



2013 Board of Health Minutes

January

February

April

July

September

October

November

December



ORLEANS COUNTY BOARD OF HEALTH
MINUTES OF MEETING
JANUARY 10, 2012

Call to Order

Paul Grout called the meeting to order at 7:36 p.m.

George Bower is no longer assigned to our department by the legislature. William Eick, legislator, is now assigned to our department. He was introduced and welcomed to the meeting.

Members Present

Paul Grout, Wendy Oakes Wilson, William Eick, Dr. Jim Robinson

Staff Present

Paul Pettit, Kimberly Castricone, Cathy Miller, Mary Janet Sahukar

Members Excused

Dr. Nancy Ciavarri, Dr. Sallah Abbasey, Dr. David Meza

Minutes of Previous Meeting:

Wendy Wilson moved to accept the minutes of the December meeting. Dr. Jim Robinson seconded the motion. Motion carried.

Public Concerns

There were no public concerns. Paul Pettit did take this time to share with the board a positive comment from Leslie Allen regarding the oversight of church functions by Al Cheverie of our environmental division. Mr. Cheverie did a wonderful job of thoroughly explaining the process, requirements and rules when he met with their members.

Also, we were notified by one of our preschool providers, Mary Cariola Children's Center, of their complete satisfaction of our preschool transportation provider, Ridge Road Express. They emailed how Ridge Road Express and their drivers stand out as exemplarily with their delivery and care of preschoolers.

DIVISION REPORTS

Director's Report

Paul explained he had submitted the GIS initiative for chronic disease today. This initiative is conducted through the University of Michigan and is an assistance program for software and hardware. We expect to hear the result of our application by mid-February 2012.

Nothing has been heard with regards to either lead grant as yet. We hope to have word by mid to end January 2012.

We have no solution to our medical consultant and contract issue as yet. As stated at previous meetings, the extra cost of insurance/mal practice remains a concern. We have been implementing short-term extensions this past year, but hope to have a more permanent answer soon.

At the end of January, we expect NYSDOH to be here for a week to conduct multiple audits for multiple programs.

We are in the process of scheduling a meeting with Oak Orchard Health Center to finalize our family planning agreement. Planned Parenthood no longer is housed within our county.

We have been notified we are to be funded \$5000.00 through an award to sustain and grow our MRC (Medical Reserve Corps)

We have recently received approval to advertise for a full time public health nurse position.

Nursing Report

Mary Janet Sahukar reviewed our POD exercise conducted on December 8, 2011. We promoted this event as **Flu Free Orleans** and it was held at Christ's Church in Albion. Almost the entire public health staff participated in offering free flu vaccine to the underserved or uninsured. We were able to immunize 28 or 29 people. We will soon be conducting a "hot wash" with our staff to analyze what went well and what areas can be improved upon.

Mary Janet Sahukar updated Mr. Eick on the high lead level child discussed at a previous meeting. This child's count has now dropped to below 31.

Mary Janet reviewed article 28 with regards to the physical plans to immunizations as well as procedural. We will be looking to make sure we are where we should be with regards to code.

The Quarterly Improvement Committee met in December 2011 and the following two policies have been approved by that QIC committee:

Policy for the review of written personnel Policies and Procedures

Policy for Maintenance of Personnel Records

These policies were included in the evening's packets and reviewed.

Wendy Oakes Wilson moved to accept both policies as captioned above. Dr. Robinson seconded the motion. Motion carried.

Environmental Report

Paul discussed the ATUPA compliance checks conducted in early December of 2011. There were two sales of tobacco products to a minor at two different locations. One establishment has agreed to the stipulation agreement. One establishment prefers to go to a hearing, slated for March 16, 2012.

The rabies report was included in the evening's packet and discussed.

The 2011 stipulation log was reviewed.

Monthly Expenses

The bills for payment were placed in this evening's packet for review only.

Expenditure Report

There was no expenditure report.

Corporate Compliance Report

There are no current calls/complaints for corporate compliance.

Old Business

We have nothing new to report on court ordered HIV testing.

A meeting with Paul Pettit, HCR personnel, Chuck Nesbitt and our attorney, David Schubel has taken place to further discuss how to move forward with regards to the CHHA.

There was nothing new to report with regards to a shared public health director with Genesee County.

New Business

Election of Officers:

Dr. Robinson motioned to nominate and re-elect the existing platform of officers as it currently stands with Paul Grout as president, Dr. Jim Robinson as vice-president and Wendy Oakes Wilson as secretary. William Eick seconded the motion as described. Motion carried.

As described in the by-laws, we addressed the meeting schedule for 2012. After a brief discussion, Dr. Robinson motioned to continue holding our meetings the second Tuesday of each month. Wendy Wilson seconded the motion. Motion carried.

Other Business

The next meeting will be held on February 14, 2012.

Adjournment

Wendy Wilson motioned to adjourn the meeting. Dr. Robinson seconded the motion. Motion carried and the meeting did conclude at 8:56 p.m.



**ORLEANS COUNTY BOARD OF HEALTH
MINUTES OF MEETING
FEBRUARY 12, 2013**

Call to Order

Paul Grout called the meeting was called to order at 7:38.

Members Present

Paul Grout, William Eick, Dr. James Robinson

Staff Present

Paul Pettit, Mary Janet Sahukar, Kimberly Castricone, Cathy Miller, David Whitcroft

Members Excused

Dr. Nancy Ciavarrri (non-voting), Dr. David Meza, Dr. Sallah Abbasey, Wendy Oakes Wilson

Minutes of Previous Meeting:

The minutes of the January 8, 2013 meeting had been provided to board members in advance and were again reviewed. Dr. Jim Robinson motioned to accept the minutes. William Eick seconded the motion. Motion carried by reaching Wendy Oakes Wilson via mobile phone to complete the quorum vote.

