

AGENDA
HEALTH AND MEDICAL SERVICES COMMITTEE
Wednesday, July 5th 11:00 a.m.

Members: Robusto, Groat, Bender, Brady, Miller

11:00 a.m. **Approve minutes from previous meeting**

11:00 a.m. **Mental Health, Jim Haitz**

PERFORMANCE REPORT [MH Dept Payments & AR 2023 YTD May.xls](#)
PROGRAM UPDATE

TRANSMITTALS:

- Authorization to Amend Budget for Psychiatric Medical Services [MH07RES1 Amend Budget Psychiatric Services REV1.docx](#)
- Authorization to Amend Budget for Mental Health Clinician Staff [MH07RES2 Amend Budget Mental Health Clinician.docx](#)
- Authorization to Amend Budget and Create Positions [MH07RES3 Create 2 Clerk-Typist Positions and Amend Budget.docx](#)

11:15 a.m. **Public Health, Diane Devlin**

MONTHLY ACTIVITIES REPORT
TRANSMITTAL:

- Authorization to Amend/Increase Transpo Bus Service Contract [PH07RES01 Amend Contract and Increase Budget for Contract No. WC22208, Transpo Bus Services, LLC REV1.docx](#)

11:30 a.m. **Nursing Home, Jeffrey Stalker**

TRANSMITTALS:

- Authorization to Set Salary for Director of Nursing [NH7RES02 DON Salary.docx](#)
- Authorization to Accept Bid for Durable Medical Equipment [NH07RES03-Award Bid for DME-Rev1.docx](#)
 - [NH07RES03-Bid results addendum.docx](#)
- Authorization to Award Bid and Sign Agreement for Medical Billing [NH07RES04 REV1 - Award RFP for Medical Billing Consultant REV2.docx](#)

MONTHLY REPORT
STAFFING REPORT

<u>2023</u>	<u>Payments</u>	<u>AR</u>	<u>TOTAL REV</u>	<u>Monthly Billed Rev</u>
1/1-1/31	\$ 828,484.55	\$ 92,338.06	\$ 920,822.61	\$ 920,822.61
1/1-2/29	\$ 1,274,112.91	\$ 136,427.69	\$ 1,410,540.60	\$ 489,717.99
1/1-3/31	\$ 1,798,855.80	\$ 168,099.77	\$ 1,966,955.57	\$ 556,414.97
1/1-4/30	\$ 2,293,733.46	\$ 169,284.37	\$ 2,463,017.83	\$ 496,062.26
1/1-5/31	\$ 2,757,486.90	\$ 235,145.53	\$ 2,992,632.43	\$ 529,614.60
1/1-6/30			\$ -	
1/1-7/31			\$ -	
1/1-8/31			\$ -	
1/1-9/30			\$ -	
1/1-10/31			\$ -	
1/1-11/30			\$ -	
1/1-12/31			\$ -	
	92.0%	8.0%		Total \$ 2,992,632.43
				Billed Revenues

Financial Summary for Month 5				
	Budget Annual	Budgeted YTD	Actual YTD	Budget/Actual YTD
Billed Rev	\$ 6,302,737.00	\$ 2,626,140.42	\$ 2,992,632.43	\$ 366,492.01
Other Rev	\$ 4,785,017.00	\$ 1,993,757.08	\$ 1,831,392.32	\$ (162,364.76)
Total Rev	\$ 11,087,754.00	\$ 4,619,897.50	\$ 4,824,024.75	\$ 204,127.25
Expense	\$ 11,212,812.00	\$ 4,672,005.00	\$ 3,896,971.91	\$ 775,033.09
Annualization Adjustment for B&G Maint.			\$ (167,410)	
Annualization Adjustment for IT			\$ (126,181)	
Annualization Adjustment for Retirement			\$ 265,702	
Total Exp	\$ 11,212,812.00	\$ 4,672,005.00	\$ 3,869,083.08	\$ 802,921.92
TOTAL	\$ (125,058.00)	\$ (52,107.50)	\$ 954,941.67	\$ 1,007,049.17

