# ORLEANS COUNTY BOARD OF HEALTH
# MINUTES OF MEETING
# NOVEMBER 09, 2010

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

**Members Present**
Paul Grout, George Bower, Dr. Nancy Ciavarri, Dr. Sallah Abbasey

**Staff Present**
Paul Pettit, Cathy Miller, Mary Janet Sahukar

**Members Excused**
Dr. David Meza, Dr. Jim Robinson, Wendy Oakes Wilson

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

**Public Concerns**
Paul shared he was in receipt of a letter from an Orleans County citizen, critiquing his experience at a recent flu clinic. This gentleman indicated he had arrived just as the clinic was scheduled to close and was unable to receive a shot. This gentleman also shared his daughter had attended the clinic earlier in the clinic day and had concerns with a nursing sanitary issue. Paul discussed this complaint with the nursing staff and reviewed protocol for future clinics. Hereafter, we will advertise for the public to arrive at the clinic fifteen minutes prior to the advertised close of the clinic. This should insure there will be adequate time to complete the necessary paperwork. We also will lock the front access door at that same moment. We will make sure anyone inside the door is guaranteed to get the shot. Paul did send a letter apologizing for any inconvenience experienced by this gentleman and also thanking him for his input, assuring him we learn from negatives, as well as positives.

**Bills for Payment**
The bills for payment were reviewed. Mr. Bower moved to accept the bills for payment. Dr. Abbasey seconded the motion. Motion carried.

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

Paul explained our department continues to be in the process of transitioning. Mary Janet Sahukar has succeeded Bev Parmele as director of patient services and is settling in nicely. Our offices continue to be renovated and our staff is slowly being moved and spread out, permitting the most constructive employee placement.

Katherine Marks, account clerk/typist, had recently been moved from the CHHA billing office to the 3-5/Early Intervention office. She has now taken an official leave of absence and has taken a position with probation. We will leave that clerical position open until we receive word she is permanent in the probation position.

Our new security system is not as yet up and running as yet. We were lacking some parts which were on back order and are due in any time.

Paul attended the NYSACHO meeting in Albany last week. Paul said lots of counties are experiencing cuts due to budgetary problems and constraints. We continue to provide mandated services and programs and are moving forward, attempting to do more with less.

We will soon be participating in our POD exercise, our 'deliverable' for that grant/program. The event will be held on December 9, 2010 at the county jail where our staff will hold a flu clinic for guards and inmates. The name assigned to this exercise is **LOCK POD**.

*Nursing Report*

Mary Janet Sahukar shared we have now received our full eight hundred doses of seasonal flu vaccine. We hosted a children's flu clinic on October 26, 2010, an adult flu clinic on October 28, 2010 and an adult/child flu clinic on November 4, 2010. We have immunized 206 adults and 102 children for seasonal flu and have immunized 11 patients for pneumonia. Today, we held an additional two clinics.

Cheryl Mills has organized flu clinics to be held at school district buildings within our county, allowing our department to take the vaccine to individual communities. On Wednesday, November 10, 2010 we will set up at Holley School to offer immunizations from 3:30 – 6:30 to the public. On Monday, November 15, 2010 we will set up at Medina School to offer immunizations from 3:30 – 6:30 to the public. On Tuesday, November 30, 2010 we will be at Kendall School to offer immunizations from 3:30 – 6:30 to the public.

On October 22, 2010 Bev Parmele received notification our closure plan for the sale of the CHHA had been accepted at the state level. A copy of that letter, dated October 14, 2010) was included in each member's packet this evening. Conversations with the HCR clinical director and the HCR manager and the state led us to understand a holding pattern until our LHSCA license is formally in place. The policies and procedures for our LHCSA were adopted by the committee and will be discussed further under new business this evening.

MJ shared we continue to see our ten remaining patients. One of our nurses works mornings, Mondays through Fridays and will work weekends, if needed. One of our public health nurses is able to be on call both evenings and weekends if necessary. We also have a back up contract with HCR should we need to call on them. MJ is hearing less community concerns about referrals. Our home health aide is busier than she has been.

In closing, Mary Janet shared how excited she is to be back in public health and looks forward to the future.

*Environmental Report*

Paul shared the tanning law is moving forward. We expect to have each tanning salon permitted by the end of the year and begin inspections after the first of the year.

The GIobal Imaging Satellite (GIS) system is also moving forward. A new scanner has arrived and historical paper files from the 1970's are currently being scanned into electronic files. Eventually this program will be able to produce data specific letters and forms, thus reducing clerical time for such tasks.

We are also working toward further investigation of electronic rabies certificates. Use of such software would greatly lessen the number of staff necessary to facilitate a clinic, as well as a reduction of post clinic staff time to then transfer the paper records into a database.

Tonight's packets also contained an ongoing county rabies report with information current through November 9, 2010. Paul shared we will revisit the recent board discussion and request to rotate the rabies clinics through the different towns, within our county. In the past two years we have divided the clinics equally between Albion and Medina in an attempt to find a common and convenient clinic location for county residents.

