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COUNTY ADMINISTRATOR

Board of Health

Meeting Minutes for February 6, 2012

The following board members were in attendance: Dr. Joseph Felsen, Timothy LaFever, Dr. Willard Simons, Dr. Leo Cusumano, and Douglas Burdick.

Medical Advisor Dr. Christopher Depner was present.

Others Present: Lori Ballengee, Tom Hull, Laurie Hennessy, Theresa Moore, and Kim Shaklee.

The Board of Health meeting was called to order by Public Health Director Lori Ballengee at 7:03pm.

Theresa Moore gave a power point presentation regarding sugar sweetened beverages. She gave this presentation for the New York State Healthy Heart grant through Cornell Cooperative Extension. Her presentation brought to the forefront the unhealthy consumption of sugar sweetened beverages by consumers and how it contributes to obesity and other health related diseases. Theresa asked the board members to let her know if they would like this presentation given to any groups, businesses, and PTA or school meetings to let her know. Theresa asked the Board of Health to think about adopting a policy at the County level in regards to sugar sweetened beverages.

The board members and staff introduced themselves to our guest Mr. Kim Shaklee.

Lori gave a reminder to the board members to complete their in-service and turn it in to Janet. Janet will email the in-service to each board member.

Tom Hull, Deputy Public Health Director, gave an overview of the general guidance and rationale on sampling water wells for possible contaminants associated with oil and gas extraction activities. This information had been distributed to the board members at the last board meeting in December for their review. Tom stressed to the board members this guidance is a recommendation only. Doug Burdick made a motion to formally adopt this "General Guidance and Rationale on Well Water Monitoring in Advance of Natural Gas and Oil Resource Extraction." This motion was seconded by Dr. Felsen. Motion Carried.

Tom Hull announced to the board members the Health Department has contracted with Ronald Truax as our new Hearing officer.

Lori Ballengee reviewed her budgetary concerns in regards to the fees charged for permits. The Health Department has not raised their fees in approximately eight years. The Health Department wants to be in line with surrounding Health Departments and raise the permit fees accordingly. The Health Department began last year inspecting tanning beds and vending machines and these fees are adding revenue for the Health Department. The Health Department is looking at raising the sliding fee scale to bring fees in line for 2012.

Laurie Hennessy, Director of Patient Services, noted when they receive high risk birth certificates a nurse schedules an appointment with the parents and go out and do baby checks and answer questions for the new mom and dad. When auditing these charts Laurie noted WIC was not offered to the parents.

Ten charts in the Immunization program were audited and more documentation needs to be done to document missed immunizations.

The Health Department has one latent TB case. There have been fewer cases since physicians have been asked to follow the TB cases.

There have been three confirmed cases of H-Flu meningitis over the border. All three children were from a non-vaccinated group.
There was a chickenpox outbreak. NYS Health Department has different guidelines than the CDC.
One Pertussis case has been reported in Allegany County. There are three confirmed chronic Hepatitis C cases.

In the Family Planning program 40 (forty) charts were audited. Laurie revised the forms for family planning to make them more comprehensive.

Laurie reported the Health Department is actively looking for a nurse practitioner.
The Health Department received a CAPP grant through ACCORD to serve 17-21 year olds. The Family Planning program is adding evening clinics to the program.

A new family planning sliding fee scale had been created. The board members were asked to review the sliding fee scale and a request was made to approve the sliding fee scale. A motion was made by Dr. Felsen to approve the sliding fee scale for 2012 for Family Planning. This motion was seconded by Dr. Simons. Motion carried.

An organizational chart was disseminated to the board members for their review.
A motion to adjourn the meeting was made by Tim LaFever and seconded by Doug Burdick. The meeting was adjourned at 8:43pm.

Respectfully submitted,
Janet Norris

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Board of Health

Meeting Minutes for February 6, 2012

Corrected Minutes

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Medical Advisor Dr. Christopher was present.

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revenue for the Health Department. The Health Department is looking at raising the sliding fee scale to bring fees in line for 2012.

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Respectfully submitted,
Janet Norris

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Board of Health

Meeting Minutes for April 2, 2012

The following board members were in attendance: Susan Dougherty CNM, Dr. Joseph Felsen, Dr. Leo Cusumano, and Douglas Burdick, Legislative Representative.

Members absent were: Timothy LaFever, Dr. Rajan Gulati and Dr. Willard Simons.

Medical Advisor Dr. Chistopher Depner was absent also.

Others present were: Lori Ballengee, Thomas Hull, and Laurie Hennessy.

The Board of Health meeting was called to order by Public Health Director Lori Ballengee at 7:08pm

The minutes from the February 6, 2012 meeting were approved with a motion from Doug Burdick and seconded by Dr. Felsen. Motion carried.

Lori Ballengee asked the Board of Health members if they would like to meet quarterly instead of every other month due to the lack of business that needs to come before the Board of Health. Doug made a motion to meet quarterly and this was seconded by Dr. Cusumano. Motion Carried.

Lori will indicate the change of meeting quarterly in the Board of Health by-laws. July 9th will be the next meeting date. It was discussed that if something urgent came up which needed approval by the Board of Health members a special meeting would be held.

Lori announced the Health Department has a new accountant. His name is Brian Thierman and he has been working for the Health Department approximately three weeks.

Lori announced she is actively looking for a new building to purchase to house the WIC program and the Cancer Services program preferably in the Wellsville area. Lori indicated she would keep the board members apprised of any new leads on a building.

