

ALLEGANY COUNTY BOARD OF HEALTH

**January 23, 2003
Minutes**

President Ronald Truax at the Allegany County Office Complex, called the regular meeting of the Allegany County Board of Health to order at 7:00 P.M., on Thursday, January 23, 2003.

Members Present: Ronald Truax, President; Timothy LaFever; Willard Simons, DDS; Leo Cusumano, M.D.; Gary W. Ogden, M.D., C.M., Public Health Director

Others Present: Vicky Gaeta, DPS, Donna Baschmann, QI Coordinator; Lori Ballengee, Public Health Educator; Lynne Roeske, Secretary

Members Absent: Catherine Richmond; Siraj Siddiqui, M.D.; James Edmonston, DO;

Approval of Minutes: Dr. Willard Simons made a motion to approve the October 24, 2002 minutes without correction. Tim LaFever seconded the motion. Motion carried.

Audit Approval: The January audit was accepted and approved by Tim LaFever, Dr. Willard Simons, Dr. Leo Cusumano, and Ronald Truax. Tim LaFever made a motion to pay the January bills, Dr. Leo Cusumano seconded, motion carried.

Gary W. Ogden, M.D., C.M., Public Health Director:

Sliding Fee Scale/New Charges for Nursing Division – The Sliding Fee Scale was distributed and after brief discussion, Dr. Willard Simons made a motion to accept the new Sliding Fee Scale and new charges for the Nursing Division, Dr. Leo Cusumano seconded, motion carried.

Health Department Intern – Dr. Istikram Qaderi, an Alfred University Student, will be working as an Intern in the Health Department for the next three months. He will be working with Lori Ballengee, Public Health Educator, on the Community Health Assessment.

Tobacco Sales – A local Uni-Mart was cited by the State Health Department for selling tobacco to a minor; it is unclear as to whether the State Health Department will issue the fine, or if Allegany County Department of Health will be asked to; we will keep the Board of Health abreast of any information we receive.

Drinking Water Enhancement Program – Continuing as planned.

Rabies Laws – Has been received from the State, the new laws became effective on November 20, 2002.

Wellsville School – Because the Health Department did not receive the construction plans from the Wellsville School, we are unable to approve temporary use of the gym as a cafeteria; we will await receipt of these plans before any approval is given.

Small Pox – A Post-Event Plan has been submitted and sites in our county visited. At this time health and state officials looking for answers to the questions the general public is asking them. Hopefully more information on Small Pox will forthcoming.

Code Finder - A software program called Code Finder will soon be installed in the computer, this assist in selecting diagnostic codes and should help alleviate diagnostic code errors.

Health Department Manpower – Four positions were vacated in the Health Department over the past few months and due to the County hiring freeze, we had to justify positions being filled. We were approved to fill two positions that are grant funded, but two positions are still vacant and we now have another clerical person out on medical leave. One of the positions not filled is Environmental Director; therefore we do not have the manpower to write an Environmental Section in the Annual Report this year.

Vicky Gaeta, Director of Patient Services

Computer – Nurses have been trained on the new computer system, and with the exception of two nurses, are now carrying client caseloads on the computer. One nurse has been taken of the road to get the remaining 23 clients on the computers; this will hopefully be done by the end of the month. Overall, the computer program is working well and the nurses are pleased with the program.

Year End Statistics – The Traditional Client numbers have remained steady in 2002, with only a decrease of 5 referrals and a decrease of 4 clients served. However, the number of visits was up 2,176; this we feel is due to dealing with harder cases. The Long-Term Referrals were up by 28- 20% higher than last year.

Small Pox – Four nurses will be taking part in Small Pox Training in February in a “Train the Trainer” setting.

Flu Shots – We immunized 3,356 people at Allegany County Department of Health Influenza Clinics this year; this is the 2nd highest number since the clinics began.

Nursing Staff – We are at full staff in the Nursing Department, except for the Nurse Practitioners Position, which we have been approved by the Board of Legislators to fill and hope to have filled soon.

Overtime continues to be a concern, double time is given for any overtime worked, which can be taken in either compensatory time or payment, compensatory time earned tends to build up quickly and at times leaves us short staffed.

We now have two nurses on the alternate work week and are therefore covered seven days a week, this has been found to be a major asset to the department, clients and staff.

The nursing clerical staff has been without two and three positions within the past few months. One position is now filled, one cannot be due to hiring freeze and the other position is a staff member on medical leave. The clerical staff has been working overtime to try to keep up with the many duties of the positions and have tried to maintain a steady flow of the office.

Nursing Room Renovations – The Nursing Room has been painted, new carpet and the new workstations are in place. Board of Health Members were invited to stop down and look at the new office. It has been well received by the nurses.

Donna Baschmann, Quality Assurance Coordinator

Article 28 – Last summer the NYSDOH conducted its first Article 28 Survey (previously only done at hospitals and medical facilities) at the Health Department. A Plan of Correction was received, completed, returned and accepted by the NYSDOH. As part of NYSDOH, it was requested that a Article 28 Diagnostic

and Treatment Center Manual be prepared and available at the next survey. Donna has completed a manual that is in draft form. Donna, Gary, and Vicky will review this manual and present it to the Board of Health at a later date for approval. It was noted that a large part of the Article 28 Survey pertains to the facility- therefore, part of the Plan of Correction had to be completed by the County Emergency Services Department and the Building & Grounds Division of the Public Works Department.

Early Intervention Billing Protocol – The Early Intervention Billing Person has revised the Billing Tool for billing contracted providers according to needs of the Health Department and according to State Regulations. To implement this tool, an Early Intervention Protocol has been prepared and Donna is asking for support from Board of Health to implement. Donna distributed and the Board of Health reviewed the Billing Tool and support was given. Letters will go out to Contracting Early Intervention Providers to make them aware of the Protocol, Tool and of the Board of Health Support.

