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COMMITTEE/PROJECT/MEETING: Board of Health		RECORDED BY: Lynne Roeske, Secretary to Public Health Director	
DATE: February 5, 2007	Called to session: 7:00pm Adjourned: 8:30pm	LOCATION: County Office Bldg., Room 19	CC: Karen Wida, NYSNA; Alice Alsworth Co. Admin. Office
PRESENT: Ronald Truax, Catherine Richmond, Timothy LaFever, Dr. David Brubaker, Dr. Zahi Kassas, Dr. Willard Simons, Thomas Hull, Deputy Public Health Director/Environmental; Lynne Roeske, Secretary; Maxine Warner, Public Health Educator; T. Vicky Gaeta, DPS; Pam Cockle, Accountant, John Margeson, County Administrator, Ralph VanHouten, NYSDOH		ABSENT: Dr. Leo Cusumano NEXT MEETING: March 5, 2006	

AGENDA /TOPICS	DISCUSSION (CONISE SUMMARY)	ACTION/NEXT STEPS
Ron Truax, President	Ron requested a moment of silence in memory of Dr. Gary Ogden, Public Health Director who passed away on January 19, 2007	
Ron Truax, President	Ron requested approval from the Board to appoint Thomas E. Hull, as Interim Public Health Director. The Board Approved.	
Approval of Minutes	Requested approval of December 4, 2006 Minutes	Catherine Richmond made a Motion to approve the Board of Health Minutes dated December 4, 2006, Tim LaFever seconded. Motion Carried
Ralph VanHouten, NYSDOH	Mr. VanHouten gave a presentation on the ATUPA (Adolescent Tobacco Use Prevention Act) and CIAA (Clean Indoor Air Act) Grant. The Board of Health and Human Services Committee previously decided to not accept these grant monies and Mr. VanHouten had requested the opportunity to present information to the Board. The amount of the Grant is $32,332	After the presentation, the Board discussed the Grant and decided to stay with their decision to not accept the Grant Monies. It is a lot of money to try to spend, there are liabilities using underage children to help with the checks and we do not have the staff to be able to use the remainder of the money on education.

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AGENDA /TOPICS	DISCUSSION (CONISE SUMMARY)	ACTION/NEXT STEPS
Pamela Cockle, Accountant	Pam distributed the Financial Report for 2006 and Financial Report 2006 vs. 2005. There was discussion regarding the expense of the Children's Programs-which we have no control over as the fees are set by the State Ed. Dept. Information was discussed regarding the Medicaid and Medicare reimbursements also. Tom was asked to give an overview on the BioTerrorism money.	For Information Only Tom gave an overview of the BT Grant money, stating that we have purchased a trailer and emergency preparedness supplies that are kept in the trailer. Also stated the Pandemic Flu plan that has been developed with these monies.
Maxine Warner, Public Health Educator	Maxine distributed the 2006 Report on Reproductive Health Educational programs she has presented, how many participants and an overview of the programs' topics. Also stated in the report are the trainings that the staff has attended.	For information only
T. Vicky Gaeta, DPS Homecare	There are currently 71 Long-Term Clients and 132 active Traditional Homecare Clients. Phase I of the Single Point of Entry Program has started. This is an effort by many local agencies to streamline services to clients in the County; offering more flexibility in placement, more services, fewer repetitive services, and increase the family support system.	For Information Only.

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AGENDA /TOPICS	DISCUSSION (CONISE SUMMARY)	ACTION/NEXT STEPS
T. Vicky Gaeta, DPS Wound Vac	On Jan. 23, Mark Paddy, KCI, provided an in-service on the Wound VAC System to our nursing staff. Mr. Paddy stated that of all the staff that he has trained, ours was the most advanced and capable to provide this service. Vicky describe what the Wound VAC System was and the wonderful success that it has had with increasing patient recovery time.	For Information Only.
T. Vicky Gaeta, DPS Public Health	We have had one case of Influenza reported. Dr. Kassas stated he had two children last week, but we did not have those stats yet. We have had an increase in Hep. C's, however, we believe this is due to more testing being done. Our Nursing staff has been working short staffed due to the Alternative Week Nurse position has not been filled and one nurse was on medical leave for six weeks and has just returned.	For Information Only.
T. Vicky Gaeta, DPS Policy and Procedures for Colposcopy	Vicky presented the Policy and Procedures for Colposcopy. This is a new program being offered through Reproductive Health due to extra monies that were received at the end of last year that were used to put this program into place. Our Nurse Practitioner wrote up the Policies and Vicky presented to Dr. Ogden at the end of	Before the Board had a chance to review the Policy and Procedures, Tom stated that he had received an email from Donna James, QA Coordinator, that she had not reviewed the P & P yet and asked that the approval be tabled until she had a chance to do so. These P & P's will be brought back to the Board next month.