Tom Hull, Deputy Public Health Director, reported to the Board of Health on the results of an administrative hearing which was held on March 21, 2012 regarding the Respondents, Steven and Laura Sheridan vs. Allegany County Department of Health, for unresolved illegal discharge of sewage from failed septic. The Health Department has worked with the Sheridans for a long period of time to try to help them resolve this issue. Doug Burdick requested the findings of the hearing be brought to the county attorney. A motion was made by Dr. Felsen and seconded by Dr. Cusumano to issue a Board of Health Order to Mr. & Mrs. Sheridan to include the following directives:

- 90 days from the date the Respondents receive the Board of Health Order, they shall have a septic system installed to replace the existing failed septic system serving their property.
- If after the 90 days the Respondents still don't have a septic system installed to replace their failed septic, a fine of $100.00 per diem will be levied on them until such time as the replacement septic system is in place.
- If 60 days passes from the time the septic system was required to be installed such a system is still not ion place, the Health Department shall take immediate steps to have the property

condemned and the Respondents removed from the property until such time as a replacement septic system has been installed.

In addition, the Respondents will be ordered to implement the following interim control measures to reduce the effect of the illegal sewage discharge from their failed septic system until such time as the replacement septic system has been installed:

- Have their septic tank pumped with 2 weeks of receiving the Board of Health Order and provide the receipt for this service to the Health Department as proof it was done.
- With 45 days of their receipt of the Order, cover the area of the existing failed leach field with 2-3 inches of soil to slow and reduce the amount of sewage effluent breaking through to the surface of the ground.
- Keep weeds and grass growth over the area of the existing leach field cut low to promote the evaporation of sewage effluent breaking out and coming to the surface of the ground.
- Reduce their use of water to reduce the burden on the failed leach field until the septic system is replaced.

Tom Hull will develop the Board of Health Order and issue it to the Respondents to convey to them the decision of the Board of Health and the requirements they will need to fulfill.

Tom Hull presented a new fee schedule for permits the Environmental Health Department issues. There has not been a raise in these fees for approximately 8-10 years. These changes would bring additional revenue to the Health Department, in keeping with the request of the county legislature for departments to cut costs and increase revenues, and would bring the fees in line those of surrounding counties. Tom asked the board members to review and come back to the next board of health meeting to vote on the proposed changes in fees for permits.

Tom reported to the Board of Health the Commissioner of Health has issued an order to inspect businesses in Allegany County to see if synthetic marijuana is being offered for sale. This would include conducting checks for these products at gas stations, convenience stores, and other similar retail outlets that have been identified across New York State as places where synthetic marijuana products have been found being sold.

Laurie Hennessy, Director of Patient Services, reported to the Board of Health she had made updates to the LHCSA manual. She removed a signature line off the employee health record form since it was no longer necessary. The uniform policy was updated. Other policies were updated and approved. A motion was made by Dr. Cusumano to approve these changes and seconded by Susan Dougherty. Motion Carried.

Laurie indicated we are the only county in New York State who had been given clearance to enter blood lead levels in the ECLRS (Electronic Clinical Laboratory Reporting System) program.

Laurie updated the policies for the Communicable Disease program.
A motion was made by Dr. Cusumano and seconded by Susan Dougherty to accept the changes in policy and procedures. Motion Carried.

Laurie updated the policies to 2012 guidelines for the TB program

A motion was made by Dr. Cusumano and seconded by Susan Dougherty to accept the changes in policy and procedures. Motion Carried.

In the Family Planning program, Laurie indicated the staff will be using cell phones and netbooks to reduce costs. This will reduce the need for internet service and a cost savings for telephones as well.

Lori disseminated the 2011 annual report to the Board of Health members and indicated the Health Department generated over $500,000 more in revenue than was budgeted. The Health Department is billing more insurances, encouraging patients to sign up for the Family Planning Benefit Program, giving prescriptions to patients who have insurance rather than giving them the medications. The Health Department is also vaccinating more patients.

Tom reported the Health Department recently held a rabies clinic on March 24, 2012 and 540 animals were vaccinated.

Since there was no further business to come before the Board of Health a motion was made by Doug Burdick and seconded by Dr. Felsen. The meeting was adjourned at 8:26pm.

Respectfully submitted,
Janet Norris

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BOARD OF HEALTH

MEETING MINUTES FOR AUGUST 6, 2012

The following board members were in attendance: Dr. Leo Cusumano, Dr. Rajan Gulati, Dr. Willard Simons, and Douglas Burdick, Legislative Representative.

Members absent were: Timothy LaFever, and Susan Dougherty, CNM.

Medical Advisor Dr. Christopher Depner was absent also.

Others present were: Lori Ballengee, Tom Hull, Laurie Hennessy, Lauri Smith David Rahr and Theresa Moore.

The Board of Health meeting was called to order by Board President Dr. Cusumano at 7:03pm.

The minutes from the April 2, 2012 Board of Health meeting were approved by a motion by Dr. Gulati and seconded by Dr. Cusumano. Motion carried.

Lauri Smith, WIC Program Coordinator, invited the Board of Health to the Health Fair being sponsored by the WIC office at Island Park on August 7, 2012 from noon until four o'clock. She indicated this was a health fair as well as a celebration of National Breastfeeding Week. She reported to the Board of Health the number of vendors that would be present to give out information regarding county services available to the public. There will be food, music, games for the children, and raffles. The Dairy Princess will be offering a milk tasting contest to educate the public as to the benefits of drinking lower fat milk. The Sheriff's Department will be present to do safe kids fingerprinting kits. A community 2.5k walk will take place around Island Park at 3:30pm. Local Farmers Markets with fresh fruit and vegetables will be available for purchase. This is a fun time for the entire family. She encouraged everyone to attend.

