



LIVINGSTON COUNTY BOARD OF SUPERVISORS' MEETING NOTICE

Livingston County Government Center, Geneseo, New York 14454 585.243.7030

COMMITTEE: HUMAN SERVICES

DATE: JANUARY 7, 2020

TIME: 9:00 A.M

Committee Members

- M. Walker, Chairman
- M. Falk, Vice Chairman
- D. Babbitt Henry
- I. Davis
- D. Wester
- D. LeFeber
- D. Mahus

PLEDGE OF ALLEGIANCE:

9:00 OFFICE FOR THE AGING – SUE CARLOCK

Action Item(s) To Be Reported

1. AUTHORIZING THE DIRECTOR OF THE LIVINGSTON COUNTY OFFICE FOR THE AGING TO SIGN A CONTRACT WITH THE FOLLOWING: LIVINGSTON COUNTY DEPARTMENT OF HEALTH

RESOLVED, that the Director of the Livingston County Office for the Aging is hereby authorized to sign the following contract for the Livingston County Office for the Aging, and any future amendments to said contract for the Livingston County Office for the Aging, according to the terms designated, subject to review by the County Attorney and County Administrator:

<u>Contractor</u>	<u>Term</u>	<u>Amount</u>
Livingston County Department of Health 2 Murray Hill Dr. Mt. Morris, NY 14510	1/1/20-12/31/20	Actual cost of services approved and provided

For: In-home non-medical aide services (Personal Care I and II) for EISEP, CSE and Caregiver Respite programs

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
Federal (Title IIIE) and State (EISEP, CSE)	25%	Yes X No

Director's Comments: Despite contracting with multiple agencies, the Livingston County Office for the Aging often has to put individuals who could be served on a waiting list due to aide shortages. This collaboration is a strategy to increase capacity and serve more people.

Informational Item(s) Written Only

Served Client Summary

Livingston

01/01/2019 and 11/30/2019

Report Run Date: 12/26/2019

Service Type Summary

Service Type	Total Units Prior Year	Total Units Jan-Nov 2019
Caregiver Services (unit=contact for support, counseling, training)	368 contacts/ 84 caregivers	358 contacts/ 97 caregivers
Case Management (unit = hour)	2,022 hours/ 366 people	1,817 hours/ 380people
Congregate Meals (unit =meal)	22,096 meals/260	22,093/278 people



LIVINGSTON COUNTY BOARD OF SUPERVISORS' MEETING NOTICE

Livingston County Government Center, Geneseo, New York 14454 585.243.7030

	people	
Health Promotion Services (unit=session)	1,125 sessions	1,444 sessions
Home Delivered Meals (unit=meal)	43,874 meals/ 346 people	42,456 meals/ 369 people
Information & Assistance (unit=contact)	2,575 contacts	2,833 contacts
Legal Services (unit=hour)	225 hours	282 hours
Nutrition Counseling (unit-hour)	20 hours	30 hours
Nutrition Education (unit=contact)	4,294 contacts	4,412 contacts
Personal Care (unit=hour)	5,595 hours	5,355 hours
PERS (unit=one month or service)	5,581 service months	5,255 service months
Transportation (unit=one way trip)	5,903 one-way trips	7,489 one-way trips

Program Updates:

The 2020-2024 Programs and Services Plan was submitted to the New York State Office for the Aging on December 11, 2020.

LCOFA is working with the CNR on an RFP for Food Services. The current contract expires 5/31/2020. LCOFA is working with LCDOH to contract for aides to provide in-home services for clients.

LCOFA is collaborating with SUNY Geneseo for the Volunteer Income Tax Assistance Program as well as the MLK Day of Leadership and Service.

A Dietetics Intern from SUNY Oneonta will be implementing a nutrition education program at the MM Congregate Meal site beginning in January 2020.

Mount Morris Congregate Meal participants applied for Arts Council grant to expand arts and crafts at the site, with LCOFA as fiduciary. They have been awarded a grant of \$1,125.00.

9:05 DEPARTMENT OF SOCIAL SERVICES – DIANE DEANE (Attachment)

Action Item(s) To Be Reported

1. AUTHORIZING THE CHAIRMAN OF THE LIVINGSTON COUNTY BOARD OF SUPERVISORS TO SIGN THE FOLLOWING CONTRACTS FOR THE LIVINGSTON COUNTY DEPARTMENT OF SOCIAL SERVICES: CHILD CARE COUNCIL, INC., NYS OFFICE OF CHILDREN & FAMILY SERVICES & UR MEDICINE\NOYES HEALTH

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is hereby authorized to sign the following contracts for the Livingston County Department of Social Services, and any future amendments to said contracts, according to the terms designated, subject to review by the County Attorney and County Administrator:

<u>Contractor</u>	<u>Term</u>	<u>Amount</u>
Child Care Council, Inc. 595 Blossom Rd., Suite 120 Rochester NY 14610	1/1/20-12/31/20	\$80,269.00

For: Inspection/registration of Day Care Centers, Homes and School Age Programs

<u>Funding Source</u>	<u>Local Share</u>	<u>Budgeted?</u>
MOU with State OCFS – DSS is pass through Agency	0%	Yes X No
NYS Office of Children & Family Services	1/1/20-12/31/20	\$80,269.00

cc: BOS, Administration, Shannon Hillier, Stephen Woodruff, Jennifer Rodriguez, Diane Deane, Sue Carlock, Jason Skinner, Ryan Snyder



LIVINGSTON COUNTY BOARD OF SUPERVISORS' MEETING NOTICE

Livingston County Government Center, Geneseo, New York 14454 585.243.7030

52 Washington St.
Rensselaer NY 12144

For: MOU for funding to pay for the costs incurred in providing inspection/registration services for Day Care Centers, Homes and School Age Programs.

Funding Source	Local Share	Budgeted?
MOU with State OCFS – DSS is pass through Agency	0%	Yes X No

UR Medicine\Noyes Health 1/1/20-12/31/21 Per day \$220.00
111 Clara Barton St.
Dansville NY 14437

For: Social admissions for individuals eligible for Adult Protective Services

Funding Source	Local Share	Budgeted?
Title XX – 65% Federal	35%	Yes X No

Informational Item(s) Written Only

1. Statement of Appropriations (Monthly) (November) – Attached
2. Statistics (Monthly) (November)

	<u>Nov</u>	<u>% Change from Jan 1</u>
Temporary Assistance Cases (TA):		
Family Assistance	194	-16.38%
Safety Net	231	-9.41%
Total	425	-12.73%

Medicaid Cases (MA):		
Community	1640	-0.91%
Chronic Care	224	-4.68%
Foster Care	156	6.85%
SSI	1258	0.08%
Total	3278	-0.46%

Livingston County Citizens receiving some form of Medicaid service:		
Cases In Transit	28	
NYSOH		
Livingston County DSS	4442	
Total	4470	

Food Stamp Only Cases:	2167	0.09%
SSI Food Stamp Cases:	803	-2.55%
Child Care Cases:	133	-12.50%

Fraud:		
Front End Detection (FEDS) - During Applicant Status	1	
Fraud Referrals Received - Anonymous/Other	12	
Fraud Referrals Received - Internal/DSS	2	
Referrals sent to Sheriff & DA	0	
Pending with DA/Awaiting Disposition	8	



LIVINGSTON COUNTY BOARD OF SUPERVISORS' MEETING NOTICE

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Clients thru the lobby (Unduplicated #): 962
Total # of individuals served by reception staff: 1637

Housing - Homeless Caseload:

Diversions 27
Housed 37
Total 64

Total Nights **551**
Singles 474
2 Adults 0
Families 77

Total Clients in Temp. Housing at end of month 13
Clients entering Temp. Housing & remaining in the month 10

Code Blue - Below 32 Degrees
Cases 1
Nights 14

Section 8 Vouchers Leased Up: 495

Child Support:

Caseload Count 3,067 **-6.92%**
Dollars Collected \$659,468

Child Protective Services (CPS): Ongoing

New Primary Investigation Assignments 45
Secondary Assignments from Other Counties 6
Petitions Filed 4
1034 Court Ordered Investigations Completed 7

CPS Ongoing Case Management/Preventive Services:

71 **18.33%**
CPS Ongoing Management Cases 46
Article 10 Placement/Non-DSS Custody Cases (Out of Home) 19
*Distinct Children 39
Supervision Cases Remaining in Home 20
*Distinct Children 47
Supervision Cases on Behalf of Another County-Secondary 7
*Distinct Children 8
Probation Based # of Children Referred 38
School Based Consults (Avon, Dansville, Livonia) 197
TASA (Case Management for Pregnant/Parenting Teens) Active 3



