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MINUTES

COMMITTEE/PROJECT/MEETING:		RECORDED BY:	
Board of Health		Thomas Hull, Deputy Public Health Director	
DATE: January 7, 2008	**Called to session:** 7:05pm **Adjourned:** 9:30pm	**LOCATION:** 7 Court St., Belmont Legislative Chambers, Room 221	**CC:** Karen Wida, NYSNA Alice Alsworth, County Admin. Dr. Christopher Depner

BOH MEMBERS PRESENT: Ronald Truax, Dr. Willard Simons, Timothy LaFever, Dr. David Brubaker, Dr. Leo Cusumano **ABSENT:** Cathy Richmond

OTHERS PRESENT: Loreen Ballengee, Public Health Director; Thomas Hull, Deputy PHD; Thomas Miner, Acting County Attorney;
Human Service Committee: Legislators Truax, Pullen, Kruger, Russo, Dibble, and Burdick
County Legislators: Crandall, Hopkins, Ungermann, Jr., Benton, Fanton, McCormick, O'Grady, Reynolds and Hall

NEXT MEETING: February 4, 2008

AGENDA /TOPICS	ACTION/NEXT STEPS
Attorney/Client Privilege	A motion was made by Tim LaFever, seconded by Dr. Simons, to go into Attorney/Client Privilege closed session with Acting County Attorney Thomas Miner, and including the Human Services Committee members and the remaining county legislators. There was no discussion. A voice vote was called by Board President Truax. The motion was passed unanimously.
	A motion was made by Dr. Simons, seconded by Tim LaFever, to go out of Attorney/Client Privilege closed session with Acting County Attorney Thomas Miner, the Human Services Committee members, and the remaining county legislators, and to go back into public session. There was no discussion. A vote voice was called by Board President Truax. The motion was passed unanimously.
	In public session, a motion was made by Dr. Simons, seconded by Dr. Cusumano, to privatize the Allegany County Department of Health's Certified Home Health Agency (CHHA) and Long Term Home Health Care Program and submit a Request for Proposals (RFP) for its sale. There was no discussion. A voice vote was called by Board President Truax. The motion was passed unanimously.
	There being no further business, the Meeting was adjourned at 9:30pm

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MINUTES

COMMITTEE/PROJECT/MEETING:		RECORDED BY:	
Board of Health		Lynne Roeske, Secretary to Public Health Director	
DATE: February 4, 2008	**Called to session:** 7:05pm **Adjourned:** 8:00pm	**LOCATION:** 7 Court St., Belmont Health Dept. Conf. Room	**CC:** Karen Wida, NYSNA Alice Alsworth, County Admin. Dr. Christopher Depner

BOH MEMBERS PRESENT: Ronald Truax, Dr. Willard Simons, Timothy LaFever, Dr. Leo Cusumano, Cathy Richmond, Medical Director Dr. Christopher Depner **ABSENT**: Dr. David Brubaker

OTHERS PRESENT: Loreen Ballengee, Public Health Director; Thomas Hull, Deputy PHD; , Lynne Roeske, Secretary to PHD; Jean Heady, Interim DPS

NEXT MEETING: March 3, 2008

AGENDA /TOPICS	DISCUSSION	ACTION/NEXT STEPS
Ron Truax, President	Approval of Minutes	A motion was made to approve the Board of Health Minutes dated December 10, 2007 and January 7, 2008 by Tim LaFever, seconded by Dr. Cusumano, Motion Carried.
Lori M. Ballengee, MS, PHD	Over 200 Request for Proposal letters were sent to WNY Agencies who may be interested in purchasing our CHHA and LT Home Care Programs. Thirteen Agencies have requested and received the complete packet including cost reports. Some of these agencies are in the northern part of WNY and have discussed possibly putting a satellite office in Allegany County. As part of the proposal, it was requested that they address their willingness to take on staff from the Health Dept.	The deadline for returning proposals to John Margeson, County Administrator is March 1, 2008. Ron will discuss with John reviewing with a committee from the Board of Health the proposals and completing a compliance audit for each received. We will be down to seven nurses on staff by the end of February; however, per Marge Jordan from NYSDOH, we must stay open and continue to services as many clients as possible (4 visits/day per staff member).
	Lori presented the Medication Administration Policy in which there was a minor change in length of time allowed to set up medications – changed from 8 days to 15 days.	Cathy Richmond made a motion to to approve the change, Dr. Simons Seconded, Motion Carried.