3rd Quarter Report - The 3rd Quarter Quality Assurance Report was distributed to Board members and discussed. Different trends and findings from the tracking done by Donna were discussed. The tracking is used in many components to help alleviate problematic areas. Chart Audits and Monthly Billing Reviews were explained by Donna and Vicky and discussed as part of the tracking/trends process.

HIPPA – We are moving along with the HIPPA Compliances. Donna will be doing a HIPPA In-service for the Home Health Agencies next week.

Lori Ballengee, Public Health Educator

Municipal Public Health Service Plan – the MPHSP is complete and was sent to the State last week, there was an extension offered, but we were able to get it in on time.

Community Health Assessment – The CHA was sent in a month early. The next one is due in 2004. The new Intern will be working with Lori to revise the assessment and hopefully have a more comprehensive Assessment; Lori will also be asking for the assistance of the Board of Health Members and Public Health Advisory Board.

Public Health Advisory Board – The PHAB has been very active and interested in the aspects of Public Health. We are in need to two representatives, one from the Cuba area and one from the Alfred area, if you know of anyone who may be interested from these areas, please let Lori know.

Maternal Child Health – The Universal Tool for Maternal Child Health is being worked on and should be ready for review in the spring and implemented into the hospitals and doctor's offices by year-end 2003.

There being no other business, Dr. Leo Cusumano moved to adjourn the meeting, seconded by Tim LaFever, motion carried and meeting was adjourned by President Ronald Truax.

Respectfully submitted,
Lynne Roeske
Secretary to Public Health Director

MINUTES

COMMITTEE/PROJECT/MEETING: Board of Health		RECORDED BY: Lynne Roeske, Secretary to Public Health Director	
DATE: February 27, 2003	Called to session: 7:00pm Adjourned: 7:45pm	LOCATION: 7 Court St., Belmont, Rm 221	CC:
PRESENT: Ronald Truax, Dr. James Edmonston, Dr. Leo Cusumano, Dr. Siraj Siddiqui, Catherine Richmond, Timothy LaFever		ABSENT: Dr. Willard Simons	
Dr. Gary Ogden, Public Health Director; T. Vicky Gaeta, DPS; Theresa Moore, Public Health Educator; Lynne Roeske, Secretary; Edgar Sherman, Chairman of Board of Legislators		NEXT MEETING: March 27, 2003	
AGENDA /TOPICS	DISCUSSION (CONISE SUMMARY)	ACTION/NEXT STEPS	
Approval of Minutes		➤ Motion made by Tim LaFever to approve minutes of January 23, 2003 meeting, seconded by Dr. Cusumano, carried.	
Gary W. Ogden, M.D., C.M.: ➤ Audit Approval Procedures	➤ The Human Services Committee of the Board of Legislators will now be approving the Dept. of Health Audit.	➤ No action needed.	
➤ Update of NYS Executive Budget Proposal	➤ Possible caps on Article 6 ➤ Decrease in Core Programs ➤ Would like to do a letter campaign to elected officials	➤ Gary will do letters for the Board of Health Members to sign.	
➤ Friendship Development Center	➤ Was taken to the Board of Legislators, met with opposition, they will approve for a limited time.	➤ Continue to stress important of public health to elected officials.	
➤ Telemedicine Study	➤ Monroe County, as the Lead Agency, has asked Allegany Co. DOH to take part in a Telemedicine study.	➤ Request will be taken to Human Services on March 12.	

Theresa V. Gaeta, Dir. Patient Services ➤ Computer Charts	➤ Public Health Nurse has completed putting all clients on the computer.	➤ No Action Needed.
➤ Nursing Room Renovation	➤ Completed all renovations and have completed the centralized filing system.	➤ BOH Members that have not seen renovations are invited to stop in and see them after the meeting.
➤ Smallpox/Bioterrorism	➤ One of our Supervising Public Health Nurses has had to spend a lot of time on the Smallpox/BT issues. Issues that are continually being changed by the state.	➤ No Action Needed.
Theresa Moore, Public Health Educator ➤ Health Education Section of Annual Report	➤ Annual Reports were distributed.	➤ No Action Needed.
Catherine Richmond ➤ Letter from Nurses to BOL and BOH members re: licensed agencies	➤ Discussed the cancellation of out of county home care agencies. County Home care agencies feel they can cover services needed by the county. Also, previously requested by BOL to try to keep business within county.	➤ Have sent new contracts to Willcare and Home & Health Care Services to contract with them for LPN services. All other services should be able to be covered by local agencies, Southern Tier & Jan & Bev's.

MINUTES

COMMITTEE/PROJECT/MEETING: Board of Health		RECORDED BY: Lynne Roeske, Secretary to Public Health Director	
DATE: March 27, 2003	Called to Session: 7:00pm Adjourned: 8:00pm	LOCATION: 7 Court St., Belmont, Rm 221	CC:
PRESENT: Ronald Truax, Dr. Willard Simons, Catherine Richmond, Timothy LaFever		ABSENT: Dr. Leo Cusumano, Dr. Siraj Siddiqui	
Dr. Gary Ogden, Public Health Director; T. Vicky Gaeta, DPS; Ruth Shear, WIC Coordinator; Donna Baschmann, Quality Assurance Coordinator; Lynne Roeske, Secretary		NEXT MEETING: April 24, 2003, Room 221	
AGENDA /TOPICS	DISCUSSION (CONISE SUMMARY)	ACTION/NEXT STEPS	
Approval of Minutes		➤ Motion made by Tim LaFever to approve minutes of February 27, 2003 meeting, seconded by Dr. Simons, carried.	
Gary W. Ogden, M.D., C.M.: ➤ Physically Handicapped Children's Program (PHCP) Sliding Fee/Parent Payment Schedule Approval	➤ Schedule distributed	➤ Motion to approve Payment Schedule by Cathy Richmond, seconded by Tim LaFever, carried.	
➤ Fines for Tobacco Sales-Violation of Adolescent Tobacco Use Prevention Act (AUTUPA)	<ul style="list-style-type: none"> ➤ NYSDOH identified three Tobacco Sales to minors at Allegany County businesses. (1) Arrow Mart, Alfred Station; (2) Story Block Grocery; Cuba; (3) Uni Mart, Alfred. ➤ County Dept. of Health responsible for issuing and follow-up of fines/hearings. ➤ Assessed fine is \$300 minimum, and a surcharge of \$50 mandatory 	➤ Motion made by Dr. Willard Simons to assess minimum fine, seconded by Ron Truax, Carried.	