LIVINGSTON COUNTY BOARD OF SUPERVISORS' MEETING NOTICE

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Foster Care	47	
Foster Children - DSS Custody	41	10.81%
OCFS State Custody	3	
Levels of Care:		
Foster Boarding Home	34	
Approved Relative Foster Home	0	
Institution	4	
Group Home	2	
Supervised Independent Living	0	
Other	1	
Other Case Processing	6	
ICPC Requests	0	
Supervision - Post Discharged - Court Ordered	3	
Supervision on behalf of another county	0	
Aftercare Services	0	
Children on Trial Discharge	3	
Children Discharged to Parent or other resource	0	
Adoptions	1	
Protective Services for Adults (PSA):	41	-19.61%
PSA Referrals Received	14	
Active Financial Mgmt. Cases	48	
Active Home Mgmt. Cases	47	
Personal Care Aide Cases	35	
Level I	5	
Level II	30	
Level I pending	0	
Cases waiting for an assigned Aide	3	
Guardianship Cases	3	
Awaiting discharge	5	
Pending	0	
Assessment Contacts	80	

3. Employees hired, resigned or retired in December:

Kim Schifino	Promoted	Case Supervisor – Grade B	12/1/19	Avon
Alina Diaz	Hired	Case Management Aide	12/2/19	Geneseo
Holley Hillier	Hired - Previous Sr. Social Welfare Exam.	Housing Programs Coordinator	12/8/19	Dansville
Wendy Howell	Promoted	Prin. Social Welfare Examiner	12/15/19	Nunda
Jack Sylvester	Hired	Temp. Social Services Attorney	12/17/19	Lima
Ashley Weiss	Hired	Sr. Social Services Attorney	12/18/19	Geneseo
Jennifer Noto	Resigned	Sr. Social Services Attorney	12/20/19	Geneseo
Joni Neus	Hired/Reinstated	Caseworker	12/23/19	Geneseo
Derek Crocker	Resigned	Caseworker	12/25/19	Mt. Morris
Tracy Thompson	Retired	Prin. Social Welfare Examiner	12/27/19	Dalton

4. The Work Happy - Play Healthy Committee held a dress down fundraiser in November. A total of \$722 was raised. A portion of this will be donated to Glove House for their January 11, 20120 Winter Ball for children in care and the remainder will be used towards other holiday needs for children in care.



LIVINGSTON COUNTY BOARD OF SUPERVISORS' MEETING NOTICE

Livingston County Government Center, Geneseo, New York 14454 585.243.7030

- 5. An Agency All Staff Meeting and luncheon was held on December 4 in the Auditorium. Mr. Coyle was a guest speaker.
- 6. DSS collaborated with the Marines for the fourth consecutive year as a distribution site for the Toys for Tots program.
- 7. Emergency HEAP opened on January 2, 2019. Emergency benefits are available to assist eligible households with a heating emergency or a heat-related domestic emergency. Only one emergency benefit of each type is available per HEAP household for the 2019-2020 season.

9:10 CENTER FOR NURSING & REHABILITATION – STEPHEN WOODRUFF (Attachments)

Action Item(s) To Be Reported

1. AUTHORIZING THE CHAIRMAN OF THE LIVINGSTON COUNTY BOARD OF SUPERVISORS TO SIGN THE FOLLOWING CONTRACTS FOR THE LIVINGSTON COUNTY CENTER FOR NURSING AND REHABILITATION-GENESEE VALLEY EDUCATIONAL PARTNERSHIP & RELIANT STAFFING SYSTEMS, INC. DBA CAREER START

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is hereby authorized to sign the following contract for the Livingston County Center for Nursing and Rehabilitation and any future amendments to said contracts, according to the terms designated, subject to review by the County Attorney and County Administrator:

<u>Contractor</u>	<u>Term</u>	<u>Amount</u>
Genesee Valley Educational Partnership 80 Munson Street Leroy, NY 14482 For: Nurse Aide Training Program	1/1/20-12/31/20	\$1,850.00/participant

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
Operating Budget	N/A	X Yes No

Director's Comments: This relationship will provide the Center with an additional Nurse Aide Training Program for 2020.

Reliant Staffing Systems, Inc., DBA Career Start 252 Plymouth Avenue Rochester NY 14608 For: Supplemental Staffing Contract – RN, LPN, CNA	2/1/20-1/31/21	Fee Schedule
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<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
CNR Operating Budget	N/A	X Yes No

Director's Comments: Staffing agencies have had limited personnel available and are experiencing the same recruiting difficulties as the CNR and other providers. This contract will enable the select and limited use of agency personnel to meet staffing needs.

2. AMENDING THE 2020 LIVINGSTON COUNTY SALARY SCHEDULE: CENTER FOR NURSING AND REHABILITATION

RESOLVED, that the 2020 Livingston County Salary Schedule is amended as follows:

Center for Nursing and Rehabilitation:

- Create one full-time Charge Nurse at the wage grade 15 per CSEA contract effective immediately.

For: Staff education augmentation

Director's Comments:

Under CMS's Phase III, Requirements of Participation, there are a number of evidence based educational requirements all skilled nursing facilities must be in compliance with. Pursuant to recommendations received



LIVINGSTON COUNTY BOARD OF SUPERVISORS' MEETING NOTICE

Livingston County Government Center, Geneseo, New York 14454 585.243.7030

by Beacon Solutions, LLC, this position's primary function will be in the role of RN Staff Education to further ensure both regulatory compliance and to further augment the RN staffing in the Center.

Pre-approved Informational Item(s) To Be Reported (Requires pre-approval from the County Administrator)

FINANCIAL/OPERATIONAL UPDATES:

- a) Occupancy – As of December 23rd, 2019 occupancy was 92.46% for the month, YTD 91.88%.
Cash Flow - The CNR's Cash Flow Report as of December 23rd, 2019, \$17,780,180 in Reserves. Budget Variance - The October 2019 budget variance report will be distributed and discussed at the committee meeting.

Informational Item(s) Written Only

- 1) Reports - Absenteeism, Mandation, FMLA, Payroll Performance, Work Related Injuries, Report Card
- 2) Current FT Nursing Assistant vacancies are: Night Shift –16, Evening Shift –19, Day Shift –15
- 3) Nurse Recruitment – The CNR is actively recruiting qualified applicants.
 - a) There are currently 3 Part Time day shift LPN, 7 Full Time and 6 Part Time evening shift LPN and 5 Full Time and 1 Part Time LPN night shift vacancies.
 - b) There are currently 1 Full Time day shift RN, 1 Full Time evening shift RN, & 2 Full Time night shift RN vacancies.
 - c) There are currently no PCA vacancies at this time.
 - d) The Center continues to utilize agency staffing solutions in the interim to augment these vacancies.
- 4) EPC Project Updates-
 - a) Building envelope – infiltration seal – contacted contractor to investigate air blowing into the ceiling above resident rooms on the 3rd floor, this item remains open. Investigation is continuing.
 - b) Lighting- the contractor has been notified to replace lighting fixtures that are malfunctioning and will be replaced at no cost to the County. All but two outside lights have been replaced.
- 5) The LCCNR received its final Nursing Home Universal Settlement payment in the amount of \$308,267.48, on December 18, 2019.
- 6) The Reliable Health Systems Lease agreement for EMR software and web hosting will be renewed for the period of January 26th, 2020 through January 25th, 2021. This renewal is the third and final of (3), one year option terms.
- 7) Beacon Solutions Monthly Report – to be distributed.
- 8) The LCCNR Department Head 2020 Work Plans with associated goals and objectives have been developed.
- 9) The immunization acceptance rates for the Residents this season is 96% and the rate for Staff is 98%. To date, there have been no positive cases of influenza in the Center.
- 10) CNR Influenza Report-

	Influenza A	Influenza B
October	0	0
November	0	0
December	0	0

- 11) On December 19, 2019, Stephen Woodruff, Director of LTC, served as the Incident Commander of the Greater Rochester Mutual Aid Plan's (GRMAP) Regional Coordinating Center (RCC), convened at St. John's Home for partial evacuation of a Disaster Struck Skilled Nursing Facility in the Rochester area. Kim Kavanagh, Activities Director, GRMAP Steering Committee member, assisted in the RCC and on site at the Disaster Struck Facility.
- 12) On December 24, 2019, the LCCNR participated as a Patient Accepting Facility, post activation of the Greater Rochester Mutual Aid Plan, to assist in the evacuation of a skilled nursing facility in Rochester.