AGENDA /TOPICS	DISCUSSION (CONISE SUMMARY)	ACTION/NEXT STEPS
T. Vicky Gaeta, DPS Policy and Procedures for Colposcopy (Continued)	the year. Due to Dr. Ogden's unavailability and eventual passing, the Policy and Procedures were given to Dr. Felsen, Interim Medical Director, to review. Dr. Felsen returned the Polices with high praise on the quality of these procedures. Vicky then asked if any of the Board wanted to review them and asked for approval.	
John Margeson, County Administrator	Mr. Margeson informed the Board that advertising for a Public Health Director will begin tomorrow (Feb. 6). The Human Resources Dept. will advertise locally, as well as through the NYSDOH, NYSAC and NYSACHO. Mr. Margeson listed the qualifications and base salary. Applications will be received until March 2, 2007, at which time the HR Dept and Mr. Margeson will review them and present the qualified applications to the Board of Health to review. If an MD is hired, they will also be asked to serve as Medical Director; otherwise, HR will pursue contracting with a Medical Director separately.	For Information Only
Thomas E. Hull, Deputy Public Health Director	Tom requested Executive Session with the Board of Health and the County Administrator.	
	Regular Meeting Adjourned at 8:30pm Executive Session Adjourned at 9:30pm	**NEXT MEETING – March 5, 2007**

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MINUTES

COMMITTEE/PROJECT/MEETING: Board of Health		**RECORDED BY:** Lynne Roeske, Secretary to Public Health Director	
DATE: March 5, 2007	**Called to session:** 7:00pm **Adjourned:** 8:00pm	**LOCATION:** County Office Bldg., Room 19, Ground Floor	**CC:** Karen Wida, NYSNA; Alice Alsworth Co. Admin. Office Maxine Warner, PH Educator
PRESENT: Ronald Truax, Catherine Richmond, Timothy LaFever, Dr. David Brubaker, Dr. Willard Simons Thomas Hull, Deputy Public Health Director/Environmental; Lynne Roeske, Secretary; Lori Ballengee, Supervising Public Health Educator; Pam Cockle, Accountant, Donna James, Quality Assurance Coordinator/Reproductive Health Program Manager		**ABSENT:** Dr. Leo Cusumano, Dr. Zahi Kassas **NEXT MEETING:** April 2, 2007	

AGENDA /TOPICS	DISCUSSION (CONISE SUMMARY)	ACTION/NEXT STEPS
Approval of Minutes	Requested approval of February 5, 2007 Minutes	Catherine Richmond made a Motion to approve the Board of Health Minutes dated February 5, 2007, Dr. Simons seconded. Motion Carried
Pamela Cockle, Accountant	Pam reported that we have received Medicaid rates for nursing. Long-term rates have gone down dramatically ($128 to $113). A cap has been placed on rates.	Our Accountants (Freed Maxick & Battaglia) will appeal the rates.
	We were notified that the appeal for the Fiscal Year 2000 Medicare Rates was lost, we appealed to PERB twice.	We will not be receiving the $279,000, and have been advised not to pursue further.
	We have expended our 2007 overtime budget by Payroll #5 this year. The breakdown of overtime is: Non-Unit 29% ASCME 10% Nursing 61%	It was noted that our Nursing staff has been working short staffed due to the Alt. Week Nurse position not being filled, one nurse on medical leave for six weeks.

AGENDA /TOPICS	DISCUSSION (CONISE SUMMARY)	ACTION/NEXT STEPS
Pamela Cockle, Accountant	We have received Cost of Living Adjustments from NYSDOH for four of our programs: Reproductive Health $2703, Lead Program $560, Cancer Screening $1005, Children Services $256. Also received an additional $7,661 for the WIC Program from NYSDOH for caseload expansion. State Aid this year has been increased by $100,000 and the Base has been increased from 30% to 36%.	For Information Only
Lori Ballengee, Supr. Public Health Educator WIC	Lori distributed WIC Statistics, noting that we distribute an average of $82,000 in checks per month.	For Information Only
Maternal Child Health Network	We have not been very active with this program during the past year, as most of its efforts are concentrated in the Buffalo area. There is a need here in our area and we will continue to pursue our options.	For Information Only
Allegany County Cancer Services	The ACCS is no longer under the AWSRHN, we are now under Allegany County Dept. of Health who will be the fiscal conduit. Applications and brochures have been developed and we are ready to begin distribution of money and services to Allegany County residents that are in need of this service.	Lori distributed applications and brochures to those in attendance and asked them to distribute to anyone who has been diagnosed with cancer.
Donna James, QA Coordinator, Repro. Health Program Manager	Donna has been given the responsibility of Reproductive Health Program Manager. NYSDOH had some issues with the program and this was their requested solution.	For Information Only