B&G Maint & Utilities
\$286,988
PAID FULL
\$23,916/month

IT & Phones
\$216,310
PAID FULL
\$18,026/month

Retirement
\$637,684
\$53,140/month

<u>AR</u>	<u>AR</u>	<u>AR</u>	<u>AR</u>	<u>AR</u>
<u>0-30 Days</u>	<u>31-60</u>	<u>61-90</u>	<u>91-120</u>	<u>121 +</u>
\$ 103,995	\$ 45,948	\$ 29,409	\$ 29,887	\$ 25,907

Past 8 Years Revenue in Excess of Expense	
2015	\$ 129,504
2016	\$ 306,708
2017	\$ 622,134
2018	\$ 1,249,892
2019	\$ 857,462
2020	\$ 1,741,398
2021	\$ 1,387,707
2022	\$ 2,587,521
TOTAL	\$ 8,882,326

RESOLUTION

Committee No. 6
Robusto

Date: 7/5/2023

Committee Chair: Frank

Department Head: James Haitz

AUTHORIZATION TO AMEND THE 2023 COUNTY BUDGET FOR THE MENTAL HEALTH DEPARTMENT FOR PSYCHIATRIC MEDICAL SERVICES

WHEREAS, the Mental Health Department is in need of making a budget adjustment to existing budget funds in order to allow for a reallocation of funds to cover psychiatric medical provider services, which are necessary to provide related medical treatment to patients admitted to the mental health clinic; now therefore be it

RESOLVED, that the Wayne County Board of Supervisors authorizes the deviation of the Budget Transfer Policy, Resolution No. 986-05, to allow for a salary appropriation to be transferred to a contractual expense; and be it further

RESOLVED, that the County Treasurer is authorized to make the following 2023 county budget amendment as follows:

A4300 Behavioral Health

Expense:

\$100,000 from A43001.51581.M4120 Physician

\$100,000 to A43004.54566.M2120 Physician

Budgeted: yes no Proposed Cost: _____ Reimbursed Amount: _____ County Cost: \$0.00

Department Transfer: _____ from Account No. _____ to Account No. _____

County Administrator's Review: _____ Date: _____

Human Resources Office Review: yes no N/A Signature: _____

County Attorney Review: yes no N/A Signature: _____

Purchasing Review: yes no N/A Signature: _____

Standing Committee: Ayes _____ Nays _____ Date: _____ Signature: _____

Signature/Date Rec'd: _____ Clerk, Board of Supervisors

Referred to:

Committee: _____ Ayes _____ Nays _____ Date: _____ Signature: _____

Committee: _____ Ayes _____ Nays _____ Date: _____ Signature: _____

RESOLUTION

Committee No. 6

Date: 7/5/2023

Committee Chair: Frank Robusto
Department Head: James Haitz

AUTHORIZATION TO AMEND THE 2023 COUNTY BUDGET FOR THE MENTAL HEALTH DEPARTMENT FOR MENTAL HEALTH CLINICIAN STAFF

WHEREAS, the Mental Health Department is in need of making a budget adjustment to existing budget funds in order to allow for a reallocation of funds to cover mental health clinician staffing services which are necessary to provide related clinical treatment to patients admitted to the menal health clinic; now therefore be it

RESOLVED, that the County Treasurer is authorized to make the following 2023 county budget amendment as follows:

A4300 Behavioral Health

Expense:

\$8,000 from A43001.51957 Mental Health Clinican FT

\$8,000 to A43001.51962 Mental Health Clinician PT

Budgeted: yes no Proposed Cost: _____ Reimbursed Amount: _____ County Cost: \$0.00

Department Transfer: _____ from Account No. _____ to Account No. _____

County Administrator's Review: _____ Date: _____

Human Resources Office Review: yes no N/A Signature: _____

County Attorney Review: yes no N/A Signature: _____

Purchasing Review: yes no N/A Signature: _____

Standing Committee: Ayes _____ Nays _____ Date: _____ Signature: _____

Signature/Date Rec'd: _____ Clerk, Board of Supervisors

Referred to:

Committee: _____ Ayes _____ Nays _____ Date: _____ Signature: _____

Committee: _____ Ayes _____ Nays _____ Date: _____ Signature: _____

RESOLUTION

Committee No. 6

Date: 7/5/2023

Committee Chair: Frank Robusto
Department Head: James Haitz

AUTHORIZATION FOR THE MENTAL HEALTH DEPARTMENT TO CREATE 2 FULL-TIME CLERK-TYPIST POSITIONS AND AMEND THE 2023 COUNTY BUDGET

