

HEALTH SERVICES COMMITTEE MEETING

AGENDA

March 10, 2014

Committee Chairperson Handel called the meeting to order at _____ p.m.

Health Committee Members: Chairperson Handel; Legislators Overbaugh, Hatton, K. Lennon and Kozloski.

AGENDA ITEMS:

1. Proposed Resolution “Authorizing Contract Extension / Addendum – Greene County Public Health Department / New Baltimore Animal Hospital – Rabies Prevention.”
2. Proposed Resolution “Authorizing Conference Attendance – Greene County Family Planning - Laura Churchill, Interim Director Of Public Health and Penny Martinez, Health Educator.” Backup Attached.

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March 17, 2014

RESOLUTION No.

AUTHORIZING CONFERENCE ATTENDANCE
GREENE COUNTY FAMILY PLANNING
LAURA CHURCHILL, INTERIM DIRECTOR OF PUBLIC HEALTH
PENNY MARTINEZ, HEALTH EDUCATOR

Legislator offered the following resolution and moved
its adoption:

BE IT RESOLVED, that Laura Churchill, Interim Director of Public Health and Penny Martinez, Health Educator be and herby authorized to attend the National Family Planning and Productive Health Association's annual Conference in Alexandria, Virginia to be held April 27th, 2014 through April 30th, 2014; and be it further

RESOLVED, that this conference is one hundred (100%) percent funded by the Paragard grant.

Seconded by Legislator

Ayes Noes Absent CARRIED.

Approved by Health Services Comm.:

Approved by Finance Comm.:



Greene County Family Planning
411 Main Street 3rd Fl.
Catskill, New York 12414
Phone# 719-3580 Fax# 719-3797

Laura Churchill, MS, FNP
Program Administrator

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MEMO

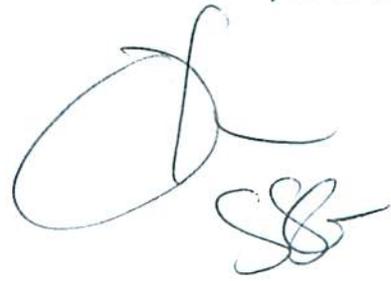
TO: Shaun Groden

FROM: Laura Churchill

DATE: 2/25/2014

Please find attached a conference request for Laura Churchill and Penny Martinez to attend the National Family Planning and Reproductive health association's annual conference in Alexandria, Virginia. As recipients of the Paragard as EC grant in September 2013, we were expected to attend the conference and will be presenting on the findings of the work we have done. These costs are covered 100% by this grant. This conference is also very helpful with providing important trainings including: ICD 10 coding and billing, outreach and enrollment and third party contracting.

Please feel free to contact me if you have any questions and thank you in advance for your time.


2.25.14

TRAVEL/CONFERENCE REQUEST AND REIMBURSEMENT FORM

TODAY'S DATE : 2/25/2014 (2)

REQUEST FROM : Laura Churchill - Family Planning
(Name of Department Head and Department)

NAME(S) OF PERSON(S)
ATTENDING CONFERENCE: Laura Churchill, Penny Martinez

DATE(S) AND TIME(S)
OF CONFERENCE: 4/27 - 4/30 (Sun-Wed.)

PLACE OF CONFERENCE: Alexandria, VA

TOPIC OF CONFERENCE: NEPRHA National conference (attending + presenting)

REGISTRATION FEE: \$ 800 for 2 registrants

HOTEL/MOTEL ACCOMMODATION FEE REQUESTED: YES NO

HOTEL/MOTEL ESTIMATED COST: \$ 229/night x 3 = \$ 687.00

TRAVEL EXPENSE REQUESTED: YES: NO:

PERSONAL CAR MILEAGE & TOLLS ONLY

COUNTY CAR (if available) TOLLS (If applicable)

AIR FARE ESTIMATED COST ROUND TRIP: \$ 500 (per 2)

TRAIN/BUS (metro) ESTIMATED COST ROUND TRIP: \$ 20

MEAL EXPENSE REQUESTED: YES NO \$ 32/day x 2 = \$ 64 daily x 4 = \$ 256

CONTINUING EDUCATION CREDIT: YES NO

ADDITIONAL INFORMATION: 100% covered by Parasard grant! Total = \$2263

APPROVED _____ NOT APPROVED _____

APPROVED NOT APPROVED _____

APPROVED NOT APPROVED _____

Direct Supervisor
Laura Churchill
Department Head

County Administrator

Reimbursements are to be claimed on a monthly basis using this form and a voucher. Please list all reimbursable expenses, including meal costs, the cost of tolls and parking expenses, related meeting expenses, and personal automobile reimbursement. Both forms must be clearly itemized, approved by the Department Head, accompanied by actual receipts and are subject to audit by the Deputy Budget Officer before payment can be made. All requests for travel reimbursements are required to be submitted within sixty (60) days after the expense is incurred, pursuant to IRS Rule 1.62-2(c)(5).

OUT OF STATE TRAVEL/CONFERENCE REQUIRES A RESOLUTION BY THE LEGISLATURE. PLEASE BE SURE TO REQUEST THIS IN A TIMELY MANNER.