AGENDA /TOPICS	DISCUSSION (CONISE SUMMARY)	ACTION/NEXT STEPS
Sliding Fee Scale	Donna presented the Sliding Fee Scale for 2007 that has been adjusted to reflect the 2007 Federal Poverty Guidelines.	Dr. Brubaker made a motion to approve the 2007 Sliding Fee Scale, Dr. Simons seconded, Motion Carried.
Education Material	Donna stated that the Reproductive Health Program needs a committee of people to review educational material that is being distributed. It was decided that the Board of Health could be this committee.	Donna presented two flyers and a poster that had been developed by Maxine Warner, Public Health Educator for Reproductive Health. After review, suggestions were made and Donna will take them back to Maxine to incorporate.
Protocols – Presented to Review & Discussion	**Depr-Provera Protocol** Minor change made due to practice.	For Information and Review
	IUD Protocol New Protocol, intend to offer in clinics soon.	For Information and Review
	Colposcopy Protocol was not distributed at this time. We are still looking into this program to define the requirements. Also looking to see if there is a need for us to do Colposcopies in this area. The equipment was purchased with money received from NYSDOH Family Planning as a one-time award (approx. $30,000).	Donna will bring to the next meeting complete data on Colposcopy referrals, need and confirmation from NYSDOH of requirements. Ron asked Pam to see what the financial repercussion would be if we did not do the colposcopies. ***Note: After meeting, Pam was notified by Colleen Foreman from the State that we can hold onto the equipment for one year or until a decision is made whether or not to perform the Colposcopies. If we decide not to, we will have to reimburse the State 100% cost off all equipment/reimbursement already received. We can then sell the equipment and use whatever money that brings in to help recover some of the funding. Net loss would be 100% cost to County.***

AGENDA /TOPICS	DISCUSSION (CONISE SUMMARY)	ACTION/NEXT STEPS
Thomas E. Hull, **Interim Public Health Director** Smoking Complaints	Notice of Violation was sent to Morrison Hayes Post 702, Wellsville American Legion. Letter of Warning was sent to The Old Mill in Alfred Station after receiving a complaint for smoking.	For Information Only.
Septic System Failure	We have been contacted regarding a Septic System Failure at a family (home) day care in the Village of Richburg. This is located by the Town Hall/Richburg Office Post, and is impacting both properties. The Septic Tank has been pumped two times, and at this time there is not an issue.	We will continue to monitor, especially after winter is over.
ATUPA Sales	The District Office in Hornell did ATUPA checks in Allegany County and there were four violations. These stores were notified and asked to pay a fine.	For Information Only.
Ron Truax	Packets from John Margeson which contained the qualified applicants for the position of Public Health Director were distributed for Board of Health Members to review.	BOH Members remained after the regular meeting to review applicants they would like to send to the State for approval. Once approval is received, the BOH will interview applicants.
	Meeting Adjourned at 8:00pm	**NEXT MEETING – April 2 , 2007**

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COMMITTEE/PROJECT/MEETING: Board of Health		**RECORDED BY:** Lynne Roeske, Secretary to Public Health Director	
DATE: May 7, 2007	**Called to session:** 7:00pm **Adjourned:** 7:30pm	**LOCATION:** County Office Bldg., Room 19, Ground Floor	**CC:** Karen Wida, NYSNA; Alice Alsworth Co. Admin. Office Maxine Warner, PH Educator
PRESENT: Ronald Truax, Catherine Richmond, Timothy LaFever, Dr. David Brubaker, Dr. Willard Simons, Dr. Zahi Kassas Thomas Hull, Deputy Public Health Director/Environmental; Lynne Roeske, Secretary; Lori Ballengee, Supervising Public Health Educator; Pam Cockle, Accountant, Vicky Gaeta, DPS, Maxine Warner, PH Educator		**ABSENT:** Dr. Leo Cusumano **NEXT MEETING:** June 4, 2007	

AGENDA /TOPICS	DISCUSSION (CONISE SUMMARY)	ACTION/NEXT STEPS
Approval of Minutes	Requested approval of March 5, 2007 Minutes	Catherine Richmond made a Motion to approve the Board of Health Minutes dated March 5, 2007, Dr. Kassas seconded. Motion Carried
Pamela Cockle, Accountant	Distributed 1st Quarter 2007 Financial Reports. The budget is in line with what we projected except for the overtime. A separate overtime summary was provided.	It was noted that our Nursing staff has been working short staffed due to the Alt. Week Nurse position not being filled and another nurse also has been out of the office for two months. When the nurses cover the Alt. Week, they have to cover a weekend day at double time.
	2008 Budget Process should begin end of May or beginning of June.	For Information Only
Maxine Warner, Public Health Educator	Distributed the Reproductive Health Program Health Educators Report for Jan-Mar. 2006 and 2007.	It was noted that the health fair numbers were down due to Alfred State cancelling, rescheduling and not getting a good turnout.