Public Concerns

There were no new public concerns, other than the past concern by some residents over the fees for food permits and training requirements etc. David Whitcroft had gathered some facts and this issue will be addressed under the environmental report.

DIVISION REPORTS

Director's Report

Paul shared the HRI audit for emergency preparedness has been completed and a letter was received today indicating all was fine; however, Kim indicated we need to work toward a better "flow" another time. There were issues regarding dates of the timeliness of expenditures and their last minute appearance.

The OMIG audit of the 3-5 Program has begun and they are requesting additional documentation.

The division "leads" continue to work on their annual reports.

There are lots of ongoing changes occurring within the Early Intervention Program.

The state is looking at implementing some performance based funding streams in the future.

As discussed last month, Paul Grout did reach out to locate a candidate for our board of health vacancy. His conversations with Dr. David Bell of Lyndonville were successful and Dr. Bell is interested. The next step is to present this suggestion to the health committee. We hope Dr. Bell will be approved and join us in the near future.

Nursing Report

Mary Janet Sahukar shared the flu took precedence the majority of January. There was a large increase in incoming phone calls looking for vaccine. Staff put a lot of time into fielding these phone calls and calling pharmacies daily to be aware of where vaccine was available. We were inquiring as to what pharmacies were finished with flu vaccine, and, which pharmacies may be re-ordering vaccine. We are unable to vaccinate children with insurance and we could not use the VFC vaccine for insured children. On January 17, 2013 we learned there were no more worries about Thimerosal in vaccine. On January 27, 2013 we received word we now could begin to use the VFC vaccine for children with insurance. This decision is not setting a precedent and remains in place for only the 2012-2013 year. The very next week, calls regarding the flu dropped off drastically.

Mary Janet also reported there is a shortage of INH to treat tuberculosis. Guidance has been given to us and priorities for treatment have been set.

There is also a shortage of Doxycycline to report.

Mary Janet updated our Pertussis cases. Of the four referral cases in December 2012, two were dismissed and two were confirmed. There were no cases referred in January. To date, we have received one referred case in February. We are to offer Tdap for anyone watching newborns. We are offering Tdap for women, at the onset of each pregnancy.

There is a five county collaboration for a state funded grant to assist the Medicaid and financially disadvantaged community members. Those counties are Alleghany, Cattaraugus, Genesee, Wyoming and Orleans. There will be a stakeholder's meeting in Holland and Mary Janet Sahukar and Gail Pettit will attend on behalf of Orleans County.

There is an immunization meeting for billing in Albany from March 20, 2013 through March 22, 2013 called, "Raising our Rates" for immunization. Kimberly Castricone and Cheryl will be attending to streamline our protocols.

Environmental Report

The rabies report was reviewed.

Included in the evening's packets was a response to the public protest and petition campaign authored by David Whitcroft. This opinion that no action should be taken to create exempt classes was discussed and reviewed.

He further explained we are approaching a new way to look at residential sanitation in Orleans County. We expect a contract to be in place with the Genesee Highway department by our next board meeting. We will be working toward getting all sanitarians educated and involved in all environmental practices of our department. The current work flow will be shifting, resulting in employees taking on some new things and become cross trained.

Monthly Expenses

The expense report was reviewed.

Expenditure Report

There was no expenditure report.

Corporate Compliance Report

There was no new corporate compliance issue.

Old Business

Mary Janet Sahukar reports there is nothing new to report on court ordered HIV testing.

The community health assessment is a joint effort between Orleans, Genesee and Wyoming counties working collaboratively with Medina Hospital.

The Robert Wood Johnson extended team, including Paul Pettit and David Whitcroft, will be attending a quarterly meeting out of state in March.

New Business

Election of Officers:

Dr. Robinson motioned to nominate and re-elect the existing platform of officers as it currently stands with Paul Grout as president, Dr. Jim Robinson as vice-president and Wendy Oakes Wilson as secretary. William Eick seconded the motion as described. Wendy Oakes Wilson was reached to complete the quorum. Motion carried.

We hope several board members will be able to attend the joint May 2013 board meeting in Genesee County. We will host some Genesee County board members at our October 2013 board meeting.

There will be no March 2013 board meeting as Paul will be attending a meeting out of state.

Other Business

There was no other business.

Adjournment

Bill Eick motioned to adjourn the meeting. Dr. Jim Robinson seconded the motion. There was no quorum to complete the motion; however, the meeting ended at 9:04 p.m.



**ORLEANS COUNTY BOARD OF HEALTH
MINUTES OF MEETING
APRIL 9, 2013**

Call to Order

Paul Grout called the meeting was called to order at 7:35 p.m.

Members Present

Paul Grout, William Eick, Dr. James Robinson, Dr. Sallah Abbasey

Staff Present

Paul Pettit, Mary Janet Sahukar, Cathy Miller, David Whitcroft, Nola Goodrich Kresse
(corporate compliance training)

Members Excused

Dr. Nancy Ciavarri (non-voting), Dr. David Meza, Wendy Oakes Wilson, Dr. David Meza

Minutes of Previous Meeting:

The minutes of the February 12, 2013 meeting had been provided to board members in advance and were again reviewed. William Eick motioned to accept the minutes. Dr. Jim Robinson seconded the motion. Motion carried.

