

AMENDMENT TO COMM. 15E-11 (2011)
July 14, 2011

DELETE THE ENTIRE TEXT AND INSERT THE FOLLOWING:

July 5, 2011

The Honorable
Erie County Legislature
92 Franklin Street – Fourth Floor
Buffalo, New York 14202

**RE: Personnel Adjustments Correctional
Health Services – Department of Health**

Honorable Members:

The Erie County Department of Health (ECDOH) provides medical oversight and staff who provide health care at the Erie County Correctional Facility and Erie County Holding Center under an Interdepartmental Agreement with the Erie County Sheriff.

The ECDOH is seeking to align staffing patterns which will result in a reduced need for overtime as well as diminish the need to contract with private agencies for the provision of health care services.

Should your honorable body require further information, I encourage you to contact the Health Department. Thank you for your consideration on this matter.

Sincerely,

CHRIS COLLINS
Erie County Executive

MEMORANDUM

To: Honorable Members of the Erie County Legislature
From: Department of Health
Re: Personnel Adjustments Correctional Health Services –
Department of Health
Date: July 5, 2011

SUMMARY

To authorize personnel and budget adjustments in the Department of Health - Correctional Health Services, in order to more efficiently provide healthcare services to the inmate populations of the Erie County Holding Center and the Correctional Facility.

FISCAL IMPLICATIONS

Funding is available in the 2011 Budget from unanticipated revenues available in the Department of Social Services in Account 466180 Unanticipated Prior Year Revenue

REASONS FOR RECOMMENDATION

In order to more efficiently provide healthcare services to the inmate populations of the Erie County Holding Center and the Correctional Facility it is necessary to implement staffing adjustments and budget adjustments. This is a step in the ongoing process to revamp policies and procedures to increase efficiency for delivery of health services. The recommendations are the result of Lean Six Sigma techniques that looked at intake for jail operations for health and mental health.

BACKGROUND INFORMATION

The Department of Health has been incurring overtime and contract service costs that could be greatly reduced with the proposed re-alignment of staffing patterns. The increased reliance on contractual medical services private agency support has been deemed to be too costly, although necessary at this time, to meet service requirements. Included in this resolution is a request for additional professional services funding in order to meet anticipated contractual expense until the impact of the proposed staffing changes take effect.

Diminishing the use of the private contractors would be accomplished by adding additional medical and support staff positions and by approving variable minimum rates for certain positions so as to facilitate recruitment and hiring of personnel in a timely manner.

CONSEQUENCES OF NEGATIVE ACTION

Staffing adjustments will not be able to be implemented and staffing realignments will not be made.

STEPS FOLLOWING APPROVAL

The Health Department will work with the Budget Office and Department of Personnel to make necessary budgetary adjustments and create the new positions. The Health Department will then take the appropriate steps necessary to recruit and hire additional qualified candidates.

A RESOLUTION SUBMITTED BY:
HEALTH DEPARTMENT

RE: Personnel Adjustments
Correctional Health Services –
Department of Health

WHEREAS, the Erie County Sheriff is responsible for health care at the Erie County Correctional Facility and the Erie County Holding Center; and

WHEREAS, the Erie County Department of Health provides medical oversight and medical staffing to provide health care at the Erie County Correctional Facility and Erie County Holding Center under an Interdepartmental Agreement with the Erie County Sheriff; and

WHEREAS, the County utilized Lean Six Sigma techniques to look at the intake process for Jail operations for Health and Mental Health; and

WHEREAS, as part of the ongoing process to revamp policies and procedures to increase efficiency for delivery of Health and Mental Health services in both the Erie County Holding Center and Erie County Correctional Facility adjustments are appropriate; and

WHEREAS, the Department of Health has been implementing a system of care and is seeking to realign staffing patterns which will result in reduced overtime and professional contract service costs; and

WHEREAS, the Department of Health is currently implementing an electronic medical record system in the Correctional Health Program which is intended to improve record keeping, tracking and monitoring, but also requires staff to implement and maintain said system; and

WHEREAS, an improved, more efficient model of care will be implemented at the Erie County Holding Center to include a reception housing unit in the facility; and

WHEREAS, the correctional health staffing needs will shift in response to the redesign of the service model to include reception housing; and

WHEREAS, the Department of Health and Department of Mental Health are working together to complete more comprehensive and thorough mental health assessments; and

WHEREAS, the County intends to reduce the number of individuals housed in constant-observation housing to more efficiently provide appropriate care; and

WHEREAS, it has been determined that the current use of professional contract service costs can be reduced by hiring County staff which would result in increased efficiencies; and

