

ORLEANS COUNTY BOARD OF HEALTH
MINUTES OF MEETING
JANUARY 11, 2011

Call to Order

Paul Grout called the meeting to order at 7:40 p.m.

Members Present

Paul Grout, Dr. Jim Robinson, George Bower

Staff Present

Paul Pettit, Cathy Miller, Mary Janet Sahukar

Members Excused

Dr. Nancy Ciavarri, 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. Dr. Meza was reached by phone to complete the quorum. Motion carried.

Public Concerns

Paul stated there has been a problem regarding the water in the Town of Albion.

Mr. Jed. Standish, the Class D certified water supervisor and highway superintendent, discovered he had not recently received his payment for water duties, previously included with his regular paycheck. Unbeknownst to him, the village board had met and had removed that water portion from his regular paycheck. Mr. Standish came to our department and made us aware of this situation because of our role in the oversight of water. There was a meeting last night, January 10, 2010, that became "eventful" with disagreeing parties. There was a meeting this afternoon and it was decided to reinstate Mr. Standish's pay to include the water payment for services.

MJ Sahukar reported that our department received a recent complaint regarding one of our public health nurses from the NYSDOH health insurance programs data warehouse. An anonymous complaint stated our public health nurse was rude and unprofessional and conveyed herself as being able to ask for any communicable disease information from them because we were the health department. MJ spoke with our nurse and our nurse did not believe she had come across negatively; however, our nurse shared she would conduct herself more appropriately in future interactions. This experience also led us to review the letter we typically would use when requesting such information. It was felt this existing letter came across as "we are entitled" to receive information. This seemed to be a good time to revamp this letter to be more professional and respectful.

Bills for Payment

The bills for payment were reviewed. Dr. Robinson moved to accept the bills for payment. Mr. Bower seconded the motion. Dr. Meza was reached by phone to complete the quorum. Motion carried.

DIVISION REPORTS

Director's Report

Paul explained we are working diligently to complete and submit year end contracts, 2011 grants etc. Paul has asked his division leaders to complete their annual reports by the end of February 2011.

Our office “makeovers” are progressing. The majority of our main corridor has been repainted on its west side. Most full time, public health nurses now have their own offices and part-time nurses are sharing offices.

We met tonight for the first time in our new conference room. This updated conference room is more private, hosts a smart board and is furnished with a large table and seating for sixteen. Paul intends to offer this room to other departments should they need to accommodate such a sized group for any meeting or event.

Paul will be attending the annual NYSAC meeting in early February.

Nursing Report

Mary Janet Sahukar shared we have eight active patients currently being seen. Doris Delano continues to cover the planned visits and Connie Ferris is picking up and/or is prepared to pick up any other visits not being met by Ms. Delano’s schedule.

Our policies and procedures have been reviewed by the state. MJ has been speaking by phone with a representative of the state and has comprised a four page listing of items that needs to be corrected and/or added. Since that phone call, MJ has received the official letter as of last Friday. The quality improvement committee has been made aware of this updated status and after they review these changes, additions etc., these amended policies and procedures will be presented to this board for review/approval.

Our public health coordinator for immunizations is working very hard to find outlets for clinics. As discussed previously, there was no shortage of vaccine this year and there were numerous, numerous sites for patients to receive flu shots. This resulted in much less well attended clinics as hosted by our department. We are now offering a Thursday afternoon walk in clinic for flu shots and pneumonia shots.

Mary Janet explained there are a variety of webinars available for staff to watch in the clinic room on the smart board. MJ is asking the public health nurses to write some policies, specific to what they do. MJ complimented the nurse’s level of expertise in such matters and shared she would then be the one to review these policies.

Environmental Report

Paul directed the board to the final version of the 2010 stipulation log as placed into tonight’s packets. As suggested by Dr. Abbasey, the report/chart will soon display and include more information and data. Most stipulations have been resolved and most cases closed out. The Apollo Restaurant is paying their fine in installments. The Country Club Restaurant did attend a meeting at our department. The owner did not attend; however, the restaurant manager attended and they are now well aware of what needs to be remedied.

The ATUPA tobacco sale made to a minor by Crosby’s of Holley has been handled and they were given a stipulation agreement.

The rabies animal bite sample chart, included in tonight’s packet, was reviewed and discussed.

The GIS project is moving along with the scanning of files. Our new employee, Al Cheverie, is acclimating nicely and is working on the GIS project, as well as other assignments.

Expenditure Report

There was no expenditure report.

Corporate Compliance Report

There was nothing new to report regarding corporate compliance. We are now engaged in running our monthly screens for Medicaid exclusion.

We will soon be holding our annual corporate compliance training.

We are going to soon be conducting our trainings/screenings for vendors of our 3-5 Program and Early Intervention programs.

Niagara County is just finishing up with their visit by OMIG and will have their official results of their Early Intervention Program their and 3-5 Program soon.

Old Business

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

The CHHA business was conducted under the nursing report.

The sanitary code revisions have received comments back and corrections are being worked on by staff.

We have previously discussed our lack of jurisdiction to address complaints as the town and local code enforcement officers are supposed to be enforcing the Uniform, Building and State Sanitary Codes. Paul proposed our board draft a letter to each town and village supervisor, within the county, to voice concerns about this issue. A rough draft was presented in tonight's packet and discussed and will be revised.

New Business

Election of Officers:

Mr. Bower motioned to nominate and re-elect the existing platform of officers as it currently stands with Paul Grout as president, Dr. Jim Robinson as vice-president and Wendy Oakes Wilson as secretary. Dr. David Meza was reached by phone to second the motion as described. Dr. David Meza was reached for a quorum vote. Motion carried.