Public Concerns

Legislator Johnson had made our department aware that she had received some phone calls, from contractors, concerning talk they had heard about some potential changes within our environmental division. Paul Pettit turned that concern over to David Whitcroft. Mr. Whitcroft did call and leave a message on the contractor's voice mail. To date, Mr. Whitcroft has not heard anything further back. We are unsure where he heard about things that may have concerned him or what he had heard. Mr. Whitcroft shared, effective April 1, 2013, it suffices to say "we are following state regulations".

As per prior BOH conversations, Paul and Dave shared we have no engineer on staff, we are not design specialists, we are in line with NYS sanitary code and we have consulted with the county attorney, David Schubel. We are in line with sanitation code and are not extending ourselves beyond our area of expertise.

We had expected to be contracted with the supervisor of the Genesee County Highway Department for engineering services. It would appear that plan is not going to go through as anticipated. There were county concerns about the amount of time vs. costs that would come about with this plan. Paul indicated we are looking into contracting

with this engineer as a private contract. We are also looking into the possibility of another engineer who may be available. We hope to have a contract/resolution in place by the time our board meets in May.

DIVISION REPORTS

Director's Report

Paul shared the state budget has now passed. There were grants that we thought would be taking a performance based approach. The NYS legislature did not take that path.

Emergency preparedness and chronic disease will remain core programs; however, health education will no longer be a core program.

Effective April 1, 2013, the Early Intervention Program will now flow through a fiscal agent. Our Early Intervention providers will bill Medicaid and private insurance directly for the children they serve. The county cost of Early Intervention services will flow through an escrow account we now have established with the state.

We have applied for a grant through the CDC to have a public health associate placed with Orleans County. If awarded, this would be a recent college graduate assigned to a site placement for up to two years, at no cost to our county.

Paul updated the board on the medical consultant component of our department. In the past, we have contracted with Oak Orchard Health Center for our medical consultant. In recent years, Oak Orchard Health Center has had to purchase additional insurance to cover activities the medical consultant did for the county. We have received our thirty day notice that Oak Orchard Health Center will be severing that medical consultant contract with the county. The cost of the additional insurance has become too costly for them.

We are approaching a collaborative agreement with Genesee County to also use their current medical consultant, Dr. Bruce Baker. We hope to be over to further elaborate on how that would work, and, what has been put in place at the May 2013 meeting.

The county health rankings were discussed for 2013. Orleans County ranked 57 out of the 62 counties reviewed.

Nursing Report

Mary Janet Sahukar shared staff members had attended an immunization meeting in Albany from March 20-22, 2013. The focus of this meeting was fiscal. The state is heartily encouraging the billing of immunizations. Our nursing staff has been participating in webinars for about six months. Since January 1, 2013 we have seen

sixty patients for immunizations. Mary Janet attributes some of the reduction in our numbers has been a result of the change in VFC policy. A representative from Fidelis will be visiting and we will discuss how to further publicize and encourage people to attend our clinics. We look forward to their expertise and input. Mary Janet shared that other clinics are also seeing a dramatic decrease in clinic attendance.

Mary Janet indicated a meeting with outreach staff and administration for migrant health, farmer worker program had been held on March 11, 2013. At this meeting, the group identified some challenges. Tomorrow, April 10, 2013 there will be another meeting and the group will look at naming and identifying some solutions.

There are no active TB cases currently. Regarding communicable diseases, there were two false positives reported, one, measles, and, one cholera. There is an increase in gonorrhea.

There was a recent CDC communication about influenza, specifically H7H9. To date it has only been reported in China.

On Thursday, April 11, 2013 there will be an in-service for the HIV rapid test.

We have recently sent out 35 maternal/child mailings to new parents. Our referrals have been sporadic. We will be sending a nurse to UMMC the second Thursday of each month and will hopefully find ways to increase our "face to face" encounters.

Included in the evening's packets was the sliding scale. Motion to accept the sliding scale document as presented was made by Dr. Jim Robinson. Bill Eick seconded the motion. Motion carried.

Environmental Report

The rabies report was reviewed. There is one puppy currently living in "modified confinement" after a raccoon encounter. The puppy had received his initial rabies immunization at the recent Medina rabies clinic, and, encountered the raccoon twelve days later. We expect the puppy will be in modified confinement for a period of six months.

David Whitcroft expressed he had hoped to have some new pricing available to present; however, he cannot move forward until we do have our engineering component in place. Dave is reading and reviewing standard correspondences to see what needs to be revamped to be in accordance with the law/code.

Our new rabies "after hours and weekend" protocol has led to a big savings. Using dispatch is working nicely for rabies calls with dispatch calling Paul Pettit or David Whitcroft when necessary. There have only been two calls thus far, this quarter.

Monthly Expenses

The expense report was reviewed.

Expenditure Report

There was no expenditure report.

Corporate Compliance Report

There was no new corporate compliance issue.

Old Business

Mary Janet Sahukar reports there is nothing new to report on court ordered HIV testing.

The community health assessment is a joint effort between Orleans, Genesee and Wyoming counties working collaboratively with Medina Hospital. The online surveys are out and about, as well as hard copies. We have received 324 surveys from Orleans County to date.

The Robert Wood Johnson extended team, including Paul Pettit and David Whitcroft, did attend a meeting out of state in March. In working on shared services, the staff is filling out tracking activity sheets, noting on what is done together, from program sharing, to the sharing of rides and transport.

New Business

Nola Goodrich-Kresse presented the annual, required corporate compliance training for board members and staff members in attendance at this meeting. The majority of the staff will receive their annual corporate compliance at the April 2013 staff meeting.

Other Business

There was no other business.