AGENDA /TOPICS	DISCUSSION (CONISE SUMMARY)	ACTION/NEXT STEPS
<ul style="list-style-type: none"> ➤ Resignation of Dr. James Edmonston 	<ul style="list-style-type: none"> ➤ Per Telephone Conversation on March 26, 2003, Dr. Edmonston resigned as a member of Board of Health 	<ul style="list-style-type: none"> ➤ Board regretfully accepts Dr. James Edmonston's resignation. A letter will be sent to Dr. Edmonston.
<ul style="list-style-type: none"> ➤ Filling Dr. Edmonston's Position on the Board 	<ul style="list-style-type: none"> ➤ Ideas for filling Board position were: Dara Rock, LuAnn Sortore, Dr. Brubaker, Houghton, Tim Leonard. 	<ul style="list-style-type: none"> ➤ Cathy will speak with Dr. Rock, Gary will see if Tim Leonard is an active M.D.
<p>Theresa V. Gaeta, Dir. Patient Services</p> <ul style="list-style-type: none"> ➤ Referrals 	<ul style="list-style-type: none"> ➤ Referrals are down a little, which is normal for this time of year 	<ul style="list-style-type: none"> ➤ No action needed
<ul style="list-style-type: none"> ➤ Computer Charts 	<ul style="list-style-type: none"> ➤ All clients are now on computer 	<ul style="list-style-type: none"> ➤ No action needed
<ul style="list-style-type: none"> ➤ Nurse Practitioner 	<ul style="list-style-type: none"> ➤ A Nurse Practitioner, Lucinda Burke, has been hired and will begin on March 31, 2003. 	<ul style="list-style-type: none"> ➤ Ms. Burke will complete a six week orientation to the Health Department and work with Norilyn Patrick, NP, at six or seven clinics.
<ul style="list-style-type: none"> ➤ Flu Vaccine 	<ul style="list-style-type: none"> ➤ Flu Vaccine has been ordered, price is just under \$70. 	<ul style="list-style-type: none"> ➤ The price is three times more than last year; most likely will need to raise our fee from \$5 to \$10.
<p>Ruth Shear, WIC Coordinator</p> <ul style="list-style-type: none"> ➤ Update – WIC Program 	<ul style="list-style-type: none"> ➤ Program has grown from 900 to over 1100 ➤ State Budget Impact ➤ Breastfeeding in the Workplace Program. ➤ Farmers Market is most used program through WIC, unfortunately only one Farmer's Market in the county. 	<ul style="list-style-type: none"> ➤ WIC has not received an increase in funds five years; Ruth has just been notified that they can accept money from grants and will look into this. Cathy also suggested seeing if there was any group who could donate to WIC. ➤ Asking County to support Breastfeeding in the Workplace Program. WIC also promoting Health Adolescents to help deal with Childhood Obesity.

AGENDA /TOPICS	DISCUSSION (CONISE SUMMARY)	ACTION/NEXT STEPS
Donna Baschmann, Quality Assurance Coordinator <ul style="list-style-type: none"> ➤ HIPAA Policies 	<ul style="list-style-type: none"> ➤ April 14, 2003 is HIPAA Deadline ➤ Thru S²AY Network, HIPAA Policies have been developed; Gary, Vicky and Supervisors have reviewed. ➤ Policies presented and understood 	<ul style="list-style-type: none"> ➤ Cathy will sign the Policies ➤ Cathy made motion to accept the HIPAA Policies, seconded by Dr. Simons, carried.
<ul style="list-style-type: none"> ➤ Business Associate Contract Addendum for HIPAA Policies 	<ul style="list-style-type: none"> ➤ Donna presented the Business Associate Contract Addendum for review. 	<ul style="list-style-type: none"> ➤ Addendum reviewed by BOH and is also being reviewed by Dan Guiney, County Attorney
Other Business <ul style="list-style-type: none"> ➤ Smallpox Vaccine 	<ul style="list-style-type: none"> ➤ Smallpox Clinics have been put on hold for approximately two weeks. ➤ Two of our nurses have been vaccinated. 	<ul style="list-style-type: none"> ➤ No Action Needed

MINUTES OF THE MEETING

BOARD OF HEALTH

April 24, 2003

Call to Order

The meeting was called to order at 7:00 pm by President Truax.

Members Present

Ronald Truax, President; Timothy LaFever; Dr. Siraj Siddiqui; Catherine Richmond

Others Present

Gary W. Ogden, M.D., C.M.; T. Vicky Gaeta, DPS; Helen Evans, Public Health Educator; Teresa Claypool, Office Manager

Approval of Minutes

The minutes of March 27, 2003 were approved with motions from Tim LaFever and Dr. Siddiqui. Motions carried.

New Members

Dr. Ogden has spoken to Dr. Pamela Saha regarding filling the remainder of Dr. Edmonston's term on the Board of Health (Present – 7/7/2007).

Also, Dr. Siddiqui's term will end in July 2003. Dr. Ogden has approached Dr. Tim Leonard of Houghton regarding being a member of the Board of Health. Dr. Leonard is a member of the Public Health Advisory Board as well.

These appointment's were approved by this Board and will be referred to Human Services Committee for their approval.