9:25 DEPARTMENT OF HEALTH – JENNIFER RODRIGUEZ



LIVINGSTON COUNTY BOARD OF SUPERVISORS' MEETING NOTICE

Livingston County Government Center, Geneseo, New York 14454 585.243.7030

Action Item(s) To Be Reported

1. AUTHORIZING THE CHAIRMAN OF THE LIVINGSTON COUNTY BOARD OF SUPERVISORS TO SIGN THE FOLLOWING CONTRACTS FOR THE LIVINGSTON COUNTY DEPARTMENT OF HEALTH: ARBOR DEVELOPMENT, CASA TRINITY, CATHOLIC CHARITIES OF LIVINGSTON COUNTY, COMPEER WEST, COUNTY OF STEUBEN, GOODWILL OF THE FINGER LAKES, HILLSIDE CHILDREN'S CENTER, LAKEVIEW HEALTH SERVICES, LIVING OPPORTUNITIES OF DEPAUL, MENTAL HEALTH ASSOCIATION, PT PROFESSIONALS, THE ARC OF LIVINGSTON-WYOMING, INTEGRATED EMPLOYMENT SERVICES-THIS, THAT & MORE CO.

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is hereby authorized to sign the following contracts for the Livingston County Department of Health, and any future amendments to said contract, according to the terms designated, subject to review by the County Attorney and County Administrator:

<u>Contractor</u>	<u>Term</u>	<u>Amount</u>
Arbor Development 26 Bridge Street Corning, NY 14830 For: Supported Housing Units	1/1/20-12/31/22	\$70,388.00/year - Adjustable -not to exceed maximum amount of state funding.

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
NYS OMH	0%	Yes X No

Director's Comments: Funding is established by NYS OMH – pass through, amounts may be adjusted for COLA or prior year close outs, etc.

CASA Trinity 4216 Millennium Drive Geneseo, NY 14454	1/1/20-12/31/22	\$1,242,990.00/year Adjustable -not to exceed maximum amount of state funding.
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For: Healthy Communities That Care, Substance Abuse Services, Residential Program, Jail-based Program

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
NYS/Federal OASAS and Livingston County	\$77,011.00	Yes X No

Director's Comments: Funding is established by NYS/Federal OASAS – pass through, amounts may be adjusted for COLA or prior year close outs, etc.

Catholic Charities of Livingston County 34 East State Street Mt. Morris, NY 14510	1/1/20-12/31/20	\$117,270.00/year Adjustable -not to exceed maximum amount of state funding
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For: In Home Family Therapy, HOPE Youth Mentoring Program and Transition Planning with Inmates.

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
NYS OMH, DSS	\$11,400.00	Yes X No

Director's Comments: Funding is established by NYS OMH, DSS– pass through, amounts may be adjusted for COLA or prior year close outs, etc. This contract is only for one year because funding may change, will review after 12/31/20.

Compeer West Suite 210 135 Delaware Avenue Buffalo, NY 14202 For: Adult Mentoring Program	1/1/20-12/31/22	\$50,195.00/year Adjustable -not to exceed maximum amount of state funding.
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<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
NYS OMH	0%	Yes X No



LIVINGSTON COUNTY BOARD OF SUPERVISORS' MEETING NOTICE

Livingston County Government Center, Geneseo, New York 14454 585.243.7030

Director's Comments: Funding is established by NYS OMH – pass through, amounts may be adjusted for COLA or prior year close outs, etc.

County of Steuben 1/1/20-12/31/20 \$60,000.00 in four equal payments + mileage & equipment recertification expenses
3 East Pultney Square
Bath, NY 14810

For: Execution of the Weight and Measures program for retail facilities throughout Livingston County.

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
Livingston County	100%	Yes X No

Director's Comments: This contract provides for Steuben County to perform Livingston County Weights and Measures checks and inspections at Livingston County facilities.

Goodwill of the Finger Lakes 1/1/20-12/31/22 \$15,415.00 /year
422 South Clinton
Rochester, NY 14620

For: After hour's crisis hotline for the Livingston County clinic

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
Clinic revenue/ NYS OMH	0%	Yes X No

Director's Comments: On call service for clinic after hours.

Hillside Children's Center 1/1/20-12/31/22 \$154,893.00/year
1183 Monroe Avenue
Rochester, NY 14620
Adjustable -not to exceed maximum amount of state funding.

For: GLOW Region Family Support Services

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
NYS OMH	0%	Yes X No

Director's Comments: Funding is established by NYS OMH – pass through, amounts may be adjusted for COLA or prior year close outs, etc.

Lakeview Health Services 1/1/20-12/31/22 \$46,545.00/year
600 Washington Street
Geneva, New York 14456
Adjustable -not to exceed maximum amount of state funding.

For: Supported Housing Units

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
NYS OMH	0%	Yes X No

Director's Comments: Funding is established by NYS OMH – pass through, amounts may be adjusted for COLA or prior year close outs, etc.

Living Opportunities of DePaul 1/1/20-12/31/22 \$114,240.00/year
2240 Union Road
Cheektowaga, NY 14427
Adjustable -not to exceed maximum amount of state funding.

For: OMH Crisis Beds

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
NYS OMH	0%	Yes X No

Director's Comments: Funding is established by NYS OMH – pass through, amounts may be adjusted for COLA or prior year close outs, etc.

Mental Health Association 1/1/20-12/31/22 \$43,203.00/year
320 North Goodman Street
Rochester, NY 14607
Adjustable -not to exceed maximum amount of state



LIVINGSTON COUNTY BOARD OF SUPERVISORS' MEETING NOTICE

Livingston County Government Center, Geneseo, New York 14454 585.243.7030

funding.

For: Adult Mentoring Program

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
NYS OMH	0%	Yes X No

Director's Comments: Funding is established by NYS OMH – pass through, amounts may be adjusted for COLA or prior year close outs, etc.

PT Professionals 1/1/20-12/31/21 \$90.00 – inclusive visit rate
 3509 Thomas Drive \$35.00 - Reimbursable non-
 Lakeville, NY 14480 direct PT care expenses

For: Physical Therapy services

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
Various 3 rd Party Payors	Depends on payor	Yes X No

Director's Comments: This contract will provide physical therapy services for Hospice patients.

The Arc of Livingston County-Wyoming 1/1/20-12/31/22 \$57,466.00/year
 18 Main Street Adjustable -not to exceed
 Mt. Morris, NY 14510 maximum amount of state
 funding.

For: Sheltered Employment Services to Mental Health clients at Hilltop.

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
NYS OMH	0%	Yes X No

Director's Comments: Funding is established by NYS OMH – pass through, amounts may be adjusted for COLA or prior year close outs, etc.

Integrated Employment Services 1/1/20-12/31/20 Hourly rate of \$12.98 x two
This, That & More, Co. people, two times a month
 3605 Thomas Drive for approximately two hours.
 Lakeview, NY 14480 Not to exceed \$150 per
 month

For: Cleaning Services for Reproductive Health Center, Dansville site

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
NYS DOH Family Planning Grant	0%	Yes X No

Director's Comments: This contract will provide cleaning services for the Dansville RHC clinic two times a month.