As described in the by-laws, we addressed the meeting schedule for 2011. After a brief discussion, it was agreed the second Tuesday of each month is working fine and it shall remain as the standard protocol for meeting dates.

The 2011 Health Department Budget was enclosed in this evening's packet and was discussed.

The letter to town supervisors for code enforcement concerns was discussed earlier in the evening under new business.

Paul explained we will be eliminating our department's position of Medicaid Service Coordination, currently held by Annette Maxon. Ms. Maxon has held this position for five years. This program is a non-mandated program and changes last October within the OMRDD, both in caseloads, capitations, and reduced fees have resulted in a decision to eliminate this service and county position. From a cost standpoint we will no longer provide that service and will assist families in a smooth transition to a different agency. The union will be given seven days notice of the elimination of this position as required. A resolution will go the legislature at the end of January.

The consolidation of water districts in Orleans County, a summary of which was enclosed in the evening's packets, was discussed. The board reviewed the document and discussed the potential reduction of costs and time. The only concern is that the formula used by the state to determine the amount of money received from the Drinking Water Enhancement Grant takes into account the number of water districts. The money we save does not equate to the money we may lose from the water grant. However, as other counties consolidate water districts it is very likely that the formula used to determine the amount of money received from the state will change.

Other Business

There was no other business and there will be no February meeting.

Adjournment

Mr. Bower motioned to adjourn the meeting. Dr. Robinson seconded the motion. Motion carried. The meeting adjourned at 8:55 p.m.

The next meeting will be held on Tuesday, March 8, 2011.

ORLEANS COUNTY BOARD OF HEALTH
MINUTES OF MEETING
MARCH 8, 2011

Call to Order

Paul Grout called the meeting to order at 7:36 p.m.

Members Present

Wendy Oakes Wilson, George Bower, Dr. Sallah Abbasey, Paul Grout

Staff Present

Paul Pettit, Cathy Miller, Mary Janet Sahukar

Members Excused

Dr. Nancy Ciavarri, Dr. David Meza, Dr. Jim Robinson

Minutes of Previous Meeting:

George Bower moved to accept the minutes from the previous meeting. Dr. Abbasey 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. George Bower seconded the motion. Motion carried.

DIVISION REPORTS

Director's Report

Our annual report for 2010 has been completed.

The Medicaid Service Coordinator position has been eliminated, as discussed previously. Annette Maxon's last day was February 4, 2011 and her consumers were moved to another service coordination agency, based on parental choice.

The county health rankings will be out the end of this month. We have not as yet seen the data. We believe the data should be more accurate this year because of the revised method in which the data was collected.

The first week in April is "**public health week**" and Paul is working with Nola Goodrich-Kresse to try and come up with a press release and incorporate this new data, in conjunction with the promotion of public health.

Linda Garrison and Cathy Miller each attended three days of training in Buffalo last week for an overview of the new system which will soon be utilized for our Early Intervention Program. The 0-2 population and its care had been orchestrated through the original **KIDS** system since the early 1990's. The new **NYEIS** system has been in the process of development and implementation for the past five years, and county by county, this new system is being unveiled and implemented. Orleans County is expected to begin using this new "real time" system for any 0-2 Early Intervention children coming our way, beginning April 1, 2011. All children already located in the **KIDS** system will continue through the **KIDS** system until they transition out and/or age out at the time they reach three years of age. All newly referred children will be managed through the new **NYEIS** system, requiring us to operate dual systems through the next

three years. All data from referral to evaluation to the child's services, payment of services and recoupment from all funding streams will flow through the new system, as it did through the old system.

We will be getting another student intern on March 21, 2011. She is coming to us from Community Partners, through Medina Hospital. She will also be working with Nola Goodrich – Kresse. Both students come to us from Brockport College. One is a health education major and one is a health administration major. We are using them to complete some projects and we are enjoying their presence in our department.

We continue to await budget impacts from the Albany leadership transition since January.

Paul shared he will be gone March 23-25, 2011 to his third session of his public health leadership training.

Nursing Report

Mary Janet Sahukar shared the current status of our remaining home health care division. In January and February, combined, we had a total of two new cases. In each case these were a **resumption of care** of a previous case, post-hospitalization. We had a total of four visits for PRIs and screens, for either nursing home admission or traumatic brain injury program.

We have had four assessments for the department of social services for their home care program, for which we have a contract.

Between one, part-time nurse completing the on schedule visits, working five days per week, approximately three hours per day and one public health nurse attending to the visits outside of the part-timer's work schedule, we are meeting the needs of our home health care patients.

NYSDOH paid an unannounced visit to our home health care division on February 16, 2011. Violations cited included as follows:

1. A deficiency because a nurse did not wash her hands as follows. The patient had two wounds, one on each foot. She changed her gloves between caring for each of the wounds; however, she did not wash her hands between completing the care on one foot and the re-gloving to care for the second foot.
2. She did not use a water-proof barrier on the person's arm and the patient had MRSA. She then did not re-wash her hands prior to returning her stethoscope and blood pressure cuff back into her home health care bag.

Mary Janet has addressed these issues with staff and reviewed policies and procedures. As required, we will be submitting a corrective action plan by Friday, March 11, 2011.

Mr. Bower asked if there will be any disciplinary action. Paul and Mary Janet explained verbal discussions/warnings were implemented with the nurse and Mary Janet will accompany this nurse on a visit for re-education purposes and supervising of specific practices.

We currently have 7 home health care patients.

Our public health nurses have immunized 50 children and 67 adults through the months of January and February.

