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

**Call to Order**
Paul Grout called the meeting to order at 7:43 p.m.

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

**Staff Present**
Paul Pettit, Cathy Miller, Bev Parmele, Kimberly Castricone

**Members Excused**
Dr. Sallah Abbasey, George Bower Dr. David Meza

**Minutes of Previous Meeting:**
The meeting minutes were reviewed and Bev Parmele noted a correction was needed under the nursing report section. Bev wanted to clarify the fact that Mary Janet Sahukar ***always*** helps supervise the home health care division of nursing. Bev clarified she did not want the minutes to suggest otherwise and that she had meant that MJ Sahukar had been doing that task almost completely on her own since H1N1 was taking so much of Bev's time.

That correction was made to December 2009's meeting minutes and given to Paul Pettit for review. Wendy Oakes Wilson agreed to approve the December meeting minutes with that clarification and correction. Dr. Robinson seconded the motion. Motion carried.

**Public Concerns**
There were no public concerns.

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

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

Paul reported on appointments and elections at the legislature. For 2010 David Callard is now the chairman of the legislature and George Bower is the vice-chairman of the legislature. George Bower is assigned to our department with Lynne Johnson as the secondary person assigned by the legislature.

Paul has asked his division leaders to begin preparing their annual division reports and complete them by the end of the month. This is a task Paul assigned his staff beginning in 2009.

Our water grant money has been hit hard by the governor's deficit reduction act, resulting in a 12 ½ % loss and takes us from $93,000 down to $81,000. One of the department changes as a result of this cut is taking the environmental division from a 37 ½ hour work week down to a 35 hour work week.

Nola Goodrich-Kresse and Shannon Sanger will be heading up the healthy capacity community building initiative grant. Basically, this is grant money with which to combat obesity through policy changes and environmental changes. They will be forming a committee with some

community partners and attending training meetings in Buffalo to plan strategies and to move on.

Funds are available to us through the through the American Reinvestment Recovery Act. We have available money through immunizations and Early Intervention. There are many restrictive requirements to the allocation of these federal dollars, especially those available through Early Intervention. We may not be able to utilize these funds because of the restrictions.

Paul shared he will be bringing in division leaders to our monthly board meetings throughout the upcoming year so the board can speak with them directly and ask any program specific questions.

Our February 2010 board of health meeting will be cancelled because Paul will be in Albany at the NYSAC meeting.

In February we will host corporate compliance training for our Early Intervention and 3-5 Preschool Special Education Program contractual providers. Nola Goodrich-Kresse, our public health educator, will host this presentation.

Paul showed our new smart board in our clinic room that we will utilize for trainings and meetings.

Paul asked that board members feel free to share thoughts, ideas, concerns that we can investigate, discuss and move forward on to help improve and protect our community.

*Nursing Report*

As discussed at last month's meeting, we have lost one full time CHHA nurse. We did hire one part time nurse last week. We have interest from two other nurses, although no one has completed an application for employment with us as yet. We have permission to fill both the position available from last month's vacancy and a temporary position due to our nurse who remains on family medical leave act.

Bev reported we are doing the final tweaking on the HCR contract for nursing and physical therapy. We are in hopes they will have one nurse, residing in our county, who could be assigned to us.

Bev shared that due to H1N1 activities she has not completed the agency evaluation, any quality assurance, no quarterly PAC meeting was held and she has been unable to attend any director's meetings in Buffalo. With our staff shortages, Bev shared we have been taking care of the patients and making that our major focus.

With regards to public health, there is plenty of H1N1 vaccine available. We have been reaching out to redirect and redistribute vaccine. Storage room is a concern and after we facilitate a mass clinic at Medina High School on January 28th , we will have more room.

We also have lots of seasonal vaccine at the moment and we are offering that at our clinics as well. We are holding clinics every Tuesday from 3-5 p.m. throughout January and February. Another clinic will be held this Thursday from 3 p.m. through 7 p.m.

We are hoping to receive some free Zostavax and Gardisil vaccine at some point in the future.

