

**STEBEN COUNTY HEALTH SERVICES REVIEW COMMITTEE**

*Tuesday, January 14, 2014*

*11:00 a.m.*

*Legislative Committee Room  
Steuben County Office Building  
Bath, New York*

**\*\*MINUTES\*\***

Meeting was cancelled.

**STEBEN COUNTY HEALTH SERVICES REVIEW COMMITTEE**

*Tuesday, February 11, 2014*

*11:10 a.m.*

*Legislative Committee Room  
Steuben County Office Building  
Bath, New York*

**\*\*MINUTES\*\***

- COMMITTEE:** Joseph J. Hauryski, Vice Chair Carol A. Ferratella Scott J. Van Etten  
Randolph J. Weaver
- STAFF:** Mark R. Alger Jack Wheeler Vicki Fuerst  
Hank Chapman, Psy.D. Nicole Walker Alan Reed  
Shawn Corey Nancy Smith
- LEGISLATORS:** Hilda T. Lando
- ABSENT:** Patrick F. McAllister, Chair Lawrence P. Crossett Gary D. Swackhamer

**I. CALL TO ORDER**

Mr. Hauryski called the meeting to order at 11:10 a.m.

**II. APPROVAL OF MINUTES**

**MOTION: APPROVING THE MINUTES OF THE SEPTEMBER 10, 2013, MEETING MADE BY MRS. FERRATELLA. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

Mr. Hauryski stated he wanted to have a meeting as we have not had a meeting in a while. It is good to get back on track with our focus for 2014 and where we are headed.

**III. OLD BUSINESS**

- A. New Health Care Facility
  - 1. **Update** – Mr. Alger reported the application for the Certificate of Need was heard by the NYS Public Health Planning Council and was approved. The Council, within the next two weeks, will approve the Certificate of Need for the new operator. Once the Certificate is approved, then the attorneys will work on the final transfer documents. The target date for completion of the transfer is June.
- B. Office of Community Services
  - 1. **Update** – Mr. Hauryski stated that he is challenging this committee to make a decision regarding where we want to end up with mental health services by year-end.

Dr. Chapman stated that he, Mr. Alger, Mr. Wheeler and Mrs. Fuerst met with representatives from Finger Lakes Migrant Health to learn about the services they offer. We learned that they are a federally qualified health center, and the majority of their services are general medical and dental. They do have a small piece specific to Mental Health and Substance Abuse. They currently have 20,000 patients receiving services at nine different sites. Each site has two Social Workers. To be able to get access for mental health services, an individual has to be enrolled with Finger Lakes Migrant Health for general medical care. The main agenda of Finger Lakes Migrant Health is that they are looking for office space in the Bath area. They need 6,000 square feet to establish a medical center.

Mr. Hauryski asked how are they impacted by reimbursement rates? Dr. Chapman replied the rates they receive for services are all set through the Federal government. He stated his perception is that it was helpful to meet

with them, as he is more familiar with their services. The downside is that he does not believe they have the capacity to really assist us directly with mental health and substance abuse services at this time.

Dr. Chapman informed the committee that they have been working through the readjudication (Medicaid) project which is rapidly coming to an end. He explained the readjudication project involves rebilling Medicaid for services we budgeted for in the preceding years' budget, however, the State either did not pay or only paid partial. We had estimated we would receive \$1 million and to-date; we have received \$1.1 million. We still anticipate an additional \$30,000. It is an ongoing process of keeping pace with the current billing of client accounts and insurance denials. We have strengthened our abilities using software to generate productivity reports. With the software, we can track staff and their units of service. The most helpful part of the software is that it shows what the units of service equate to in dollars. Now, more than ever, we have the ability to monitor that. Mrs. Ferratella asked does the software tell you what insurance companies are not responsive? Dr. Chapman replied yes. We are able to generate a payor report and can look at trends and highlight the areas that we need to focus on.

Mr. Hauryski asked have you heard anything more regarding interest from Chemung and/or Allegany counties regarding the prior RFP? Dr. Chapman replied he did have conversations with them a couple of months ago. Similar to the past, they are still interested, if and when the time comes. Mr. Hauryski asked if we did an RFP now, would they be willing to submit a proposal? Dr. Chapman replied it will be interesting to see. Everyone had showed interested, but we only received one proposal. He stated his sense is that if we did an RFP for contracting out part of our services, rather than the entire thing, it would be potentially less risky for them. They may find that more desirable, but only time will tell.