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AGENDA /TOPICS	DISCUSSION (CONISE SUMMARY)	ACTION/NEXT STEPS
Vicky Gaeta, DPS Home Care	Home Care currently has 121 patients in the Traditional Program and 57 in the Long-Term.	For Information Only.
Public Health	Public Health remains busy (continue to have a lot of Chlamydia cases). Also, we have had more reportable Hep C's because the State is now requiring "old" Hep C's be put into the system.	For Information Only.
NYSACHO & Lead Training	Lead was the discussion at the NYSACHO meeting Vicky attended and she also attended Lead Training this past month. We get a $40,000 Grant from the State for our Lead Program. The new change is now children do not "age out" at six yrs old. The State is requiring any elevated lead level children continue to be followed and monitored into adulthood.	We do not see a lot of elevated Lead levels in Allegany County, and those we have seen have been people who have moved here from other areas of the country.
	We have a contract with Catt. Co. to monitor lead levels with them.	We will continue with this for a year and if it works out, may contract with Wyoming County also.
	Alternate Work Week Nurse was hired; she completed two weeks of orientation and decided she wanted to go back to her previous job.	We will again be seeking to fill the Alt. Work Week nursing position.

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AGENDA /TOPICS	DISCUSSION (CONISE SUMMARY)	ACTION/NEXT STEPS
Thomas E. Hull, **Interim Public Health Director** Annual Reports	Asked for any questions on Annual Reports that were mailed out in March. Dr. Brubaker asked about percentage of uninsured in the County; according to Community Health Assessment it is approx. 22%.	For Information Only.
ATUPA Sales	The District Office in Hornell completed more ATUPA checks in Allegany County and there was one violation at a store in Almond. The store was notified and asked to pay a fine. The fine has been paid.	For Information Only.
Septic System Failures	The Septic System Failure at a family (home) day care in the Village of Richburg has continued to be monitored and there is now an Engineered Plan in place. This issue is slowly resolving itself. The property is located by the Town Hall/Richburg Office Post, and is impacting both properties. The Septic Tank at the Town Hall Building has been pumped.	We will continue to monitor.
	There has been a problem with the septic system at Chapel Street in Almond. There is, however, three parties are involved.	Tom has taken the information to County Attorney Dan Guiney and Mr. Guiney has given those involved 20 days to resolve who is responsible and we can then move to resolve this issue.

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AGENDA /TOPICS	DISCUSSION (CONISE SUMMARY)	ACTION/NEXT STEPS
Ron Truax	Whereas Dr. Zahi Kassas' term as a Board of Health Member will be ending July 7, 2007, Ron Truax inquired if Dr. Kassas wishes to be appointed for a six year term. Dr. Kassas stated he would be honored to serve another six years on the Board.	Cathy Richmond made a motion to request from the Board of Legislators the appointment of Dr. Zahi Kassas for a six year term to the Allegany County Board of Health, County of Allegany. Dr. David Brubaker seconded, Motion Carried.
Cathy Richmond	Whereas Ron Truax's term as a Board of Health Member will be ending July 7, 2007, Cathy Richmond inquired if Ron wishes to be appointed for another six year term. Ron stated he would serve another six years on the Board.	Dr. Willard Simons made a motion to request from the Board of Legislators the appointment of Ron Truax for another six year term to the Allegany County Board of Health, County of Allegany. Tim LaFever seconded, Motion Carried.
	Meeting Adjourned at 7:30pm	**NEXT MEETING – June 4, 2007**

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COMMITTEE/PROJECT/MEETING: Board of Health		**RECORDED BY:** Lynne Roeske, Secretary to Public Health Director	
DATE: June 25, 2007	**Called to session:** 7:00pm **Adjourned:** 7:30pm	**LOCATION:** County Office Bldg., Room 221, 2nd Floor	**CC:** Karen Wida, NYSNA; Alice Alsworth Co. Admin. Office Maxine Warner, PH Educator
PRESENT: Ronald Truax, Catherine Richmond, Timothy LaFever, Dr. David Brubaker Lori Ballengee, Public Health Director; Lynne Roeske, Secretary; Pam Cockle, Accountant, Vicky Gaeta, DPS, Richard Reynolds, PHCP Coord., Linda Wilcox , EI Coord., Teresa Claypool, Office Manager; Maxine Warner, PH Educator; Thomas Boyle, Screen for Health Services, Laurie Smith, WIC Coordinator		**ABSENT:** Dr. Leo Cusumano, Dr. Willard Simons, Dr. Zahi Kassas **NEXT MEETING:** August 6, 2007	

