

STAFFING REVIEW COMMITTEE MEETING MINUTES  
APRIL 14, 2010

STAFFING REVIEW COMMITTEE MEMBERS PRESENT: Rymph, Campbell, Henke, Suprenant

STAFFING REVIEW COMMITTEE MEMBERS ABSENT: Shay, Chairman Health Committee

SUPERVISORS: Pitts, Watkins, Lindsay

Debra Prehoda, Clerk

Barbara Winchell, Personnel Director

Roger Wickes, County Attorney

Kevin Hayes, County Administrator

AGENDA AS PRESENTED IN THE COMMITTEE NOTICE:

- 1) Call to Order
- 2) Review & Discuss Pleasant Valley Organization Chart/Staffing/Retirements
- 3) Other Business
- 4) Adjournment

Chairman Rymph called the meeting to order at 10:45 A.M.

REVIEW & DISCUSS PLEASANT VALLEY ORGANIZATION CHART/STAFFING RETIREMENTS: Doug Cosey, Administrator, distributed a chart of organization for Pleasant Valley, attached. He stated currently he has about twelve people reporting to him in this current organization pattern. That pattern does lead to some disorganization and he plans to reorganize into fewer people reporting directly to him. He stated over the last two years, he has eliminated five full time positions and distributed the attached handout detailing staffing changes. There is one position in the Staffing Pattern that has not been filled for several years, part time diet technician and probably that position could be eliminated from the staffing pattern. Physician Services and therapist are contracted with Glens Falls Hospital. The agency has two full time Social Workers. The number of short term stays for therapy services have increased. The agency does not have a great relationship with the Glens Falls Hospital case management. Pleasant Valley contracts with Public Health for representation at the hospital. Doug is monitoring the cost of the therapy services from the hospital. Seventy-five percent of their admissions are from the hospital. They have an excellent speech therapist that does not work through the hospital. Doug distributed a draft revised organization chart with fewer department heads reporting directly to the Administrator, attached. After reviewing the revised organization chart, Doug stated IT could be under Fiscal Services. Activities would probably go under nursing. Kevin feels this draft revised organization chart will improve on cross training of staff. Doug will continue to work on this draft revised organization chart for consideration by the Health Committee. Kevin expressed concerns with the Fiscal Services division with cross training, possible retirement of the biller and a Senior Account Clerk working excess overtime. Doug has not addressed this draft-revised organization with his department heads. He will work further on this chart for the committee's review. Kevin stated that the Fiscal Services unit needs immediate attention. Doug has contacted and met with Public Health regarding having them do some of the billing for secondary insurances. This still leaves the situation of the main biller who could possibly retire and it might be beneficial to hire someone to start training. One account clerk in the Fiscal Services department has submitted her resignation to accept a position in Public Health. She was responsible for processing the payables. Something needs to be done in that department to avoid future problems.

Doug stated they currently have the following full time vacancies: nurses 3 or 4 and CNAs about 18. He will check to see if other agencies will conduct a training class for CNAs for the facility and he will also look into the possibility of training CNAs for other facilities. These vacancies are being covered by overtime. Kevin asked Doug to do a salary survey on CNAs at the various area agencies. With the new Director of Nursing, the morale at the facility seems to have improved.

The committee discussed hiring a bookkeeper level position to learn the billing process as the current bookkeeper will be retiring in the near future. They need to have the meeting with Public Health regarding having them do some secondary billing prior to backfilling the Account Clerk position that is transferring to Public Health.

Mr. Lindsay joined the meeting at 12:05 P.M.

The committee discussed adding an additional bookkeeper position in Fiscal Services or a provisional Senior Account Clerk.

Doug stated if they have an opportunity to move some billing to Public Health then some of the IGT funds could go to the General Fund for the work Public Health is doing. Kevin stated the ironic part is that if Pleasant Valley pays Public Health then Public Health's state aid would be reduced and it would result in a 36% loss to the county. He only wanted to point out that it was not dollar for dollar.

Kevin stated at the next Staffing Review meeting, Buildings and Grounds will address two possible retirements and an overall reorganization plan. He would also like Social Services to start their review. Also with the upcoming retirement of Donna English, Board of Election Commissioner, it is time to look at the structure of the election inspectors and how they might fit into the organization chart.

OTHER BUSINESS: None

The meeting adjourned at 12:17 P.M.

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