Theresa Moore, Supervising Public Health Educator, gave an overview of the Family Planning Survey results. Surveys were completed by 49 clients who attended the Health Department's Family Planning Clinic sites. Several questions were given to clients to answer regarding wait time, confidentiality, how the client heard about the family planning clinics, whether their concerns were addressed etc. Theresa compiled their comments and gave highlights of the survey results. This survey was given to clients who attended the family planning clinics from April 1, through June 30, 2012.

Survey results were also given by Theresa Moore regarding the printed materials given to clients. Printed materials reviewed by clients were a business card, magnet, tri-fold brochure and poster. Theresa also reviewed the results of the Family Planning Education Surveys with the Board of Health members. This survey reviewed the best methods of providing education to the public for Family planning services.

Lori Ballengee, Public Health Director, introduced the Health Department's newest employee. David Rahr, an accountant, has joined the Health Department staff. She welcomed him aboard. He has been working for the Health Department for approximately two months. He would like the program managers to be knowledgeable of the financial aspects of their programs. The goal, is as always, to lower costs and increase revenues.

Lori thanked Susan Dougherty for consenting to serve another term on the Board of Health.

Lori reported to the Board of Health Norilyn Patrick, Nurse Practitioner for family planning, would like to retire in the near future. Two candidates have been interviewed and both are excellent. After bringing the position to the appropriate committees we are hopeful to offer the position to one of the candidates. Norilyn Patrick, NP said she would be available for vacation and other coverage. Lori offers our thanks to Norilyn for her service.

Lori indicated she is trying to work out the duties of the position as she wants to make this a full-time position. This position has been budgeted for 2013. Lori has been in touch with NYSNA and they are willing to allow the nurse practitioner to work evenings. Lori will keep the Board of Health updated as to the status of the nurse practitioner position.

Dr. Joseph Felsen submitted his letter of resignation to the Board of Health. Dr. Felsen has served as a Board member on the Board of Health and will certainly be missed. A physician will be needed to replace Dr. Felsen on the Board of Health.

Lori reported to the Board of Health the Medical Examiner expense can no longer be reimbursed by New York State so this is now a total county expense. We need to find a facility that is willing to do autopsies so that we can minimize this necessary expense. Lori indicated to the Board of Health she turned in her proposed 2013 budget and she reexamined all programs and it is for the most part a business as usual budget but a child in Early Intervention or Preschool with some major disability or autism could really wreak havoc with our budget.

Tom Hull, Deputy Public Health Director, asked the Board of Health to review the proposed permit fee schedule. He indicated we haven't had an increase to the fee schedule in at least 8 – 10 years. Increases in fuel/mileage costs over the years and the increased cost of the sanitarians time are the primary basis for raising the fees, which will go into effect as of January 1, 2013. It has been estimated that increasing these fees could increase Health Department revenues by $20,000 to $25,000. The rates proposed are comparable to other counties. A motion was made by Dr. Cusumano to adopt the new permit fee schedule and this motion was seconded by Dr. Simons. **Motion carried.**

Tom reported to the Board of Health it has been 27 months since the Health Department discovered Steven and Laura Sheridan had an illegal discharge of sewage from a failed septic system. A Board of Health order was issued to the Sheridan's in April giving them the following directives:

- 90 Day from the date the Respondents receive the Board of Health order, they shall have a septic system installed to replace the existing failed septic system serving their property.
- If after the 90 days the Respondents sill don't have a septic system installed to replace their failed septic, a fine of $100.00 per diem will be levied on them until such time as the replacement septic system is in place.
- If 60 days passes from the time the septic system was required to be installed and such a system is still not in place, the Health Department shall take immediate steps to have the property condemned and the Respondents removed from the property until such time as a replacement septic system has been installed.

It was noted by the Board members that the Sheridan's have been given ample time to comply with installing a replacement septic system and complying with the BOH Order and nothing has been resolved to date. Dr. Simons made a motion to give the Sheridan's until September 7, 2012 to fix everything and comply. If they don't have a system in place by September 7, 2012, steps will be taken to condemn their property and have them vacate it until a proper system is installed. This will be done with the assistance of the county attorney. This motion was seconded by Dr. Gulati. **Motion carried.**

Laurie Hennessy, Director of Patient Services, reported to the Board of Health a LHCSA (licensed home care services agency) survey was performed by New York State Department of Health and the Health Department was found to be in compliance with no deficiencies.

Laurie indicated to the Board of Health she would like approval for the revised policy and procedure on the weather-related event, hazardous event or utility interruption. The policy now states Allegany County Health Department will work in conjunction with the Office for Emergency Services, Board of Legislators, Red Cross when determining an emergency, how to respond and where to send patients that need housing. For events affecting active patient(s) in the home setting, active patients being patients seen more than once with signed PCP orders and a plan of care, the first contacted would be

- oxygen/machine dependent,
- next patient(s) without heat
- all other patients

Other policies reviewed and updated include the Complaint Process, The Patient's Bill of Rights, and the By-Laws for the Allegany County Board of Health.
A motion was made by Dr. Simons to approve the changes in the Weather related event, hazardous event or utility interruption policy and procedure. This was seconded by Dr. Gulati. **Motion carried.**

Laurie reported an audit was conducted on 12 immunization charts from March, April and May. Mother's maiden name was missing on some of the charts.

TransActRx is a billing company Laurie would like to contract with to do our immunization billing. They would charge us $1.50 per immunization for billing. Laurie would like to increase the private administration fee from $19.00 to $24.00. A motion was made by Dr. Gulati to increase the administration fee from $19.00 to $24.00. This motion was seconded by Dr. Cusumano. **Motion carried.**

Laurie reported to the Board of Health there are currently 3 active cases in the Lead program being case managed.