2. AUTHORIZING THE CHAIRMAN OF THE LIVINGSTON COUNTY BOARD OF SUPERVISORS TO SIGN THE FOLLOWING GRANT AWARD CONTRACTS FOR THE LIVINGSTON COUNTY DEPARTMENT OF HEALTH: NATIONAL ASSOCIATION OF COUNTY AND CITY HEALTH OFFICIALS AND NEW YORK STATE DEPARTMENT OF HEALTH

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is hereby authorized to sign the following grant award contracts for the Livingston County Department of Health, and any future amendments to said contracts, according to the terms designated, subject to review by the County Attorney and County Administrator:

<u>Contractor</u>	<u>Term</u>	<u>Amount</u>
National Association of County and City Health Officials	NACHHO Signing- 8/31/20	\$2,500.00

1201 Eye Street, NW 4th Fl.
Washington, DC 20005

For: Medical Reserve Corps (MRC)Operational Readiness Award

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
cc: BOS, Administration, Shannon Hillier, Stephen Woodruff, Jennifer Rodriguez, Diane Deane, Sue Carlock, Jason Skinner, Ryan Snyder		



LIVINGSTON COUNTY BOARD OF SUPERVISORS' MEETING NOTICE

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NACCHO	0%	Yes <input checked="" type="checkbox"/> No
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Director's Comments: This contract provides for the Medical Reserve Corps

New York State Department Of Health 1/1/20-6/30/20 \$173,811.00

Corning Tower, Empire State Plaza

Albany, NY 12237

For: Family Planning Grant

<i>Funding Source:</i>	<i>Local Share</i>	<i>Budgeted?</i>
NYS Department of Health	0%	Yes <input checked="" type="checkbox"/> No

Director's Comments: County signs first

3. ESTABLISHING THE LIVINGSTON COUNTY DEPARTMENT OF HEALTH IMMUNIZATION FEE SCHEDULE FOR RATES EFFECTIVE JANUARY 1, 2020

Immunization 2020 Fee Schedule			
<u>Service Description</u>	<u>CPT Code</u>	<u>Effective 1/1/19</u>	<u>Effective 1/1/2020</u>
Flu Quad PF 36 mos. +	90686	\$20	\$20
Flu Quad PF 6-35 mos.	90685	\$22	\$22
Flu High Dose	90662	\$54	\$56
Flu Quad Other	90674	New code	\$30
Pneumo 23 Val. (Pneumovax)	90732	\$108	\$115
Pneumo 13 Val. (Pevnar 13)	90670	\$206	\$215
Hepatitis A	90632	\$71	\$73
Hepatitis A (Ped)	90633/90634	\$34	\$34
Hepatitis B	90746	\$65	\$67
Hepatitis B (Ped)	90744	\$25	\$25
MMR	90707	\$75	\$83
Varicella	90716	\$129	\$143
Zoster	90736	\$224	\$224
Menactra	90734	\$128	\$128
Meningitis B	90620/90621	\$175	\$180
HPV	90651	\$215	\$240
IPV	90713	\$34	\$36
Twinrix (Hep A&B)	90636	\$106	\$110
TDaP	90715	\$45	\$45
DTaP	90700	\$30	\$31
Diphtheria/Tetanus (DT) <7yo	90702	\$34	\$34
Tenivac (Td) age 7yo+	90714	\$26	\$27
Rabies	90675	\$350	\$350
Rotavirus	90680	\$110	\$110
Pentacel	90698	\$97	\$101
Hib	90648	\$20	\$18
PPD	86580	\$10	\$10
PPD E/M	99211	\$25	\$25
Immune Gamma Globulin HepA	J1460	\$42 per unit	\$42 per unit
Therapeutic, Prophylactic, or diagnostic Injection	96372	\$45	\$45



LIVINGSTON COUNTY BOARD OF SUPERVISORS' MEETING NOTICE

Livingston County Government Center, Geneseo, New York 14454 585.243.7030

Imm Admin through age 18 w/counseling	90460	\$26	\$25
Each additional vaccine or component through age 18	90461	\$26	\$25
Immun Admin 1 vaccine	90471	\$26	\$25
Immun Admin each additional vaccine	90472	\$26	\$25

4. ESTABLISHING THE LIVINGSTON COUNTY DEPARTMENT OF HEALTH MENTAL HEALTH FEE SCHEDULE FOR RATES EFFECTIVE JANUARY 1, 2020

Mental Health Clinic 2020 Fee Schedule			
Service Description	CPT Code	Previous Rate	Effective 1/1/20
Interactive Complexity	90785	New Code	\$15
Initial Individual Visit (45 min minimum)	90791	\$246	\$246
45 min Initial Evaluation (prescriber only)	90792	\$218	\$218
Brief Therapy Visit (30 min minimum)	90832	\$155	\$155
Psychiatric Assessment 30 min	90833	\$129	\$129
Individual Therapy (45 min minimum)	90834	\$207	\$207
Psychiatric Assessment 45 min	90836	\$200	\$200
60 min Therapy Session (commercial payers)	90837	\$189	\$189
Crisis Therapy	90839	\$408	\$408
Family Therapy w or w/o Patient - MMIS (30 min minimum)	90846	\$146	\$146
Family Therapy with Patient - MMIS (1 hr minimum)	90847	\$295	\$295
Psychotherapy - Family Group 1hr	90849	\$68	\$68
Group Therapy - MMIS	90853	\$68	\$68
Complex Care Management	90882	\$23	\$23
Injection only w/drug	96372	\$38	\$38
After hours	99051	\$20	\$20
New Patient Assessment - Level I	99201	\$140	\$140
20 min New Patient Level II	99202	\$145	\$145
30 min New Patient Level III	99203	\$150	\$150
45 min New Patient Level IV	99204	\$165	\$165
60 min New Patient Level V	99205	\$210	\$210
Established Patient Assessment Level I	99212	\$135	\$135
15 min Est Patient Level II	99213	\$140	\$140
25 min Est Patient Level III	99214	\$145	\$145
40 min Est Patient Level IV	99215	\$155	\$155
Health Monitoring, Indiv 15 min	99401	\$60	\$60
Health Monitoring, Indiv 30 min	99402	\$72	\$72
Health Monitoring, Indiv 45 min	99403	\$104	\$104



LIVINGSTON COUNTY BOARD OF SUPERVISORS' MEETING NOTICE

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Health Monitoring, Indiv 60 min	99404	\$137	\$137
Smoking Cessation, Intermediate	99406	\$27	\$27
Smoking Cessation, Intensive	99407	\$42	\$42
SBRIT Screening	H0049	\$60	\$60
SBRIT Brief Intervention	H0050	\$60	\$60
Inject Med Admin w/Monitoring/Education	H2010	\$99	\$120
Crisis Intervention per 15 min	H2011	\$95	\$95
Injection, Risperdal	J2794	\$12	\$12
Crisis Intervention per hour	S9484	\$573	\$573
Crisis Intervention 3 hour	S9485	\$1,344	\$1,344
COPS Only	4098	\$209	\$209

***Note- New fees determined based on updated Medicaid APG and Medicare rate analysis.

Informational Item(s) Written Only

- Continue to focus on a Chronic Disease Prevention initiative entitled *Be Well in Livingston* (Nunda)- enhancing capacity of steering committee; implementing strategic plan for 2019; develop and implement media and outreach plan for 2019- community led physical activity opportunities being offered and well attended with Fun and Fitness ad/flyers; and continued discussion on sustainability including funding from local businesses to sponsor Fun and Fitness ad; developed a resolution and outdoor signage for Town and Village regarding Be Well; incorporated Be Well messages and activities in *Christmas In Nunda* event; and conduct *Highway to Health* talk focusing on nutrition and community challenge to align with school's employee challenge in January.
- Expanding *Be Well in Livingston* to Mt. Morris- discussing dates for school, worksite and community assessments; scheduling focus groups, data review and local resources; sent Be Well educational material for translation to SUNY Geneseo student, developed a resolution and outdoor signage for Town and Village regarding *Be Well*.
- Community Health Assessment and Community Health Improvement Plan using MAPP process completed; priorities include **Prevent Chronic Disease** (Be Well) and **Promote Well-Being and Prevent Mental and Substance Use Disorders**; distributed CHA summary and CHIP to be placed on social media post and websites, press release sent to media; CHA and CHIP submitted to NYSDOH.
- Workforce Development: conducted core competency assessment with staff, three step prioritize process with administrative staff in January, developed and distributed training plan for LCDOH staff for 2020
- Breastfeeding Quality Improvement initiative regarding data collection for Breastfeeding Friends Group, and Breastfeeding Friendly Policy to be adopted and implemented by Livonia Public Library starting January 2020.
- Revising Emergency Preparedness Plan.
- Submitting *After Action Report* regarding Emergency Preparedness exercise conducted in November.
- Awarded Medical Reserve Core NACCHO grant funding- to begin January 1.
- Continuing incident reviews and CQI for LC Mental Health. Outreach re: RHC services at SUNY Geneseo, includes two tabling events in the Union.
- Developing RHC outreach / media regarding services, importance of LARC and STI prevention.
- Media and outreach efforts: Breastfeeding Friends Group new site in Livonia media campaign and promotional materials, Toy Safety, Winter Safety, Handwashing, Indoor Tanning, National Influenza Week, World AIDS Day and RHC services, Pregnancy and Emergency Contraception information and RHC services and RHC Avon clinic site closing.