WHEREAS, the Mental Health Department is in need of additional support staff to assist in managing the ongoing and longstanding increased large volume of client encounters at Wayne Behavioral Health Network; and

WHEREAS, in addition to the need for this additional support staff to manage the increased client traffic, the additional support is also necessary to maintain sufficient staffing due to leaves and absences of staff in similar positions which often leaves the agency shortstaffed; and

WHEREAS the department has demonstrated that it generates sufficient revenues to fund and sustain these necessary new positions, and can utilize existing 2023 budgeted funds for the remainder of 2023 to fund this; and

WHEREAS, this plan has been reviewed with and approved by the County Administrator and the Human Resources Director; now therefore be it

RESOLVED, that the Director of Mental Health is authorized to create and fill two additional Clerk-Typist positions for the Mental Health Department, effective August 1, 2023, and the County Treasurer is authorized to make the following 2023 county budget amendment as follows:

A4300 Behavioral Health

Expense:

\$29,000 from A43001.51583.M2110 Staff Psychaitrist PT

\$29,000 to A43001.51104.M8200 Clerk Typist FT

Budgeted: yes no Proposed Cost: _____ Reimbursed Amount: _____ County Cost: \$0.00

Department Transfer: _____ from Account No. _____ to Account No. _____

County Administrator's Review: _____ Date: _____

Human Resources Office Review: yes no N/A Signature: _____

County Attorney Review: yes no N/A Signature: _____

Purchasing Review: yes no N/A Signature: _____

Standing Committee: Ayes _____ Nays _____ Date: _____ Signature: _____

Signature/Date Rec'd: _____ Clerk, Board of Supervisors

Referred to:

Committee: _____ Ayes _____ Nays _____ Date: _____ Signature: _____

Committee: _____ Ayes _____ Nays _____ Date: _____ Signature: _____

RESOLUTION

Committee No. 6

Date: 7/5/2023

Committee Chair: Frank Robusto
Department Head: Diane Devlin

AUTHORIZATION TO AMEND CONTRACT NO. WC22208 AND INCREASE BUDGETED AMOUNT FOR TRANSP BUS SERVICES, LLC

WHEREAS, Wayne County Public Health (WCPH) holds a contract with Transpo Bus Services, LLC, Contract No. WC22208; and

WHEREAS, WCPH would like to extend the contract for the second annual renewal as outlined in Resolution No.403-22; and

WHEREAS, Contract No. WC22208, period of September 1, 2023 to August 31, 2024 has an expenditure limit not to exceed \$500,000; and

WHEREAS, WCPH has identified the need to increase the contract expenditure limit from \$500,000 to \$825,000 for the above mentioned contract period, based on current costs, number of children enrolled in out of county programs, and the expected needs of children with developmental and physically handicapping conditions enrolled in the Early Intervention and Pre-K programs; and

WHEREAS, the WCPH 2023 approved budget has sufficient funds for this increase for the remainder of 2023, as will the 2024 WCPH budget; now, therefore, be it

RESOLVED, that the Chairman of the Wayne County Board of Supervisors is hereby authorized and directed to execute and sign an amendment, and any future amendments, with Transpo Bus Services, LLC to extend the contract for the period of September 1, 2023 to August 31, 2024, subject to the approval of the County Attorney as to form and content; and, be it, further

RESOLVED, that the Wayne County Treasurer is hereby authorized to increase the expenditure limit from \$500,000 to \$825,000 for the contract period of September 1, 2023 to August 31, 2024 for Contract No. WC22208, Transpo Bus Services, LLC.