AGENDA /TOPICS	DISCUSSION	ACTION/NEXT STEPS
Lori M. Ballengee, MS	Nursing Acuity Audits were done with a goal of 4 visits per nurse per day. For the week of 1/7/08, average visits/day was 2.34, with 39 hours of overtime; on 1/20/08, average visits/day was 2.78, with 48 hours of overtime.	Lori has issued a new policy that nurses can only have a maximum of two hours of overtime per day and only if their acuity is at 4 visits per day. All overtime must be preapproved. A grievance has been filed from the NYSNA union regarding this. Sixty-eight percent of the Health Dept. overtime for 2007 is from Nursing.
Jean Heady, Interim DPS	Jean distributed and reviewed the Start of Care and Comprehensive Audits, stating that these audits have improved dramatically. One of the biggest issues is the reconciliation of medications, part of the problem stems from what meds are on a referral and what meds are found in the home once a patient is discharged from a facility. Nurses are working with Primary physicians to ensure proper medications are listed and being used.	Although there are still issues on some key areas of the audits, Jean stated there has been improvement and she hopes that what the nurse have learned will be taken with them to their new jobs. We have received the Satisfaction Surveys from homecare for Oct., Nov., and Dec. and only received one that the person did not like their PCW. All others were favorable & positive.
	2006 S^2AY Policies and Procedures have been revised and were approved at the PAC meeting in January.	Ron made a motion to approve the 2006 S^2AY Policies and Procedures, Dr. Christopher Depner seconded, Motion carried.
Lori M. Ballengee, MS	A request to accept the ATUPA Grant has been approved by both the Human Services and Ways & Means Committee. Human Services Comm. wanted to ensure that the Grant did not include policing area establishments for smoking, but instead only required pursuing complaints of smoking.	Lori spoke with someone at the State and we will not be expected to police establishments for smoking taking place, however, we will be expected to follow-up on complaints. This Grant will also require us to do compliance checks for facilities that sell tobacco; so far, seven checks have been completed.
	Family Planning Grant for next year has been sent to the State. The State is pleased with the program. They have asked us to pursue getting a Nurse Practitioner on Staff. Visits are down & teen pregnancy rates are up.	We have placed an ad in the paper for a Part-time Nurse Practitioner and do have one person possibly interested. Visits may be down because college students going to family doctors instead of clinics.

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AGENDA /TOPICS	DISCUSSION	ACTION/NEXT STEPS
Lori M. Ballengee, MS Board of Health Replacement	We need a replacement for Dr. Kassas's Board position. It must be a physician.	Cathy has a person in mind and she will contact him.
Dr. Simons Cost Savings from Sale of Home Care	The Board of Legislators wanted to know how much money we will save by selling our Home Care. Lori was asked if she had these numbers yet.	Lori does not have these numbers, but will obtain them and get that information to the Board of Legislators; she did state however, that the county cost is approximately $600,000 per year.
Dr. Depner, Medical Director	Dr. Depner has requested his contract be increased from $1,000/month to $1,500/month due to the increased need at the jail.	Lori and Ron will discuss with John Margeson and Sheriff Tompkins.
Tom Hull, Deputy PHD Violation	There was a tobacco sale violation at the Alfred Uni-Mart on December 26, 2007.	The Uni-Mart has paid its fine, no further action needed.
Article 28	The Plan of Correction for Article 28 has been accepted and most of the compliances have been completed. The biggest problem was that Policy and Procedures were being followed, but they were not down on paper (i.e. who can and cannot chart in medical files), these are now in a Policy & Procedure Manual which is about 90% complete. We also have a Consulting Pharmacist who has been playing a bigger part in his role and helping us review and approve the required Drug Formulary.	The Article 28 Policy and Procedure Manual will be brought to the Board of Health next month for approval.
Loreen M. Ballengee, MS Public Health Director	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.	
	There being no further business, the Meeting was adjourned at 8:00pm	