There is a contact to an active case of TB in our county. This patient is receiving weekly doses of INH plus rifapentine. This is a new drug regime for LTBI with the same or less side effects. This treatment regime requires DOT (directly observed therapy) and the doses are weekly. The goal of this regime is to assure compliance and decrease nursing time as it is weekly x 12 weeks.

Laurie reported Pertussis cases are approximately 6-8 per month in Allegany County. Surrounding counties and the rest of the nation are also experiencing increases.

QI for vaccine storage and temperature to ensure vaccines are being stored correctly and at the proper temperature were reviewed and discussed with the Board.

40 Family Planning charts were audited on April 16, 2012. As a result of the audit Laurie recommended to the Board the following changes be made and asked for the board to review and approve:

- Change in the Pregnancy Test Consent Form
- Change in the Treatment Information Sheet
- Change in Family Planning Clinic Chart Review form

Change in the Papanicolaou (Pap) Smear protocol to reflect Initial pap test is deferred until age 21 per ACOG guidelines.

A motion was made by Dr. Gulati to approve the changes to the three forms. Dr. Cusumano seconded this motion. **Motion Carried**.

An organizational chart was given to each Board of Health member to review.

Laurie reported to the Board of Health a medication error was made when a patient was given a Depo shot too early. This was reported to PCP with no additional action needed. An occurrence screen was done and new procedures are now in place.

No patient complaints to report.

The next meeting will be held on December 3, 2012 at Moonwinks.
A motion was made by Dr. Simons to adjourn the meeting and this was seconded by Doug Burdick. The meeting was adjourned at 8:48pm.

Respectfully submitted,
Janet Norris

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Board of Health

Meeting Minutes for December 3, 3012

The following board members were in attendance: Susan Dougherty CNM, Dr. Willard Simons, Dr. Leo Cusumano, Dr. Rajan Gulati, and Doug Burdick

Members absent were Timothy LaFever.

Medical Advisor Dr. Christopher Depner was absent.

Others present were: Lori Ballengee, Tom Hull, Laurie Hennessy, Theresa Moore, Richard Reynolds, Lauri Smith, Mitch Alger, Mike Healy, Karl Graves, Curt Crandall, Kevin LaForge and David Rahr.

The minutes from the August 6, 2012 meeting were approved with a motion from Doug Burdick. This motion was seconded by Dr. Gulati. Motion Carried.

Curt Crandall thanked the Board of Health members for the time and effort they put into being a member of the Board of Health.

Laurie Hennessy indicated there were no complaints to report to the Board of Health. She reported the Health Department has given 2000 flu shots for 2012.

Fourth Quarter 2012 Drinking water Enhancement Program Review by NYDSOH

Tom Hull, Deputy Public Health Director and Director of Environmental Health, received a very favorable fourth quarter report on efforts and work accomplished in the Drinking water Enhancement Program from the New York State Western Division Health Department. This included an endorsement on the report from the State DOH Environmental Health Division's Western Regional Director. Tom indicated the water program is the best it has ever been since he has worked in the Health Department. This is primarily to the hard work and dedication of Environmental Health staff, especially Richard Haywood, who works the majority of his time working in the water program.

Hume-Sandford Water Supply

Mr. Hull reported that the Hume-Sandford Water Supply, a small community system serving approximately 70 people across 30-35 properties in the Town of Hume, has numerous significant violations with the potential of negatively impacting the health of the system's customers. The system has no administrative board or structure with any legal standing to operate the system, and lacks the financial and technical abilities to maintain the system in accordance with State Sanitary Code requirements. The customers to the system are split roughly 50-50 on making the corrections needed to bring the system up to Code standards, but at present the basic stance taken by the community (under the influence of one or two of the administrative board members), is to challenge the county's and state's right to regulate the water system.

The Health Department will soon be working with State DOH to determine this system's ability to meet Capacity Development requirements (administrative, technical and financial abilities to maintain a public water system to meet at least minimal compliance levels to safely operate the system, or face possible shut-off of the system until such time as the customers are served by a system that is determined to be protective of their health.

Maple Grove Estates Mobile Home Park, Town of Friendship

Mr. Hull reported the current situation at the Maple Grove Estates Mobile Home Park. The owner of the facility is in Chapter 7 bankruptcy and has surrendered the property, as have the trustees to the bankruptcy. As a result, there is no responsible party to operate and maintain basic services at the park. The park has 31 approved sites, on which there are roughly 25 mobile homes. One of these homes is owned by its occupant, the other units belong to the park owner. Approximately 22 trailers are currently occupied, with few if any occupants paying rent. Two of these units have been condemned. There is an enormous amount of work that needs to be done on the trailers so they will be safe for the tenants, and these problems are being addressed by the Building Inspector for the Town of Friendship. Problems that fall under the jurisdiction of the Health Department through state sanitary code requirements for water systems and mobile home parks are being addressed, including the operation of the chlorinated disinfection system for the park's water supply, and paying to have the garbage at the park collected and disposed of by a local water disposal company. The park is in arrears for county property taxes in excess of $55,000, and it is anticipated that the county will conduct a tax foreclosure and assume ownership of the park once the owner's bankruptcy has been finalized. The county will be looking to unload the park as soon as possible. There may be a local mobile home park owner interested in acquiring the park and in taking on property management responsibilities before that time to stabilize the park at its current level and help to safeguard the tenants. The Health Department is working closely with the County Attorney's Office, with the bankruptcy attorney for the owner of the park, and with the prospective buyer to improve current conditions at the park and take steps to not displace the tenants unless absolutely necessary based on health and safety concerns. However, despite the possible displacement of tenants being a last resort before all other means to address the current issues are exhausted, the park is in poor shape and moving tenants out of the park to safeguard them may turn out to be the only viable alternative until the ultimate viability of the park to be maintained for the future has been determined.