Adjournment

Bill Eick motioned to adjourn the meeting. Dr. Jim Robinson seconded the motion. The meeting ended at 9:07 p.m.



ORLEANS COUNTY BOARD OF HEALTH
MINUTES OF MEETING
JULY 9, 2013

Call to Order

Paul Grout called the meeting to order at 7:46 p.m.

Members Present

Paul Grout, Dr. James Robinson, Dr. David Bell

Staff Present

Paul Pettit, Kimberly Castricone, Cathy Miller, David Whitcroft, Mary Janet Sahukar

Members Excused

Wendy Oakes Wilson, Dr. David Meza, Dr. Sallah Abbasey, Bill Eick

Minutes of Previous Meeting:

The minutes of the June 4, 2013 joint Genesee/Orleans board of health meeting were enclosed in the evening's packet for review. Mary Janet Sahukar requested one sentence in the nursing report be corrected to read, "The CDC and State of New York prefer that children receiving VFC, **and, those covered by insurance**, go to their providers where they will receive a much more universal service, rather than just immunization." Paul Pettit will contact Karen Smykowski of Genesee County to facilitate that change in the minutes. Dr. Robinson motioned to accept the minutes with the corrected sentence. Dr. Bell seconded the motion. Wendy Oakes Wilson completed the quorum remotely and the motion was carried.

The Orleans County minutes of the May 14, 2013 meeting were reviewed. Dr. Robinson motioned to accept the minutes. Dr. Bell seconded the motion. Wendy Oakes Wilson completed the quorum remotely and the motion was carried.

Public Concerns

There were no public concerns.

DIVISION REPORTS

Director's Report

Paul shared we will be awarded a CDC associate to work with both Genesee and Orleans counties for a two year period. Paul offered an overview of the work plan for this associate/fellow, year by year. There were 131 fellows placed in the country this year, eleven of whom were placed in New York. We (Genesee/Orleans) were the only counties to be granted

an associate. We have no specifics as yet on the person we will be hosting, but hope to receive more specific information in the near future.

We are also hosting an intern from the University of New England, Carrie Whipple, for a good share of the summer, and, she will be assisting with the community health assessment.

The budget season has begun. Kimberly Castricone will be hard at work on that project. The division leaders are working on their individual program budgets which will be due in early September 2013.

We did recently put out a request for proposal (RFP) for transportation of children through our 3-5 preschool special education and early intervention programs. We will no longer be utilizing Ridge Road Express after August 31, 2013. We will now be serviced by Genesee County ARC for our preschool transportation needs.

Paul has had an opportunity to meet with the board of Oak Orchard Health Center. Karen Watt is now the president of the board. They hope to provide more dental service and more mental health service.

One of our environmental health sanitarians, Todd Shervin, has recently resigned. We have posted the vacancy and applications are arriving. We hope to interview for this position in the next few weeks.

Nursing Report

Mary Janet Sahukar shared the immunization action plan has been implemented. Some of the goals are to increase immunization rates by five percent, to use the New York State Immunization Information System (NYSIIS) more, and to increase adult immunizations.

Mary Janet indicated we are looking at what amount of vaccine we should be purchasing. We are to be routing people with insurance back to their medical home. We are checking with local pharmacies and stores to see who will be offering immunizations.

Environmental Report

The rabies report was included in the evening's packets and was reviewed.

David Whitcroft shared despite the extended leave of absence of one employee, and, the recent resignation of another, the environmental division's delivery of services has not been impacted.

The new fee schedule is proceeding nicely.

Tim Hens is reviewing plans and that process is going well.

Dave presented an overview of the sanitary code he has been working on. Changes, additions and deletions were highlighted on the overview, and, were further explained. Dave expects Genesee County will potentially adopt a twin document in the near future. Our county attorney, David Schubel, will be contacted to determine if this should be placed out for public comment. We anticipate this document will be presented for a board vote in the fall, and, could be implemented on January 1, 2014. This document will be emailed to the board, and, a hard copy placed in each board member's book.

Dave Whitcroft expects to adjust our Adolescent Tobacco Use Prevention Act (ATUPA) program. We expect we may not conduct compliance checks as frequently, and, concentrate that grant money more creatively and educationally with regards to this program.

Monthly Expenses

There was no expense report.

Expenditure Report

Paul Pettit explained the expenditure report will no longer appear in the evening's packets for review.

Corporate Compliance Report

There was no new corporate compliance issue.

Old Business

There is nothing new to report on court ordered HIV testing. We will be looking at Genesee County's policy on court ordered HIV testing.

The community health assessment is a joint effort between Orleans, Genesee and Wyoming counties working collaboratively with Medina Hospital.

The shared public health director is going well in both counties. Ken Oakley has met with both the Genesee County staff and the Orleans County staff. Ken has offered us a "link" for brainstorming electronically and sharing our ideas for our two counties to work collaboratively. The tracking/activity sheets are due in by July 15, 2013.

New Business

There was no new business.

Other Business

There was no other business.

Adjournment

Dr. Bell motioned to adjourn the meeting. Dr. Robinson seconded the motion. The meeting ended at 8:54 p.m.

There will be no August meeting.

The next meeting will be held on Tuesday, September 10, 2013 at 7:30 p.m.



**ORLEANS COUNTY BOARD OF HEALTH
MINUTES OF MEETING
SEPTEMBER 10, 2013**

Call to Order

Paul Grout called the meeting to order at 7:30 p.m.