AGENDA /TOPICS	DISCUSSION (CONISE SUMMARY)	ACTION/NEXT STEPS
Approval of Minutes	Requested approval of May 7, 2007 Minutes	Tim Lafever made a Motion to approve the Board of Health Minutes dated May 7, 2007, Dr. Brubaker seconded. Motion Carried
Vicky Gaeta, DPS Home Care	Home Care currently has 120 patients in the Traditional Program and 56 in the Long-Term. We have had 426 Referrals so far this year; and 21 PRI Screens	For Information Only.
	Vicky gave a list of the communicable diseases that we have dealt with.	For Information Only.
	Vicky, Terry Fleischman, SPHN; and Steve Chaffee, Env., attended a Lead Conference last week. Vicky gave an overview of the program presented.	For Information Only.
Pamela Cockle, Accountant	Discussed the 2006 Budget Review that John Margeson presented to the Board of Legislators today, noting that we were mentioned in the $247,000 revenue for nursing.	For Information Only.

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AGENDA /TOPICS	DISCUSSION (CONISE SUMMARY)	ACTION/NEXT STEPS
Pam Cockle, Acct. (Continued)	2008 Budget Process has begun. The Management Team will meet tomorrow to go over it and hopefully present it to the Administrator and Treasurer by the end of the week. It should be an increase of a little over 2%.	For Information Only Note: Pam handed in the requested 2008 budget on 7/27/07 with an increase of 2.8% over last year.
	Pam requested approval to increase our Lifeline Rate to $28.00 and our Nutrition Rate to $98.00.	Dr. Brubaker made a motion to approve increase in the Lifeline Rate to $28.00 and our Nutrition Rate to $98.00, Cathy Richmond seconded, Carried
	Our Accounts have advised us to decrease our Medicare Rates to the anticipated.	For Information Only.
	Homecare and Long Term - we are noticing a decrease in revenue due to changes in Medicare whereas people are getting insurance with co-pays and are unable to pay them.	The billing staff had a very informative meeting with Dan Washburn of OFA today regarding Medicare and Insurance coverage. We will continue to monitor.
Lori M. Ballengee, MS **Public Health Director**	Reminded the Board of Health Members that the Pandemic Influenza Planning and Preparedness Forum that is going to take place on Thur., at Moonwinks in Cuba, 9am – 1pm.	For Information Only. There are over 80 people signed up to attend at this time.
	Lori had the Program Managers introduce themselves and the Program they work with. The BOH members where then asked what they would like out of the meetings.	The BOH members would like us to rotate the Managers thru our meetings; they would like to know if there are any concerns in our programs; and possible things they could do for us. Also they would like us to keep them abreast of what is going on in the department.
	Lori requested to go into Executive Session with the Board	
	Meeting Adjourned at 7:30pm	**NEXT MEETING – August 6, 2007**

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COMMITTEE/PROJECT/MEETING: Board of Health		**RECORDED BY:** Lynne Roeske, Secretary to Public Health Director	
DATE: August 20, 2007	**Called to session:** 7:00pm **Adjourned:** 7:45pm	**LOCATION:** County Office Bldg., Room 19, 1st Floor	**CC:** Karen Wida, NYSNA; Alice Alsworth Co. Admin. Office Maxine Warner, PH Educator Dr. Christopher Depner
PRESENT: Ronald Truax, Catherine Richmond, Timothy LaFever, Dr. David Brubaker, Dr. Leo Cusumano, Dr. Zahi Kassas Lori Ballengee, Public Health Director; Lynne Roeske, Secretary; Linda Wilcox , EI Coord.		**ABSENT:** Dr. Willard Simons **NEXT MEETING:** September 10, 2007	

AGENDA /TOPICS	DISCUSSION (CONISE SUMMARY)	ACTION/NEXT STEPS
Approval of Minutes	Requested approval of June 25, 2007 Minutes	Tim Lafever made a Motion to approve the Board of Health Minutes dated June 25, 2007, Cathy Richmond seconded. Motion Carried
Linda Wilcox, Early Intervention Coordinator	Linda thanked all the Doctors for their involvement in the early intervention program.	
	The IPRO Audit last month went well and they did not find anything with our program. They did have one corrective action item regarding one of our providers re: Health and Safety issues in the home, these were discussed with the Provider. Linda mentioned all the help she received from her staff in obtaining the documentation needed for the Audit and how much she appreciated it.	Next IPRO Audit will be to for the Administration portion of the program.