LIVINGSTON COUNTY BOARD OF SUPERVISORS' MEETING NOTICE

Livingston County Government Center, Geneseo, New York 14454 585.243.7030

- Planning for Trauma Informed practices and policies - conducted committee meeting to discuss trainings and plans for 2020.

9:30 WORKFORCE DEVELOPMENT – RYAN SNYDER

Action Item to Be Reported

1. APPOINTING MEMBER TO THE COMMUNITY INITIATIVES COUNCIL: WENDY HOWELL

RESOLVED, that the following member be hereby appointed to the Community Initiatives Council for the term designated:

Community Initiatives Council			
Name	Address	Rep/Title	Term
Wendy Howell	1561 Route 436, Nunda NY 14517	Low-Income	1/8/20 - 12/31/20

2. APPOINTING MEMBER TO THE LIVINGSTON COUNTY YOUTH BOARD: STEPHANIE MILLER

RESOLVED, that the following member be hereby appointed to the Livingston County Youth Board for the term designated:

Livingston County Youth Board			
Name	Address	Agency	Term
Stephanie Miller	4476 Clover Street, Honeoye Falls, NY 14472	Public Schools	At Pleasure

3. AMENDING THE 2020 LIVINGSTON COUNTY SALARY SCHEDULE: WORKFORCE DEVELOPMENT AND REFERRING THIS MATTER TO THE WAYS AND MEANS COMMITTEE

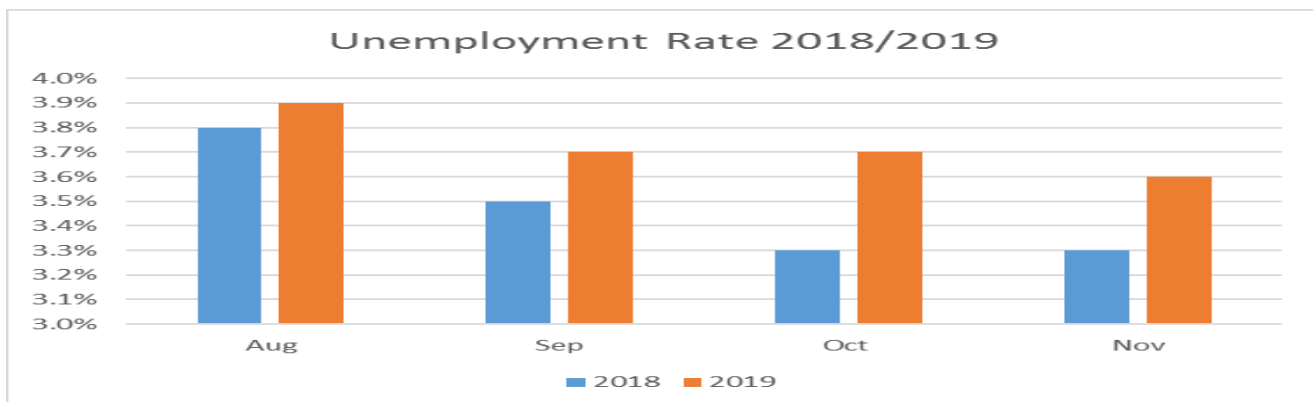
RESOLVED, that the 2020 Livingston County Salary Schedule is amended as follows:

Workforce Development:

- Create one full-time Recruitment Specialist position at Wage Grade 16 CSEA Contract effective 1/1/2020. For: Coordinating recruitment strategies to ensure departments have an adequate applicant pool to fill openings.

Informational Item(s) Written Only

Livingston County Unemployment Rate



The unemployment rate has risen year over year for each of the last four consecutive months.

Department Activity Report

Activity	Nov 2019
Job Openings Posted with NYSDOL	387
Counselor Assisted Appointments	41

cc: BOS, Administration, Shannon Hillier, Stephen Woodruff, Jennifer Rodriguez, Diane Deane, Sue Carlock, Jason Skinner, Ryan Snyder



LIVINGSTON COUNTY BOARD OF SUPERVISORS' MEETING NOTICE

Livingston County Government Center, Geneseo, New York 14454 585.243.7030

Workshop Attendees	26
Jail Workshop Attendees	0
Adults/Youth in Training	10
WIOA Youth Enrolled in Services (26 by 6/30/20)	18
WIOA Adults Trained (32 by 6/30/20)	24
Temporary Assistance Clients Employed	32
Temporary Assistance Clients in Work Experience	22

Program Report

NYS Youth Council – Several applications from local youth were received for the NYS Youth Council. Judges will begin reviewing, nominations and making their final recommendations to Albany in mid-January.

CNA Program – The next Certified Nursing Assistant Training Program is schedule to start on March 30, 2020.

Mini Job Fair – Ten mini job fairs have been scheduled for 2020. The dates are 1/14, 2/11, 3/10, 4/14, 5/12, 6/9, 8/11, 9/8, 10/13 and 11/10.

Mini Grants – The Youth Bureau awarded 3 mini grants to youth-led community service projects in 2019.

9:40 OTHER – IAN COYLE

Action Item(s) To Be Reported

1. AUTHORIZING THE CHAIRMAN OF THE LIVINGSTON COUNTY BOARD OF SUPERVISORS TO SIGN THE FOLLOWING CONTRACT FOR LIVINGSTON COUNTY: CORNELL COOPERATIVE EXTENSION ASSOCIATION OF LIVINGSTON COUNTY

RESOLVED, that the Chairman of the Livingston County Board of Supervisors is hereby authorized to sign the following contract for Livingston County, according to the terms designated, subject to review by the County Attorney and County Administrator:

<u>Contractor</u>	<u>Term</u>	<u>Amount</u>
Cornell Cooperative Extension Association of Livingston County 3 Murray Hill Mt. Morris, NY 14510	1/1/20-12/31/20	\$512,500.00
For: Support & Maintenance to conduct extended educational programs		

<i>Funding Source</i>	<i>Local Share</i>	<i>Budgeted?</i>
County Budget	100%	Yes X No

9:45 ADJOURNMENT

Livingston County Department of Social Services

Statement of Appropriations, Expenditures and Balances

Account	MONTH OF			November-19		20-Dec-19	
	Appropriation	18 Carry-Over	Current Month Expenditure	Expended To Date	Balance	Calendar % ==>	91.67
						Avg Monthly Expenditure	YTD % Expend
.1 Salaries	\$6,188,500	0.00	663,453.31	5,184,937.05	1,003,562.95	\$471,357.91	83.78
.2 Equipment	\$41,000	0.00	0.00	4,496.84	36,503.16	\$408.80	10.97
.4 Contractual	\$23,979,345	0.00	1,610,445.18	23,648,654.62	330,690.38	\$2,149,877.69	98.62
.8 Fringes	\$4,365,042	0.00	256,309.53	3,495,612.87	869,429.13	\$317,782.99	80.08
2018 DOLLARS	\$34,573,887	\$0.00	\$2,530,208.02	\$32,333,701.38	\$2,240,185.62	\$2,939,427.40	93.52

Encumbrances from 2018

Personal Services (6010.1000)	\$122,624.05	\$0.00	\$122,624.05	\$0.00
Temporary Services (6010.1950)	\$1,646.83	\$0.00	\$1,646.83	\$0.00
Overtime (6010.1951)	\$1,197.03	\$0.00	\$1,197.03	\$0.00
FICA (6010.8100)	\$9,598.25	\$0.00	\$9,598.25	\$0.00
Travel, Training (6010.4020)	\$30,000.00	\$0.00	\$25,219.81	\$4,780.19
Telephone (6010.4055)	\$9,300.00	\$0.00	\$5,888.64	\$3,411.36
Office Supplies (6010.4060)	\$480.00	\$0.00	\$479.52	\$0.48
Professional Services (6010.4080)	\$33,372.00	\$0.00	\$33,307.75	\$64.25
Gasoline (6010.4124)	\$350.00	\$0.00	\$219.32	\$130.68
Agency Contracts (6010.4190)	\$275,618.00	\$0.00	\$241,684.69	\$33,933.31
Advertising (6010.4200)	\$2,215.00	\$0.00	\$1,452.38	\$762.62
Paternity Test (6010.4353)	\$100.00	\$0.00	\$100.00	\$0.00
Unemployment (6010.8500)	\$4,000.00	\$0.00	\$111.88	\$3,888.12
Day Care (6055.4240)	\$60,000.00	\$0.00	\$60,000.00	\$0.00
Purchase of Services (6070.4240)	\$73,000.00	\$0.00	\$56,615.19	\$16,384.81
TANF (6109.4240)	\$100,000.00	\$0.00	\$99,013.16	\$986.84
Child Care (6119.4240)	\$140,000.00	\$0.00	\$140,000.00	\$0.00
Institutional Care PHC (6120.4240)	\$20,000.00	\$0.00	\$20,000.00	\$0.00
Juv. Delinq. (6123.4240)	\$6,500.00	\$0.00	\$6,500.00	\$0.00
State Training Sch. (6129.4240)	\$215,600.00	\$0.00	\$0.00	\$215,600.00
Safety Net (6140.4240)	\$30,000.00	\$0.00	\$24,870.60	\$5,129.40
Total Encumbrance	\$1,135,601.16	\$0.00	\$850,529.10	\$285,072.06