Members Present

Paul Grout, Dr. James Robinson, Dr. David Bell, Wendy Oakes Wilson, Dr. Sallah Abbasey, Bill Eick,

Dr. Bruce Baker (medical consultant/non-voting)

Staff Present

Paul Pettit, Cathy Miller, David Whitcroft, Mary Janet Sahukar, Vanessa Vassall

Members Excused

Dr. David Meza

Introductions

Paul Pettit introduced Dr. Bruce Baker, medical consultant to the board, and, Vanessa Vassall, our CDC Public Health Associate Program (PHAP) Fellow, beginning her two year assignment with both the counties of Orleans and Genesee.

Minutes of Previous Meeting:

The minutes of the July 9, 2013 meeting were reviewed. Bill Eick motioned to accept the minutes. Dr. Bell seconded the motion. The motion was carried.

Public Concerns

There were no public concerns.

DIVISION REPORTS

Director's Report

The preliminary county budget proposal was submitted on September 3, 2013.

The many changes to the billing structure of the Early Intervention Program since April 1, 2013 are still evolving. The interim state fiscal agent is working through insurance issues, and, payments to providers have been slow in processing.

The new transportation company has begun to service our children in the 3-5 Preschool Special Education Program and the Early Intervention Program. Overall, things are moving forward nicely and the bus routes are being "tweaked" for timely pick-ups and drop-offs to programs. There have been parental calls to both the county and the

program sites; however, the county is working with the new bus company to minimize and issues.

Paul Pettit explained Vanessa Vassall is spending forty percent of her time with Orleans County and sixty per cent of her time with Genesee County. Vanessa shared her educational background and work experiences with the board. Vanessa is working with the community health assessment.

Paul Pettit shared the maternal health grant has been awarded, and, the grant year begins October 1, 2013. This grant flows through the Western New York Public Health Alliance and is shared by five counties—Orleans, Cattaraugus, Genesee, Alleghany and Wyoming.

Our new environmental sanitarian, Francisco Meza-Aguero, begins work in our department tomorrow. Francisco has a master's degree, a background in forestry and water, is bi-lingual, and is a welcome addition to our staff. Basic environmental health training will require Francisco to travel to Albany four times in the next four months.

Another sanitarian, Nancy Kelly, will return to work next week after an extended absence. We will now be fully staffed.

Nursing Report

Mary Janet explained we are experiencing some vaccine shortages. Acquiring Tdap, DTaP and Tubersol is problematic as it is currently in short supply across the nation.

We placed our flu vaccine order on March 31, 2013 and we currently have 310 doses. Mary Janet explained we recently ordered another forty doses. We do not anticipate a large demand for flu immunizations as flu vaccine is readily available at many sites throughout communities. We have scheduled two school clinic settings—we will provide a flu clinic at Lyndonville School on September 26, 2013, and, we expect to set a date soon for a Kendall School flu clinic.

Mary Janet explained when we do receive calls inquiring about immunizations; we are able to schedule that person for an immunization appointment. Because there are so many different insurances, we are trying to gather as much insurance information as possible, prior to that immunization appointment, to maximize our billing reimbursement.

Currently, we have a large number of patients receiving rabies shots for post exposure. In particular, people are being bitten by cats, and, the cats are disappearing.

There is an outbreak of chicken pox across three migrant camps. Mary Janet explained nurses from our outreach staff are out this evening, offering immunizations.

There is a CDC mandate requiring all healthcare workers to either be vaccinated for flu, or, to wear masks. Our department will be offered immunizations for flu following our staff meeting of September 19, 2013.

Mary Janet shared she is currently looking for a TB consultant.

Lastly, Mary Janet explained we expect to have 23 students from Roberts Wesleyan College rotating through our department, one or two at a time, typically one day at a time. These are senior nursing students and will shadow some of the things we do, such as migrant outreach, rabies protocol, home visits with service coordinators of our Early Intervention Program, etc. We also have a Brockport College student intern working with us two days per week.

Environmental Report

The rabies report was included in the evening's packets and was reviewed.

David Whitcroft shared despite the vacancies in the environmental division through the summer months; the environmental division's delivery of services has not been impacted. We recently completed our Adolescent Tobacco Use Prevention Act (ATUPA) Program compliance checks which resulted in no sales to minors.

Regarding residential lead, Dave did clear a couple of houses to be re-rented.

The environmental division is working on the drinking water enhancement grant, realigning with consultants from both Genesee County and the state.

Regarding residential sanitation, Dave reports there have been no calls or complaints, procedures are working well and the work is getting done.

Included in the evening's packets was a summary of findings report, as researched by Shannyn Sanger of our environmental division. The property in question is an abandoned cottage in the Kendall area, prompting neighbors to voice concerns that wildlife were living there, and, the property was a public health nuisance. The Kendall code officer passed this concern to the health department. Under state law, public health nuisance, our finding of facts does NOT meet the definition of public health nuisance. Paul Grout will draft a letter to the Kendall zoning code enforcement officer and share the findings of our investigation.

Expenditure Report

The financial expenditure report was included in the evening's packets and reviewed.

Corporate Compliance Report

There was no new corporate compliance issue.

The recent OMIG audit of the 3-5 Preschool Special Education Program found some supervision issues regarding proper oversight by therapists.

Old Business

There is nothing new to report on court ordered HIV testing. We will be looking at Genesee County's policy on court ordered HIV testing.

The community health assessment is a joint effort between Orleans, Genesee and Wyoming counties working collaboratively with Medina Hospital. It is due in November and should be completed soon.

The shared public health director is going well in both counties. Tracking of shared activities continues. Currently, we are drafting language for an agreement to share staff between counties.

As discussed at a previous meeting, the proposed revisions to our sanitary code were included in the evening's packets and were also emailed to board members last month. Changes, additions and deletions were highlighted on the draft.