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BOARD OF HEALTH

April 7, 2008

NOT APPROVED

Members Attending
C. Richmond, D. Brubaker, MD; L. Cusumano, MD; R. Truax

Others Present
L. Ballengee, T. Hull, J. Heady

Approval of Minutes
The minutes of March 3, 2008 were approved with motions from Ms. Richmond and second from Dr. Cusumano. Motions carried.

Public Health
Ms. Ballengee requested approval to apply for a Licensed Home Care Service Agency operating certificate. This is needed to continue doing home visits for things such as Well Baby visits. Ms. Richmond and Dr. Brubaker moved on the request and the motions carried.

Dr. Cusumano would like the Health Department to administer the different vaccines, instead of individuals having it through their doctor's offices. The cost is a factor for both the physicians and the individuals depending on their insurance coverage.

Dr. Brubaker would like a listing of the services that the Health Department provides. It was mentioned that the department has been discussing the changes that would be needed on our current pamphlet.

Home Care
Ms. Ballengee distributed a list that shows the number of visits per day being performed by the department's nursing staff. It has improved considerably.

It was also noted that M. Muhleisen's last day with the department is April 10, 2008.

The Management Contract with Willcare needs to be addressed. Willcare wants to use their own nurses. They were told to they needed to contact our nursing union representative, Karen Wida to discuss this issue.

Ms. Heady distributed information on acute care hospitalizations, and improvement with oral medications information to the committee members. These issues have shown improvement due to more scrutiny on the part of management and teaching. Start of Care notations in primary diagnosis, vital signs, drainage and dressing, and medications need to be documented more thoroughly.

On actual medication sheet received from a hospital was shown. Along with this, a medication profile completed by nursing staff upon visiting the patient was presented. It is noted that the patient is on a number of medications not listed on the discharge med sheet received from the hospital. Also there were a few more allergies that were not listed on the discharge papers. This issue needs to be addressed. Some suggestions were offered.

Ms. Ballengee reported that while attending the NYSACHO meeting, every agency that was present is not making money on their home care agencies. The Central NY agencies stated they have noticed a difference in the State Auditors.

A request to approve the Family Planning Fee Schedule was made. Dr. Brubaker and Ms. Richmond made the appropriate motions. Motions carried.

In reference to the department's Cancer Screening grant, the State has directed the department to combine these services with Cattaraugus County. The State has had some issues with the grant as submitted, one of which is staffing. The Department, as of this date, has not received approval on the new grant (April 1, 2008 – March 31, 2009).

Article 28

Mr. Hull has been working on the Policy and Procedure Manual for Article 28. Previously sections 1 – 11 were distributed to this board for review. Mr. Hull asked for board approval of these sections. Doctors Brubaker and Cusumano made the appropriate motion approving Sections 1-11. Motions carried. Sections 12 and 13 were distributed to board members for review and they will be addressed at a future meeting.

Other Business

Discussion took place regarding an Alfred Student who passed away suddenly. An autopsy may be performed. Everyone at the School was given assurance that there was not a contagious disease present.

Briefly discussed was a water pressure problem in Friendship, and a couple septic systems that have not been corrected.

It was reported to the Health Department that there was a broken milk jug full of needles in a ditch along a roadway. Ms. Ballengee and Mr. Hull went to the location and retrieved all of the needles.

Adjournment

There being no further business to come before this board, the meeting was adjourned at 8:05 pm.

Respectfully submitted,
Teresa Claypool

NOT APPROVED

BOARD OF HEALTH

June 2, 2008

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By_____

Members Attending: L. Cusumano, MD, R. Truax, T. LaFever, C. Depner, MD
C. Richmond, D. Brubaker, MD

Others Present: L. Ballengee, T. Hull

Call to Order

President Truax called the meeting to order at 7:15 pm.

