# ORLEANS COUNTY BOARD OF HEALTH
# MINUTES OF MEETING
# OCTOBER 12, 2010

**Call to Order**
Paul Grout called the meeting to order at 7:39 p.m.

**Members Present**
Dr. Jim Robinson, Paul Grout, George Bower, Dr. Nancy Ciavarri, Wendy Oakes Wilson

**Staff Present**
Paul Pettit, Cathy Miller, Bev Parmele, Linda Garrison, Mary Janet Sahukar

**Members Excused**
Dr. David Meza, Dr. Nancy Ciavarri

**Minutes of Previous Meeting:**
Mr. Bower moved to accept the minutes from the previous meeting. Dr. Robinson seconded the motion. Motion carried.

**Public Concerns**
Paul shared there were no public concerns with the exception of the periodic calls from providers voicing their concerns over lack of nursing service due to our transitioning CHHA.

**Bills for Payment**
The bills for payment were reviewed. Dr. Robinson moved to accept the bills for payment. Wendy Oakes Wilson seconded the motion. Motion carried.

**DIVISION REPORTS**
*Director's Report*

Paul explained our county budget process is moving forward. Things are looking "tight"; however, Paul and Kim feel confident with our department's budget submission.

The office "makeovers" continue up and down the hall and the majority of previous CHHA nursing offices have received a fresh coat of paint and stripped and waxed floor space. We continue to shuffle personnel around to maximize space utilization. We have created a MRC office for that volunteer position. We soon will be moving some clerical employees around as the CHHA draws to an end. We will be losing one clerical position from our department and are hopeful he is able to transfer into another county department.

We will be losing Beverly Parmele to retirement effective October 29, 2010. Mary Janet Sahukar will be assuming Bev's duties.

Paul explained we are about finished with the installation of a new security system, fully funded by grant money and at no cost to the county. The system will "read" the employee card IDs and Paul and Kim will be able to set the parameters of what employees have building access and for what days and times. We hope this system is up and running by the end of the month.

We are working on our next BT deliverable exercise. This POD exercise has been approved and we plan to administer flu vaccine to the county jail population and guard personnel.

Nola has been diligently working on the county website, tweaking it to be more user-friendly. She has made a variety of forms accessible online. Paul encouraged the board to review these changes at www.orleansny.com/publichealth .

Our public health environmental staff has been looking at electronic rabies programs/certificates. Paul, environmental staff members and one of our information technology employees from our computer services division recently went to Madison County and observed their rabies program. Paul hopes implementing such a program would allow our county rabies clinics to be orchestrated with fewer departmental employees in attendance, as well as being a large time saver and a great resource. Perhaps, down the road, it would be a common application with townships, veterinarians etc able to access the system.

As discussed last month, Paul made some inquiries with HCR as to their planned county presence after the CHHA sale. Paul still does not have a clear picture of what the entire scope of their plan may be. They have looked at some space in our nursing home to potentially rent. Whether that space will be secured and how it will be utilized by HCR remains unclear.

Paul will be attending the second phase of his public health leadership institute in Rhode Island next week.

*Nursing Report*

Bev shared we have now held two seasonal flu clinics to date. Originally, we ordered eight hundred doses of flu vaccine and, to date, have received three hundred doses. We are unsure as to when the remainder may be coming in. We also were expecting three hundred doses of free children's vaccine, none of which has arrived as yet. We are in receipt of free pneumonia vaccine through ARRA funds and have been able to administer it to those who are uninsured. We are unable to schedule our next flu clinic until additional supplies arrive.

Cheryl Mills, public health nurse spoke with school districts in September to discover which districts may be interested in immunization clinics being held in their buildings. At that time, Holley, Kendall and Medina all expressed interest.

We must submit a closure plan and we have a target date of November 30, 2010. Bev submitted this plan within the past week. We need to adjust it with the state sixty days prior to the target date.

Bev, Paul and Mary Janet Sahukar have begun working on the policies and procedures for the LHCSA. We also have to form a quality assurance committee to include a doctor, a nurse and a consumer.

As discussed earlier this evening, Mary Janet Sahukar was introduced by Bev as her successor and will supervise all nursing. Paul Grout thanked Bev for her many years of dedication to the department, for her pleasant professional and personal demeanor.

We remain with several CHHA cases, ten active patients and one patient on hold. As stated at earlier meetings, we must carry some open cases through to the final sale.

Bev is working on policies and procedures for the LHCSA. The closure plan was submitted and approved by the regional office. It has now moved to Albany and Bev has made one revision for them and it is headed next for executive approval. We have a target closure date of November

30, 2010, although Bev feels that may be premature. We can take no admissions for sixty days prior to our closure date. We also must send letters to physicians and patients. However, as stated, we are still awaiting that final approval of our closure plan.

*Environmental Report*

Paul referenced the rabies report in tonight's packet. This report was reviewed by board members.

Paul referenced the stipulation report in tonight's packet. This report was reviewed by board members. A meeting will be held on November 12, 2010 with Country Club Restaurant of Medina to discuss violations with cold holding and food temperatures.

We will be looking into filling a sanitarian position in the near future. There is one person on the list and we will see if he is interested in an interview.

We are in the scanning phase of paper files into the GIS system now.

*Expenditure Report*

There was no expenditure report.

*Corporate Compliance Report*

Paul explained this report will now become a regular agenda item at future meetings. Kimberly Castricone is our departmental corporate compliance officer and will give this report on a monthly basis. We have no reports of any corporate compliance hotline calls. Paul also discussed the new requirements for Medicaid exclusion checks and that the county is currently demoing a program that will automatically check everyone put into the system monthly. Monthly exclusion checks will become mandatory starting January 1, 2011. All staff, providers (employee and contractual) and board members will have to be checked in the system

*Children With Special Healthcare Needs Report*

Linda Garrison reported on all children's programs. The numbers of children identified and involved with our various programs is typical for this time of year.

NYSDOH amended the Early Intervention rates in April of 2010 causing a substantial reduction to fees paid to Early Intervention providers.

We also have a new provider of both Early Intervention and 3-5 therapies, Clinical Associates of the Finger Lakes.

Linda mirrored Paul's concerns with the corporate compliance issues surrounding both Early Intervention Medicaid reimbursement and 3-5 Preschool Special Education Medicaid reimbursement. We will be putting an immense increase in our reviewing of Medicaid rules and regulations prior to claiming reimbursement.

The maximum caseload of Medicaid Service Coordinators has recently been raised from twenty-five to forty-one. The reimbursement is expected to decrease by 40% and we expect to see the decreased rates reflected by November 1, 2010.

**Old Business**

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

The CHHA issues were discussed under the nursing report.

The tanning law and implementation is moving forward and packets will be mailed soon. We hope to have all tanning beds permitted by January 1, 2011.

The sanitary code revisions remain in Albany being reviewed and Paul hopes the report will be back by next month's board meeting and hopefully adopted by the end of the year.

**New Business**

A handout was given to all board members reflecting the appointments to the Quality Improvement Committee. The board reviewed this document and its inclusion of a doctor, a nurse, a consumer(s), and departmental staff as named. Wendy Oakes Wilson motioned to accept the committee as presented. Mr. Bower seconded the motion. Motion carried.

**Other Business**

There was no further business.

**Adjournment**

Wendy Oakes Wilson motioned to adjourn the meeting. Dr. Robinson seconded the motion. Motion carried. The meeting adjourned at 8:42 p.m.

The next meeting will be held on Tuesday, November 09, 2010 at 7:30 p.m.