Mary Janet brought to the board's attention to a call received from the infectious control nurse of Lakeside Hospital. She called as a courtesy to share a nine year old boy had arrived in the Lakeside Emergency room as a DOA, "*dead on arrival*". This child had been seen in the Medina Emergency room on February 19, 2011. Medina had then referred the child to Children's Hospital of Buffalo (CHOB). The child was not transported from Medina, rather, he was *referred* to CHOB and then *taken* by his family to CHOB on the next night, February 20, 2011 where he was seen at approximately 3A.M. There, he was given Tamiflu because he had influenza B. He was given a treatment of Albuterol and then, sent home. The family was told if the child had more difficulty with coughing, to take him for a ride in the car. This is what the father did, placing him in the car and going for a ride when the father noted the child was not breathing. He stopped and called 911. Mary Janet was not sure at this point whether the father then continued to drive the child to Lakeside Hospital or if the ambulance took the child to Lakeside Hospital. The investigation is being conducted by one of our nurses, Connie Ferris, in conjunction with NYSDOH.

Mary Janet provided the board members with amendments and corrections, in advance of this meeting, of the policies and procedures for their review.

Paul then shared with the board that Mary Janet Sahukar had recently been chosen as county, employee of the month for the month of December 2010. We are happy her efforts and dedication to her job was recognized at the county level.

Environmental Report

Paul referenced the rabies report enclosed in the evening's packet. We conducted a partial series of post-bite shots to a gentleman after he was bitten on the nose by a raccoon. Because he was bitten on the eve of a holiday weekend, we were unable to ship the collected specimen to Albany as rapidly as usual. Because of this time concern, we opted to work with Lakeside Hospital and begin the post-bite treatment and administered the first shot. Later, the specimen proved to be negative and further shot treatment was discontinued.

On Saturday, March 19, 2011 our first rabies clinic of the year will be held in Shelby. We expect to have **some** employees using laptops, to implement the new software developed to collect rabies information and dispense electronic rabies certificates. Our IT department head, Charles Kinsey, held a meeting earlier today to demonstrate the new software to employees.

Paul referenced the stipulation log also enclosed in the evening's packet.

Paul shared we recently completed our quarterly ATUPA round of compliance checks. On Saturday, March 5, 2011 two department teams divided the county in half and each team took an ATUPA trained minor to all tobacco selling establishments in the county. There were no sales.

The state was here for review of the environmental division last week. That visit seemed to go well.

The GIS program continues to move forward and is scanning in the Clarendon area now.

Tomorrow, Paul and environmental division leader, Shannyn Sanger, will visit Niagara County Health Department to discuss engineering services. We are looking into contracting with their department, rather than using Clark Patterson, to see if that would be financially beneficial to our department.

Expenditure Report

There was no expenditure report.

Corporate Compliance Report

There are no current calls/complaints to corporate compliance to report. Soon, annual training of staff will begin as required.

Old Business

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

There was nothing new to report regarding CHHA activities other than what was discussed under this evening's nursing report.

Paul discussed sanitary code revisions and expects this process should be completed by our April 2011 board meeting.

As previously discussed, the letter to town supervisors was reviewed and was signed by Paul Grout for mailing and distribution

New Business

Wendy Oakes Wilson motioned to accept the fee schedule/adjustments presented. Dr. Abbasey seconded the motion. Motion carried.

Wendy Oakes Wilson motioned to accept the licensed home care services agency changes/amendments as presented. George Bower seconded the motion. Motion carried.

Other Business

There was no other business.

Adjournment

Wendy Oakes Wilson motioned to adjourn the meeting. Dr. Abbasey seconded the motion. Motion carried. The meeting adjourned at 8:40 p.m.

The board then went into executive session at 8:41 p.m.

The board exited executive session at 9:00 p.m.

On Friday, March 11, 2011 the amended document to follow was faxed or emailed to board members for their review and approval:

INDEPENDENT CONTRACTOR AGREEMENT

ORLEANS COUNTY HEALTH DEPARTMENT

AND

OAK ORCHARD COMMUNITY HEALTH CENTER

Agreement is made between the Orleans County Health Department, with address at 14012 Route 31 West, Albion, New York 14411 and Oak Orchard Community Health Center, with address at 300 West Avenue, Brockport, New York 14102.

1. **WORK TO BE PERFORMED:**

The Oak Orchard Community Health Center has agreed to provide physician services to the Orleans County Health Department as the Medical Consultant as herein-after set forth:

- Attend monthly meetings of the Orleans County Board of Health.
- Attend quarterly meetings of the Quality Improvement Committee:
- Visit the Agency offices, as needed, for the purpose of reviewing and signing Children with Special Health Care Needs Program "Authorization".
- Visit the Agency as needed to consult with the Public Health Director or the Director of Patient Services regarding Agency matters of a medical nature, i.e. disease control, medical aspects of public health, community health nursing, home health care, environmental health, etc.
- To be available for routine medical patient consultations at the Health Department or Oak Orchard Community Health Center's medical offices with no additional charges to the patient or the Health Department.
- Sign patient-specific and standing orders.
- To be available for consultation on all public health emergencies.
- Participate in bioterrorism clinic drill exercises as required by the NYSDOH.
- Counsel with regular public health nursing and environmental staff as needed on potential medical problems or environmental issues.
- Attend in-service programs, if available, relating to Medical information relative to public health.
- Arrange for other Medical Consultant coverage when not available.

It is understood and agreed that all medical reports and other reports, documents, and materials which the physician prepares, in whole or in part, in connection with these services shall be the property of the Orleans County Health Department.

The Orleans County Health Department's responsibility, herein-after are as follows:

- To provide all forms, papers, clerical support and reference materials as may be required by the physician in the performance of services as Agency Medical Consultant and Medical Consultant of the Children with Special Health Care Needs Program.
- To keep the Medical Consultant informed of necessary Public Health policies promulgated by the New York State Department of Health and to provide the doctor with copies of all such relevant policies.