Approval of Minutes

Dr. Cusumano and Dr. Depner moved for approval of the May 12, 2008 minutes. Motions carried.

Home Care

Ms. Ballengee reported that the Allegany County Board of Legislators approved the purchase agreement and the management contract with Willcare. Under the management agreement Willcare will provide a Director of Patient Services. Ms. Jean Heady will no longer be contracted for this service. This should occur in approximately two weeks. The Board spoke highly of Ms. Heady and is very appreciative of her help with the home care agency.

Prior to final transition of home care services, the Health Department and Willcare will be sending an explanation letter with a brochure to the clients being served.

It was asked if Willcare was offering any Health Department staff positions with their agency. Ms. Ballengee stated that they were interested in staff, nurses, receptionist, billing staff, and had mentioned sign on bonuses. They are also currently looking for centralized office space in Allegany County.

Recent chart audits have shown significant improvements. Brief discussion regarding nurses taking their county vehicles home and visits per day took place.

Medicare Audit

It has been reported by the Accountant that the home care agency lost $780,401.00 in 2007. Some reasons for this increase is the overtime, much occurring at the time of the State survey, and the visits being down from the previous year.

Family Planning Sliding Fee Scale

The fee scale has been revised to correct changes in cost for three medications, percentages in some instances were corrected (100% needed to be 0), etc. Colleen Foreman at the State has approved this fee scale. The department has also received approval on the work plan for this program. Doctors Brubaker and Cusumano moved to approve the scale. Motions carried.

Public Health

The Immunization, STD, CD, Well Child, and TB manuals have been reviewed and approved by Dr. Depner with a correction of removing reference to Yates County and inserting Allegany County.

Environmental Health

Mr. Hull reported receipt of possible lyme's disease. This agency sends Dear Doctor letters asking for more clinical information.

An investigation on tires building up on someone's property took place. It appears that the individual is building a fence out of these tires. When mosquito season begins the department will send out a letter and consider possible larval testing.

An individual from California has purchased what was the Cooks Motel/Budget Inn. The Health Department has been working with the code enforcement officer B. Braun to determine what is needed to take place before or if the establishment can be reopened. There is extensive water damage, disrepair, and mold. A letter will be written to this individual stating what needs to be accomplished.

Ms. Ballengee reported that she has completed all the Environmental Health classes required for her position and that she has passed them all.

Board of Health Reappointments/Replacements

Dr. Simons has expressed his continued interest to serve on the Board of Health. Ms. Richmond moved to reappoint Dr. Simons for another six year term beginning July 8, 2008 through July 7, 2014. This will need to go through the Human Services committee.

Discussion took place on possible candidates to replace Dr. Brubaker on this board.

Also discussed was a requirement from the State that the Health Department have a backup for the Medical Director in the event the Director became unavailable. Individuals for this position were also discussed. Ms. Ballengee and Dr. Depner will make some inquiries.

Adjournment

The meeting was adjourned at 8:50 pm.

Respectfully submitted,
Teresa Claypool

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BOARD OF HEALTH
August 4, 2008

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Members Attending L. Cusumano, MD, R. Truax, C. Richmond

Others Present L. Ballengee, T. Hull, L. Hennessy, M. McNinch, B. Quinn, T. Brason

Call to Order
President Truax called the meeting order at 7:10 pm.

Approval of Minutes
As there was not a quorum present, the minutes for June 2, 2008 were not approved. They will need to be approved at the September 2008 meeting.

PAC Meeting

*Patient Satisfaction Surveys – one survey showed a "disagreed" with care provided. Laurie Hennessy stated that the individual had included their name upon returning the survey. Laurie called the individual regarding their dissatisfaction and found that the patient did not understand that it was not the nurse's responsibility to provide bathing, etc, but could be provided by a home health aide if the patient was found to need one.

*Incident Reports – none

*Start of Care Clinical Record Audit Outcomes – It was noted that the report shows improvement from January to July in some items as well as some that still need to be addressed such as; "*SOC Documentation completed, with the exception of MO825 in field edit and synchronized within 24 hours*". The agency had been waiting for therapy frequencies to complete documentation. This is no longer occurring. If necessary, corrections are made in later documentation.

