

**COMMITTEE MEETING  
LAKE PLEASANT, NY  
THURSDAY  
JULY 2, 2015**

**HUMAN SERVICES COMMITTEE  
9:30 AM**

Members present: Clark Seaman, Rick Wilt, Neil McGovern and Phil Snyder

Also present: Bill Farber, Bob Edwards, Brian Towers, Brian Wells and Bob Kleppang

Director Kleppang announced that Ms. Barbara Anderson retired at the end of April. At last year's budget preparation they decided to keep her full salary in the budget for this year. After a lot of consideration of how to move forward, he has a proposal for the short term. What makes sense is what best serves the residents of Hamilton County.

He recommends moving Ms. Cummings from part-time 30 hours to full-time. To fund this he would move approximately \$4,000.00 from the Clinical Supervisor line. This is in part because Ms. Anderson, in addition to being Clinical Supervisor, has also been providing services and we need to make those services up. Another way of increasing the amount of time that the clinicians have to do clinical work is to look at what had been the case management position.

Our last case manager left over two years ago and the clinicians have been doing the work, which takes away from the time they have to see clients. We have been looking at creating a Care Coordination Program but we haven't been approved to provide that. If we could make that position formal that would also provide extra time for clinicians. The care coordinator position would replace, in some sense, the case management position which does have a salary line. Care coordinator is different; case management was funded entirely through reinvestment and other funds from LMH. Care coordination is a Medicaid funded position, which means it will produce revenue. This could give us the ability to grow this position over time which he feels it will. A full case load would be from 35 to 50 and the revenue from each case depends on the complexity of the case.

Director Kleppang announced that Cynthia Lane who is our Psychiatric Nurse Practitioner is retiring as of December 31, 2015.

Director Kleppang asked if he could get approval for Ms. Cummings to go full-time and handed out a job description for a care coordinator position. We can create that position and see at the end of the year where we go from there.

Mr. McGovern asked how she will track her visits, etc., Director Kleppang stated that she will be linked into a computer program.

Director Kleppang and Mr. McGovern then discussed formalities of discharge planning.

**HEALTH COMMITTEE**  
**9:45 AM**

Members present: Clark Seaman, Brian Towers, Neil McGovern and Phil Snyder

Also present: Bill Farber, Bob Edwards, Brian Wells, Rick Wilt and Beth Ryan

Mr. Farber reported since Helping Hands of Hamilton County has stopped operating at the end of March things have been difficult for the Department of Social Services, Public Health Nursing and Office of the Aging to serve the residents of Hamilton County. We have tried contracts and have not been overly successful. Both agencies that we contract with hire per diem and they have failed to serve us. With that he thinks they have found a way to employ Certified Home Health Aides through the CHHA with the possibility of making ourselves reasonably whole on the revenue side.

Director Ryan stated the Home Health Agency has both home health aides and personal care aides on the operating certificate therefore we are able to hire aides. At this particular time we could not keep the home health aides constantly busy but they could also assign them to personal care cases through Social Services or the EISEP Program and that would be enough work to keep two full time employees busy.

Mr. Farber stated if we are going to make the commitment to hire two full time employees when we are assigning cases we are going to keep our two home health aides busy first and then we will try to find services for the overflow. This will give us the ability to direct the care to the patients who need it the most first and then fill the gaps.

Director Ryan suggested hiring two home health aides, one to be assigned up-county and the other down. We will need to hire at the home health aide level because that is the highest level of care; personal care is a lower level of care.

Social Services Commissioner Bly entered at this time.

Director Ryan stated that we will not be able to bill Medicaid for any personal care services and continued to explain about applying for a license to do so.

Mr. McGovern asked if we could bill retroactively, Mr. Farber stated they didn't say we could or could not. We all need to understand the areas of this where there is some certainty as well as the uncertainties. The certainty is that we can hire the home health aides, the uncertainties is supplying aides for personal care.

Mr. Towers stated we are then going to hire two full time home health aides and they will be split between three agencies for their work load and receive benefits and a vehicle?

Director Ryan is hoping to assign a vehicle to each employee, not to take home, they would keep one at the Court House and the other will be at the Nursing Service in Indian Lake.

Mr. Towers asked if once we are up and running will we be able to recoup 70% of the costs, Mr. Farber stated it is hard to say at this point and explained the funding.

Director Ryan feels that we will not have a problem with finding aides. Commissioner Bly stated that they can be trained through Oneworksource, they already had one who took the training.

Mr. Farber asked if they have a range for an hourly rate, Director Ryan stated \$12.00 per hour.

Director Ryan suggested when we advertise we could state that we are willing to train. They require 75 hours of training and 12 hours on an annual basis.

Mr. Farber stated this will be a two-step process; we will put in a resolution that creates the two positions; fund the positions by transferring monies from contracts. As we move forward through the month we will advertise and fill the positions. There is scheduling that we will need to deal with and neither Social Services or Nursing is in a position to pick up the scheduling, coordination, back billing etc. that will be required. They did have a discussion of possibly putting the administration part in Social Services so there is a revenue stream. If they decide to do this in August they will have a meeting to discuss a clerk position in Social Services for scheduling not supervision.

Mr. Towers asked if they could do the billing with the current staff. Director Ryan stated it would not be a problem.

The Committee members are supportive of this idea.