Mr. Weaver asked is it because of restructuring? Dr. Chapman replied that is part of the reason why. Similar to us, they will have completed the readjudication. Barring the State making any more significant changes to reimbursement, we all will have a better idea of what to expect for the following year. One piece that is still out there is the health home. We are just entering into a contract with the health home. The health home is something that was handed down by the State. The premise is that it is specific to Medicaid clients. The State is of the opinion that if we create and establish a health home, people on Medicaid will get medical and mental health needs better identified. Once those needs are identified, the system will be more efficient at linking them to the services they need. That occurs through a case manager.

Mr. Van Etten commented, so it is a virtual home? Dr. Chapman replied exactly. With regard to the reimbursement rates, there is a question if that will be enough to cover the costs of running programs. The State Office of Mental Health still is providing us with our legacy rate for case management services. We have also been put on alert that come December 31, 2014, the intent is for that rate to go away. At that point, we will have to survive solely on what we get from the health home. Part of the challenge will be for the case managers. Currently there are two levels, Intensive Case Management (ICM) and Supportive Case Management (SCM). Currently ICM's have a caseload of 12 and SCM's have a caseload of 18 – 20. With what we know about reimbursement rates, the caseloads for case management will have to inflate to up to 50 – 60 individuals in order to meet operating costs.

Mr. Hauryski asked did we submit an RFP for the Corning and Hornell locations? Mr. Alger replied no, we only put out an RFP for the entire operation. You could pursue one or both of those options. Dr. Chapman stated that previously he had put together numbers showing what would happen if we were the sole provider. In that scenario, we would retain State funding. He suggested that he put together numbers showing the scenario if we continue to provide services in Bath, but contract out Hornell and/or Corning. If we contracted one or both of those locations, the funding mechanism from the State would be different as we would not be the sole provider, although the State would allow us to retain some funding. Mr. Hauryski asked that Dr. Chapman do a projection and next month the committee will review the numbers and make a decision on whether to do an RFP for the Corning and/or Hornell locations. Dr. Chapman commented this past year we have seen a significant increase in the number of contracts, so it will be interesting to see the savings.

Mr. Hauryski stated that the budget this year was in the black \$200,000, which is contrary to prior history. Dr. Chapman has done a good job. Mr. Alger commented that part of what we should look at is to separate Hornell and Corning and look at your consolidation into one center. The options are to keep the current operations and bring them to Bath or to keep Bath separate and farm out Hornell and Corning.

Mr. Hauryski asked have all of the lease agreements been finalized? Dr. Chapman replied yes; all of the leases are under the same lease terms.

**MOTION: TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS' LAW, ARTICLE 7§ 105.1D. DISCUSSIONS REGARDING PROPOSED, PENDING OR CURRENT LITIGATION MADE BY MRS. FERRATELLA. SECONDED BY MR. WEAVER. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**MOTION: TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MR. WEAVER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

**MOTION: TO ADJOURN MADE BY MR. WEAVER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 4-0.**

Respectfully Submitted by

Amanda L. Chapman  
Deputy Clerk  
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR  
Tuesday, March 11, 2014  
11:00 a.m.**

**Please send your agenda items to the Clerk of the Legislature's Office  
NO LATER THAN NOON  
Tuesday, March 4, 2014**

**STEUBEN COUNTY HEALTH SERVICES REVIEW COMMITTEE**

*Tuesday, March 11, 2014*

*11:00 a.m.*

*Legislative Committee Room  
Steuben County Office Building  
Bath, New York*

**\*\*MINUTES\*\***

Meeting was cancelled.

**STEBEN COUNTY HEALTH SERVICES REVIEW COMMITTEE**

*Tuesday, April 8, 2014*

*11:00 a.m.*

*Legislative Committee Room  
Steuben County Office Building  
Bath, New York*

**\*\*MINUTES\*\***

<b>COMMITTEE:</b>	Patrick F. McAllister, Chair	Joseph J. Hauryski, Vice Chair	Carol A. Ferratella
<b>STAFF:</b>	Mark R. Alger Hank Chapman, Psy.D. Vicki Fuerst	Jack K. Wheeler Karen Monroe Kathy Muller	David McCarroll Shawn Corey Brenda Mori
<b>LEGISLATORS:</b>	K. Michael Hanna	Hilda T. Lando	
<b>ABSENT:</b>	Larry P. Crossett Randolph J. Weaver	Gary D. Swackhamer	Scott J. Van Etten

**I. CALL TO ORDER**

Mr. McAllister called the meeting to order at 11:00 a.m. and asked Mr. Hauryski to lead the Pledge of Allegiance.