*Comprehensive Adult collation Summary Form – seven clinical records were reviewed. Improvements are needed in completing documentation with 24 hours; and discharge summary complete with goals met/unmet (with explanation for unmet goals)

*Physical Therapy meeting- The department has been meeting with their contract people. A meeting was held with physical therapists to review policies and standards and to explain what is needed as far as documentation of medications, PT only visits recording vital signs; elimination monitoring; any plan of care changes must be documented (change orders completed); coordination of care with nurse. A new form for therapy use has been drafted. Ms. Szabo, JMH would like her staff to look the form over to see if they have any suggestions/additions.

*Adverse Events and HHQI Reports were provided for this committee's information.

Lead Audit Review
Mr. Hull reported that the auditor commented that we had a very good program, and only had a few recommendations. Letters were sent to parents of one and two year olds using the birth data we also collect. Approximately 600 letters have been sent. An interesting note is that some health care providers did not know they were supposed to perform lead testing on two year olds. At a recent meeting that Mr. Hull attended, a salesman provided him with information on finger stick lead kits. The tests are $6.00 each and it is believed there is reimbursement available from the State. The agency is considering providing this type of lead testing. Discussion took place regarding finger sticks versus venous testing. It is, and is always told to those receiving the finger stick, that it is a "screening tool" only. This information was brought at this time for informational purposes only, and no action is needed.

Physically Handicapped Children's Program Audit
This audit also showed that this program was described by the inspector as "very good", with only a few recommendations or suggestions as to some procedural changes.

ATUPA Grant
The Human Services Committee approved accepting this grant funding totaling $33,113. This year the State is requiring a budget be completed by the Allegany County Department of Health. With only a few more establishments to be checked in the current grant year that ends September 30, 2008, there have to date been no improper sales of tobacco products.

Home Care Update
The home care nurses visits per day were reported ranging from 3.19 to 4.35 visits/day. Todd Brason of Willcare was present and stated that the application is going out tomorrow to the State; and he will be calling to expedite the process. Willcare has hired an LPN who will start working next week, and are interviewing for a Registered Nurse position as well. Willcare has met with many Allegany County organizations that work with home care. It is also not anticipated that the State will survey the Allegany County Health Department again, but that they **will** survey Willcare upon the acquisition of the home care agency. There are challenges to be met such as staffing; and developing a strong program in Allegany County.

The State is looking closely at Fall Prevention. Steve Tucker, PT, has suggested quarterly reviews be done at Manor Hills in reference to falls. These would be PT only visits, with these visits run through the Health Department (department would bill). The reviews would be used for ways in which to improve the incidents of falls. Dr. Cusumano suggested that the condition of the patient, osteoporosis, poor bone mass, etc also contribute to falls. So it is not necessarily just for environmental reasons, but the physical condition of the patient that contribute to occurring falls. The Department is very excited to be involved in these reviews. In relation to falls, Ms. Hennessy noted while reviewing Home Health Aide notes that three falls have occurred. None were reported directly to her. This information needs to be communicated other than in written documentation.

Article 28 Programs
The Family Planning, Chest, and Immunization Clinics are the department's article 28 programs. The Department is required to report any incidents involving patients, staff, equipment malfunctions, or infections. There have been none reported between April and June 2008. It has been reported to Ms. Ballengee that the State is very impressed with the Ahlers program that is showing improvements in caseload and reporting for Family Planning. The patient surveys process has become completely anonymous and is being completed by more individuals.

West Nile Virus
Mr. Hull reported a suspect case of West Nile Virus in Allegany County on a county resident tested while they had been an inpatient at Roswell Park.

Possible Enforcement Action
Country Estates Mobile Home Park is operating without a permit, they have no certified water operator, etc. Cooperation is limited and the department will be scheduling an administrative hearing to address these problems.