Smoking Legislation

ATUPA violations have been sent totaling three (3). One establishment has paid, while the other two are outstanding. The State has been persistent in asking Allegany County to accept ATUPA monies and now has stated the Health Department can use the monies as they see fit. Instead of using under age people to buy tobacco, we can use those of age who look to be younger.

Therefore, the establishment won't be fined for selling to those that are under age. Rather, the monies will be used for educational purposes. The amount of grant money totals \$21,000.

The new Smoking Law just passed by the State was discussed briefly. Establishments can apply for waivers because of financial hardship. It was suggested to start with the County complex for compliance. There is a strong movement across the State to turn this law over.

SARS

There have been two reported cases that fit the definition of SARS, but no confirmation of the disease to date. Houghton College's lacrosse team went to Toronto, and two members of the Toronto Minor League have been at Houghton College. This is being monitored closely. Vicky Gaeta has been in contact with their trainer and with Gregg Balzano of the NYS Health Department.

NURSING

Referrals have been steady with noticeable increase in numbers.

A smallpox clinic has been scheduled. The State will be here to assist. There will be 12-20 people immunized.

Scheduled for "nurses day" is a luncheon and required training on infection control. This will be held at Moonwinks. One of the department's suppliers, Merck, will also be there and will offset some of the cost of the day.

The Family Planning Nurse Practitioner is doing very well and is well liked.

Health Education

Helen Evans, Reproductive Health Educator, updated the Board on her activities over the last quarter. Discussed the Kiosk at Kmart and the agreement with Erie County Department of Health and the NYS Department of Health. This provides a site for disposal of syringes and such.

Consumer Surveys have been sent out to try to obtain vital information that reflects program success as well as where services could be improved. The return rate is 38%.

Helen has been doing some smallpox pre-vaccination counseling/testing for HIV.

The Healthy Adolescent Coalition held "Youth Speakouts" which hosted over 300 individuals. This went very well.

A United Way grant is being offered to school districts totaling up to \$500.

The "Friendship House" has found a home. This is an alliance between the Allegany County Department of Health, Allegany-Western Steuben Rural Health Network, SSAY Network, ACCORD Corporation, Friendship Central School District and various health and human service agencies. The Allegany County Department of Health secured funding for this project through ACCORD Corporation's CHOICES for Youth Mini-Grant (\$9,750) and S2AY Rural Health Network contribution (\$10,000). Some proposed services include: reproductive health, mental health, domestic violence, and parent education, counseling and support groups.

New contacts made this year were with the Alfred University Theatre Group who performed a musical relative to HIV. The Department was there and did HIV testing.

Water Program

It was asked what had happened to the outstanding violations in the water program. Steve Woodbridge, who was hired through the grant, did the sampling for the public water supplies. Problems were identified early which has helped with compliance issues.

Adjournment

There being no further business, the meeting was adjourned at 7:50 pm.

Respectfully submitted,
Teresa Claypool

MINUTES

COMMITTEE/PROJECT/MEETING: Board of Health		RECORDED BY: Lynne Roeske, Secretary to Public Health Director	
DATE: May 22, 2003	Called to Session: 7:00pm Adjourned: 8:00pm	LOCATION: 7 Court St., Belmont, Rm 221	CC: NYSNA Rep., BOL Office
PRESENT: Ronald Truax, Catherine Richmond, Timothy LaFever, Dr. Leo Cusumano, Dr. Siraj Siddiqui		ABSENT: Dr. Willard Simons	
Dr. Gary Ogden, Public Health Director; T. Vicky Gaeta, DPS; Theresa Moore, Public Health Educator; Lori Ballengee, Supr. Public Health Educator Lynne Roeske, Secretary		NEXT MEETING: June 26, 2003, Room 221	
AGENDA /TOPICS	DISCUSSION (CONISE SUMMARY)	ACTION/NEXT STEPS	
Approval of Minutes dated April 24, 2003		➤ Motion made by Catherine Richmond to approve minutes of April 24, 2003 meeting, seconded by Tim LaFever, carried.	
Lori Ballengee, Supr. Public Health Education <ul style="list-style-type: none"> ➤ Focus Group during Next Months Board of Health Meeting 	<ul style="list-style-type: none"> ➤ Lori will conduct a Focus Group Meeting to the Board of Health Next Month during the Regular Scheduled Meeting. Also included in this group will be The Public Health Advisory Board and the Maternal Child Health Board. ➤ The objective of the Focus Group (one of many that are being conducted), is to receive indicators on what the Health Needs of Allegany County are. The top 10-15 indicators will be used in the Community Health Assessment. ➤ Public Health Educators and Dr. Ogden attended a MAPP's (Mobilization for Action thru Planning & Partnership) Training Programs this month that will also help in the effort to complete the Community Health Assessment. 	➤ No Action Needed.	