*Environmental Report*

The GIS project continues to advance. Our environmental staff has been out in the field with the equipment and "bugs" continue to be worked out.

Letters are going out to establishments reminding them not to make modifications without proper notification to us.

There was no rabies report.

*Expenditure Report*

There was no expenditure report.

**Old Business**

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

There was nothing new to report regarding posting of inspection results.

As discussed earlier in the evening, we will be holding an H1N1 clinic at Medina School on January 28, 2010. Paul met with Medina School administrative personnel today. The plan is to vaccinate all students with valid permission slips through the course of the school day. Upon dismissal of students, we will reopen and provide a public clinic from the Medina School location. To date, Medina is the only school in our county willing to host a clinic for students. Other districts were willing to have us come and host a public clinic, but were not comfortable with immunizing students without parents in attendance or having us in the building during the school day. Paul will invite other school district's administrative personnel to attend that day and observe Medina's Clinic.

Paul outlined where we are with the sale of our CHHA. Contracts are signed for the purchase agreement and service agreement.

We will soon be applying for our Licensed Health Care Service Agency (LHCSA) license which will enable us to run our public health nursing division.

Paul distributed flyers for our food training course. Food managers will be asked to complete a very detailed ten hour course which yields a five year certification. We would require one person per establishment to be certified and on record.

We would offer an online training for all other food workers in such establishments at a cost of fifteen dollars per person and which would also yield a certificate of completion. One employee with this food worker certification must be on the premises at all times food is being prepared.

We will soon be mailing a letter out outlining these new training opportunities and offering the course and letting them know that in about one year, this training will become mandatory

rather than optional. Paul suggested the training and certification be offered throughout 2010, mandate the training/certification in 2011 and enforcing this requirement in 2012.

Wendy Oakes Wilson motioned for this food training course to be approved and implemented as presented above. Dr. Nancy Ciavarri seconded the motion. Motion carried.

Paul will draft a letter to establishments and share with the board via email soon.

**New Business**

Election of officers was discussed. Dr. Jim Robinson nominated Paul Grout for chairman of the board of health. Wendy Oakes Wilson seconded the motion. Motion carried.

Wendy Oakes Wilson nominated Dr. Jim Robinson as vice chairman of the board of health. Dr. Nancy Ciavarri seconded the motion. Motion carried.

Dr. Nancy Ciavarri nominated Wendy Oakes Wilson as secretary of the board of health. Dr. Jim Robinson seconded the motion. Motion carried.

According to the mandates of our by-laws, a discussion reviewed the possibilities of our monthly meeting times and dates. Wendy Oakes Wilson made a motion that monthly meetings remain at 7:30 p.m. on the second Tuesday of each month. Dr. Nancy Ciavarri seconded the motion. Motion carried.

In tonight's packet was our 2010 departmental budget. This budget was adopted by the legislature in early December 2009 and was presented tonight to our board for review.

Paul discussed sanitary code revisions and asked for different thoughts and ideas. Paul will tweak the code and present it to the board for review and a vote at his earliest opportunity.

**Other Business**

There was no other business. As discussed earlier, there will be no meeting in February 2010. A schedule of meetings for 2010 will be mailed or emailed to board members in the near future with a copy of tonight's minutes.

**Adjournment**

Dr. Jim Robinson motioned to adjourn the meeting. Dr. Nancy Ciavarri seconded the motion. Motion carried. The meeting adjourned at 8:52 p.m.

The next meeting will be held on Tuesday, March 9, 2010 at 7:30 p.m.

**Addendum**

On Friday, January 15, 2010, Wendy Oakes Wilson presented the following motion to all board of health members via email:
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**The Orleans County Board of Health is in favor of the Health Department applying to become a Licensed Home Care Agency and recommends that the Orleans County Legislature do likewise, thus allowing the Health Department to continue doing general public health work once the Certified Home Health Agency is sold to Home Care of Rochester.**

Dr. David Meza seconded the motion. Motion carried.