Livingston County Department of Social Services
Statement of Appropriations, Expenditures and Balances

		MONTH OF		November-19		20-Dec-19	
		18	Current Month	Expended		Calendar % ==>	91.67
Account	Appropriation	Carry-Over	Expenditure	To Date	Balance	Avg Monthly Expenditure	YTD % Expend
<u>PROGRAM EXPENDITURES</u>							
6055.4240	DAYCARE	\$1,250,000	\$75,332.65	\$963,869.69	\$286,130.31	\$87,624.52	77.11
6070.4240	SERV/RECIPIENT	\$588,500	\$30,745.04	\$507,405.35	\$81,094.65	\$46,127.76	86.22
6101.4240	MEDICAID	\$1,000	\$0.00	\$0.00	\$1,000.00	\$0.00	0.00
6102.4240	MMIS	\$8,900,000	\$691,032.00	\$13,077,593.00	(\$4,177,593.00)	\$1,188,872.09	146.94
6109.4240	TANF	\$4,004,000	\$191,097.69	\$2,466,399.22	\$1,537,600.78	\$224,218.11	61.60
6119.4240	CHILD CARE	\$1,986,000	\$136,403.81	\$1,522,484.72	\$463,515.28	\$138,407.70	76.66
6120.4240	INST CARE/HAND	\$200,000	\$14,101.90	\$209,624.40	(\$9,624.40)	\$19,056.76	104.81
6123.4240	JUV DELINQ	\$200,000	\$25,458.34	\$143,950.40	\$56,049.60	\$13,086.40	71.98
6129.4240	ST TR SCH	\$100,000	\$0.00	\$0.00	\$100,000.00	\$0.00	0.00
6140.4240	SAFETY NET	\$2,794,000	\$166,972.66	\$1,803,306.85	\$990,693.15	\$163,936.99	64.54
6141.4240	HEAP	\$5,000	\$84.00	(\$66,901.42)	\$71,901.42	(\$6,081.95)	-1338.03
6142.4240	EAA	\$150,000	\$5,322.73	\$75,262.04	\$74,737.96	\$6,842.00	50.17
SUBTOTAL PROGRAM		\$20,178,500	\$1,336,550.82	\$20,702,994.25	(\$524,494.25)	\$1,882,090.39	102.60

Livingston County Department of Social Services
Statement of Appropriations, Expenditures and Balances

20-Dec-19

MONTH OF **November-19**

Calendar % ==> 91.67

Account	Appropriation	18 Carry-Over	Current Month Expenditure	Expended To Date	Balance	Avg Monthly Expenditure	YTD % Expend
ADMINISTRATION							
6010.1000 Personal Serv	\$6,066,000		\$642,734.26	\$5,063,050.24	\$1,002,949.76	\$460,277.29	83.47
6010.1950 Temp Serv	\$46,300		\$7,390.97	\$46,198.64	\$101.36	\$4,199.88	99.78
6010.1951 Overtime	\$76,200		\$13,328.08	\$75,688.17	\$511.83	\$6,880.74	99.33
6010.2050 Office Equip	\$10,000		\$0.00	\$3,795.38	\$6,204.62	\$345.03	37.95
6010.2100 Automotive Equip	\$30,000		\$0.00	\$0.00	\$30,000.00	\$0.00	0.00
6010.2200 D. P. Electronic	\$1,000		\$0.00	\$701.46	\$298.54	\$63.77	70.15
6010.4020 Travel, Train	\$333,200		\$19,497.76	\$200,344.52	\$132,855.48	\$18,213.14	60.13
6010.4025 Conferences	\$0		\$0.00	\$0.00	\$0.00	\$0.00	0.00
6010.4045 MLR	\$1,304,406		\$110,031.94	\$1,214,268.78	\$90,137.22	\$110,388.07	93.09
6010.4055 Telephone	\$87,100		\$9,264.12	\$61,550.07	\$25,549.93	\$5,595.46	70.67
6010.4060 Supplies	\$36,600		\$2,863.95	\$16,589.09	\$20,010.91	\$1,508.10	45.33
6010.4070 Serv Contract	\$111,500		\$0.00	\$109,008.26	\$2,491.74	\$9,909.84	97.77
6010.4075 Data Processing	\$252,696		\$0.00	\$253,163.88	(\$467.88)	\$23,014.90	100.19
6010.4080 Prof Serv	\$194,180		\$32,113.45	\$155,548.93	\$38,631.07	\$14,140.81	80.11
6010.4090 Vol Insurance	\$0		\$0.00	\$0.00	\$0.00	\$0.00	0.00
6010.4100 Postage	\$40,000		\$0.00	\$30,843.24	\$9,156.76	\$2,803.93	77.11
6010.4124 Gasoline	\$5,000		\$0.00	\$2,070.88	\$2,929.12	\$188.26	41.42
6010.4127 Outside Repair	\$0		\$0.00	\$0.00	\$0.00	\$0.00	0.00
6010.4140 Equip Repair	\$0		\$0.00	\$0.00	\$0.00	\$0.00	0.00
6010.4150 Equip Rental	\$20,700		\$1,428.06	\$14,620.27	\$6,079.73	\$1,329.12	70.63
6010.4190 Agency Cont.	\$1,402,613		\$98,029.63	\$885,244.14	\$517,368.86	\$80,476.74	63.11
6010.4200 Advertising	\$8,150		\$565.45	\$565.45	\$7,584.55	\$51.40	6.94
6010.4332 Physicals	\$1,700		\$0.00	\$615.20	\$1,084.80	\$55.93	36.19
6010.4353 Paternity Test	\$3,000		\$100.00	\$1,227.66	\$1,772.34	\$111.61	40.92
6010.8100 FICA	\$471,890		\$48,239.29	\$370,310.03	\$101,579.97	\$33,664.55	78.47
6010.8200 Retirement	\$1,034,312		\$0.00	\$787,794.77	\$246,517.23	\$71,617.71	76.17
6010.8300 Health Ins	\$1,628,881		\$125,251.44	\$1,371,138.55	\$257,742.45	\$124,648.96	84.18
6010.8311 Retiree Health Ins	\$1,063,579		\$78,335.12	\$863,876.06	\$199,702.94	\$78,534.19	81.22
6010.8313 Deferred Comp Match	\$22,000		\$3,748.05	\$23,961.47	(\$1,961.47)	\$2,178.32	0.00
6010.8314 Voluntary Defined Con	\$5,400		\$735.63	\$4,658.99	\$741.01	\$423.54	1.00
6010.8400 Worker's Comp	\$128,980		\$0.00	\$71,799.50	\$57,180.50	\$6,527.23	55.67
6010.8500 Unemployment	\$10,000		\$0.00	\$2,073.50	\$7,926.50	\$188.50	20.74
SUBTOTAL ADMINISTRATION	\$14,395,387	\$0.00	\$1,193,657.20	\$11,630,707.13	\$2,764,679.87	\$1,057,337.01	80.79

MEMO

TO: Ian Coyle
 FROM: Barb Rauber
 DATE: December 30, 2019
 SUBJECT: Livingston County CNR Cash Flow Report As Of 12/27/2019

<u>CNR</u>	<u>EXPENSES</u>	<u>RECEIPTS</u>	<u>TAX LEVY</u>	<u>DEBT PYMT</u>	<u>BALANCE</u>
Balance At 12-31-18					\$ 20,026,234
Current Year-To-Date	\$ (36,798,644)	\$ 34,234,050	\$ -	\$ -	\$ 17,461,640
Change		\$ (2,564,594)			\$ (2,564,594)

Voucher Build-up: \$ 263,585

RECAP:

Payroll	\$ 463,231
A/P	\$ 554,458
Health Insurance	\$ -
Revenues	\$ 699,148
Bond Payment	\$ -
IGT	\$ -
Revenue Transfer	\$ -
Retirement	\$ -
Workers' Comp	\$ -