2. **TERMS OF PAYMENT:**

The contractor shall be paid the following:

Fifteen thousand dollars (\$15,000) being a monthly rate of \$1,250.

3. **VOUCHERS:**

The Contractor shall provide the County with vouchers and other appropriate documentation setting for the work performed and payments due under this agreement. The County shall cause such vouchers to be properly audited within a reasonable time after presentation for payment.

4. **PAYROLL TAXES:**

The County will not withhold or pay any State or Federal income tax or any other payroll tax on behalf of the Contractor or any employee of the Contractor. The Contractor will be responsible for payment of its own payroll taxes.

5. **WORKERS COMPENSATION:**

The County will not obtain or pay for workers compensation insurance for the Contractor or the Contractor's employees. The Contractor shall be responsible for processing workers compensation insurance for the Contractor and the Contractor's employee.

6. **INSURANCE:**

The Contractor shall so conduct the work that persons and property are protected at all times. The Contractor shall protect, indemnify, and hold harmless including payment to officers, agents, employees, and the owners of land upon which any operations under this contract take place, from any liability, cost, loss or damage on account of any injury to persons, property or both, arising from the Contractor's performance under this contract. The Contractor shall defend at his own expense all suits, which may be brought to recover damages arising from the Contractor's performance under this contract including suits or actions against the persons named above.

The contractor shall procure at his own expense and maintain for the life of this agreement, insurance for injury, damage, costs, or claims in the kind and amounts as specified in Attachment "A". Such policies shall embrace all operations to be performed under the contract. All insurance, with the exception of Worker's Compensation and Employees Liability shall name the Orleans County Health Department as additional insured.

No work is to be commenced until all required certificates of insurance have been accepted by the County Attorney. All policies must provide a 30-day written notice prior to expiration, cancellation or diminishment and renewal certificates must be submitted prior to expiration date. Any deductibles or self-insured retention must be declared to and approved by the municipality.

7. **STATUS:**

This Agreement does not constitute a hiring by either party. It is the party's intention that the Contractor is an independent contractor and not a county employee, for the purpose, including, but not limited to, the application of the Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the Internal Revenue Code, the New York Tax Laws, the New York State Worker's Compensation Laws and the New York State Unemployment laws.

8. **TERMS:**

The terms of this agreement is as follows:

Starting Date: January 01, 2011
Completion Date: December 31, 2012

9. **TERMINATION:**

Either party may elect to terminate this Agreement by giving written notice to the other party of its intention to terminate this Agreement. Such notice may be personally served or sent by mail to the other party at the address set forth above at least 30 days prior to the proposed termination date. Upon termination of this Agreement, Contractor shall immediately deliver to the Orleans County Health Department all of the records in possession of the Contractor pertaining to the work performed under this Agreement.

10. **NOTWITHSTANDING CLAUSE**

Notwithstanding any other provisions in this contract, the licensed home care services agency (LHCSA) and the Orleans County Health Department remains responsible for (a) ensuring that any service provided pursuant to this Contract complies with all pertinent provision of Federal, State and local statutes, rules and regulations; (b) ensuring the quality of all services provided by the agency; and (c) ensuring adherence by agency staff to the agency plan of care established for patients.

This Agreement has been executed at Albion, New York on the dates hereafter set forth.

Dated:

By _____

David Callard
Chairman of the Legislature

Dated:

By _____

Paul Pettit
Public Health Director

Dated:

By _____

Dave Fisher
Oak Orchard Community Health Center

Dated:

By _____

Dave Schubel
Orleans County Attorney

The change(s) are as follows:

In referencing Professional Advisory Committee previously and noting in the second bullet, it is now referenced as Quality Improvement Committee.

Also, on the third page, the addition of #10 adding the “not withstanding clause”, previously left off.

A quorum of board members (Dr. Sallah Abbasey, Paul Grout, George Bower and Dr. Nancy Ciavarri) responded via phone or email with their approval of the amended document as presented above.

ORLEANS COUNTY BOARD OF HEALTH
MINUTES OF MEETING
APRIL 12, 2011

Call to Order

Paul Grout called the meeting to order at 7:41 p.m.

Members Present

Dr. Jim Robinson, Paul Grout, Dr. Nancy Ciavarri

Staff Present

Paul Pettit, Kimberly Castricone, Cathy Miller,

Members Excused

Dr. Sallah Abbasey, Dr. David Meza, Wendy Oakes Wilson, George Bower

Minutes of Previous Meeting:

Dr. Ciavarri moved to accept the minutes from the previous meeting. Dr. Robinson seconded the motion. Motion carried.

Public Concerns

We received a sewer complaint regarding West Side, a mobile home park located in Orleans County. A pump tank, while the pump was pulled out and in the process of repair, spilled sewage out, over the ground. Paul and our department are working with them to get the issue corrected. We have sent them a stipulation agreement and hope to resolve the matter soon.

As previously discussed, the letter, sent to town supervisors and village mayors last month has seen responses to both our offices, and, also, to Paul Grout, board president. Dan Wolfe, code enforcement officer had a positive meeting/conversation with Paul Grout and also sent an email to Paul Pettit. Melissa Irwin, code enforcement officer from Town of Clarendon, sent our department a letter and Paul Pettit did place a call to her and further discuss the matter with her. Mark Chamberlain, Town of Barre, also placed a call to our offices. At some point in time, Paul hopes to schedule a meeting that would include representatives of all towns and villages for further discussion on this matter.

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 reported the state budget has passed and we have come out of the process somewhat unscathed. The optional, article 6 programs that we previously saw a 36% reimbursement were eliminated. The impact to us, because of less revenue, should be approximately \$50,000.

