updated this requirement in their contracts with Aide Agencies to make sure that it is in our contracts for the contracting agencies for Home Health Aides.

A list of Acceptable Abbreviations

Ms. Endres said some of the abbreviations are required to be compatible with the Public Health 3M software, patient care record.

All the new policies have been reviewed by the County Attorney's office.

A copy of the New Policies and list of the 2006 abbreviations was distributed to all committee members.

A motion was made by Mr. Lucia, seconded by Mr. Thompson to approve a resolution amending the Public Health Policy and Procedure Manual. Unanimous.

Mrs. Brown said requested committee approval to hire Dream Ponies to come in with bunnies, goats, sheep and ponies for the Festival Day at Maplewood Manor on August 9, 2006. The residents enjoy the children that come for festival day, she said.

A motion was made by Mr. Thompson, seconded by Mr. Richardson to approve entering into a contract with Dream Ponies to attend the Festival Day at Maplewood Manor on August 9, 2006. Unanimous.

Mrs. Brown said requested a resolution to enter into an agreement with Marvin & Company, P.C. Consulting Services to provide up to 100 hours of consulting services relative to Medicare/Medicaid cost reports for Maplewood Manor. Maplewood Manor has an accountant who can do most of the day to day things; however, a CPA is needed in order to do any special things that would need to be done outside the realm of knowledge. An RFP (Request for Proposal) was sent out with two responses. Marvin and Company is a local firm that can provide all the services that will be needed and they had the lowest fee schedule, she said. They would be attending meetings; review Medicaid and Medicare rate sheets as requested; provide assistance and preparation of appeals to

certain party rates; provide consultants and assistance with State and Federal agencies as requested; follow an existing rate of appeals; provide any general consultation with respect to cost reports that have to be completed each year; provide assistance with the computerized billing system as needed.

Mr. Thompson asked what the hourly fees were. Mrs. Brown stated the following:

Director \$200/hr

Manager \$110 - \$125/hr

Supervisor \$85 - \$110/hr

A motion was made by Mr. Richardson, seconded by Mr. Lucia to approve a resolution authorizing the Chairman to enter into an agreement with Marvin & Company, P.C. to provide up to 100 hours of consulting services relative to Medicare/Medicaid cost reports for Maplewood Manor at the following rates: Director \$200, Manager \$110-\$115, and Supervisor \$85 - \$110. Unanimous.

Mrs. Brown said Well's Nursing Home has contacted her to inquire if Maplewood Manor would be interested in participating in a transfer agreement accepting up to 20 residents from their facility in the case of an emergency. Schenectady County Nursing Home is also interested in participating, requesting acceptance of 10 of their residents, she said. In turn, participating nursing facilities would reciprocate with Maplewood Manor. All transfers would be based on availability.

A motion was made by Mr. Lucia, seconded by Mr. Richardson to approve Transfer agreements in the event of an emergency with Well's Nursing Home, accepting up to 20 residents, and Schenectady County Nursing Home accepting up to 10 residents with all transfers based upon availability. Unanimous.

Mr. Thompson commended Ms. Endres for her professional assistance to a resident in the Town of Malta.

On a motion made by Mr. Thompson, seconded by Mr. Richardson the meeting was adjourned.

Respectfully submitted,

Chris Sansom