Theresa Moore, Supervising Public Health Director, reported on the results of the Family planning survey for the second and third quarter. There was a 9% increase in the number of unduplicated clients from the second quarter to the third quarter. There was a 10% increase in the number of new clients from the2nd to the 3rd quarter. There was a 31% increase in males and a 5% increase in females seen in the family planning clinics. Clients were asked how they heard about the family planning clinics. In the second and third quarters there was an overwhelming response, they heard about the clinics from a friend.

The educational survey was completed by 88 people. The presentations were received very well by the students. They deemed the presentations to be fun and interactive. They felt the students in their peer groups need this information in order to make healthy choices.

Maxine Warner has been working with the residential advisors and residential directors to give Family Planning presentations to the students living on the Alfred State College Campus.

Lori asked the Board of Health to look over her annual reviews so they may vote at the March meeting on her reappointment as the Public Health Director. Dr. Cusumano commented on the Health Department as being proactive and credited Lori Ballengee on her leadership skills as the Public Health Director.

Lori reported to the Board of Health a "Tough Mudders" event may be held at Kent Farms next summer. The prospective dates are July 27-28, 2013. "Tough Mudders" was started in 2010 by some Harvard students. There is usually a 10-12 mile course built with ponds, obstacles such as barbed wire to crawl under. The site selection is still to be determined. However, if Kent Farms is selected a "Mass Gathering" permit will have to be issued after specific permit requirements for handling a large number of people over a 2-day period are met. Kent Farms already has food service and campground permits in place through the Health Department, and a Health Department regulated public water system. During the event, tattoos are offered on site to participants and spectators pending Health Department approval. A temporary tattooing permit would have to be issued, and tattooing would have to coincide with regulations as found with the Allegany County Sanitary Code. The Health Department will be contacting Kent Farms soon to make sure all Code requirements are understood and will be in place before the event is permitted. More expansive food service and housing/lodging considerations also need to be pursued as there is nothing available at Kent Farms or the immediate vicinity to accommodate the upwards of 10,000-30,000 participants and spectators it is expected the event could draw to the area.

A motion to adjourn the meeting was made by Doug Burdick and seconded by Dr. Gulati. Meeting adjourned at 7:25pm.

Respectfully submitted,

Janet Norris

Allegany County Department of Health
Board of Health Meeting

Monday December 3, 2012
7:00pm
Moonwinks Restaurant

AGENDA

Lori M. Ballengee, Public Health Director
- Approval of Minutes from Aug 6, 2012

Thomas Hull, Deputy Public Health Director
- Maple Grove Estates MHP: Violations and Possible Need to close the Facility
- Hume-Sanford Water Supply: Violations and Potential Steps to Resolve the Problems
- 4th Quarter Water Program Report from NYSDOH

Theresa Moore, Supervising Public Health Educator
- Clinic & Educational Survey Results for Family Planning

PLEASE LET US KNOW IF YOU WILL BE ATTENDING THE ABOVE MEETING BY CALLING 585-268-9491 OR BY FAXING US BACK. If there is no answer, please leave a message. Thank you!

Results of Family Planning Clinic survey cards for 2nd and 3rd quarters 2012

Clinic statistics for 2nd quarter (April-June):

- Unduplicated clients seen-184 (29 males and 155 female)
- 42% (78) were between the ages of 18-21
- 26% (49) completed surveys
- 71 were new clients

Clinic statistics for 3rd quarter (July-September):

- Unduplicated clients seen was 201- (38 males and 163 female)
- 42% (84) were between the ages of 18-21 years old
- 38% (77) completed surveys
- 78 new client visits

Clients are asked to indicate ALL ways that they have heard about the Family Planning program or clinic. In the second quarter:

1. from friends-49 surveys completed, 31 (63%)
2. School staff -8 (16%)
3. Educational Presentation and Health Fairs both scored 5 (10%)

In the third quarter:

1. From friends-62% of surveys
2. Educational Presentations and the Phone Book are both indicated 9% of the time. It is important to note that the program has not purchased phone book advertisement since 2010.
3. Health Fairs were indicated 8% of the time.

In the second quarter, **98% of the surveys indicate that the receptionist provides respect to the client**. (The other 2 percent were No Answers) **In the third quarter, this continues to be true at 98%.**

During the second quarter, questions included "I was treated with respect by the Nurse" and "I was treated with respect by the Nurse practitioner". It was found that this question was not fair as many clients will only see the nurse and not the Nurse Practitioner therefore skewing survey results. The third quarter surveys contained the modified question of **"I was treated with respect by the medical staff". In 98% of the surveys, clients indicated that the medical staff was rated a 5, or BEST.**

In the second quarter, **"The staff addressed my concerns" a BEST score 94%** of the time while in the third quarter, **the same question received a BEST score 97% of the time.**

In the **second quarter, "I was seen in a timely manner" received a BEST score 89%** of the time with a total of 3 incidences of clients reporting a score of 3 specifically during a Wellsville clinic. In the **third quarter, the same question received a BEST score 94%** of the time with only 1 incidence of a reported score of 3 and couldn't be tracked back to a particular clinic as the client did not fill out the question regarding which clinic they were being seen at and did not date the survey card as requested.

In the second quarter, **"I felt my visit was confidential" received a BEST score 96%** of the time. In the third quarter, **the same question received a BEST score 96%** of the time as well.

In the second quarter, **86% of clients reported being called and reminded of their appointments** prior to it. One client reported that the reason he/she did not receive a call was because they made the appointment that day. In the third quarter **92% of surveys report having been called and reminded** of their appointment. Again, one client noted having made the appointment that day.