AGENDA /TOPICS	DISCUSSION (CONISE SUMMARY)	ACTION/NEXT STEPS
Linda Wilcox (Continued)	Child Find – Gave an overview of the Child Find Program. Linda stated that 2-3% of the birth rate should be in the program in this county.	For Information Only.
	Therapists are in short supply for our program. The State will not let us use Speech Therapists; it has to be a Speech Language Pathologist. We get notification from the state of all State Approved SLP's, but there are not a lot of them in this area, nor are they willing to travel to this area.	The Board Members will keep this in mind if they hear of any SLP's in the area.
	Linda asked the Board to consider hiring a part-time Licensed Clinical Social Worker. There are so many Behavioral Social Issues with the children we serve that a LCSW would be a huge asset to the program.	The Board will see what can be done about hiring a LCSW.
Lori M. Ballengee, MS **Public Health Director**	Reminded the Board of Health Members that the Pandemic Influenza Planning and Preparedness Forum for the Faith-Based Community is going to be Thur., Aug. 23.	For Information Only. There are 78 people signed up to attend at this time.
	Lori reviewed the memo regarding the Medicare Review by McBee Associates, noting that we are billing at 99% accuracy rate for all Medicare patients/visits. Lori complemented the Health Dept. Billing staff for this accomplishment.	For Information Only.

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AGENDA /TOPICS	DISCUSSION (CONISE SUMMARY)	ACTION/NEXT STEPS
Lori M. Ballengee, MS **Public Health Director**	Lori attended NYSACHO Conference in July. Topics discussed were the higher education that is going to be required for Public Health Directors; a PBS special that is going to be on regarding Internal Stress and the Health Issues from this; Accreditation for Health Departments; and higher degrees needed for certain positions within health departments.	For Information Only.
	Family Planning: Colposcopy Equipment – Jill Fuller has investigated the need for colposcopy's in the county and the original number given from Screen for Health of 8-10/year was found to be more like 40/year that could be done. Lori's concern is the liability of doing this procedure. Cathy Richmond questioned the competencies, which was the concern before. Lori indicated that while she was not able to find a specific number that is needed to be considered competent, she felt 40 would be more than sufficient. Lori also stated that documentation is on file for Jill stating she has the credentials to perform colposcopies.	Ron Truax stated that the Board's opinion has not changed, and that he believes we would not do enough to keep up competencies; therefore, we will not be doing colposcopies.
	Lori discussed doing IUD replacements, stating Jill is able to do them; however the equipment is expensive. Cathy did not think there would be that big of a need and that people now have a lot of other options and also there are other providers in the community who could provide this service.	Family Planning will not be doing replacement IUD's.

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AGENDA /TOPICS	DISCUSSION (CONISE SUMMARY)	ACTION/NEXT STEPS
Lori M. Ballengee (Continued)	Human Services Committee asked the Board to provide recommendation in regard to enacting a law that requires companies that apply pesticides/herbicides to notify neighbors surrounding the location to be sprayed prior to the application. There are those individuals who have health problems, as well as individual who have small children who can be affected by the materials being applied. Ron indicated that he believes most other counties have opted out of enacting a law due to inability to police it. Dr. Kassas believes a law should be made as this can affect a lot of people, especially those who have asthma or other health issues and wouldn't that in itself be worth it?? Tim stated we did not need another law, that the businessman should be responsible enough to notify the neighborhood as a courtesy.	Ron would like Tom Hull of Environmental Health to talk to other counties who have enacted laws such as this and report information back to the board.
	Dr. Kassas requested to have pizza at the next meeting.	Lori agreed to have pizza provided at the next meeting.
	Lori requested to go into Executive Session to discuss the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation.	Cathy Richmond made a motion to go into executive session, Tim LaFever seconded, motion carried.
	Regular Meeting Adjourned at 7:45pm	**NEXT MEETING – September 10, 2007**

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COMMITTEE/PROJECT/MEETING: Board of Health		**RECORDED BY:** Lynne Roeske, Secretary to Public Health Director	
DATE: September 10, 2007	**Called to session:** 7:00pm **Adjourned:** 8:00pm	**LOCATION:** County Office Bldg., Room 19, 1st Floor	**CC:** Karen Wida, NYSNA; Alice Alsworth Co. Admin. Office Maxine Warner, PH Educator Dr. Christopher Depner
PRESENT: Ronald Truax, Catherine Richmond, Timothy LaFever, Dr. David Brubaker, Dr. Willard Simons, Dr. Zahi Kassas Lori Ballengee, Public Health Director; Lynne Roeske, Secretary; Thomas Hull, Deputy PHD; T.Vicky Gaeta, DPS; Thomas Boyle, Screen for Health		**ABSENT:** Dr. Leo Cusumano **NEXT MEETING:** September 10, 2007	