There is expected to be a 5% reduction to Early Intervention providers effective April 1, 2011. The Tobacco Control prevention Fund was reduced from 52 million down to 35 million.

We have hosted two interns from Brockport State College in the recent weeks. One of the students is pursuing a public health administrative degree and worked with Kimberly Castricone to analyze our use of support staff as we transition to a "no CHHA" department. It would

appear we will **not** be filling the account clerk positions, but **will** keep a keyboard specialist position.

We did renew our contract with Oak Orchard Health Center through the end of April for our medical consultant. We are waiting to see what the gap coverage rates/premiums will be. The costs, when disclosed, will determine how we further pursue our options for the position of medical consultant.

Paul referenced the health rankings documents included in the evening's packet. Observations and comments were shared regarding the facts in this document.

Paul further discussed last month's conversation regarding the potential consolidation of Orleans and Genesee Counties under one public health director and merging the two boards of health. This concept is in the very early stages of discussion and fact finding. Paul Grout will reach out to the president of the Genesee County BOH and ascertain their outlook on this matter. The two county managers have been discussing this matter with NYSDOH.

Nursing Report

LHSCA policies and procedures have been submitted to NYSDOH with no comment or feedback as yet.

There are no further reports to share regarding the February death of the child as discussed at the March 2011 meeting.

Environmental Report

Paul shared the stipulation report.

Paul explained the recent rabies clinic, held in Shelby, was successful in implementing some laptops and the introduction of the new rabies certificate program software.

Inspection of children's camps and migrant camps has begun.

The implementation of tanning law oversight with regards to new regulations has begun. Our environmental staff has visited all tanning salons numerous times to inspect and further educate.

The GIS system is progressing well.

Expenditure Report

The expenditure report was reviewed.

Corporate Compliance Report

There are no current calls/complaints to corporate compliance to report. Annual training of staff will begin as required soon and training will be presented to board of health at the May 10, 2011 meeting.

Old Business

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

There was nothing new to report regarding CHHA.

New Business

The sanitary code revisions were included in the evening's packets. They had also been sent to each board member in advance of this evening's meeting via mail, email or fax. Dr. Meza did contact Paul Grout to share he would like to further discuss this subject at a future meeting. Discussion of this document continued and it was shared, this document, once voted upon and passed by our board, would then continue to NYSDOH for further review, comments and most probably, revisions. Members felt it was best to not delay another month since other members, not in attendance this evening, had shared their approval of the document as presented via phone or email prior to the meeting. As stated earlier, it is duly noted Dr. Meza would have preferred further discussion. With disclosure of the remaining members' current approval, and, noting, after potential acceptance by NYSDOH, there would still be a public comment time period and yet another vote on the final adoption of this document, Dr. Nancy Ciavarri motioned to accept this document and send it to NYSDOH for review. Dr. Jim Robinson seconded the motion. Motion carried.

Other Business

There was no other business.

Adjournment

Dr. Ciavarri motioned to adjourn the meeting. Dr. Robinson seconded the motion. Motion carried. The meeting adjourned at 9:13 p.m.

The next board meeting will be May 10, 2011 and will include corporate compliance training.

ORLEANS COUNTY BOARD OF HEALTH
MINUTES OF MEETING
MAY 10, 2011

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, Dr. David Meza, George Bower

Staff Present

Paul Pettit, Nola Goodrich-Kresse, Cathy Miller,

Members Excused

Dr. Sallah Abbasey, Wendy Oakes Wilson

Minutes of Previous Meeting:

George Bower moved to accept the minutes from the previous meeting. Dr. Robinson seconded the motion. Motion carried.

Public Concerns

There was a water incident in Holley about ten to fourteen days ago. There was a water main break in Holley and the village water supply was temporarily cut off and repaired. Late last week, Paul received a call from the state western water region notifying us of noted discoloration in Holley School's tap water. Holley School had not directly reported this to our department. Upon our investigation, yellowish tinted water was coming out of the taps at both schools. It was thought perhaps the lack of use at the school over the spring break had caused some heavy sediment and some discoloration. We advised the school not to use the water and we went out and took water samples. It was determined that there had been no water main break on school grounds and we had them flush the hydrants and lines. In doing that, a great deal of chunky residue was noticed. We theorize there was a private contractor doing some work in the village and the vibration of jack hammers and other equipment caused residue and sediment to break through and flow into their water main. After a couple of days of flushing, the water clarity resolved itself and the tests on the water samples were reviewed and were fine. We have advised the school to put in a reduce pressure zone (RPZ) valve at the road which will assist in responding to any similar situation in the future.

Bills for Payment

The bills for payment were reviewed and discussed. George Bower pointed out that although the board has motioned and voted on the bills for payment for years, they really do not have the power to do so. It was agreed that, going forward, our board will simply review and discuss the bills for payment; however, they will no longer be voted on.

DIVISION REPORTS

Director's Report

Paul reported that our 2011 state aid application has been submitted for processing. We are also finishing up the municipal public health plan corrections which are due this Friday, May 13, 2011.

Paul shared we recently received a letter from ARC of Orleans indicating they would be ceasing their Early Intervention home-based services effective July 1, 2011. It was noted they did not indicate they would not be ceasing their center-based Early Intervention services; however,

typically, a center-based placement for a child, aged 0-2, is more of a rarity. This age child is usually serviced in their natural home environment. NYSDOH will be imposing new rates very soon for providers of service. We have every reason to believe our county's Early Intervention rates to providers will be increasing, rather than decreasing. Paul and his Genesee County counterpart will be having a meeting soon with ARC management. We are approaching an enrollment of almost ninety Early Intervention children currently, less than twenty currently serviced by ARC. There is no waiting list for services for any Early Intervention services at this time.