In the **second quarter, 49% of clients reported having driven themselves to the clinic for their appointment while in the third quarter, 61% report having driven to the clinic by themselves.** It is important to note that in the **second quarter 0 reported using the Allegany County Rides bus system to access clinic services and in the third quarter 2 clients reported using it.**

The third quarter implemented questions about internet access in order to assess clients likelihood to utilize online scheduling and use of the internet to find out information about the clinic and services available. **"Do you have internet access?" yielded 84%** of clients reporting to have access to the internet. "Would/Did you use our online schedule to make your appointment?" Assuming that the website was not up and running no one could have actually used the site to make an appointment. Those clients that indicated YES would be answering "WOULD" not "DID" and only 9% indicated this. Whereas 86% indicated they have not or would not use the online scheduler. We have to assume this means they HAVE NOT used it. Once the site is up and running this will become a valid question to have.

100% of the comments left regarding services or staff are positive.

Family Planning Education Survey Results for October and November 2012

Total surveys completed: 88

School Districts/Colleges/ Agencies

- 3 School Districts (Alfred Almond, Bolivar Richburg, Scio)
- 1 Agency (Literacy West of Western New York)
- 1 College (Alfred State College)

Approximately one half of participants filling out the survey were female.

Grade levels covered included grades 6-Adulthood.

100% felt they learned something from that presentation.

98% felt the presentation was fun and interactive.

98% believe the presenter answered questions appropriately.

91% felt they know where to go or whatever to do it if they needed family planning services.

98% of participants feel that students in their peer groups need this information in order to make healthy choices.

BOARD OF HEALTH

MEETING MINUTES FOR AUGUST 6, 2012

The following board members were in attendance: Dr. Leo Cusumano, Dr. Rajan Gulati, Dr. Willard Simons, and Douglas Burdick, Legislative Representative.

Members absent were: Timothy LaFever, and Susan Dougherty, CNM.

Medical Advisor Dr. Christopher Depner was absent also.

Others present were: Lori Ballengee, Tom Hull, Laurie Hennessy, Lauri Smith David Rahr and Theresa Moore.

The Board of Health meeting was called to order by Board President Dr. Cusumano at 7:03pm.

The minutes from the April 2, 2012 Board of Health meeting were approved by a motion by Dr. Gulati and seconded by Dr. Cusumano. Motion carried.

Lauri Smith, WIC Program Coordinator, invited the Board of Health to the Health Fair being sponsored by the WIC office at Island Park on August 7, 2012 from noon until four o'clock. She indicated this was a health fair as well as a celebration of National Breastfeeding Week. She reported to the Board of Health the number of vendors that would be present to give out information regarding county services available to the public. There will be food, music, games for the children, and raffles. The Dairy Princess will be offering a milk tasting contest to educate the public as to the benefits of drinking lower fat milk. The Sheriff's Department will be present to do safe kids fingerprinting kits. A community 2.5k walk will take place around Island Park at 3:30pm. Local Farmers Markets with fresh fruit and vegetables will be available for purchase. This is a fun time for the entire family. She encouraged everyone to attend.

Theresa Moore, Supervising Public Health Educator, gave an overview of the Family Planning Survey results. Surveys were completed by 49 clients who attended the Health Department's Family Planning Clinic sites. Several questions were given to clients to answer regarding wait time, confidentiality, how the client heard about the family planning clinics, whether their concerns were addressed etc. Theresa compiled their comments and gave highlights of the survey results. This survey was given to clients who attended the family planning clinics from April 1, through June 30, 2012.

Survey results were also given by Theresa Moore regarding the printed materials given to clients. Printed materials reviewed by clients were a business card, magnet, tri-fold brochure and poster. Theresa also reviewed the results of the Family Planning Education Surveys with the Board of Health members. This survey reviewed the best methods of providing education to the public for Family planning services.

Lori Ballengee, Public Health Director, introduced the Health Department's newest employee. David Rahr, an accountant, has joined the Health Department staff. She welcomed him aboard. He has been working for the Health Department for approximately two months. He would like the program managers to be knowledgeable of the financial aspects of their programs. The goal, is as always, to lower costs and increase revenues.

Lori thanked Susan Dougherty for consenting to serve another term on the Board of Health.

Lori reported to the Board of Health Norilyn Patrick, Nurse Practitioner for family planning, would like to retire in the near future. Two candidates have been interviewed and both are excellent. After bringing the position to the appropriate committees we are hopeful to offer the position to one of the candidates. Norilyn Patrick, NP said she would be available for vacation and other coverage. Lori offers our thanks to Norilyn for her service.

Lori indicated she is trying to work out the duties of the position as she wants to make this a full-time position. This position has been budgeted for 2013. Lori has been in touch with NYSNA and they are willing to allow the nurse practitioner to work evenings. Lori will keep the Board of Health updated as to the status of the nurse practitioner position.

Dr. Joseph Felsen submitted his letter of resignation to the Board of Health. Dr. Felsen has served as a Board member on the Board of Health and will certainly be missed. A physician will be needed to replace Dr. Felsen on the Board of Health.

Lori reported to the Board of Health the Medical Examiner expense can no longer be reimbursed by New York State so this is now a total county expense. We need to find a facility that is willing to do autopsies so that we can minimize this necessary expense. Lori indicated to the Board of Health she turned in her proposed 2013 budget and she reexamined all programs and it is for the most part a business as usual budget but a child in Early Intervention or Preschool with some major disability or autism could really wreak havoc with our budget.