AGENDA /TOPICS	DISCUSSION (CONISE SUMMARY)	ACTION/NEXT STEPS
<p>Gary W. Ogden, M.D., C.M.:</p> <ul style="list-style-type: none"> ➤ Board of Health Vacant Positions 	<ul style="list-style-type: none"> ➤ Dr. Pamela Saha was approved by Human Services to join the Board of Health to fill the current vacant position; however she is undecided as to whether she will accept or not. ➤ Dr. Timothy Leonard was approved by Human Services to join the Board of Health in July when a position will be available. Due to this, Dr. Leonard will be leaving the Advisory Board. 	<ul style="list-style-type: none"> ➤ Dr. Saha will be notifying us of her decision. ➤ Dr. Leonard will be sworn in in July 2003.
<ul style="list-style-type: none"> ➤ ATUPA 	<ul style="list-style-type: none"> ➤ Cornell Cooperative Extension may be willing to do the enforcement and monitoring for the ATUPA procedures. 	<ul style="list-style-type: none"> ➤ Dr. Ogden will discuss further with Cornell Cooperative.
<ul style="list-style-type: none"> ➤ Clean Indoor Act (Smoking Law) 	<ul style="list-style-type: none"> ➤ Due to the State passing the Smoking Law, we don't anticipate a lot of problems on our part. Dean Scholes, Environmental, has been designated the enforcement contact at this time. 	<ul style="list-style-type: none"> ➤
<ul style="list-style-type: none"> ➤ County Hiring Freeze 	<ul style="list-style-type: none"> ➤ The Ways and Means Committee will be meeting next week, it is believed that the hiring freeze will be discussed. We are looking at the cost of positions and this problem that reimbursement rates will drop if certain positions are not filled. We have 100% support for the Deputy Public Health Director Position. 	<ul style="list-style-type: none"> ➤ No Action Needed
<p>Theresa V. Gaeta, Director of Patient Services</p> <ul style="list-style-type: none"> ➤ Home Care 	<ul style="list-style-type: none"> ➤ We have been approached by Blue Cross/Blue Shield regarding a Home Care, Right Start Program that would encompass pregnant moms through newborn visits. Program would pay \$100/visit up to 12 visits for home visits of High Risk Pregnancies (All Medicaid 	<ul style="list-style-type: none"> ➤ Nursing Division will continue to ass the pros and cons of enrolling in this program.

AGENDA /TOPICS	DISCUSSION (CONISE SUMMARY)	ACTION/NEXT STEPS
➤ Home Care (Continued)	➤ Recipients are considered High Risk Pregnancies). We do not believe it would impact the nurse’s time, as the computers have increased some of the nursing time availability.	
➤ Public Health	➤ Family Planning is reapplying for a five-year grant, which is a huge process. Letter of Intent has been mailed. It is a very competitive grant. We are writing in another full-time FP Nurse Practitioner, a full-time support staff and a full-time nurse. Also reapplying for grant that we have to reapply for yearly.	➤ Proceeding with reapply process
➤	➤ The State Representative that was here for an audit in Jan/Feb 2002 and then again in Feb 2003, has returned the Statement of Deficiencies, with a due date of June 10.	➤ We have asked for an extension due to the time frame of the report.
Theresa Moore, Public Health Educator ➤ 1 st Quarter Report	➤ Report was distributed. The information on the new smoking law is in red, Theresa now has additional information available.	➤ No Action Needed
➤ Clean Indoor Law “Smoking Law”	➤ Discussed area and State efforts to increase awareness of new smoking law. – “I Love Smokeless NY” Promotion, Smoke-Free Day at the Allegany Co. Fair; Radio, Newspaper and Billboards	➤ Environmental will get enforcement training. ➤ Will continue to work with Tobacco Coalition to Educate the Public on the benefits of being smoke-free.

MINUTES OF THE MEETING

BOARD OF HEALTH

July 24, 2003

Members attending: President Truax
T. LaFever, L. Cusumano, MD

Also attending: G. Ogden, MD, Public Health Director
H. Evans, Reproductive Health Educator
T. Hull, Deputy Public Health Director

Minutes

The minutes of May 22, 2003 were not approved as there was not a quorum in attendance.

New Business

Dr. Ogden had spoken to doctors Rock and Sortore regarding setting on the Board of Health. Neither were interested. Members of the Board of Health suggested Dr. Kassas. Dr. Ogden will also speak to Dr. J. Felsen and Dr. VanDine to see if they may be interested in being a member of the Board of Health.

Dr. Ogden briefly spoke about the department's 2004 budget. The legislature has asked for a 5% decrease in appropriations. To reach this goal, the department is looking to decrease home care visits by 20%, and reduce overtime considerably. The alternate nurse schedule is working out very well, and has helped in the overtime issue. The department has put into their budget the purchase of automobile versus the leasing of vehicles. It should be noted that the department has two "education" programs, the 3-5 Program and the EI Program, that continually add to the department's negative (financial) appearance through no fault of it's own. The Department **did** get recognition from the State that they were billing Medicaid the best of any other agency for these programs.

Helen Evans reported that the Family Planning 5 Year Plan has been submitted to the State for approval.

SEAD project advertising is out around the County. We have had two pick-ups so far at Kmart and have just received another call for another.

The Department had two sites for National HIV testing day, one in Wellsville and the other in Belmont.

The Department has two new employees, both hired thru Cornell Cooperative Extension. They are working in the Screen for Health Program and HIV Program.

The Department is taking a closer look at Hepatitis C. It has been decided to start a Focus Group. A meeting was held where 5 people attended. Some issues addressed at the meeting were the need for support groups, physician support, and more education after diagnosis.

The lease has been signed for the Friendship House. There will be an Open House and Block Party on September 12, 2003.

The Healthy Adolescent Program Coalition is looking to expand its services. Some things they are look at are: parenting skill programs, mother/daughter retreats, and game of "life" programs. This is a cooperative effort with agencies such as Youth Bureau and the Department of Social Services participating.

Thomas Hull spoke to the Board regarding the Clean Indoor Air legislation that went into effect this date. He asked Board approval for the following enforcement procedure for violations of smoking ban, when a complaint is verified: The Department will only accept written and signed complaints:

1. 1st Offense. Site visit with inspection of facility, with follow-up letter to owner of facility.
2. 2nd Offense. Site visit with inspection of facility, with follow-up letter to owner of facility that includes a Notice of Violation, with no attached fine.
3. 3rd Offense. Site visit with inspection of facility, with follow-up letter to owner that includes a Notice of Violation with an attached fine of \$100.00.
4. Subsequent Offenses – each verified complaint after the third offense will result in a doubling of the previous fine, up to a maximum of \$1,000.00.

Adjournment

There being no further business, the meeting was adjourned at 7:45 pm.