Board of Health member replacement

Members suggested to check with possibly Dr.s Benham, Lamphier, Kaye to replace Dr. Brubaker on the board. This board must include three licensed physicians. It was questioned whether they must be residents of the County and if a dentist would fulfill one of the physician positions. It was again noted that there must be a back up physician for Medical Director in Dr. Depner's absence.

Next Meeting
The next meeting will be held on September 8th, as the first Monday in September is a holiday.

Adjournment
There being no further business, the meeting was adjourned at 8:05 pm.

Respectfully submitted,
Teresa Claypool

NOT APPROVED

BOARD OF HEALTH
September 8, 2008

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SEP 29 2008
By

Members attending: L. Cusumano, MD, R. Truax, C. Richmond, C. Depner, MD, T. LaFever

Others present: L. Ballengee, T. Hull, M. McNinch, M. Warner

Call to Order
President Truax called the meeting order at 7:15 pm.

Approval of Minutes
A motion was made by Ms. Richmond and seconded by Dr. Cusumano to approve the minutes of June and August 2008. Motion carried.

Health Department Budget '09
The budget is down approximately two million dollars mostly due to the reduction in staffing. (22 positions).

State Budget
Health Department programs have taken a 2% cut already, and there is talk regarding another 6% cut. At this point, the cuts would not involve early intervention or special education programs.

Family Planning
Colleen Foreman from the State Health Department will be coming down this week to complete a routine audit of the Department's Family Planning Program.

Public Health Director Appointment
Ms. Ballengee reported that a letter needs to be sent to the State from the County Administrator requesting her permanent appointment as Public Health Director. This letter has been sent.

Acuities reported
Nursing visits were reported to the board with a range of 3.2 to 4.4 visits per day.

Patient Satisfaction Surveys
June and July survey information was disseminated noting no dissatisfaction reported.

Home Care
Ms. McNinch reported that Willcare has been assigned a State identification number. There are two committees at the State level charged with approving Willcare's application. A conference call is scheduled to try to expedite the process.

Willcare has hired four nurses, one part time and three full time, along with the LPN hired previously.

Ms. McNinch reported to the board of the problem of patient's being discharged from the hospital without a physician. This is not only a problem for the Health Department but for the patients as well. The Department cannot legally visit a patient without physician orders. This issue was discussed at length. The Department would like to meet with the appropriate hospital staff and nursing home staff to discuss this issue. The number of physicians in Allegany County has dwindled drastically, making it very difficult to find someone to accept patients. The doctors are very busy seeing their patients. It was suggested that possibly a physician assistant could accept patients as they have physicians overseeing them.

It was also reported that Willcare has been purchased by another agency. This is being viewed as something positive and will not change anything in the conditions of the sale of the Allegany County Department of Health home care agency.

Family Planning Program

M. Warner, Public Health Educator (FP), presented the board with the programs Policy and Procedure Manual noting there were only a few changes such as: in wording, deletion of nutrition, addition of gardasil; and the inventory responsibility from the MRCO to the Nurse Practitioner. Mr. LaFever moved to approve the manual, with Dr. Cusumano seconding. Motion carried.

Mrs. Warner also reported she will be using a new curriculum in her educational presentations this year. Ms. Richmond asked if there was an evaluation done on the effectiveness of the presentations. It was stated that each year surveys are done to determine the success of the program.

Ms. Ballengee reported that the department has found a new location for their Alfred Clinic. It will be located in the basement of Dr. Delcampo's office, and will be held every Friday.

It was also reported that Mrs. Patrick, the Nurse Practitioner, is due for review. Ms. Ballengee will call Dr. Depner's office with potential dates for him to conduct the review .

Other Programs

Mr. Hull reported the remaining nineteen (19) ATUPA checks were completed on August 27th with three (3) sales of tobacco products. There are fines pending totaling $1050.00.

There has been one case of Legionnaire's Disease reported. The source will probably not be able to be determined.

A hearing is scheduled with one of the county's mobile home parks on Wednesday.

Board of Health Appointment
There has been, so far, no recruitment of a physician to serve on the Board of Health. A few more names were given to contact for this position (Dr. MacDonald; Dr. Call; Dr. VanDine). It was asked again whether the physician must practice in Allegany County. The bylaws state this is so, but the bylaws can be amended if necessary.