**II. APPROVAL OF MINUTES**

*Secretary's Note: Due to a lack of a quorum, the minutes will be approved at the next regularly scheduled meeting.*

**III. OLD BUSINESS**

**A. New Health Care Facility**

1. **Update** – Mr. Wheeler informed the committee the transition is going well. On March 4, 2014, leadership from Centers conducted a town hall meeting with all employees. They have made offers to management staff that they would like to retain. The billing is still progressing. This week the facility is going through their annual audit. The target date for closing on the sale of the facility is June 1, 2014.

Mr. Hauryski asked how is the transition going with regard to contracts with the facility? Mr. Wheeler replied with any contracts that have come up, we have made sure that we include the appropriate termination clauses. Mrs. Ferratella asked what about those employees that are contracted through an agency? Mr. Wheeler replied Centers has indicated that they have asked those staff to let the department heads, Mr. McCarroll and Centers know if they would like to apply. Centers is looking at those requests on a case by case basis with the contracting agencies.

**B. Office of Community Services**

1. **Update** – Dr. Chapman distributed a handout depicting the projected cost savings if **both** of the satellite offices **were** to be contracted out. The approximate savings would be \$249,128.00. That number of course depends on whether the new agency would ask the County for any money for initial set up or for the long-term. He stated two years ago he did a similar projection and at that time the projected savings was \$467,000.00. He believes the reason the savings is lower now is that over the past two years we have already decreased our County cost. We have gone from a budget of \$1.5 million to \$900,000.00. That is a savings of approximately \$500,000.00 and would account for why we are seeing less of a savings with this projection. Dr. Chapman explained whenever someone leaves employment, we have not always filled the position and have instead contracted for those services. Additionally we have increased our ability to go after insurance denials.

Mrs. Lando asked do you think an agency would want both offices, or would they prefer to just have one? Dr. Chapman replied that is yet to be determined. We thought there may be some merit in contacting a couple of the agencies that had previously shown interest.

Mrs. Ferratella stated when we first started this process there was some apprehension on the part of other agencies due to the State and funding. Have those issues been resolved? Dr. Chapman replied the biggest piece was clinic restructuring. The State changed the fee rates that we receive for Medicaid funded services. We, and other agencies, have gotten through that and there were no significant changes. The other issue was health homes. Health homes provide case management services to individuals with severe medical and mental health or substance abuse issues. These individuals only have Medicaid for their insurance.

Mr. Hauryski asked in reference to the earlier point of contacting agencies who had previously shown interest, is that worth doing? Mr. Alger replied he thinks it is worth doing. Ultimately, we could talk to them and determine if an RFP is the way to go. Mr. Hauryski asked that Dr. Chapman contact those agencies and report to the committee in a couple of months.

Meeting was adjourned at 11:45 a.m.

Respectfully Submitted by

Amanda L. Chapman  
Deputy Clerk  
Steuben County Legislature

**NEXT MEETING SCHEDULED FOR  
Tuesday, June 10, 2014  
11:00 a.m.**

**Please send your agenda items to the Clerk of the Legislature's Office  
NO LATER THAN NOON  
Tuesday, June 3, 2014**

**STEUBEN COUNTY HEALTH SERVICES REVIEW COMMITTEE**

*Tuesday, May 13, 2014*

*11:00 a.m.*

*Legislative Committee Room  
Steuben County Office Building  
Bath, New York*

**\*\*MINUTES\*\***

Meeting was cancelled.

**STEBEN COUNTY HEALTH SERVICES REVIEW COMMITTEE**

*Tuesday, June 10, 2014*

*11:10 a.m.*

*Legislative Committee Room  
Steuben County Office Building  
Bath, New York*

**\*\*MINUTES\*\***

**COMMITTEE:** Patrick F. McAllister, Chair                      Lawrence P. Crossett                      Carol A. Ferratella  
Gary D. Swackhamer                      Scott J. Van Etten                      Randolph J. Weaver

**STAFF:** Mark R. Alger                      Jack K. Wheeler                      Hank Chapman, Psy.D.  
Shawn Corey

**LEGISLATORS:** Hilda T. Lando

**ABSENT:** Joseph J. Hauryski, Vice Chair

**OTHERS:** Mary Perham

**I. CALL TO ORDER**

Mr. McAllister called the meeting to order at 11:10 a.m.

