# ORLEANS COUNTY BOARD OF HEALTH
# MINUTES OF MEETING
# SEPTEMBER 14, 2010

**Call to Order**
Paul Grout called the meeting to order at 7:35 p.m.

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

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

**Members Excused**
Dr. Sallah Abbasey, Dr. David Meza, Wendy Oakes Wilson

**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. Paul Grout inquired about a youngster being bitten within the Village of Medina. Paul Pettit confirmed there had been a situation involving a rabid raccoon wandering the streets of Medina and its biting of a child. The Medina Police Department was involved and suggested to the parents of the child that no action need to be taken. The parent called our department and was advised otherwise. Our personnel recovered the raccoon from the dumpster and it ***did*** test positive. Our department reminded the police department of the proper protocol and will follow up with a written memo. The youngster did begin post exposure treatments.

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

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

Paul explained our department is looking quite sparse as prior nursing personnel flow in and out and as vacation time is taken by employees. Bev will discuss this CHHA impact later in her report.

Paul shared the New York State budget has now passed and grants and money have started to flow once again.

Our county budget was submitted by Paul and Kim on September 1, 2010. Our budget will now be up for review and "tweaking". Once it is a solid budget, Paul will be sharing it with our board of health.

We did receive more money in our water budget than previously expected. We are going to use that money to bolster our GIS project.

Our space utilization has been reconfigured and empty offices are being painted and floors are being stripped and waxed. Previously cramped staff can now be spread out now to better utilize the space.

We are also in the process of installing a new security system to include all entry doors, the supply room, the vaccine room, etc. There is a magnetic reader that correlates to employee badges. This system should also give added protection to our equipment and will have the ability to track what employees access the building and on what days and times.

Paul reported the RFP bid process is now complete for transportation to special education programs, both in and out of county, for several of our Early Intervention children and also for many of our 3-5 preschool special education children. The contract was awarded to Ridge Road Express.

Paul will be attending the fall NYSAC conference in Buffalo, NY.

*Nursing Report*

Bev gave a detailed report on the progress of the CHHA sale. Since our CHHA nurses departed, we have not been able to accept new patients and HCR has not been able to accept all the patients requiring home services. Feedback to our department includes frustration that we are unable to meet all the needs and referrals within our county for this service.

Bev shared all of our staff who accepted positions with HCR have since left HCR; all that remain employed by HCR are one full time physical therapist and one licensed practical nurse and a part time PT. Earlier this summer, HCR was servicing 49 open cases and we were servicing 20 open cases. This was a typical, average number of ongoing cases in the past. We were managing between HCR and our department; however, recently there has been a spike and we are not able to meet all of the demands within our county. One nurse who originally came on to work one day per week and Saturday and Sunday mornings. She has been able to work some part of each day and has been maintaining our open, long term patients. We must maintain some patients to maintain the sale of our CHHA.

Paul Grout questioned why we felt our nurses had so quickly left so soon after their transition to HCR. Bev explained the variety of reasons she had heard from our former employees. There seemed to be no immediate plans for an HCR local satellite within our county. Also, promises of smaller case loads and being kept local did not unfold as explained. There seemed to be a lack of continuity with patients as well.

Dr. Ciavarri expressed concern that there does not seem to be administrative support here as per the RFP. Mr. Bower also noted this was the first he had heard of these matters. Bev shared these things are what we are hearing from our previous employees. It was agreed there are some questions to be asked to see if there are communication issues.

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.

Bev shared she will be retiring effective October 31, 2010. Mary Janet Sahukar will be assuming her duties.

We will be hosting a seasonal flu clinic on September 28, 2010 from 8 a.m. to 11 a.m.
We have ordered 800 doses and we expect to have 300 doses to use at this upcoming clinic.
Through ARRA funds, we have 100 doses of free pneumonia vaccine for people with no insurance.

*Environmental Report*

Paul shared the senior sanitarian position has been secured and has been filled by one of our environmental employees, Shannyn Sanger. She will be overseeing the day to day operations of the environmental division.

We will be closing Clark Stritzel's part time, seasonal work duties in our environmental division, in late September or early October. Clark had been assigned, part time, to help facilitate labor camp inspections, food inspections at weekend events, etc.

There are some technical issues with the GIS system. An engineer will be coming out soon to ascertain if there is an equipment problem or if there are some operator errors occurring. This is the last year of this grant. When it is fully operational, Mr. Bower asked to be included in a demonstration of the system and its applications.

The rabies report was included in the evening's packets and was reviewed by the board. We are looking into the possibility of electronic record keeping for use at our clinics. Mr. Bower expressed concerns that there no longer seems to be a dog census to track the true number of dogs within our county. Paul explained the rabies piece is under our jurisdiction; however, the census and licensing issues are governed by the individual towns within our county. Paul thought perhaps, in the future, with electronic record keeping, we could partner with the towns.

The stipulation report log from 2010 was in the evening's packets and was reviewed by the board.

Paul reported the first Serve safe course has been given, with thirteen people in attendance from the Job Corps.

*Expenditure Report*

The expenditure report was reviewed.

**<u>Old Business</u>**

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

The CHHA issues were discussed under the nursing report.

The training law and implementation within our county will be discussed next month.

The sanitary code revisions remain in Albany being reviewed.

**New Business**

Paul presented the environmental fee schedule and proposed fee schedule draft. Please refer to the Agenda Item #7 (below) for details of the dialogue, motions and subsequent vote.

**Agenda Item 7. New Business**

1. **Environmental Fee Schedule**

The proposed environmental fee schedule draft was presented to the board for review by Paul Pettit, Public Health Director.

- The proposed fee schedule would reflect fees for inspection and two year permitting of tanning facilities, specific to tanning booths/beds. The proposed rate was an inspection and two year permit at a rate of $30.00; additionally, housing 1-3 beds/booths would call for a $50.00 fee, with an additional $25.00 per bed/booth.
- Mr. George Bower suggested we remember the financial climate of our county and the impact of such new fees on the local, small businesses. Mr. Bower proposed we are a government agency and tax dollars collected should provide for our department to facilitate such inspections and services, without additional fees.
- Mr. Paul Pettit reviewed our vote from a past board of health meeting, choosing the county to be responsible for permitting and inspecting, rather than the state. The board had chosen to keep the fees collected local. Had we chosen otherwise, the state would have set and collected the permit fees. Mr. Pettit shared the board was free to discuss the matter and suggest alternative rates.
- Board members Paul Grout, George Bower, Dr. Nancy Ciavarri and Dr. Jim Robinson further discussed possibilities and a variety of rates for the environmental fee schedule.
- Mr. George Bower motioned to keep the inspection and two year permit at the cost of $30.00 and reduce the 1-3 bed/booth cost at from the proposed $50.00 to $25.00 and to reduce each additional bed/booth from $25.00 to $10.00
- Dr. Nancy Ciavarri seconded the motion. Motion carried.

**Other Business**

There was no further business.

**Adjournment**

Dr. Nancy Ciavarri motioned to adjourn the meeting. George Bower seconded the motion. Motion carried. The meeting adjourned at 8:58 p.m.

The next meeting will be held on Tuesday, October 12, 2010 at 7:30 p.m.