AGENDA /TOPICS	DISCUSSION (CONISE SUMMARY)	ACTION/NEXT STEPS
Approval of Minutes	Requested approval of June 25, 2007 Minutes	Cathy Richmond made a Motion to approve the Board of Health Minutes dated August 20, 2007, Dr. Simons seconded. Motion Carried
Tom Hull, Deputy PHD/ Environmental Neighborhood Notification Law (NNL)	Human Services Committee had asked the BOH to provide recommendations in regard to enacting a law that requires companies that apply pesticides/herbicides to notify neighbors. At the August meeting, Ron asked that Tom Hull talks to other counties who have enacted laws and report information back to the board. Tom distributed information from NYSDEC regarding the Neighborhood Notification Law and a booklet "How Can Homeowners Comply with the NNL?" Nine counties in NYS and the five counties of NYC have opted in to this Law. If a county chooses to opt in, it must be adopted in its entirety. If a county does not opt in to this law, a complainant can contact the NYS DEC to issue a complaint. The Board asked if any contract has been made with the contractor that initially sprayed without notifying the neighbors. Tom stated there has been no contact. Tom also stated that he has received very few complaints regarding this subject.	The Board decided not to enact a law. They did, however, ask Tom to notify the contractor via letter requesting him to notify neighbors when he applied pesticides/herbicides and also notify the complainants of what was decided by the Board. Ron will notify the Human Services Committee of this information.

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AGENDA /TOPICS	DISCUSSION (CONISE SUMMARY)	ACTION/NEXT STEPS
T. Vicky Gaeta, DPS	A Surprise State Survey was done of the Homecare Division. They were here for the past week. It is the second one this year, it could be because there was a change in Administration.	If corrections are needed, a Plan of Correction will be completed.
	Homecare is very busy. The Nursing Staff are doing more HHA coverage because of lack of available contracted people to provide the service. This is expensive when nurses are doing HHA visits. They are offering these services not only on weekdays, but also on weekends (possibly paying overtime). Lori spoke to Barb Hastings, PHD from Cattaraugus County, about contracting with Cornell Coop. Ext. for HHA services; whereas CCE could hire HHA's and we would contract with them. Lynne discussed the issue of being unable to contract for employees; we currently contract for educational services not specific employees. Vicky stated she had discussed with Lori hiring an LPN who could help with the staffing issues.	Lori will continue to look into contracting with HHA's thru CCE. Vicky and Lori will discuss benefits of hiring LPN.
	Flu clinics are starting to be planned. Some vaccine has been received; balance of vaccine ordered should be here by the end of the month. The Board asked since the flu season seems to be lasting longer into the spring, should we consider starting the clinics later. Vicky stated that the State has not issued any information on when vaccines should be administered.	ACDOH will continue to prepare for clinics, and proceed according to what the State requires.
	The following Policies and Procedures were presented for review of changes and updates: Homecare: Gastrointestinal, Fundamental Care and Assessment, Case Management and Documentation, Genitourinary Care, Equipment and Supply Manual. Public Health: Maternal Child Health, Lead, STD Manual, Immunization and Well Child.	The Board requested that next time the request for approvals come up that they receive information on changes prior to the meetings via email. Prior to the QA Coordinator's position being terminated, the P & P's were reviewed by the Prof. Advisory Committee (PAC) and the QA Coord.; they are now reviewed by the SPHN's, DPS and S2AY Network.

NOT APPROVED

AGENDA /TOPICS	DISCUSSION (CONISE SUMMARY)	ACTION/NEXT STEPS
T. Vicky Gaeta, DPS	Policies and Procedures (continued)	Dr. Kassas made a motion to approve the Policies and Procedures, Dr. Brubaker seconded, Motion Carried.
	Supervising Public Health Nurse Karen Williams has resigned.	Karen's last day is 9/21/07
Thomas Boyle, Screen for Health Program	Thomas distributed information and discussed the Screen for Health Program. The program helps people who are not insured or underinsured, get cancer screenings. Discussed eligibility and types of test that were available. Intakes only take ½ hour. We are contracted with 21 Healthcare Providers to do the screenings. The program has received word that may be able to offer the Gardisal Vaccine (HPV) to people 19-26 years of age, picking up where the NYSDOH adolescent immunization program leaves off, we currently have 9 providers that could offer this vaccine. Last year's goal for Breast & Cervical was met; the goal for colorectal fell a little short.	For Information Only
Lori M. Ballengee, Public Health Director	Kathy Darrow-Holla, our part-time RN, has received her Bachelor's Degree and is seeking to be upgraded to a PHN. This information will go to Human Services Committee this month.	For Information Only
	The only change John Margeson made in our 2008 budget was an increase to revenue of $30,000.	For Information Only
	Lori's position of Public Health Director is 3/5 approved by the State. She is required to participate in some Environmental Courses, which she will do on-line and she have to complete essays on eight competencies, which she intends to do soon. She believes that her previous work on the Community Health Assessment should cover a lot of the competencies.	For Information Only
	Lori requested to go into Executive Session to discuss the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation.	Cathy Richmond made a motion to go into executive session, Tim LaFever seconded, motion carried.
Regular Meeting Adjourned at 8:00pm; Executive Committee Adjourned at 11:00pm		**NEXT MEETING – 11/01/07**