**II. APPROVAL OF MINUTES**

**MOTION: APPROVING THE MINUTES OF THE FEBRUARY 11, 2014, AND APRIL 8, 2014, MEETINGS MADE BY MRS. FERRATELLA. SECONDED BY MR. WEAVER. ALL BEING IN FAVOR. MOTION CARRIES 6-0.**

**III. OLD BUSINESS**

- A. New Health Care Facility
  - 1. **Update** – Mr. Wheeler informed the committee that they continue to work with Centers on the transition. The expected closing date for the sale is July 1, 2014.
  
- B. Office of Community Services
  - 1. **School-Based Services** – Dr. Chapman informed the committee that they currently provide school-based services to the Bath, Hornell, Hammondsport and Prattsburgh Schools. We provide one social worker or psychologist. The school refers students to meet with us. Primarily we provide family therapy and mental health counseling. We do not provide services in the Addison, Corning, Campbell-Savona or Wayland Schools. Those districts have their own social worker or school psychologist. They typically focus on school-related issues. Anything beyond that, they refer to us. There are two schools, Jasper-Troupsburg and Canisteo-Greenwood, who have guidance counselors. Any student that is in need of mental health counseling is referred to us. Dr. Chapman stated that because of our office locations, for those school districts where we do not have a presence, it does not pose great difficulty for families as we are within reasonable driving distance and they can also use public transportation.

Mr. Wheeler commented that from his perspective, he has been working on a grant for the Bath School and his wife is a social worker; this is a good service that we provide. It is good for both the school districts and for us. The schools get more front-line assistance and are able to address issues first before they reach a crisis level. We have a good system in place.

2. **Request for Proposals** – Dr. Chapman informed the committee that he and Mr. Wheeler met with local agencies to see if they had any interest in contracting the services for our Corning and Hornell satellite offices. There are some agencies that have expressed an interest. If we were to privatize our satellite offices, we could reduce our costs by \$250,000. He commented that a new provider would most likely operate at a loss for the first year, possibly first two years. Mr. Alger stated the agency might expect a contribution for their initial start-up costs. That may be more expensive than what we are already doing.

Dr. Chapman stated his goal has been to bring the County cost for the department down to \$900,000. If we were to contract out Corning and Hornell, we would reduce our costs to \$650,000. If you tried to privatize the entire operation, you would still be required to have an LGU (Local Government Unit), which would be comprised of him and a handful of staff to oversee services. The cost to have the LGU is approximately \$500,000. He stated his thought is that for the extra \$150,000 you would have the LGU, but would also be able to continue to provide services in Bath. That would allow us to continue our collaborative efforts with the Department of Social Services, Probation and the courts. This is just something for the committee to consider. Dr. Chapman stated in other counties, Chemung privatized all services, with the exception of case management services. The cost to run their LGU is \$500,000.

Mr. Weaver asked going forward, do you see us continuing to go with contract employees? Dr. Chapman replied his approach has been to contract services as staff leave or retire. Approximately one-third of our staff is contract employees. Whether the Corning and Hornell offices are privatized or not, we would continue this process.

**MOTION: TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS' LAW, ARTICLE 7§ 105.1.F. THE MEDICAL, FINANCIAL, CREDIT OR EMPLOYMENT HISTORY OF A PARTICULAR PERSON OR CORPORATION, OR MATTERS LEADING TO THE APPOINTMENT, EMPLOYMENT, PROMOTION, DEMOTION, DISCIPLINE, SUSPENSION, DISMISSAL OR REMOVAL OF A PARTICULAR PERSON OR CORPORATION MADE BY MR. WEAVER. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 6-0.**

**MOTION: AUTHORIZING THE DIRECTOR OF COMMUNITY SERVICES TO PUT TOGETHER A REQUEST FOR PROPOSAL FOR THE PRIVATIZATION OF THE CORNING AND HORNELL SATELLITE OFFICES MADE BY MR. CROSSETT. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 6-0.**

**MOTION: TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MRS. FERRATELLA. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 6-0.**

**MOTION: TO ADJOURN MADE BY MR. CROSSETT. SECONDED BY MR. WEAVER. ALL BEING IN FAVOR. MOTION CARRIES 6-0.**

Respectfully Submitted by

Amanda L. Chapman  
Deputy Clerk  
Steuben County Legislature

**STEBEN COUNTY HEALTH SERVICES REVIEW COMMITTEE**

*Tuesday, July 8, 2014*

*11:00 a.m.*

*Legislative Committee Room  
Steuben County Office Building  
Bath, New York*

**\*\*MINUTES\*\***

Meeting was cancelled.