There is nothing new to report regarding our medical consultant and our insurance issue as discussed last month.

Our two Brockport College interns have now left our department. We expect to host a new intern soon, Marcus Bates. Paul hopes to initiate other internships in the future, perhaps with nursing and environmental science.

There was little to report with the interest in merging public health director positions with Genesee County. Paul Grout, board president, did contact the Genesee County board president to determine if there was any interest in pursuing this direction. Paul Grout reported he had called their board president, who had been told he would be calling; however, she did not seem to have much knowledge of this issue and indicated their board was busy currently with another pressing issue. Her board will be meeting on June 7, 2011 and she will make some inquiries.

Nursing Report

Paul Pettit reported in MJ Sahukar's place and was pleased to report we had received a letter from NYSDOH, approving our LHCSA.

Paul passed out a summary report on a suspect TB patient, as compiled by Deborah Restivo, public health nurse. The board reviewed the summary of this current suspect TB case. A copy of this document will be mailed, along with other meeting documents, to the members not in attendance this evening.

Environmental Report

Paul shared the stipulation report for review.

Paul shared the rabies report for review. We will host our next rabies clinic in early June 2011.

Paul explained a new billboard promoting ATUPA was recently unveiled in the Holley area. A Medina student's artwork was chosen for this billboard. Another ATUPA billboard will go up in the Medina area this summer. The medina billboard artwork was supplied by a Lyndonville student.

A retired environmental staff person, Clark Stritzel, was recalled to work per diem to complete some seasonal inspections over the spring, summer and early fall.

Potentially, there were to be some children's camp changes as determined by NYSDOH; however, there was some controversy with some of these changes and these issues will be revisited.

Expenditure Report

There was no expenditure report. It should be available next week and will reflect the first quarter of 2011.

Corporate Compliance Report

There are no current calls/complaints to corporate compliance to report.

Old Business

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

There was nothing new to report regarding CHHA. We continue to wait to hear from the state.

The Orleans County sanitary code revisions were forwarded to the state, as voted on last month. NYSDOH indicated we could move forward with them. Our county attorney, David Schubel, is in the process of orchestrating the thirty day comment period to hear from the public. Then, our board will review these policies one more time and conduct a final vote before sending back to NYSDOH.

New Business

Six documents for the LHCSA had been provided to board members prior to the meeting by email, fax or mailing. The board members had reviewed all six documents. Some discussion continued regarding a suggestion by Dr. Nancy Ciavarri to reword the recommendation for “up to date tetanus immunization status” to be changed to “up to date tetanus or Tdap immunization status” at the very bottom of the first page of **NURSING PERSONNEL REQUIREMENTS AND ORIENTATION**. Dr. Nancy Ciavarri motioned to amend to this wording change. George Bower seconded the motion. Motion carried.



ORLEANS COUNTY HEALTH DEPARTMENT

14012 Route 31 West, Albion, NY 14411-9372

Phone (585) 589-3278

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www.orleansny.com

Certified Home Health Agency



Public Health
Prevent. Promote. Protect.

Paul A. Pettit, MSL
Janet Sahukar, BSN
Public Health Director
Director of Patient Services

Mary

Dear _____:

We are pleased to inform you of your acceptance into the Orleans County Health Department (OCHD) Licensed Home Care Services Agency (LHCSA). We want to take this opportunity to clarify the program and its purpose to you.

The Orleans County Health Department LHCSA provides Public Health Nursing services to you/your child as ordered by your authorized practitioner.

As a patient of the Orleans County Health Department's Licensed Home Care Services Agency, service will be provided according to a Plan of Care approved by your/your child's authorized practitioner (Doctor of Medicine, Osteopathy, Podiatry; Licensed Midwife or Nurse Practitioner).

As your/your child's health status changes, the nurse will consult with your/your child's authorized practitioner to make appropriate changes to the Plan of Care. When it has been determined that LHCSA services are no longer necessary, you/your child will be discharged with at least 48 hours notice and the approval of the authorized practitioner.

Again, we are glad for the opportunity to be of service to you/your child and if you have any questions, please feel free to ask you nurse.

Sincerely,

Mary Janet Sahukar, RN, BSN
Director of Patient Services

I have read this letter and I agree to accept the terms as stated above.

DATE

SIGNATURE

WITNESS

TITLE:
POLICY FOR REPORTING AN INCIDENT/ACCIDENT

POLICY:

The agency will promptly and thoroughly investigate, document and resolve any incident/accident that occurs involving a patient or staff member. As part of the resolution, staff will be inserviced to raise awareness in an effort to prevent future occurrences.

RATIONALE:

The overall goal of the agency is to prevent incidents/accidents. Prompt, thorough assessment assures immediate care for the patient and/or staff member; investigation and resolution foster understanding of circumstances leading up to the incident/accident; inservicing of staff with regard to the causes of the incident/accident and its resolution, including any changes in procedures that may be made as a result of the investigation, is required to prevent further occurrences.