Respectfully submitted,
Teresa Claypool

MINUTES

COMMITTEE/PROJECT/MEETING: Board of Health		RECORDED BY: Lynne Roeske, Secretary to Public Health Director	
DATE: September 22, 2003	Called to Session: 7:00pm Adjourned: 8:05pm	LOCATION: 7 Court St., Belmont, Rm 221	CC: NYSNA Rep., BOL Office
PRESENT: Ronald Truax, Catherine Richmond, Timothy LaFever, Dr. Leo Cusumano		ABSENT: Dr. Willard Simons, Dr. Timothy Leonard	
Dr. Gary Ogden, Public Health Director; T. Vicky Gaeta, DPS; Pamela Cockle, Accountant; Donna Baschmann, Quality Assurance Coord., Thomas Hull, Deputy Public Health Director/Environmental, Lynne Roeske, Secretary		NEXT MEETING: Monday, October 20, 2003, 7:00pm	
AGENDA /TOPICS	DISCUSSION (CONISE SUMMARY)	ACTION/NEXT STEPS	
Approval of Minutes dated May 22, 2003 and July 24, 2003		➤ Motion made by Tim LaFever, to approve minutes of May 22, 2003 and July 24, 2003 meetings, seconded by Leo Cusumano, carried.	
Gary W. Ogden, M.D., C.M.: ➤ Board of Health Meeting Night	➤ Due to conflicting schedules for Thursday night meetings, BOH members were canvassed as to the best meeting days.	➤ It was decided to have BOH Meetings on Monday night, we will try for the 3 rd Monday, if it is not possible to meet that night (holidays, conferences, ect.), we will meet on the 1 st Monday of the month. Lynne will do a schedule for the next year and distribute with these minutes.	
➤ Board of Health Vacant Position (Term: Present to 7/7/2007)	➤ Gary has asked all those he thought would be interested in being on the BOH, with no success. Gary asked for suggestions, it must be a physician.	➤ Dr. Kassas was suggested as a BOH member; Gary will contact him.	

AGENDA /TOPICS	DISCUSSION (CONISE SUMMARY)	ACTION/NEXT STEPS
<ul style="list-style-type: none"> ➤ Physically Handicapped Children's Program - Scope of Services 	<ul style="list-style-type: none"> ➤ Dave Lambert contacted Gary asking if there are any changes in the Scope of Services. Discussion took place regarding if we should exclude Orthodontia Services. It was discussed that without any other dental maintenance coverage that orthodontia services (for other than medically indicated, such as cleft palate), was financially not feasible. 	<ul style="list-style-type: none"> ➤ Dr. Cusumano made a motion to include Orthodontia Services in the Exclusion of Services, with the exception of Medically Indicated (i.e. cleft palate) Orthodontia. Cathy Richmond seconded, Motion Carried.
<p>Pamela Cockle, Accountant</p> <ul style="list-style-type: none"> ➤ Approval of New Sliding Fee Scale 	<ul style="list-style-type: none"> ➤ The only change this year on the Sliding Fee Scale was an increase in the Skilled Nursing Fee, which was increased from \$130 to \$140. 	<ul style="list-style-type: none"> ➤ Tim LaFever made a Motion to Approve ACDOH Sliding Fee Scale, Effective 8/1/03 – 12/31/03, seconded by Dr. Cusumano, Motion Carried.
<ul style="list-style-type: none"> ➤ Overview of Proposed 2004 Budget 	<ul style="list-style-type: none"> ➤ Copies of a Budget Summary were distributed to the members. In Summary, the County Tax Effort/Contribution for 2004 to fund all Public Health Activities is 5.03%, for a total of \$320,092. ➤ Pam presented the 2004 Proposed Budget to the Human Services Committee on Sept. 10, 2003; The Budget was approved after \$120,000 was added back into the budget to purchase cars. The Health Dept. would still like to look at leasing cars instead of purchasing. 	<ul style="list-style-type: none"> ➤ Ron Truax stated that Homecare is being looked at and has got to become profitable or it will not exist. The Health Department was given one year to turn Homecare around. It was stated that it would be a great loss to the residence of Allegany County if Homecare were to be deleted from the Health Department. ➤ Pam will ask Teresa Claypool for numbers on Buying vs. Leasing County Health Dept. Cars. Tom Hull did a study about two years ago and will look into revisiting that information for the Legislators.

AGENDA /TOPICS	DISCUSSION (CONISE SUMMARY)	ACTION/NEXT STEPS
Theresa V. Gaeta, Director of Patient Services ➤ Home Care	➤ The State Surveyor arrived this morning and will be here through next week. ➤ Traditional and Long Term referrals remain steady and the case intensity remains intense and time consuming. ➤ The nursing staff has been very successful with learning and working with the computers.	➤ No Action Needed
➤ Focus Group	➤ A Focus Group has been developed to help the department get in line with how we can turn things around in Homecare, as requested by our Legislators. This will be a cumulative effort of Management, Nursing, and the Billing Department.	➤ 1 st Focus Group Meeting is Oct. 8, 2003.
➤ Blue Cross/Blue Shield Right Start Program	➤ The Right Start Program will encompass pregnant moms through newborn visits. Program would pay \$100/visit up to 12 visits for home visits of High Risk Pregnancies (All Medicaid Recipients are considered High Risk Pregnancies).	➤ Four nurses and one supervisor are going to visit Chautauqua Opportunities Right Start Prenatal Program for “basic training” and observation.
➤ Public Health – Flu	➤ A tentative calendar is in place for flu clinics, however, we will not release until we have a shipment of vaccine in house; which we are hoping will be at the end of the month. We are planning on starting clinics earlier this year. The fee will increase from \$5 to \$10, and we will charge county employees \$5 this year.	➤ No Action Needed
➤ Friendship House	➤ Health Department will be represented in this community effort.	➤ Open House Friday, September 26, 2003
Tom, Deputy PHD/Environmental ➤ ATUPA	➤ Arrow Mart in Friendship was fine for sale of tobacco to a minor; they were going to contest, however, prior to the hearing the fine was paid.	➤ Fine of \$300 was paid.