Tom Hull, Deputy Public Health Director, asked the Board of Health to review the proposed permit fee schedule. He indicated we haven't had an increase to the fee schedule in at least 8 – 10 years. Increases in fuel/mileage costs over the years and the increased cost of the sanitarians time are the primary basis for raising the fees, which will go into effect as of January 1, 2013. It has been estimated that increasing these fees could increase Health Department revenues by $20,000 to $25,000. The rates proposed are comparable to other counties. A motion was made by Dr. Cusumano to adopt the new permit fee schedule and this motion was seconded by Dr. Simons. **Motion carried.**

Tom reported to the Board of Health it has been 27 months since the Health Department discovered Steven and Laura Sheridan had an illegal discharge of sewage from a failed septic system. A Board of Health order was issued to the Sheridan's in April giving them the following directives:

- 90 Day from the date the Respondents receive the Board of Health order, they shall have a septic system installed to replace the existing failed septic system serving their property.
- If after the 90 days the Respondents sill don't have a septic system installed to replace their failed septic, a fine of $100.00 per diem will be levied on them until such time as the replacement septic system is in place.
- If 60 days passes from the time the septic system was required to be installed and such a system is still not in place, the Health Department shall take immediate steps to have the property condemned and the Respondents removed from the property until such time as a replacement septic system has been installed.

It was noted by the Board members that the Sheridan's have been given ample time to comply with installing a replacement septic system and complying with the BOH Order and nothing has been resolved to date. Dr. Simons made a motion to give the Sheridan's until September 7, 2012 to fix everything and comply. If they don't have a system in place by September 7, 2012, steps will be taken to condemn their property and have them vacate it until a proper system is installed. This will be done with the assistance of the county attorney. This motion was seconded by Dr. Gulati. **Motion carried.**

Laurie Hennessy, Director of Patient Services, reported to the Board of Health a LHCSA (licensed home care services agency) survey was performed by New York State Department of Health and the Health Department was found to be in compliance with no deficiencies.

Laurie indicated to the Board of Health she would like approval for the revised policy and procedure on the weather-related event, hazardous event or utility interruption. The policy now states Allegany County Health Department will work in conjunction with the Office for Emergency Services, Board of Legislators, Red Cross when determining an emergency, how to respond and where to send patients that need housing. For events affecting active patient(s) in the home setting, active patients being patients seen more than once with signed PCP orders and a plan of care, the first contacted would be

- oxygen/machine dependent,
- next patient(s) without heat
- all other patients

Other policies reviewed and updated include the Complaint Process, The Patient's Bill of Rights, and the By-Laws for the Allegany County Board of Health.
A motion was made by Dr. Simons to approve the changes in the Weather related event, hazardous event or utility interruption policy and procedure. This was seconded by Dr. Gulati. **Motion carried.**

Laurie reported an audit was conducted on 12 immunization charts from March, April and May. Mother's maiden name was missing on some of the charts.

TransActRx is a billing company Laurie would like to contract with to do our immunization billing. They would charge us $1.50 per immunization for billing. Laurie would like to increase the private administration fee from $19.00 to $24.00. A motion was made by Dr. Gulati to increase the administration fee from $19.00 to $24.00. This motion was seconded by Dr. Cusumano. **Motion carried.**

Laurie reported to the Board of Health there are currently 3 active cases in the Lead program being case managed.

There is a contact to an active case of TB in our county. This patient is receiving weekly doses of INH plus rifapentine. This is a new drug regime for LTBI with the same or less side effects. This treatment regime requires DOT (directly observed therapy) and the doses are weekly. The goal of this regime is to assure compliance and decrease nursing time as it is weekly x 12 weeks.

Laurie reported Pertussis cases are approximately 6-8 per month in Allegany County. Surrounding counties and the rest of the nation are also experiencing increases.

QI for vaccine storage and temperature to ensure vaccines are being stored correctly and at the proper temperature were reviewed and discussed with the Board.

40 Family Planning charts were audited on April 16, 2012. As a result of the audit Laurie recommended to the Board the following changes be made and asked for the board to review and approve:

- Change in the Pregnancy Test Consent Form
- Change in the Treatment Information Sheet
- Change in Family Planning Clinic Chart Review form

Change in the Papanicolaou (Pap) Smear protocol to reflect Initial pap test is deferred until age 21 per ACOG guidelines.

A motion was made by Dr. Gulati to approve the changes to the three forms. Dr. Cusumano seconded this motion. **Motion Carried.**

An organizational chart was given to each Board of Health member to review.

Laurie reported to the Board of Health a medication error was made when a patient was given a Depo shot too early. This was reported to PCP with no additional action needed. An occurrence screen was done and new procedures are now in place.

No patient complaints to report.

The next meeting will be held on December 3, 2012 at Moonwinks.
A motion was made by Dr. Simons to adjourn the meeting and this was seconded by Doug Burdick. The meeting was adjourned at 8:48pm.

Respectfully submitted,
Janet Norris

DEPARTMENT HEAD EVALUATION FORM

DEPARTMENT HEAD INFORMATION	
Name:	Loreen Ballengee
Department:	Public Health
Reviewer:	Margeson

FISCAL ACCOUNTABILITY	Below Expectations (0 Points)	Meets Expectations (1 Point)	Above Expectations (2 Points)
Prepares a budget that funds the department adequately.	☐	☒	☐
Maintains controls to stay within their budget.	☐	☐	☒
Fiscal reports and vouchers are filed in a timely manner.	☐	☒	☐
Departmental budget information is made available to those who require it (e.g. Budget Committee, Legislators, Administrators, Treasurer).	☐	☒	☐

ADDITIONAL COMMENTS:

COMMUNICATION SKILLS			
Clearly communicates information in writing and orally.	☐	☒	☐
Keeps Committee and County Administrator informed of departmental activities, progress, projects and problems.	☐	☐	☒
Keeps their staff informed of departmental activities, progress, projects and problems.	☐	☒	☐
Cultivates a constructive and cooperative relationship with their customers, both internal and external.	☐	☒	☐