PROCEDURE:

An alteration in expected outcomes, especially if it involves injury to a patient and/or staff member, requires the following actions:

1. Immediate care for the patient and/or staff member will be provided, as appropriate.
2. The staff member will notify his/her immediate supervisor, the Director of Patient Services (DPS)/designee and if applicable, the patient's care provider.
3. Completion of appropriate forms:
 - a. Orleans County Incident & Accident Report (attached) to be completed by Staff member and submitted to the DPS/designee within 24 hours.
 - b. C-2 Form- Workers' Compensation Form (attached) to be completed by the DPS/designee with input from staff member. Administration completes Section H.
 - c. If the incident/accident involves blood/bodily fluids, the Incident Report (appendix D of the Exposure Control Plan) will be completed by the staff member and reviewed by the DPS/designee.
4. The DPS/designee will investigate the incident/accident, complete the Supervisory Section of the Incident & Accident Report and submit it to the Director of the Health Department within five (5) business days. If approved, the Director will initial it.; copies are sent to Personnel, the preparer and Administrative office of the Health Department. The original is sent to the Legislative Office where originals are retained for six (6) years. If there are issues which prevent full approval, the Director and DPS/designee will discuss/resolve such issues.
5. The DPS/designee will assure that if a patient has been injured, appropriate care has been given/arranged; if a staff member has been injured, that appropriate care has been given/arranged and that the Workers' Compensation process has been initiated.
6. The DPS/designee will provide pertinent information regarding the incident/accident with the staff at the next scheduled staff meeting unless the situation requires immediate attention. In that case, an emergency staff meeting will be convened for this purpose.

Written:
QIC:
BOH:

Revised:

Revised:

Revised:

**THE ORLEANS COUNTY HEALTH DEPARTMENT
LICENSED HOME CARE SERVICES AGENCY**

TITLE: Nursing Home Visits to administer the Mantoux Tuberculin Skin Test
POLICY: It shall be the policy of the Orleans County Health Department Licensed Home Care Services Agency to provide the Mantoux Tuberculin Skin Test in a patient's home only if the patient is unable to come to the Health Department.

RATIONALE: It is the practice of the Health Department to provide this testing at the clinic site in the Health Department at scheduled clinic times or by appointment. If a patient is homebound and, therefore, unable to come to the clinic, and has a medical need for this test, two home visits will be made to this patient's home: the first to place the test and the second, 48 to 72 hours later, to read the test.

PROCEDURE: A referral will be taken either from the Health Care Provider or the patient/caregiver and will include the reason for the test and who is to be notified of the result.

If the request is from the Health Care Provider*, orders will be obtained for the Mantoux test. In addition, patient-specific orders will be obtained for:

Epinephrine 1:1000 Aqueous

Diphenhydramine elixir (Benadryl) 12.5mg/5ml

Ammonia ampoules (in case the patient feels faint)

If the referral comes from the patient/caregiver, the patient's health care provider will be contacted for the same orders as noted above.

The nurse will visit to perform the test according to the Policy entitled:

TUBERCULIN SKIN TEST (TBST/MANTOUX/PPD) PROCEDURE.

The nurse will revisit 48 to 72 hours later to read the test. The result will be reported to the health care provider and/or whomever the patient names. A signed consent to share information will be obtained by the nurse before test results are shared with anyone except the ordering Health Care Provider.

- Health Care Provider: Doctors of Medicine/Podiatry/Osteopathy/Licensed Midwives/Nurse Practitioners

Written:
QIC
BOH

Revised:

Revised:

Revised

Revised

TITLE:
POLICY FOR THE ANNUAL REVIEW OF WRITTEN POLICIES AND PROCEDURES

POLICY:

It shall be the policy of the Orleans County Licensed Home Care Services Agency to review the Personnel Policies and Procedures, applicable to this agency, as put forth in Title Ten (10) of the New York State Codes, Rules and Regulations, Part 766.11. Revisions will be made as necessary and will be included in the review. This will be done annually by a committee of the Quality Improvement Committee and presented to the Board of Health by the Director of Patient Services/designee for approval at the organizational meeting in January of each year.

RATIONALE:

Regular review of existing Policies and Procedures, with revisions, assists in maintaining the integrity of the agency's programs by providing guidance based on current information. This component is essential for improving the quality of service to the residents of our county.

PROCEDURE:

A subcommittee will be formed at the quarterly meeting of the Quality Improvement Committee (QIC) in June, 2011. This committee will be charged with review of the Personnel Policies and Procedures and the development of a written report which outlines its findings with recommendations. This report will be due at the third quarter meeting of the QIC. Recommendations will be considered and revisions will be made as necessary. These revisions will be presented to the QIC at the fourth quarter meeting for the QIC's approval and adjustments made as necessary. The approved report will be presented to the Board of Health (BOH) at the annual reorganizational meeting in January.

Written: Revised: Revised: Revised:

QIC:

BOH:

THE ORLEANS COUNTY HEALTH DEPARTMENT

Licensed Home Care Services Agency

TITLE:	Medical Follow-up for Employee with Prior-Positive PPD and Symptoms
POLICY:	<p>Any employee whose health status includes a prior-positive PPD will be assessed annually for signs and symptoms of active Tuberculosis. Should such an employee report symptoms at any time, s/he will be assessed immediately. The assessment will be done annually or as needed by the Public Health nursing staff and reviewed by the Public Health Nurse (PHN) in charge of the Tuberculosis Program. In her absence, the review will be done by the Director of Patient Services (DPS).</p>
RATIONALE:	<p>Latent Tuberculosis has the potential to become active at any time given the correct circumstances. Immediate and appropriate action provides care for the employee and protection for patients, co-workers, family and community members.</p>
PROCEDURE:	<p>Either at the time of the Annual Assessment or at any time that the employee who has had a prior-positive PPD reports symptoms suggestive of active Tuberculosis, the employee is informed that an Assessment for active disease must be done immediately.</p> <p>The assessment, using the <u>NYSDOH Annual Assessment-TB Program</u> form is completed immediately by a member of the Public Health Nursing staff and is reviewed by the PHN in charge of the Tuberculosis Program or, in her absence, by the DPS.</p> <p>Positive responses to any of the following questions, will trigger a referral to the employees physician or the Orleans County Health Department's Medical Consultant:</p> <ol style="list-style-type: none">1. Unusual, persistent, productive cough2. Night sweats3. Ten (10) pound or more weight loss without dieting <p>The nurse will call the physician (employee's choice), give the pertinent information, request an order for a chest x-ray and secure an appointment for as soon as possible.</p> <p>The employee is given appointment time, in writing, a requisition for the chest X-ray if it's ordered and a mask, if s/he is coughing and is excused from work until cleared by the physician.</p> <p>If the employee does not report the symptoms noted above, s/he may continue to work unless s/he isn't feeling well.</p> <p>All documentation will be placed in the employee's confidential Medical Record.</p>