AGENDA /TOPICS	DISCUSSION (CONISE SUMMARY)	ACTION/NEXT STEPS
<ul style="list-style-type: none"> ➤ Clean Indoor Law “Smoking Law” 	<ul style="list-style-type: none"> ➤ Discussed Waivers for “Financial Hardship” due to the new Law. Tom noted that we have not received any guidelines from the State DOH and that the State is not granting any Waivers at this time. Tom asked the Board if we should accept the Waivers and forward them on to the State, or should we not accept any Waivers at all. 	<ul style="list-style-type: none"> ➤ The Board requests that we accept the Waivers, forward them on to the State and respond to the senders that we are unable to grant Waivers at the Local Level.
<ul style="list-style-type: none"> ➤ Recent Flooding in Allegany County 	<ul style="list-style-type: none"> ➤ Board Members asked Tom is there had been any sewage problems due to the amount of water and local flooding in the past few months. Tom said that the only problem that has come from all the water is the increase in Mosquito population, which in turn has increased the threat of West Nile. 	<ul style="list-style-type: none"> ➤ No Action Needed.
<p>Donna Baschmann, Quality Assurance Coordinator</p> <ul style="list-style-type: none"> ➤ Policy and Procedure S²AY Manuals 	<ul style="list-style-type: none"> ➤ Donna presented the following S²AY Manuals for discussion and approval: <ul style="list-style-type: none"> -Infection Control Exposure -Tuberculosis -Rabies 	<ul style="list-style-type: none"> ➤ Cathy made a motion to accept the Infection Control and Tuberculosis S²AY Manuals, Dr. Cusumano Seconded, Motion Carried. The Rabies S²AY Manual will be reviewed by Tom Hull and presented to the Board at a later date.

APPROVED

MINUTES

COMMITTEE/PROJECT/MEETING: Board of Health		RECORDED BY: Lynne Roeske, Secretary to Public Health Director	
DATE: October 20, 2003	Called to Session: 7:00pm Adjourned: 8:00pm	LOCATION: 7 Court St., Belmont, Rm 221	CC: NYSNA Rep., BOL Office
PRESENT: Ronald Truax, Catherine Richmond, Timothy LaFever, Dr. Leo Cusumano, Dr. Timothy Leonard		ABSENT: Dr. Willard Simons	
Thomas Hull, Deputy Public Health Director/Environmental, T. Vicky Gaeta, DPS; Lori Ballengee, Supr. Public Health Educator/WIC Coord., Lynne Roeske, Secretary		NEXT MEETING: Monday, December 15, 2003, 6:00pm, Moonwinks, Cuba	
AGENDA /TOPICS	DISCUSSION (CONISE SUMMARY)	ACTION/NEXT STEPS	
Approval of Minutes dated September 22, 2003		➤ Motion made by Tim LaFever, to approve minutes of September 22, 2003, seconded by Leo Cusumano, carried.	
Lori Ballengee: <ul style="list-style-type: none"> ➤ WIC ➤ Maternal and Child Health Network ➤ Community Health Assessment 	<ul style="list-style-type: none"> ➤ Lori distributed to the Board a Report covering overviews of all three programs (attached). ➤ Of special note on marketing to working families, WIC has expanded their hours to two evenings and one Sat. a month, along with some earlier morning hours to help accommodate family work schedules. ➤ A new van was purchased for WIC with State funds. ➤ Some members of the Board will be asked to participate in the Community Health Assessment dinner meeting on November 20th, to help prepare the final list of health indicators. 	➤ For Information Only, No Action Needed	
➤ Friendship House	➤ Ron asked about progress with the Friendship House.	➤ WIC would probably be begin having clinic there in Jan or Feb.	

APPROVED

AGENDA /TOPICS	DISCUSSION (CONISE SUMMARY)	ACTION/NEXT STEPS
<p>Tom, Deputy PHD/Environmental</p> <ul style="list-style-type: none"> ➤ Board of Health Vacant Position, Term: Present to 7/7/2007 	<ul style="list-style-type: none"> ➤ Gary left word that Dr. Zahi Kassas, a Pediatrician in Wellsville, is interested in joining the Board of Health. 	<ul style="list-style-type: none"> ➤ Lynne will get a Curriculum Vitae from Dr. Kassas and propose him to the Human Services Committee next month.
<ul style="list-style-type: none"> ➤ Clean Indoor Law “Smoking Law” 	<ul style="list-style-type: none"> ➤ Discussed Waivers for bars for “Financial Hardship” due to the new Law. Gary left word that some counties are going to waiver bars just to stop them from breaking the law. Tom noted that we have not received any guidelines from the State DOH and that any waiver requests he has received have gone to the State with no word back yet on where to go from here. ➤ Also noted that we have not received any money, and don’t expect to, to help enforce the law. At this time there is no “policing” of establishments. Complaints have been received, but no fines have been issued at this time. ➤ Gary believes that the Waivers will be discussed at NYSACHO in November 	<ul style="list-style-type: none"> ➤ The Board requests at this time we continue to accept the Waivers, forward them on to the State and wait for input from the NYSACHO meeting as to what other counties are going to do.
<ul style="list-style-type: none"> ➤ Creekside Homes in Andover, NY 	<ul style="list-style-type: none"> ➤ Current owner, Gregory Lee, of West Chester, PA, has not maintained a mobile home park, having five mobile homes on a lot at Rt. 417 and Cty Rd. 22, Andover. Mr. Lee has not responded to any correspondence with either the Health Department nor the one occupied resident of the park. Mr. Bubbs, our Administrative Hearing Officer, will probably suggest evicting the one resident. 	<ul style="list-style-type: none"> ➤ Will await word from Mr. Bubbs to his suggestions