ADDITIONAL COMMENTS:

RELATIONS WITH OTHER ELECTED AND APPOINTED OFFICIALS			
Attends Committee Meetings and Board Meetings when appropriate.	☐	☒	☐
Presents adequate information for action by the Board.	☐	☒	☐
Able to maneuver through the legislative process to achieve success regarding the operational needs of the department.	☐	☐	☒
Provides Committee(s) and the Board with adequate time to review background materials prior to making decisions.	☐	☒	☐
Monitors, reviews, and keeps the Committee(s) informed of any Federal or State administrative, legislative, and/or judicial developments which may affect or impact the department.	☐	☒	☐

ADDITIONAL COMMENTS:

PROFESSIONALISM

	Below Expectations (0 Points)	Meets Expectations (1 Point)	Above Expectations (2 Points)
Understands and uses management techniques that display sound judgment and good management skills.	☐	☒	☐
Exhibits competency in his/her field.	☐	☒	☐
Provides leadership for long-term planning for the department.	☐	☒	☐
Work ethic and demeanor are an example for his/her staff and others.	☐	☒	☐
Participates in statewide associations and trainings that are made available to them.	☐	☒	☐

ADDITIONAL COMMENTS:

RELIABILITY

He/she is available when needed.	☐	☒	☐
Builds trust with Board and staff by providing accurate information on departmental matters.	☐	☐	☒
Displays common sense and good judgment.	☐	☒	☐
Can be trusted to oversee the day-to-day operations of the department with efficiency.	☐	☒	☐

ADDITIONAL COMMENTS:

LABOR RELATIONS AND STAFFING

Possesses good working knowledge of all labor agreements that pertain to his/her department.	☐	☒	☐
His/her actions create a good working environment in the department.	☐	☒	☐
Consults with Human Resources regarding personnel issues.	☐	☒	☐
Encourages staff to improve themselves.	☐	☒	☐

ADDITIONAL COMMENTS:

TOTAL POINTS = 30

Below Expectations	Meets Expectations	Above Expectations
0 – 16 Points	17 - 34 Points	35 – 52 Points
☐	☒	☐

ADDITIONAL COMMENTS:

DEPARTMENT HEAD EVALUATION FORM

DEPARTMENT HEAD INFORMATION	
Name:	Lori Ballenger
Department:	Public Health
Reviewer:	Doug Burdick

FISCAL ACCOUNTABILITY	Below Expectations (0 Points)	Meets Expectations (1 Point)	Above Expectations (2 Points)
Prepares a budget that funds the department adequately.	☐	☐	☒
Maintains controls to stay within their budget.	☐	☐	☒
Fiscal reports and vouchers are filed in a timely manner.	☐	☒	☐
Departmental budget information is made available to those who require it (e.g. Budget Committee, Legislators, Administrators, Treasurer).	☐	☒	☐

ADDITIONAL COMMENTS:

COMMUNICATION SKILLS			
Clearly communicates information in writing and orally.	☐	☒	☐
Keeps Committee and County Administrator informed of departmental activities, progress, projects and problems.	☐	☐	☒
Keeps their staff informed of departmental activities, progress, projects and problems.	☐	☒	☐
Cultivates a constructive and cooperative relationship with their customers, both internal and external.	☐	☒	☐

ADDITIONAL COMMENTS:

RELATIONS WITH OTHER ELECTED AND APPOINTED OFFICIALS			
Attends Committee Meetings and Board Meetings when appropriate.	☐	☒	☐
Presents adequate information for action by the Board.	☐	☐	☒
Able to maneuver through the legislative process to achieve success regarding the operational needs of the department.	☐	☒	☐
Provides Committee(s) and the Board with adequate time to review background materials prior to making decisions.	☐	☒	☐
Monitors, reviews, and keeps the Committee(s) informed of any Federal or State administrative, legislative, and/or judicial developments which may affect or impact the department.	☐	☒	☐

ADDITIONAL COMMENTS:

Vs allegations

PROFESSIONALISM	Below Expectations (0 Points)	Meets Expectations (1 Point)	Above Expectations (2 Points)
Understands and uses management techniques that display sound judgment and good management skills.	☐	☐	☒
Exhibits competency in his/her field.	☐	☐	☒
Provides leadership for long-term planning for the department.	☐	☐	☒
Work ethic and demeanor are an example for his/her staff and others.	☐	☒	☐
Participates in statewide associations and trainings that are made available to them.	☐	☒	☐

ADDITIONAL COMMENTS:

RELIABILITY			
He/she is available when needed.	☐	☒	☐
Builds trust with Board and staff by providing accurate information on departmental matters.	☐	☒	☐
Displays common sense and good judgment.	☐	☒	☐
Can be trusted to oversee the day-to-day operations of the department with efficiency.	☐	☐	☒

ADDITIONAL COMMENTS:

LABOR RELATIONS AND STAFFING			
Possesses good working knowledge of all labor agreements that pertain to his/her department.	☐	☒	☐
His/her actions create a good working environment in the department.	☐	☒	☐
Consults with Human Resources regarding personnel issues.	☐	☐	☒
Encourages staff to improve themselves.	☐	☐	☒

ADDITIONAL COMMENTS:

TOTAL POINTS = 26

	Below Expectations 0 – 16 Points	Meets Expectations 17 – 34 Points	Above Expectations 35 – 52 Points
	☐	☐	☐

ADDITIONAL COMMENTS:

Board of Health Meeting Schedule for 2013

March 4, 2013

June 3, 2013

Sept. 9, 2013

December 2, 2013