Budgeted: yes no Proposed Cost: _____ Reimbursed Amount: _____ County Cost: _____

Department Transfer: _____ from Account No. _____ to Account No. _____

County Administrator's Review: _____ Date: _____

Human Resources Office Review: yes no N/A Signature: _____

County Attorney Review: yes no N/A Signature: _____

Purchasing Review: yes no N/A Signature: _____

Standing Committee: Ayes _____ Nays _____ Date: _____ Signature: _____

Signature/Date Rec'd: _____ Clerk, Board of Supervisors

Referred to:
Committee: _____ Ayes _____ Nays _____ Date: _____ Signature: _____

Committee: _____ Ayes _____ Nays _____ Date: _____ Signature: _____

RESOLUTION

Committee No. 6

Date: 7/5/2023

Committee Chair: Frank Robusto
Department Head: Jeffrey Stalker

AUTHORIZATION TO SET SALARY FOR THE DIRECTOR OF NURSING AT THE WAYNE COUNTY NURSING HOME

WHEREAS, the current, full-time Director of Nursing (DON) has resigned effective June 9, 2023, at the Wayne County Nursing Home (WCNH); and

WHEREAS, the Nursing Home Administrator has identified a candidate to fill this position, having significant experience and qualifications to meet the needs of WCNH; and

WHEREAS, the request to hire a Grade 9 DON at a salary commensurate with such experience has been submitted to the Salary Committee and approved for a salary up to \$95,823, if the candidate is obtained; now, therefore, be it

RESOLVED, that the Nursing Home Administrator has the authority to fill the Director of Nursing position at the Wayne County Nursing Home at a salary up to \$95,823.

Budgeted: yes no Proposed Cost: _____ Reimbursed Amount: _____ County Cost: _____

Department Transfer: _____ from Account No. _____ to Account No. _____

County Administrator's Review: _____ Date: _____

Human Resources Office Review: yes no N/A Signature: _____

County Attorney Review: yes no N/A Signature: _____

Purchasing Review: yes no N/A Signature: _____

Standing Committee: Ayes _____ Nays _____ Date: _____ Signature: _____

Signature/Date Rec'd: _____ Clerk, Board of Supervisors

Referred to:

Committee: _____ Ayes _____ Nays _____ Date: _____ Signature: _____

Committee: _____ Ayes _____ Nays _____ Date: _____ Signature: _____

RESOLUTION

Committee No. 6

Date: 7/5/2023

Committee Chair: Frank Robusto
Department Head: Jeffrey Stalker

AUTHORIZATION TO ACCEPT BID AND ENTER INTO AN AGREEMENT FOR DURABLE MEDICAL EQUIPMENT REPAIRS AND PREVENTIVE MAINTENANCE INSPECTIONS FOR THE WAYNE COUNTY NURSING HOME

WHEREAS, the Wayne County Nursing Home (WCNH) is responsible for the repair and preventive maintenance of all county-owned durable medical equipment (DME) within the facility per regulations from the New York State Department of Health (NYSDOH) and for resident and staff safety; and

WHEREAS, Resolution 208-23 terminated the prior agreement for provision of these services and authorized WCNH to seek new proposals for the required services; and

WHEREAS, the Purchasing Agent duly advertised for bids for DME repairs and preventive maintenance for WCNH in accordance with the provisions of Section 103 of the General Municipal Law; and

WHEREAS, bids were opened on Thursday, June 8, 2023 at 2 p.m. from Zoetek Medical Sales & Service, Inc. (Zoetek) and Cen-Med Enterprises, which are summarized on the additional document; and

WHEREAS, upon thorough review of bids received it was determined that Zoetek was the lowest responsive and responsible bidder; and

WHEREAS, the proposal from Cen-Med Enterprises contained a lower annual inspection price, however it was determined that it would be more advantageous for the County to award based on the cost of repairs over the inspection price as the majority of the usage of the vendor is for repair and maintenance and based on a brief cost analysis it was determined that Zoetek's bid was more advantageous to the County; now, therefore be it

RESOLVED, that the Chairman of the Board of Supervisors is hereby authorized to sign and execute an agreement, on behalf of the Wayne County Nursing Home, for durable medical equipment repairs and preventive maintenance inspections with Zoetek Medical Sales & Services, Inc. for the period of July 1, 2023 to June 30, 2024, with an option to renew for up to two (2) additional one (1) year periods at the proposed rates, subject to approval of the County Attorney as to form and content.