APPROVED

AGENDA /TOPICS	DISCUSSION (CONISE SUMMARY)	ACTION/NEXT STEPS
<ul style="list-style-type: none"> ➤ Sheehys 	<ul style="list-style-type: none"> ➤ Ron asked for an update on the Sheehy violations and asked Tom to give new BOH member Dr. Timothy Leonard an overview. At this time, it appears that there continues to be a septic violation, however, the county attorney is “dealing with one issue at a time”, and is now trying to complete the animal cruelty violations. 	<ul style="list-style-type: none"> ➤ Tom will be going out again to investigate if the sewage discharge still exists.
<p>Theresa V. Gaeta, Director of Patient Services</p> <ul style="list-style-type: none"> ➤ Home Care 	<ul style="list-style-type: none"> ➤ Traditional and Long Term referrals remain steady and the case intensity remains high. ➤ The State Surveyor arrived Sept. 22, and had the exit interview on October 1, 2003. Vicky feels it was one of the best State Surveys we have ever had. We have received the Statement of Deficiencies and Karen Williams, SPHN, and Vicky have been working on the Plan of Correction. The major problem of the Survey seemed to be that the Surveyor was not familiar with our computer system, and therefore proved to be more time consuming getting information for her. She thanked us a few times for our courtesy and seemed to be appreciative of those who assisted her. ➤ An issue that has been confirmed by the survey and nurses in our organization is that we are getting too much information from the computers. A subcommittee of Nurse Practice has been meeting to determine how much information needs to be filed in client charts and what can be destroyed, or if possible, not printed at all. 	<ul style="list-style-type: none"> ➤ Plan of Correction to be completed for State Survey ➤ Nurse Practice Subcommittee will present to nurses the Protocol to define what information will be in the client’s medical records chart.

APPROVED

AGENDA /TOPICS	DISCUSSION (CONISE SUMMARY)	ACTION/NEXT STEPS
<ul style="list-style-type: none"> ➤ Public Health – Influenza Clinics 	<ul style="list-style-type: none"> ➤ The Flu Clinics for the County have started, the price has increased to \$10, and County employees are now paying \$5. ➤ Houghton College has offered to do a Health Fair and will offer flu shots free, with arrangements made that Community Blue will reimburse the county for the vaccine. 	<ul style="list-style-type: none"> ➤ No Action Needed
<ul style="list-style-type: none"> ➤ Physically Handicapped Children’s Program Coordinator 	<ul style="list-style-type: none"> ➤ PCHP interviews took place this past month. Richard Reynolds has been offered the position and has accepted. He will begin in the new position in approximately three weeks. The position was upgraded and passed through the Personnel Committee. 	<ul style="list-style-type: none"> ➤ No Action Needed
<ul style="list-style-type: none"> ➤ Immunization Records 	<ul style="list-style-type: none"> ➤ Healthy Shots has offered to pay for 80 hours of work to have someone input past immunization records. We have hired back a past summer employee to input these records and she will hopefully be able to complete within the 80 hour limit. 	<ul style="list-style-type: none"> ➤ No Action Needed
<ul style="list-style-type: none"> ➤ Family Planning – STD Medications 	<ul style="list-style-type: none"> ➤ At this time we do not carry in our clinics the medications for STD’s, however, we are looking into having them available. 	<ul style="list-style-type: none"> ➤ Vicky will let the Board know status on STD medications as it becomes available.
<ul style="list-style-type: none"> ➤ Family Planning Fees ➤ PPD’s Fee 	<ul style="list-style-type: none"> ➤ Vicky asks that fees be charged for some of the services offered by Family Planning. Attached is the list of services and fees, noting that Medicaid patients still will not have to pay. ➤ Additionally, Vicky requested a \$5 Charge for PPD’s 	<ul style="list-style-type: none"> ➤ Motion made by Dr. Leonard to charge fees for some Family Planning services (per attached list) and to charge \$5 for PPD’s, seconded by Cathy Richmond, Carried.

NOT APPROVED

MINUTES

COMMITTEE/PROJECT/MEETING: Board of Health		RECORDED BY: Gary Ogden, Public Health Director	
DATE: December 15, 2003	Called to Session: 6:00pm Adjourned: 6:30pm	LOCATION: Moonwinks, Cuba, NY	CC: NYSNA Rep., BOL Office
PRESENT: Catherine Richmond, Timothy LaFever, Dr. Leo Cusumano, Dr. Willard Simons		ABSENT: Dr. Willard Simons	
Dr. Gary Ogden, Public Health Director; Thomas Hull, Deputy Public Health Director/Environmental, T. Vicky Gaeta, DPS; Lori Ballengee, Supr. Public Health Educator/WIC Coord., Theresa Moore, Public Health Educator, Donna Baschmann, QI Coordinator		NEXT MEETING: Monday, January 5, 2004, 7:00pm, County Office Building, Belmont	
AGENDA /TOPICS	DISCUSSION (CONISE SUMMARY)	ACTION/NEXT STEPS	
Gary W. Ogden, M.D., C.M., Public Health Director ➤ PHCP Program	➤ Reaffirmed Physically Handicapped Children’s Program (PHCP) Orthodontic Restrictions.	➤ For Information Only, No Action Needed	
➤ Board of Health Vacant Position, Term: Present to 7/7/2007	➤ Dr. Zahi Kassas, a Pediatrician in Wellsville asked to join the Board of Health.	➤ Dr. Kassas was approved by Human Services Committee on December 10, 2004.	
Thomas Hull, Deputy Public Health Director ➤ Clean Indoor Act Waivers	➤ Discussed Waivers for bars for “Financial Hardship” due to the new Law.	➤ At this time we will continue to forward the Waivers on to the State.	
➤ Fees for Plan Reviews	➤ Proposed Fee of \$150 for Camp Plan Reviews and \$100 for Engineering Plan Reviews.	➤ No Motion Made	