New Business

There was no new business.

Other Business

There was no other business.

Adjournment

Wendy Oakes Wilson motioned to adjourn the meeting. Dr. Abbasey seconded the motion. The meeting ended at 8:48 p.m.

The next meeting will be held on Tuesday, October 8, 2013 at 7:30 p.m.

This meeting will be a joint meeting between the counties of Orleans and Genesee, hosted by Orleans County.



GENESEE COUNTY BOARD OF HEALTH
ORLEANS COUNTY BOARD OF HEALTH
MINUTES OF JOINT MEETING
OCTOBER 8, 2013
ORLEANS COUNTY-HOST



Call to Order

Paul Grout called the joint board of health meeting to order at 7:34 p.m.

BOH Members Present-Genesee County

Dr. Alan Barcomb –	BOH president
Deanna Page –	BOH member
Ken Oakley, PhD –	BOH member
Ed DeJaneiro –	BOH member, legislative representative

Officials Present-Genesee County (non-voting)

Jay Gsell –	County Manager
Mary Pat Hancock –	Chairman of the Legislature

Staff Present-Genesee County

Paul Pettit –	Director, Health Department
Mary Janet Sahukar –	Director of Patient Services
Tammi Ferringer –	Administrative/Budget Officer

BOH Members Present-Orleans County

Paul Grout –	BOH president
Dr. James Robinson –	BOH vice-president
Wendy Oakes Wilson –	BOH secretary
Dr. Sallah Abbasey –	BOH member
Dr. David Bell –	BOH member
Dr. David Meza –	BOH member
William Eick –	BOH member, legislative representative

Officials Present-Orleans County (non-voting)

Charles H. Nesbitt Jr. –	Chief Administrative Officer
David Callard –	Chairman of the Legislature

Staff Present-Orleans County

Paul Pettit –	Director, Health Department
Kimberly Castricone –	Administrative Assistant
Mary Janet Sahukar –	Director of Patient Services

Nola Goodrich- Kresse – Public Health Educator
Cathy Miller – Clerical

Introductions

Paul Grout thanked everyone for coming and began introductions. Those in attendance (as listed above) then introduced themselves, sharing information about their professions and explaining their county roles.

Minutes of Previous Meeting-Genesee County:

The minutes of the September 3, 2013 meeting were approved on a motion made by Mrs. Page, seconded by Dr. Barcomb; all board members were in favor of the motion. The motion was carried.

Minutes of Previous Meeting-Orleans County:

The minutes of the September 10, 2013 meeting were reviewed by the board members. Wendy Oakes Wilson motioned to accept the minutes. Dr. David Meza seconded the motion. All board members were in favor of the motion. The motion was carried.

Public Concerns

There were no public concerns.

Community Health Assessment

Nola Goodrich-Kresse, public health educator, gave a “Prezi” presentation of the community health assessment. This tri-county document, shared by the counties of Genesee, Orleans and Wyoming, gives a description of each county’s current local health problems and community health needs based on survey responses from residents over the tri-county area. This tool will help identify health disparities, areas where better information is needed, issues surrounding quality and access of health care, and barriers to healthy behaviors and habits.

DIVISION REPORTS

Director’s Report

Paul Pettit explained Vanessa Vassall, the PHAP fellow from the CDC, currently working with the health departments of both Genesee and Orleans, has been impacted by the recent furlough of federal government employees. Ms. Vassall had been working on the community health assessment, is currently not working due to the furlough, and we are not sure when she will return to work.

Paul Pettit explained it has been budget season in both counties. Mr. Pettit expects he will be able to share copies of county budgets with board members in November or December.

Paul Pettit shared Orleans County is now fully staffed. Mr. Pettit explained Genesee County is searching for a community health nurse, following a vacancy created by a recent retirement. Orleans County has an intern leaving on October 9, 2013 and another intern will soon start with Orleans County.

Genesee County's consolidated review was complimentary. Mary Janet Sahukar will further explain when she gives the nursing report.

The many changes to the billing structure of the Early Intervention Program since April 1, 2013 are hopefully finding some resolution. As of October 1, 2013 interim state fiscal is transitioning matters to the new state fiscal agent. This should lead to a more efficient money flow to providers.

Last month the new transportation company began to service our children in the 3-5 Preschool Special Education Program and the Early Intervention Program for both Genesee and Orleans counties. Transportation bus routes are running more efficiently since programs began in early September. There is one "out of county" bus run that remains a bit problematic and the county is working with the bus company to work out any issues.

Lastly, Paul Pettit will be going to Albany on October 9, 2013 to attend a public health summit.

Nursing Report

Mary Janet Sahukar elaborated on the recent consolidated review in Genesee County. This review resulted in three deficiencies:

The first deficiency was "advance directives" and will be resolved by the one-time viewing of a power point presentation by Genesee County staff having patient care responsibilities.

The second deficiency was "no evidence of formal review of credentials for doctors and nurse practitioners that provide care for the STD clinic". In addition to collecting the credentials, there must be a letter from the board stating '*we have reviewed all of your credentials and we would like to offer you the appointment for _____ (noting a certain time period)*'. Moving forward, this letter/documentation from the board will be collected and placed on file with the credentials.

The third deficiency was "lack of pharmaceutical oversight". During the time patients were seen at the STD clinic, they were dispensed medication, not given scripts. Because they are not pharmacists, they should not be dispensing medication. Genesee County will be seeking a pharmaceutical consultant to give guidance into the policies and procedures and review annually.

Mary Janet Sahukar shared the team leader for the review group was very complimentary of both the staff members involved from Genesee County, as well as the programs.