Budgeted: yes no Proposed Cost: _____ Reimbursed Amount: _____ County Cost: _____

Department Transfer: _____ from Account No. _____ to Account No. _____

County Administrator's Review: _____ Date: _____

Human Resources Office Review: yes no N/A Signature: _____

County Attorney Review: yes no N/A Signature: _____

Purchasing Review: yes no N/A Signature: _____

Standing Committee: Ayes _____ Nays _____ Date: _____ Signature: _____

Signature/Date Rec'd: _____ Clerk, Board of Supervisors

Referred to:
Committee: _____ Ayes _____ Nays _____ Date: _____ Signature: _____

Committee: _____ Ayes _____ Nays _____ Date: _____ Signature: _____

Zoetek Medical Sales & Service, Inc

	Initial Term	Renewal Term 1	Renewal Term 2
Rate for inspection of County Owned DME (per inspection)	\$12,487.50	\$12,987	\$13,506.50
Hourly Labor Rate for diagnostic services & repair of County Owned DME	\$135	\$140.50	\$146.25
Percentage Markup on actual acquisition cost of replacement parts to repair DME	35%	35%	35%

Cen-Med Enterprises

Initial Term	Renewal Term 1	Renewal Term 2
\$8,642.78	\$8,642.78	\$8,642.78
\$184.76	\$184.76	\$184.76
0%	0%	0%

RESOLUTION

Committee No. 6

Date: 7/5/2023

Committee Chair: Frank Robusto
Department Head: Jeffrey Stalker

RESOLUTION TO AWARD RFP AND EXECUTE AGREEMENT WITH BRIMS, LLC., FOR THE WAYNE COUNTY NURSING HOME

WHEREAS, Resolution 179-23 authorized the release for requests for proposals soliciting a medical billing consultant to provide training and ongoing consultation at the Wayne County Nursing Home (WCNH); and WHEREAS, proposals were due by June 8, 2023, and four (4) proposals were received from the following:

Avid Consulting Group
(d.b.a. BerryDunn)
2490 Sutton Place Dr. S
Carmel, IN 46032
Project Cost: \$60,000
Score: 960/5000 Points

Berry, Dunn, McNeil & Parker, LLC
2211 Congress Street
Portland, ME 04102
Project Cost: \$137,000
Score 2448/5000 Points

BRIMS, LLC
(d.b.a Beacon SolutionsGroup)
171 Sully's Trail
Pittsford, NY 14534
Project Cost: \$40,000
Score: 4435/5000 Points

CNC Consulting, Inc
50 E Palisade Ave
Englewood, NJ 07631
Project Cost: \$57,600
Score 1520/4000 Points

and

WHEREAS, the proposals also contained hourly rates for consulting staff beyond the initial project to aid the nursing home for up to three (3) years on an as-needed basis, with the successful offeror's rates incorporated into the final contract; and

WHEREAS, the proposals were reviewed by members of a review committee consisting of 5 members, and the team recommends the contract be awarded to BRIMS, LLC dba Beacon Solutions (Beacon), in accordance with the program objectives, desired outcomes, terms and conditions of the RFP; now, therefore be it

RESOLVED, that the Chairman of the Wayne County Board of Supervisors is hereby authorized to enter into an agreement with BRIMS, LLC dba Beacon Solutions, on behalf of the Wayne County Nursing Home, for a term of August 1, 2023, through July 30, 2024, with the option to renew for up to two (2) additional one (1) year terms, based on the rates set forth in the submitted RFP, for an amount not to exceed \$40,000 for the initial contract period, subject to the approval of the County Attorney as to form and content; and, be it further

RESOLVED, that the Wayne County Treasurer is authorized to make the following adjustments to the 2023 budget for the Wayne County Nursing Home:

E1990 Contingent Fund
(Appropriations)
\$20,000 from 54000 - Contractual Expenses

E6000 Nursing Home Combined
(Appropriations)
\$20,000 to 54933.E8310 - Account Consultant

Budgeted: yes no Proposed Cost: (\$40,000.00) Reimbursed Amount: \$0.00 County Cost: \$40,000.00

Department Transfer: _____ from Account No. _____ to Account No. _____

County Administrator's Review: _____ Date: _____

Human Resources Office Review: yes no N/A Signature: _____

County Attorney Review: yes no N/A Signature: _____

Purchasing Review: yes no N/A Signature: _____

Standing Committee: Ayes _____ Nays _____ Date: _____ Signature: _____

Signature/Date Rec'd: _____ Clerk, Board of Supervisors

Referred to:

Committee: _____ Ayes _____ Nays _____ Date: _____ Signature: _____

Committee: _____ Ayes _____ Nays _____ Date: _____ Signature: _____