WHEREAS, in order to reduce contractual services and recruit and retain additional qualified professional staff for the Holding Center it is necessary to establish a variable minimum hiring Step E in JG 8 for the position of Registered Nurse/Holding Center, and a variable minimum hiring Step 3 in JG 7 for the position of Holding Center/Medical Aide; and a variable minimum hiring Step 3 in JG 6 for the position of Correctional Facility/Medical Aide; and

WHEREAS, implementation of this restructuring requires personnel adjustments within the Health Department 2011 Budget; and

WHEREAS, due to the high cost of providing inmate medical care, which is also driven by State and Federal mandates, anticipated year-end expense for the provision of medical services will exceed budgeted appropriation and will need to be adjusted; and

WHEREAS, unanticipated revenues are available in the Department of Social Services in Account 466180 Unanticipated Prior Year Revenue to fund this request.

NOW, THEREFORE, BE IT

RESOLVED, that the Erie County Legislature hereby authorizes the following personnel adjustments within Fund 110, Fund Center 12700 – Health Division, as indicated below:

<u>ADDITIONS</u>				
Cost Center	Position	# new positions	JG	B100
1271720	Registered Nurse–Holding Ctr - FT	8	8	6394
1271720	Holding Ctr Medical Aide - FT	18	7	6400
1271720	Medical Office Assistant - FT	3	4	6396
1271720	Medical Office Assistant - RPT	2	4	6396
1271730	Dental Assistant – RPT	1	5	6399
1271730	Correc Facility Medical Aide – FT	4	6	6395
1271730	Correc Facility Medical Aide - RPT	2	6	6395
1271730	Medical Office Assistant – FT	1	4	6396
1271514	Medical Records Administrator – FT	1	8	6398
1271514	Sr. Nurse Practitioner - FT	1	12	6393
1271710	Sr. Nurse Practitioner – FT	2	12	6392

<u>DELETIONS</u>				
Cost Center	Position	Position #	JG	B100
1271720	Dental Assistant – FT	51001132	5	6397
1271720	Nurse Clinician Psychiatry – FT	51007715	12	6397
1271720	Registered Nurse – FT	51008383	8	6397
1271720	Registered Nurse - FT	51008385	8	6397

1271720	Registered Nurse – FT	51007843	8	6397
1271720	Registered Nurse – FT	51008386	8	6397
1271720	Registered Nurse – FT	51007842	8	6397
1271720	Registered Nurse – FT	51008384	8	6397
1271720	Registered Nurse – FT	51008382	8	6397
1271730	Dental Assistant – FT	51001131	5	6399
1271514	Medical Records Administrator -RPT	51001130	8	6398
1271514	Sr. Nurse Practitioner - RPT	9067	12	6393
1271710	Midlevel Practitioner – PT	51008622	17	6397
1271710	Midlevel Practitioner – PT	51008621	17	6397
1271710	Midlevel Practitioner – PT	51008623	17	6397

and be it further

RESOLVED, that the Director of Budget and Management is authorized to make the following budget adjustments:

Fund 110 -
Fund Center 120 – Department of Social Services

<u>Revenue</u>		<u>Increase</u>
466180	Unanticipated Prior Year Revenue	\$1,583,245

Fund 110
Fund Center 12700 – Health Division

<u>Appropriations</u>		<u>Increase/(Decrease)</u>
500000	Full Time Salaries	\$127,198
500020	Regular Part Time Wages	14,568
500010	Part-Time Wages	(112,044)
502000	Fringe Benefits	41,112
516020	Professional Svcs Contracts Fees	1,512,411
912700	ID Billing Health Services	(\$1,583,245)

Fund 110
Fund Center 116 – Jail Management

<u>Appropriations</u>		<u>Increase</u>
912700	ID Billing Health Services	\$1,583,245

and be it further

RESOLVED, that a variable minimum of JG 8, Step E, be established for the positions of Registered Nurse/Holding Center, and that a variable minimum of JG 7, Step 3, be established

for the positions of Holding Center/Medical Aide, and that a variable minimum of JG 6, Step 3, be established for the positions of Correctional Facility/Medical Aide; and be it further

RESOLVED, that the Director of Budget and Management is hereby authorized to make all necessary interdepartmental billing adjustments between the Health Department and Jail Management in order to properly reflect all medical service expenses in the Jail Management Budget; and be it further

RESOLVED, that certified copies of this resolution will be forwarded to the Erie County Sheriff, the County Executive, the Office of the Comptroller, the Department of Personnel, the Director of Labor Relations, the Division of Budget and Management, the Department of Law and to Dr. Anthony J. Billittier, IV, Commissioner, in the Erie County Department of Health, 9th Floor, Rath Building.