Adjournment
There being no further business for this board, the meeting was adjourned at 8:05 pm.

Respectfully submitted,
Teresa Claypool

RECEIVED
JAN 08 2009
By

BOARD OF HEALTH
October 6, 2008

Members Attending: L. Cusumano, MD, R. Truax, C. Richmond

Others Present: L. Ballengee, T. Hull, R. Gulati, MD

Call to Order
President Truax called the meeting order at 7:15 pm.

Approval of Minutes
The minutes of September 8, 2008 will need to be presented at the next meeting, as there was not a quorum of members present.

Family Planning Program Review
The audit of the program went very well. The State was very happy. There were no deficiencies found in clinical; and only a couple other minor deficiencies (billing, and Dr. Depner's needing to sign off). There was talk regarding returning the program to full time. Some discussion took place regarding another Saturday clinic in Alfred. Lucinda Burke, Practitioner, has been working the Saturday clinic in Wellsville. The schedule has been full with approximately eighteen (18) to twenty (20) appointments. The Alfred Clinic site will be moved to Dr. Delcampo's office. Ms. Ballengee is looking into outsourcing billing and has had conversations with Ahlers regarding this.

WIC Program Review
This audit also went very well, with only minor deficiencies that were corrected very easily.

Flu Clinic Schedule
Clinics are being held in the same locations as last year. Jones Memorial Hospital may have a closed POD with the Health Department providing the vaccine. The Department is billing Medicare and private insurances, with those who do not have coverage are charged $30.00. The Department is looking at holding more clinics at work places such as Dresser, Preheater, and Allegany ARC. The Department is hoping to provide 2500 inoculations this year. It was suggested that something proactive with the public be developed in reference to influenza.

Home Care Update
There are now *six* contracted Willcare employees working in home care. The agency will be establishing a work place in Wellsville. The takeover is waiting for State approval and will hopefully happen in the next few weeks. It is a good possibility, however, that this will not occur until after the first of the year. The Department of Health has an active patient list of approximately 100 patients.

Budget
The budget was briefly discussed to state that the department is under budget for this year, and next year's budget, of course, will have dropped considerably due to the loss of the home care agency and its staff.

Country Estates Mobile Home Park
An administrative hearing took place on September 10th for which the defendant did not chose to appear. The Park has been operating without a permit and has not submitted any operating reports. The Hearing Officer has not completed his report. There are possible fines of $1000.00.

Cuba AmVets –Clean Indoor Air Act
After receiving a complaint regarding smoking taking place in the establishment, an inspection took place that found "no smoking" signs up, no ashtrays, or other evidence of the complaint. There is action to be taken at this time.

Gentleman Jim's – Clean Indoor Air Act
The department received a complaint regarding this establishment. This was the sixth complaint the department has received. When the inspector went to the establishment the owner paid his fine totaling $800 in cash.

Some of the ATUPA grant monies received by the Department will be using for educational billboards in the near future.

Lead Testing Equipment
As the Health Department has included no monies in 2009 for equipment, it was asked what the wishes of this Board were in reference to lead testing equipment being purchased from this years budget. No action taken at this time.

Board of Health Members
Dr. R. Gulati attended this meeting to observe and make a decision on whether to serve on this Board. He has decided to be a member of the Board. He will replace Dr. Kasass and complete the term until 7/7/2013. A replacement is also needed for Dr. Brubaker. Ms. Ballengee will contact Dr. Graham to see if he may be interested in serving on the Board of Health.

Adjournment
There being no further business to come before this board, the meeting was adjourned at 8:15 pm.

Respectfully submitted,
Teresa Claypool

RECEIVED
JAN 08 2009
By

BOARD OF HEALTH
November 3, 2008

Members Attending: L. Cusumano, MD; R. Truax, C. Richmond, C. Depner, MD, T. LaFever

Others Present: L. Ballengee, T. Hull

Call to Order
President Truax called the meeting to order at 7:10 pm.

