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COUNTY OF ERIE

MARK C. POLONCARZ
COUNTY EXECUTIVE

November 27, 2015

Erie County Legislature
92 Franklin Street
Buffalo, New York 14202

RE: Department of Health - Establishment of a Change Fund

Dear Honorable Members:

The purpose of this resolution is to recommend the establishment of a Change Fund in the amount of \$75.00 in the Department of Health, Immunization ("IM") Clinic. In addition, the resolution also requests legislative authority to increase the change fund in the Sexually Transmitted Disease ("STD") and Tuberculosis ("TB") clinics from \$50.00 to \$75.00.

The Change Fund will allow the Health Department to provide change to patients who are paying for vaccinations in the County's Immunization clinic. The account activities will be monitored and maintained by adequate fiscal control through a post-audit procedure.

Should your Honorable Body have any questions, please contact Commissioner of Health, Gale Burstein. Thank you for your consideration.

Sincerely,

A handwritten signature in black ink that reads "Mark C. Poloncarz".

Mark C. Poloncarz, Esq.
Erie County Executive

MCP:lmg

CC: Commissioner of Health, Gale R. Burstein, MD

MEMORANDUM

To: Honorable Members of the Erie County Legislature
From: Health Department
Re: Establishment of a Change Fund
Date: November 27, 2015

SUMMARY

The Erie County Department of Health operates Sexually Transmitted Disease (“STD”), Tuberculosis (“TB”), and Immunization (“IM”) clinics. The Department is required to charge the patients for co-pays, deductibles and self-pay. Many patients do not have the exact payment and need change.

FISCAL IMPLICATIONS

Positive. The Department will be able to accept payment for services from patients that do not have the exact change.

REASONS FOR RECOMMENDATION

The clinics will be able to make change for patients that do not have the exact change.

BACKGROUND INFORMATION

The Erie County Department of Health operates a number of clinics where patients pay directly for the services or are required to make a co-payment or pay a deductible. Having a change fund of sufficient size will allow the clinic staff to accept cash payments and provide the correct change to patients.

CONSEQUENCES OF NEGATIVE ACTION

The Department will not be able to accept cash payments and make the proper change from clinical services.

STEPS FOLLOWING APPROVAL

The Health Department will follow the appropriate steps necessary to create a change fund in the IM clinic and increase the change fund in the TB and STD clinics.

A RESOLUTION SUBMITTED BY:
HEALTH DEPARTMENT

RE: Department of Health – Establishment of a Change Fund

WHEREAS, the Erie County Department of Health Immunization, Sexually Transmitted Disease (“STD”) and Tuberculosis (“TB”) clinics charges patients for services; and

WHEREAS, the patients do not always have the exact amount of money; and

WHEREAS, this fund will be utilized to provide change to patients who are paying for Department of Health clinical services; and

WHEREAS, the account activities will be monitored and maintained by adequate fiscal control through a post-audit procedure; and

WHEREAS, Section 2.06 of the County Administrative Code authorizes the establishment of a Change Fund.

NOW, THEREFORE, BE IT

RESOLVED, that the Erie County Legislature hereby authorizes the creation of a Change Fund in the amount of \$75.00 in the Erie County Department of Health Immunization clinic; and be it further

RESOLVED, that the Erie County Legislature hereby authorizes the increase in the Change Fund from \$50.00 to \$75.00 in the STD and TB clinics; and be it further

RESOLVED, that certified copies of this resolution be forwarded to the Office of the County Executive, the Department of Health, the Office of the Comptroller, the Division of Budget, Management and Finance, and the Department of Law.