New York State has created a policy with regards to the national incentive to raise the immunization rates for flu. Therefore, any staff person who will be around patients must have been immunized for flu OR wear a mask. Both counties held their own staff flu clinics. In Genesee County, there was 100% participation for flu immunizations; in Orleans County, there was 92% participation for flu immunizations. Two employees in Orleans County will have to be "masked" during future immunizations clinics/when patients are in the building. Staff members who declined the flu shot can remain in their office with doors closed, but cannot come within six feet of patients unless wearing a mask.

Acquiring Tubersol remains problematic as it is currently in short supply across the nation. Both the Genesee County health educator and the Orleans County health educator have put out public service announcements to make the public aware neither county is currently conducting routine PPDs. The announcement further suggests schools, places of business; volunteer organizations relax this requirement for healthy people because of the shortage. We are keeping what we have on hand should we have to implement a contact investigation, or, should we have an active case.

In Orleans County Mary Janet shared we are in the process of hiring a consultant for chest clinic. This potential consultant is willing to see out patients on a monthly basis and we are moving forward with the process. Genesee County already has a chest clinic consultant.

Environmental Report

David Whitcroft was not present this evening. He was in Syracuse attending a conference for environmental health directors.

The Genesee County environmental report was reviewed by the Genesee County board members. Genesee County will hold one more rabies clinic on October 17, 2013.

The Orleans County environmental report was reviewed by the Orleans County board members. Orleans County will hold one more rabies clinic on October 26, 2013.

Genesee County will be contracting with Clark Stritzel; an Orleans County retired sanitarian, now working seasonally and part time in Orleans County. Genesee County will utilize Mr. Stritzel to assist in completing inspections.

The sanitary code is being revamped in Genesee County. The sanitary code is being updated in Orleans County. In the end, both counties should have identical documents.

Dr. Robinson motioned to accept the draft of the Orleans County sanitary code. Wendy Oakes Wilson seconded the motion. All board members were in favor of the motion. The motion was carried.

The Village of Medina has responded to a stipulation agreement for a water tank on Route 31 A that is in disrepair.

Expenditure Report

There was nothing to report for either county with regards to expenditures.

Corporate Compliance Report

There was no new corporate compliance issue.

The recent OMIG audit of the Orleans County 3-5 Preschool Special Education Program found some supervision issues regarding proper oversight by therapists. ARC has found and provided more documents to substantiate their supervisory responsibilities and those have been forwarded to the OMIG offices.

Tammi Ferringer reported Genesee County had received an OMIG phone call inquiring as to proper knowledge of their county's corporate compliance plan. OMIG was satisfied with the knowledgeable response.

Old Business

The community health assessment is a joint effort between Orleans, Genesee and Wyoming counties working collaboratively. This was presented and discussed earlier in the evening.

The shared public health director is going well in both counties. Dr. Oakley reported that we are now in the "ratings" phase of this project. Dr. Oakley further explained he received a call two weeks ago and we have been invited to present at the Kansas Health Institute. Dr. Oakley will represent us at this event.

The sanitary code revisions were discussed under the environmental report.

We have been awarded the Maternal Child Health Grant, a collaborative effort between five counties. Officially the grant began October 1, 2013; however we have not as yet received guidelines.

New Business

There was no new business.

Other Business

Nola Goodrich-Kresse gave a reminder of the drug take back in Orleans County on October 26, 2013.

Adjournment

Dr. Ken Oakley motioned to adjourn the meeting. Dr. Alan Barcomb seconded the motion; all board members were in favor of the motion. The meeting ended at 8:52 p.m.

The next meeting will be held on Tuesday, November 5, 2013 at 3:00

p.m. in Genesee County. The next meeting will be held on Tuesday,

November 12, 2013 at 7:30 p.m. in Orleans County.



**ORLEANS COUNTY BOARD OF HEALTH
MINUTES OF MEETING
NOVEMBER 8, 2013**

Call to Order

Paul Grout called the meeting to order at 7:32 p.m.

Members Present

Paul Grout, Dr. James Robinson, Dr. David Bell, William Eick

Staff Present

Paul Pettit, Kimberly Castricone, Cathy Miller, David Whitcroft, Mary Janet Sahukar

Members Excused

Wendy Oakes Wilson, Dr. David Meza, Dr. Sallah Abbasey

Minutes of Previous Meeting:

The minutes of the October 8, 2013 joint Genesee–Orleans board of health meeting were reviewed. William Eick motioned to accept the minutes. Dr. Robinson seconded the motion. All board members were in favor of the motion. The motion was carried.

Public Concerns

There were no public concerns.

DIVISION REPORTS

Director's Report

Paul complimented the superior turn-out at last month's joint board meeting. There was excellent representation from both counties. We expect to meet twice for joint meetings in 2014, once again with each county taking a turn as host.

The budget season is "wrapping up" and Paul expects to email out copies of the budget prior to the December board of health meeting.

Paul has been emailing out various articles to the board. Recently, he shared an environmental spotlight article, an article on shared services through the NYSAC news, and, an article through NYSACHO regarding VALOR and MRC's.

NYS Homeland Security has been in the area conducting a fiscal monitoring review. They have been to our health department and will be here the remainder of the week, visiting our EMO and the sheriff's department.

It seems to have gone well, and, there were some observations, minor in nature, to track and break down the time of Margaret Wiley, emergency preparedness coordinator, as we move forward.

The maternal child health grant has been awarded. This should bring about \$700,000 through the five counties involved, over several years.