Approval of Minutes
The minutes of October 6, 2008 were approved with correction on page 2, Home Care, 3rd paragraph, *"It was also reported that Willcare has entered into a partnership with Somerstreet Capital Partners"*. Motions were made by C. Richmond and Dr. Cusumano. Motions carried.

October minutes were approved with motions from C. Richmond and Dr. Depner and corrections to **Home Care Update**..."*six*" contracted, instead of seven. Motions carried.

Home Care
L. Ballengee reported on visits per day by the nursing staff. They are down a bit due to orientation.

Permanent appointment
L. Ballengee reported that approval for her permanent appointment has been received from the New York State Department of Health.

BOCES
A letter has been sent to the Allegany/Cattaraugus County BOCES regarding an amendment to the departments contract with them through the Health Department's 3-5 Program. The reason for the amendment is that BOCES has not submitted their financial reports to the State Education Department every year and these reports determine the rates that State Ed sets for services BOCES delivers to the children in the 3-5 Program. Consequently, the Health Department has to keep funds available for these delinquent years to pay an increase in these rates if the State determines that an increase should occur. The Department has been obligated to pay these increases retroactively. The amendment is written with timeframes set for BOCES to successfully submit their records and if they do not, it releases us from the obligation to compensate BOCES for any identified increases in rates. It still provides that if the rates set by State Ed end up being lower than what we have reimbursed, BOCES would be obligated to refund the Health Department for the overpayment amount.

Cancer Services Program
This program has been cut an additional 6%; but the targeted goals were not cut. Other counties chose not to sign a new agreement with the State. There was talk about cutting services money. The Allegany County Health Department decided to suspend (2 days) our services, but the State relayed that they would commit to funding through the contract year (March 09), so services have been restored.

Flu Vaccination Update
There have been about 2000 vaccinations given. The goal is to immunize 2400 individuals. We have gone to offices, businesses, landfill, schools, etc., to administer flu vaccine. Dr. Depner reported he has had some flu cases come through his office. The policy in reference to self pay reimbursement of flu

inoculations has been amended. The charge is still $30.00 but there is added flexibility for those who must self-pay but cannot afford the full charge.

Family Planning Billing Update
It is reported that six hundred vouchers went out today. The department is going to lose money in private insurance billing. The department has talked to Freed, Maxick....regarding negotiated rates for the family planning program, and if we are coding correctly on the bills.

Blood Lead Testing Equipment
Mr. Hull requested approval to purchase lead testing equipment. The equipment has CLIA approval. Mr. LaFever and Dr. Depner moved to approve the purchase. Motions carried.

Country Estate Mobile Home Park
The owner did not appear at the hearing that took place on September 10, 2008. Fines totaling $775.00 have been assessed by the hearing officer. Mr. Hull requests approval to accept the recommendations of the hearing officer with fines due by the end of November 2008. Mr. LaFever and Ms. Richmond moved to accept the officer's recommendations. Motions carried. Mr. Hull will prepare a Board of Health Order and send to the defendant. Research will also be done through the County Attorney's office regarding assessing these fines to property taxes.

Almond Village
The Village of Almond is under a boil water "advisory". But it is expected that testing will be satisfactory to remove the advisory within the next couple of days.

PAC and Home Care Update
Ms. McNinch reported on Start of Care and Comprehensive Audits that continue to show improvement. Some areas that still need to be monitored are medications and wound care. Our Adverse Event Report illustrated poor outcomes for our patients receiving wound care. In-services as well as other education will be taking place to address these issues.

November is Home Care Month and the department will be having a luncheon for the Home Care staff.

A meeting has been scheduled with the licensed agencies to discuss forms and processes in scheduling of home health aides, LPN's and personal care workers. Improvements are needed and the Health Department would like these agency's input.

The Department was concerned about the infrequent referrals from Jones Memorial Hospital. Home Care Management staff has addressed this and referrals should be back on track.

Executive Session
Motions were made to hold executive session to discuss the past and previous employment history of a health department employee.

Adjournment
There being no further business the meeting was adjourned.

Respectfully submitted,
Teresa Claypool