**STEBEN COUNTY HEALTH SERVICES REVIEW COMMITTEE**

*Tuesday, August 12, 2014*

*11:00 a.m.*

*Legislative Committee Room  
Steuben County Office Building  
Bath, New York*

**\*\*MINUTES\*\***

Meeting was cancelled.

**STEBEN COUNTY HEALTH SERVICES REVIEW COMMITTEE**

*Tuesday, September 9, 2014*

*11:00 a.m.*

*Legislative Committee Room  
Steuben County Office Building  
Bath, New York*

**\*\*MINUTES\*\***

Meeting was cancelled.

**STEBEN COUNTY HEALTH SERVICES REVIEW COMMITTEE**

*Tuesday, October 14, 2014*

*11:00 a.m.*

*Legislative Committee Room  
Steuben County Office Building  
Bath, New York*

**\*\*MINUTES\*\***

Meeting was cancelled.

**STEBEN COUNTY HEALTH SERVICES REVIEW COMMITTEE**

*Monday, November 24, 2014*

*3:15 p.m.*

*Legislative Committee Room  
Steuben County Office Building  
Bath, New York*

**\*\*MINUTES\*\***

**COMMITTEE:** Patrick F. McAllister, Chair      Joseph J. Hauryski, Vice Chair      Lawrence P. Crossett  
Carol A. Ferratella      Gary D. Swackhamer      Scott J. Van Etten  
Randolph J. Weaver

**STAFF:** Mark R. Alger      Jack K. Wheeler      Hank Chapman, Psy.D.  
Kathy Muller      Lise Reynolds

**LEGISLATORS:** Gary B. Roush

**I. CALL TO ORDER**

Mr. McAllister called the meeting to order at 3:15 p.m.

**II. APPROVAL OF MINUTES**

**MOTION: APPROVING THE MINUTES OF THE JUNE 10, 2014, MEETING MADE BY MR. WEAVER. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 7-0.**

**III. OLD BUSINESS**

A. Office of Community Services

1. **RFP Update** – Dr. Chapman informed the committee that a couple of weeks ago they posted the RFP on the County website. They held a pre-bid conference on November 12<sup>th</sup>. We have had four agencies attend. The deadline for proposals is December 19<sup>th</sup>. They will receive questions regarding the RFP until December 1<sup>st</sup> and he has already received a list of questions and is working with Mr. Gleason to post the responses on the website.

Mr. Hauryski asked what is this RFP specific to? Dr. Chapman replied this RFP is specifically for an agency to run the mental health and substance abuse clinics in Corning and Hornell. Mrs. Ferratella asked do you have a sense as to how things might turn out this time? Dr. Chapman replied this time they have more agencies that have showed interest. When push comes to shove, it will be interesting to see what proposals we receive. He stated he is more optimistic this time around as there are less impediments. He expects at least a couple of proposals. Mr. Hauryski stated that previously Dr. Chapman had provided a calculation on what we would save if we outsource these offices. What was the savings? Dr. Chapman replied we anticipate saving a total of \$250,000 by contracting services at both offices.

Mr. Hauryski commented once we finish with this aspect, we are pretty much getting to the end of looking at the health services we provide. He is looking for this committee to let him know when this committee will no longer be of any use. Mr. McAllister stated that he would think the committee would have no further business once we complete this aspect. Mr. Hauryski stated the only thing that he is looking for from Dr. Chapman is how the main office would stay up and running and the overall costs involved. In his opinion that would conclude this committee's business.

Mr. McAllister stated this committee will meet again once the proposals are received.

**MOTION: TO ADJOURN MADE BY MR. WEAVER. SECONDED BY MR. SWACKHAMER. ALL BEING IN FAVOR. MOTION CARRIES 7-0.**

Respectfully Submitted by

Amanda L. Chapman  
Deputy Clerk  
Steuben County Legislature

**\*\*NEXT MEETING SCHEDULED FOR\*\*  
Tuesday, January 13, 2015  
11:00 a.m.**

**STEBEN COUNTY HEALTH SERVICES REVIEW COMMITTEE**

*Tuesday, December 9, 2014*

*11:00 a.m.*

*Legislative Committee Room  
Steuben County Office Building  
Bath, New York*

**\*\*MINUTES\*\***

Meeting was cancelled.