IGT (2014-2015) Amount = \$ 9,986,244	Total IGT Funds received in 2016 = \$ 9,986,244
IGT (2015-2016) Amount = \$ 10,260,630	} Total IGT Funds received in 2017 = { \$ 22,805,474
IGT (2016-2017) Amount = \$ 8,562,755	
IGT (2016-2017) Amount = \$ 308,004	* Additional '16-17 IGT Disbursement Received February 2, 2018
IGT (2017-2018) Amount = \$ 3,982,089	} Received December 2017
IGT (2017-2018) Amount = \$ 3,982,089	Received March 2018
IGT (2018-2019) Amount = \$ 5,283,509	*Total IGT Funds received in 2018 = \$ 9,573,602
IGT (2018-2019) Amount = \$ 5,283,509	Received April 2019
IGT (2019-2020) Amount = \$ 4,286,909	Received October 2019

NOTES:

- 1) January 31, 2019, CNR paid estimated balance of 2018 Worker's Comp - 68,783.37
- 2) April 22, 2019, IGT 2018-2019 second payment received in the amount of 5,283,509
- 3) April 29, 2019, Bond P&I Payment in the amount of 1,632,986.88
- 4) June 18, 2019, CNR transferred allotted 2012 Private Pay Receipts to Treasurer - 2,798,151
- 5) October 23, 2019, CNR paid their share of NYS Retirement to the Treasurer - 1,599,688.49
- 6) October 31, 2019, IGT payment received in the amount of \$4,286,909
- 7) November 19, 2019, CNR transferred allotted 2013 Private Pay Receipts to Treasurer - \$3,019,928.00
- 8) December 18, 2019, CNR received final Universal Settlement Payment - \$308,267.48.

cc: Steve Woodruff
 Amy Davies

**Livingston County CNR
Operating Budget Variance Summary
As Of 10/31/19**

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>	<u>% Variance</u>
Net Resident Service Revenue:				
Medicaid	\$ 11,462,531	\$ 9,774,156	\$ (1,688,375)	-14.73%
Medicare	\$ 3,458,479	\$ 2,617,501	\$ (840,978)	-24.32%
Private	\$ 5,556,888	\$ 7,242,530	\$ 1,685,642	30.33%
Other Insurance	\$ 210,822	\$ 189,870	\$ (20,952)	-9.94%

NOTES:

Occupancy rate is budgeted at 93.00%, and was 92.0% through October 2019.

Total Budgeted Private pay = 15.56% of resident days. Actual Private pay = 14.11% with Medicaid Pending = 2.26%.

Medicaid revenue is stated as follows (with \$14.04 for Cash Receipt Assessment Tax included):	<u>Budgeted Rate without CRAT</u>
2019 Budget = \$229.04 (for 01/01/19 – 12/31/19)	\$215.00
2018 Actual = \$214.30 (actual for 01/01/19) Issued - 11/16/18	

Medicaid/Managed Medicaid days for 01/01-06/30/2018 = 34,354

Medicaid/Managed Medicaid days for 07/01-12/31/2018 = 34,267

Cash Receipt Assessment Tax revised August, 2016 by DOH: \$13.88

Medicaid Pending days for the period 01/01/19 - 10/31/19 = 1,684

The Garden of Life – Adult Day Care program has an occupancy rate of 89.4% for the period through October 2019, and is over budget by \$122,160.

GOL occupancy rate is budgeted at 78.60%.

2019 Budget/Actual =	\$ 104.41	Medicaid Rate
2019 Budget =	\$ 115.00	Private Pay Rate

YTD Operating Expenses:	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>	<u>% Variance</u>
Labor	\$ 11,519,517	\$ 9,715,664	\$ (1,803,853)	-15.66%
Agency Fees	\$ 75,000	\$ 1,225,129	\$ 1,150,129	1533.51%
Pharmacy - Prescription Drugs	\$ 250,000	\$ 273,555	\$ 23,555	9.42%
Dietary - Contracted Services	\$ 1,418,333	\$ 1,282,627	\$ (135,706)	-9.57%
Laundry/Linen Contracted Service	\$ 229,167	\$ 186,526	\$ (42,640)	-18.61%
Medical Supplies	\$ 277,500	\$ 269,603	\$ (7,897)	-2.85%
TOTALS:			<u>\$ (816,412)</u>	

NOTES:

Livingston County CNR
Operating Budget Variance
As Of 10/31/2019

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>	<u>% Variance</u>	<u>Prior Month Variance</u>
Net Resident Service Revenue:					
Medicaid	\$ 11,462,531	\$ 9,774,156	\$ (1,688,375)	-14.73%	\$ (1,725,766)
Medicare	\$ 3,458,479	\$ 2,617,501	\$ (840,978)	-24.32%	\$ (714,671)
Private	\$ 5,556,888	\$ 7,242,530	\$ 1,685,642	30.33%	\$ 1,737,241
Other Insurance	\$ 210,822	\$ 189,870	\$ (20,952)	-9.94%	\$ (23,555)
Day Care	\$ 339,147	\$ 514,000	\$ 174,853	51.56%	\$ 187,914
Other Operating Revenue	\$ 325,979	\$ 242,218	\$ (83,761)	-25.70%	\$ (73,199)
Prior Year Adjustments	<u>\$ -</u>	<u>\$ (31,405)</u>	<u>\$ (31,405)</u>	<u>100.00%</u>	<u>\$ (31,405)</u>
Total Resident Service Revenue	<u>\$ 21,353,846</u>	<u>\$ 20,548,871</u>	<u>\$ (804,975)</u>	<u>-3.77%</u>	<u>\$ (643,440)</u>
Operating Expenses:					
Salaries	\$ 11,519,517	\$ 9,715,664	\$ (1,803,853)	-15.66%	\$ (1,497,679)
Workers Compensation	\$ 1,315,945	\$ 668,315	\$ (647,630)	-49.21%	\$ (513,438)
Other Benefits	\$ 5,072,219	\$ 4,204,000	\$ (868,219)	-17.12%	\$ (736,059)
Other Operating Expense	\$ 5,577,230	\$ 5,513,715	\$ (63,515)	-1.14%	\$ 123,817
Depreciation (Principal + Capital)	\$ 1,205,922	\$ 1,343,960	\$ 138,038	11.45%	\$ 126,614
Bad Debt Expense	\$ 208,219	\$ 15,584	\$ (192,636)	-92.52%	\$ (171,403)
County Cost Allocations	\$ 333,151	\$ 312,500	\$ (20,651)	-6.20%	\$ (17,928)
NYS Cash Receipts Tax	\$ 1,207,671	\$ 1,079,267	\$ (128,404)	-10.63%	\$ (106,254)
Total Operating Expenses	<u>\$ 26,439,874</u>	<u>\$ 22,853,005</u>	<u>\$ (3,586,869)</u>	<u>-13.57%</u>	<u>\$ (2,792,329)</u>
Income (Loss) From Operations	<u>\$ (5,086,028)</u>	<u>\$ (2,304,134)</u>	<u>\$ 2,781,894</u>	<u>-54.70%</u>	<u>\$ 2,148,889</u>
Nonoperating Gains:					
IGT	\$ 3,981,339	\$ 9,570,418	\$ 5,589,079	140.38%	\$ 1,302,170
Advanced Training Initiative	\$ -	\$ -	\$ -	100.00%	\$ -
Universal Settlement Funds	\$ -	\$ -	\$ -	100.00%	\$ -
General Fund Contributions	\$ -	\$ -	\$ -	0.00%	\$ -
Other	\$ 98,196	\$ 77,353	\$ (20,843)	-21.23%	\$ (94,150)
Total Nonoperating Gains	<u>\$ 4,079,535</u>	<u>\$ 9,647,771</u>	<u>\$ 5,568,236</u>	<u>136.49%</u>	<u>\$ 1,208,020</u>
NET PROFIT (LOSS)	<u>\$ (1,006,493)</u>	<u>\$ 7,343,637</u>	<u>\$ 8,350,130</u>	<u>-829.63%</u>	<u>\$ 3,356,910</u>



**Livingston County Center for Nursing & Rehabilitation
Financial and Operational Enhancement Services
Monthly Update - December 2019**

Section 1: Clinical Operations: monthly summary and next steps

Summary:

- **MDS focus audits**- November audits have been completed but were delayed due to lack of timely MDS completion by staff. This problem has been resolving within the MDS department over this month, with the addition of the new MDS nurse. There are, however, issues with ancillary disciplines not being compliant with their completion. The trends remained unchanged from October; with lack of supporting documentation for MDS completion, timeliness and compliance being the main trends. The MDS admission and completion audit tool was presented to Kathy Crye and the MDS nurses early in December. This will assist in tracking timeliness and compliance of MDS completion. Amy Lee plans to meet with Kandie Parker, Director of Social Work Services after the holidays to discuss audit findings related to her department.
- **Nurse staffing audit**- (Ongoing) Staffing audit and recommendations presented to facility leadership and board in early December. Waiting further feedback in regards. Beacon is hoping to use these changes as a springboard to improve quality as measured through 5 Star rating (see QM bullet below for further detail).
- **MDS department support/ educations/PDPM follow through**- (Ongoing)
 - MDS policy analysis- Due to other endeavors and the onboarding of new MDS staff, policies were tabled this month. Amy has completed draft MDS policies to support system changes and they have been presented to Kathy Crye for approval. Amy has this on her agenda to solidify during the month of January.
 - Amy Lee, RN continues to act as a resource to the MDS nurses as questions arise. Educational information was provided for newly hired MDS nurse and follow up questions were answered as needed.
 - Diagnosis coding was reviewed as it relates to the Billing cycle for PDPM. It was found that there was a process oversight that was resulting in inaccurate ICD10 codes being pulled for billing. The error was addressed by educating the staff who are responsible for inputting the diagnosis codes into the RHS system to correct the process to the future. The codes for October and November were reviewed and corrected and billing for those months was able to be processed.
 - Amy Lee and Tina Gollhardt from Beacon Solutions are developing a triple check process and educating facility staff to implement in February (for January billing) to monitor the MDS to billing cycle and ensure that the claims being billed are accurate prior to submission. To assure compliance for December Medicare billing, a similar process will be implemented/performed by the Beacon team (Amy and Tina).
- **Department/ operations specific PDPM educations**- At this time all PDPM initial education has been completed. To assure compliance with Medicare program guidelines as well as monitor for the appropriate application of strategic reimbursement techniques, Beacon has developed a Medicare audit tool that will be initiated with the completion of the December Medicare claims. Monthly, 5 Part A or Part C claims will be reviewed and results tracked/ trended to identify issues.



**Livingston County Center for Nursing & Rehabilitation
Financial and Operational Enhancement Services
Monthly Update - December 2019**

- **Formalize Quality reporting metrics and identify monthly monitoring for QM's/ 5 Star Rating improvements, etc.** - (Ongoing) Started monthly QA reviews and evaluation with MDS team- will continue monthly.
 - Amy Lee presented QM log to MDS + QA nurses to track and report possible QM triggers in real time as MDS's are completed per request from Kathy Crye. The audit tool is attached. Amy will be reviewing data with an audit in January to determine if it requires any modifications or if it is meeting the needs of the facility.
 - Amy Lee will begin the process of working with Nursing and the IDT on Quality. Education is currently being developed specific to LCCNR's data. Plan is to formally kick off by mid January with Nursing leadership/IDT Education. Finalize monitoring tools to track specific QM's and identify initial PIP's to improve ratings. These tools will be used and presented monthly to the team to track success.
 - Team has informally started by tackling UTI Measure. We have researched the increase trend in UTI's, identified a root cause related to an error in MDS coding. As a result, the MDS nurses were educated on proper MDS coding guidelines. We will continue to track and trend and reevaluate if we see no positive improvement.
- **Software Vendor issues-**
 - Issues this month revolved around needing access changed to update the ICD10 diagnosis's in the RHS. It was corrected after emails and phone calls to the vendor by Amy Lee and Barb Rabauer.
- **Liability Notice Delivery Protocol** (to be transitioned to MDS Department responsibilities)- The MDS position has been filled and the new nurse is learning the facility and the expectations of the position. The MDS department as a whole is showing improvement in MDS completion compliance but they continue to have MDS's that are overdue. The transition of this process will be initiated early in 2020.
- **Census process review-** Now that the MDS position has been filled Amy is in the process of setting up a review of her findings/recommendations to formalize census with Kathy Crye in January to develop a timeline on progressing this initiative.

Next Steps:

- **Continue all "on-going" initiatives**
- **Denial Management Support-** No new issues have been identified at this time.
- **Case Mix Roster Submission 1/2019-** With the recent NYS DOH Dear Administrator letter issued 11/21/19 the facility has been put on notice as to the Census Upload filing deadline for the January Census window. Amy Lee confirmed the process for accessing the proper reports from the RHS software and will be working to validate and upload the CMI roster on 1/2/20 with the MDS staff.

Section 2: Financial Department Operations: monthly summary and next steps- ~~It was decided to give Karen and team the month of October to kick off Revenue Cycle transitions and complete some PDPM education focused on the Business Office personnel. Andrea and Beacon team will get on site in November and start initiatives relative to billing. She is working with Barb to set up November schedule. As such, there are no financial updates for October.~~

Summary: _____



Livingston County Center for Nursing & Rehabilitation
Financial and Operational Enhancement Services
Monthly Update - December 2019

• **Software Enhancements-**

- Worked with Jenny, Reliable and eSolutions and was able to successfully electronically file MVP claims through eSolutions.
- Communication with Reliable, eSolutions and payers to transition all payers to electronic claims and remits. Spoke with Provider Representatives for Excellus, Fidelis and Humana. They have all stated that remittance is paid by NPI and not tax ID number. They stated that funds for other County lines of business with the same tax ID number should not pull to nursing home remits. Working on completing paperwork with Barb and they will be submitted. Completed with Barb and eSolutions to set up electronic Medicare Remits, waiting for first remit in eSolutions.
- Working with eSolutions to change REV code at time of download to eSolutions before it is submitted to payer. Reliable is unable to produce a claim with PDPM scores and the payer required revenue code. At this time claims are submitted on paper to meet this requirement. The solution at this time is to submit claims electronically to eSolutions where the claims can be adjusted prior to submission.
- Reliable working on monthly automated insurance verification. Paperwork for Medicaid was completed and approved at the end of December. Worked with Reliable and found reports that can be used for Medicare and Medicaid verification. Will be submitting to eSolutions for test batches. Reliable has software limitation to produce a report with the required information for Medicare Advantage Plans, working with Reliable for a solution.

• **Process Enhancements-**

- Progress was slow due to vacation and filing of November Claims. Will continue to work with Lisa to review and correct influenza vaccination billing which have not been successfully submitted for 2+ years. Roster billing via eSolutions is not possible. Claims will be submitted via the FISS DDE Roster Billing portal. Will bill claims from January 2019 to current.
- October MVP claims were submitted with NAVI Health PDPM score per Beacon's Clinical Operations Team. Jenny in the Business Office and Beacon will create a spreadsheet to be reviewed with Beacon team and management once claims pay for October and November 2019.
- October Medicare claims were submitted, and all claims have valid diagnosis codes. Reviewed with Terri in Admissions the proper set up of diagnosis coding in Reliable. At the time of reviewing, it was found that when physician orders were entered in Reliable the diagnosis codes were not being put in correctly. Director of Nursing was made aware and they fixed the problem.
- October Excellus claims had an issue with PDPM Score vs Level of Care. Call to provider representative and she forwarded a provider bulletin stating to bill with PDPM Score and Medicare guidelines. Claims were prepared and billed.
- All other October claims have had the PDPM Score and diagnosis codes reviewed, and claims have submitted to payer for payment.
- November claims have had the PDPM Score and diagnosis codes reviewed, and all but three have been submitted to the payers. The three claims being held are now ready for submission and are awaiting staff to return from vacation.



**Livingston County Center for Nursing & Rehabilitation
Financial and Operational Enhancement Services
Monthly Update - December 2019**

- Medicare enrollment paperwork for electronic remittance processing through eSolutions has been successfully completed and Medicare remittance should process through eSolutions going forward.

Next Steps:

- Month End process for vendors and other departments to get data to business office in a timely fashion.
- Working with Reliable to obtain to proper format for submitting the required data file to eSolutions for monthly automated insurance verification.
- Continue working with eSolutions enrollment team for electronic submission of claims and remittances for Excellus, Humana and Fidelis.
- Reach out to United Health Care representative to obtain electronic remits for nursing home only. It has been expressed that this was an issue in the past.
- Collection process for outstanding claims.