Our senior account clerk, Cheryl Staats, will retire at the end of November. Paul announced Mary Janet Sahukar will also retire toward the end of January 2014. We expect to amend this title from “*director of patient services*” to “*director of community health services*”.

Our department received a phone call today from a Brockport College professor to discuss the placement of some environmental interns, with a GIS focus, within our health department.

Paul will be attending a summit in New York City from December 2 – 4, 2013. Commissioner Shaw will focus the group on “*achieving the triple aim*”, to increase healthcare, decrease healthcare costs and improving population health.

Nursing Report

Mary Janet Sahukar explained we are working with one less nurse due to a surgical leave. The other nurses are covering portions of her tasks and duties.

The supply of Tubersol is improving. If we are able to get Tubersol, we will be able to begin our routine PPD's once again and call in people on our list.

The local health department performance incentive initiative will look at increasing timeliness and completeness of certain communicable diseases. It begins in November of 2013 through April of 2014, followed by the collecting of clean data in May of 2014, the evaluation of data in June of 2014, and, awards for improvement in July of 2014 for health departments who have improved. Our county falls in the small range for counties, with less than 70,000 people.

We did hold a flu clinic at the Kendall School and immunized approximately 130 patients. We have quite a bit of VFC vaccine remaining, but limited other vaccine remaining, and, will determine if we should order additional vaccine.

Mary Janet indicated the first part of the flu report which indicates how many employees, consultants and interns have been vaccinated is due November 15, 2013. All but three people have been immunized for our department, one intern and two staff employees. The second part of the report will be due after the flu season.

In our search for a pharmacy consultant, Paul and Mary Janet have met with Jim Czajkowski, the pharmacy consultant for Erie County.

We have two ongoing rabies cases, one involving a person having contact (bite) with a bat, and, the other person who cleaned her dog, without gloves, after the dog experienced an encounter with a raccoon.

Environmental Report

The rabies report was included in the evening's packets and was reviewed.

David Whitcroft shared we are encountering some issues with the state's reporting database.

David shared the Buffalo television station, channel 4, has recently been covering food inspections in a segment entitled, “*Dacey Dining*”. It was shared that Erie County does NOT participate in the state’s database.

David feels the environmental staff has been realigned and things are going very well.

Expenditure Report

The expenditure report was included in the evening’s packets for review. There were no questions.

Corporate Compliance Report

There was no new corporate compliance issue.

Old Business

There is nothing new to report on court ordered HIV testing. We will be looking at Genesee County’s policy on court ordered HIV testing.

The community health assessment is a joint effort between Orleans, Genesee and Wyoming counties working collaboratively with Medina Hospital. This report is due this Friday.

The shared public health director continues to do well in both counties. The next step will be joint strategic planning to be a focus in January of 2014.

We have heard nothing regarding the sanitary code revisions sent to the state. It is not realistic to think we can implement these by 2014 as we had originally thought we could.

New Business

The revised penalty determination policy had been sent out in advance for review. Dr. Robinson motioned to adopt the revised penalty determination policy as presented. Dr. Bell moved to second the motion. All board members were in favor of the motion. The motion was carried.

Other Business

The next board of health meeting will be our holiday dinner meeting to be held on December 10, 2013 at the Crooked Door in Albion, NY. Invitations, including time and other specifics, will be mailed soon.

Adjournment

Dr. Bell motioned to adjourn the meeting. William Eick seconded the motion. The meeting ended at 8:53 p.m.



ORLEANS COUNTY BOARD OF HEALTH
MINUTES OF MEETING
DECEMBER 10, 2013

Call to Order

Paul Grout called the meeting to order at 6:55 p.m.

Members Present

Paul Grout, Dr. James Robinson, William Eick, Dr. David Meza, Dr. Sallah Abbasey, Wendy Oakes Wilson

Staff Present

Paul Pettit, Cathy Miller, Mary Janet Sahukar, Michele Troup, Margaret Wiley, Nola Goodrich-Kresse, Linda Garrison

Members Excused

Dr. David Bell

Minutes of Previous Meeting:

The minutes of the November 12, 2013 board of health meeting were reviewed. Dr. David Meza motioned to accept the minutes. Dr. Abbasey seconded the motion. All board members were in favor of the motion. The motion was carried.

Public Concerns

There were no public concerns.

DIVISION REPORTS

Director's Report

Paul explained the maternal health grant was moving forward.

Paul thanked the board for their time and efforts through the 2013 calendar year. Paul also thanked the staff division leads for their work this past year.

Paul commended Mary Janet Sahukar for her many years devoted to nursing and shared how very much she would be missed when she retires in 2014.

Nursing Report

Mary Janet Sahukar explained the lead machines have been a great success.

There has been no official flu season proclaimed to date.

Environmental Report

The rabies report was included in the evening's packets and was reviewed.

Orleans County has completed their rabies clinics for 2013.

Expenditure Report

There was no expenditure report.

Corporate Compliance Report

There was no new corporate compliance issue.

Old Business

There is nothing new to report regarding court ordered HIV testing.

Nola Goodrich-Kresse explained the community health assessment has been completed and submitted.

The Orleans-Genesee Cross Jurisdictional Services Project is moving along nicely. Ken Oakley is wrapping up the survey component and will be sharing that information soon. Mr. Oakley will represent this project by attending a conference in Memphis.

We expect to hear from NYS by early January with regards to our sanitary code.

New Business

There was no new business.

Other Business

The next board of health meeting will be held on January 14, 2014 at 7:30 p.m.

Adjournment

Wendy Oakes Wilson motioned to adjourn the meeting. Dr. Sallah Abbasey seconded the motion. The meeting ended at 7:09 p.m.