Another serve safe training was held recently and five or six people were trained. A stipulation report was included in this evening's packets and was reviewed. Country Club Restaurant, Apollo Restaurant and Village House Restaurant are currently subject to ongoing inspections, due to violations. In particular, we will be hosting a mandatory meeting with Country Club Restaurant on December 6, 2010.

Dr. Abbasey shared he would like the stipulation report to include a field that would define what the violation has been. The remaining board members agreed they would also like the additional data to be housed within the report. Paul will amend the report to include the specifics of the violations. The board expressed concern for the public safety with regards to a fair and equitable method of openly posting these restaurant violations. This matter was discussed at length last year and Paul will place this matter on a future agenda for the board to revisit and develop further protocol.

As discussed previously, we have interviewed and hired an employee to fill the vacant sanitarian position. Albert Cheverie, of Albion, will begin work in our environmental division later this month. He has a master's degree in education and a bachelor's degree in earth science. He is also very familiar with GIS.

*Expenditure Report*

There was no expenditure report.

*Corporate Compliance Report*

Paul shared this report will now become a regular agenda item at future meetings. Kimberly Castricone is our departmental corporate compliance officer and would normally give this report, but is on vacation this week. We have no reports of any corporate compliance hotline calls. Paul shared we are looking at exclusion software and once this software is purchased and implemented, we will populate the program with everyone our department interacts with, (both employees and contractual), and will run the program monthly. This will be a new protocol and monthly exclusion checks will commence January 1, 2011.

With regards to a documented corporate compliance violation by an Integrated Therapy Services employee two years ago, the speech therapist was found guilty of a Class E felony. She received no jail time, a $13,000.00 repayment to Medicaid and six months probation. Her license is revoked for two years and then she can re-apply.

**Old Business**

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

The majority of the CHHA issues was discussed under the nursing report and will be further discussed under new business.

We just received word, via email, that the sanitary code revisions, as sent to Albany, have been reviewed. A letter, with comments, should be arriving from the state soon.

**Agenda Item 7. New Business**

1. **Policies and Procedures for Licensed Home Care Service Agency**

The policies and procedures for licensed home care service agency have been reviewed and given full approval by the quality improvement committee.

Upon passing the policies and procedures for licensed home care service agency by the quality improvement committee, these numerous policy documents were either emailed as attachments, and/or mailed via USPS to all board of health members for review prior to tonight's meeting.

The board members were asked if they had any questions about the documents as previously reviewed. Additionally, Mary Janet Sahukar presented and explained revisions/corrections made to four (4) documents ***and*** the addition of one document packet not previously mailed.

- Modifications had been made to the standing order for the administration of Tuberculin skin test document, refining some language, correcting the medical consultant and omitting the use of the word, "negative". MJ Sahukar presented the revised document to each board member and thoroughly explained all revisions and clarifications and answered any questions.
- Modifications had been made to the treatment for adverse reactions document to replace the word Adrenalin with Epinephrine. Also the board wished to further clarify the words "in water" to be used in tandem with the words "in aqueous". MJ Sahukar presented the revised document to each board member and thoroughly explained all revisions and clarifications and answered any questions.
- Modifications had been made to the vaccine administration in the home document to replace the word Adrenalin with Epinephrine. Also the board wished to further clarify the words "in water" to be used in tandem with the words "in aqueous". MJ Sahukar presented the revised document to each board member and thoroughly explained all revisions and clarifications and answered any questions.
- Modifications had been made to the pre-discharge/home evaluation/new baby public health follow up document packet. Previously there had been an excessive amount of question marks on a specific section of this form as a means to draw attention. Use of one (1) question mark and implementation of bolded font replaced the multiple question marks. MJ Sahukar presented the revised document to each board member and thoroughly explained all revisions and clarifications and answered any questions.
- A document packet, not previously presented to the board, was handed out, including: NYS Wadsworth Newborn Screen Form, the form to confirm, in writing, an order received by a physician verbally, the Denver Screen-Directions, "What's Your Plan?"-planning for emergencies, the advance directive for medical treatment and the NYS proxy law and health care proxy form. MJ Sahukar explained these forms and answered any questions.
- Mr. George Bower motioned to pass ***all*** the policies and procedures for licensed home care agency with these revised four (4) documents and additional document packet as presented. Dr. Sallah Abbasey seconded the motion. Motion carried.

**Other Business**

Next month will be our annual dinner meeting and is tentatively scheduled for Tuesday evening, December 14, 2010. As discussed last year, we will review additional restaurant locations and notify the board via invitation.

**Adjournment**

George Bower motioned to adjourn the meeting. Dr. Ciavarri seconded the motion. Motion carried. The meeting adjourned at 9:05 p.m.

The next meeting will be held on Tuesday, December 14, 2010.