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COMMITTEE/PROJECT/MEETING: Board of Health		**INFORMATION PROVIDED BY:** Loreen Ballengee, Public Health Director	
DATE: October 1, 2007	**Called to session:** 7:00pm **Adjourned:** 11:00pm	**LOCATION:** 7 Court St., Belmont Health Dept. Conference Room	**CC:** Karen Wida, NYSNA Alice Alsworth, Co. Admin. Office
PRESENT: Ronald Truax, Dr. Zahi Kassas, Dr. Leo Cusumano, Catherine Richmond, Timothy LaFever, Dr. Willard Simons Loreen Ballengee, Public Health Director; Thomas Hull, Deputy Public Health Director; Daniel Guiney, County Attorney; Nicole Dye, Speech Language Pathologist; Pat Myers, S2AY Coordinator; Jean Heady, Contractor		**ABSENT:** Dr. David Brubaker **NEXT MEETING:** November 5, 2007	

AGENDA /TOPICS	DISCUSSION (CONISE SUMMARY)	ACTION/NEXT STEPS
Nicole Dye Speech Language Pathologist		
Pat Myers/Jean Heady Plan of Correction		
Loreen M. Ballengee, MS	Lori requested to go into Executive Session to discuss the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation.	

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MINUTES

COMMITTEE/PROJECT/MEETING: Board of Health		**RECORDED BY:** Lynne Roeske, Secretary to Public Health Director	
DATE: December 10, 2007	**Called to session:** 7:00pm **Adjourned:** 8:30pm	**LOCATION:** 7 Court St., Belmont Health Dept. Conference Room	**CC:** Karen Wida, NYSNA Alice Alsworth, County Admin. Dr. Christopher Depner
PRESENT: Ronald Truax, Catherine Richmond, Dr. Zahi Kassas, Dr. Willard Simons Loreen Ballengee, Public Health Director; Jean Heady, Consultant; Lynne Roeske, Secretary		**ABSENT:** Timothy LaFever, Dr. David Brubaker, Dr. Leo Cusumano **NEXT MEETING:** January 7, 2008	

AGENDA /TOPICS	DISCUSSION (CONISE SUMMARY)	ACTION/NEXT STEPS
Approval of Minutes	Requested approval of November 5, 2007 Meeting Minutes	Cathy Richmond made a Motion to approve the Board of Health Minutes, Dr. Simons seconded. Motion Carried
Tom Miner, 1st Assistant, County Attorney's Office	Attorney/Client Privilege	
Loreen M. Ballengee, MS Public Health Director **Jean Heady**, Interim DPS Home Care Plan of Corrections	Lori and Jean gave an overview of the status of the Statement of Deficiencies and the Plan of Corrections that has been completed and accepted by the State Surveyors. It is anticipated that the Surveyors will be returning soon. It was noted how hard that staff has been working to make sure our home care program is in compliance.	For Information Only.
Loreen M. Ballengee, MS Public Health Director **Jean Heady**, Interim DPS Policies & Procedures	The following were Reviewed and Discussed: o Minutes of Professional Advisory Meeting 11/27/07 o Statement of Deficiencies/Plan of Correction o Clinical Record Audit o Home Health Agency Policy & Procedures ▪ SOC & Comprehensive Audit Tools-Revised ▪ Documentation Timeline for SOC, ROC, RECERT and SN VISITS	Dr. Kassas made a motion to approve Home Health Agency Policies and Procedures and to abolish all pre-existing Quality Improvement Committee Policy & Procedures. Cathy Richmond seconded, Motion CARRIED.

AGENDA /TOPICS	DISCUSSION (CONISE SUMMARY)	ACTION/NEXT STEPS
	○ Home Health Agency Policy & Procedures (Continute) ▪ Intermittent Supervisory Evaluations ▪ Visit Schedule ▪ Clinical Record Retention and Storage ▪ Therapy Services ▪ Physical Therapy Assistant Services ▪ Medical Social Services ▪ Skilled Nursing – Licensed Practical Nurse ▪ Skilled Nursing-Registered Professional Nurse ▪ Drug Regimen Review-Nursing ▪ Drug Regimen Review-Therapy Abolish 2006 and 2007 Quality Improvement Policy & Procedures	
Dr. Kassas	Dr. Kassas announced that he will be resigning from the Board of Health.	
	The Meeting was adjourned at 8:30pm	Next Meeting: Dec. 3, 2007