ORLEANS COUNTY HEALTH DEPARTMENT

LICENSED HOME CARE SERVICES AGENCY

NURSING PERSONNEL REQUIREMENTS AND ORIENTATION

HEALTH REQUIREMENTS (Refer to Part 766.11 of the Codes, Rules and Regulations of NYS for details)

The health status of all nurses will be assessed and documented prior to assuming patient care duties, and annually thereafter, sufficient in scope that no person will assume patient duties unless free from a health impairment that is of potential risk to the patient /family/employees, or which might interfere with the performance of their duties, including the habituation or addiction to depressants, stimulants, narcotics, alcohol or other substances which may alter their behavior.

Documentation of the following will be provided prior to assuming patient care duties:

Immunity to Rubella (German measles):

- Serologic evidence of rubella antibodies, or
- One dose of live rubella vaccine on or after age 12 months

Immunity to Measles (rubeola):

- Birth date prior to January 1, 1957
- Serologic evidence of measles antibodies
- Two doses of live measles vaccine:
 - first dose on or after age 12 months
 - second dose more than thirty days after first dose and after age 15 months

Authorized Practitioner ** documentation of diagnosis of measles

**Physician, Physician Assistant, Specialist Assistant, Licensed Midwife, Nurse Practitioner

Written statement, if applicable, from any authorized practitioner** which certifies that immunization with measles and/or rubella vaccine may be detrimental to person's health.

A written statement, if applicable, from any licensed physician, physician assistant, specialist assistant, licensed midwife or nurse practitioner, which certifies that immunization with measles and/or rubella vaccine may be detrimental to the person's health. The requirements of paragraph (1) and (2) of 766.11 relating to measles and/or rubella immunization shall be inapplicable until such immunization is found no longer to be detrimental to such person's health. The nature and duration of the medical exemption *shall be stated by the individual's medical provider and placed in the individual's personnel record* and must be in accordance with generally accepted medical standards (for example, the recommendations of the American Academy of Pediatrics and the Immunization Practices Advisory Committee of the U.S. Department of Health and Human Services).

Testing for the detection of latent tuberculosis infection (TB skin test or other approved test), prior to assuming patient care duties and no less than annually thereafter for negative findings *will be done*. Positive findings will require appropriate clinical follow up, including an annual TB assessment but no repeat testing and no automatic repeat X-ray. See policy for Medical Follow-up of Patient with Prior Positive PPD and Symptoms.

Up-to-date **tetanus or Tdap** immunization status (within ten years of hire)- Orleans County requirement

OTHER REQUIREMENTS AND ORIENTATION

Personal Identification must be produced by each employee, verified and documented. This is done at the Orleans County Personnel Office where the I-9 form is completed prior to accepting an individual 's application for employment.

Provision of an Identification Badge by Orleans County Personnel Office, containing name of agency, employee's name, title and current photograph is provided by the Personnel Office staff; such as part of the individual's orientation. Identification will be displayed by the employee when in the patient home, and will be returned to agency upon termination of employment

Confirmation of employment history, or verification of recommendations two (2) references from other persons unrelated to employee if not previously employed.

Orientation to the policies and procedures of the LHCSA at employment initiation, including post partum/ well baby nursing visits, and, when relevant, visits to children with elevated lead levels, directly observed therapy and directly observed preventive therapy nursing visits, contact investigation nursing visits, lice education nursing visits, and administration of flu and pneumonia nursing visits.

Orientation to Orleans County policies at Orleans County Personnel Office

Conduction of an annual performance evaluation, including at least one supervisory in-home visit

Provision of/orientation to the LHCSA policy on HIV Confidentiality and Employee Attestation of HIV Confidentiality at time of employment and annually thereafter.

Employee Confidentiality Statement

Orientation to the agency Exposure Control Plan, at hire and annually thereafter

Offer of Hepatitis B Immunization series, and employee signed declination or record of immunizations

Orientation to Emergency Preparedness Plan

Personnel records shall be retained by the agency for three (3) years from the date of termination or resignation.

Written: 11/19/11 Revised: 2/2/11 Revised: 4/18/11 Revised: _____

QIC: 11/04/10 3/9/11 _____

BOH: 11/09/10 3/9/11 _____

Dr. Meza motioned to accept the six documents, noting the above bolded wording correction, as presented and reviewed this evening. Dr. Robison seconded this motion. Motion carried.

Other Business

Nola Goodrich-Kresse presented board members and staff their annual corporate compliance training and appropriate documents were signed to reflect the completion of this training. The corporate compliance training DVD will be provided to absent board members to meet this annual requirement.

Adjournment

Dr. Jim Robinson motioned to adjourn the meeting. Dr. Nancy Ciavarri seconded the motion. Motion carried. The meeting adjourned at 9:09 p.m.

The next board meeting will be June 14, 2011.

ORLEANS COUNTY BOARD OF HEALTH
MINUTES OF MEETING
JUNE 14, 2011

Call to Order

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

Members Present

Paul Grout, Wendy Oakes Wilson

Staff Present

Paul Pettit, Mary Janet Sahukar, Cathy Miller,

Members Excused

Dr. Sallah Abbasey, Dr. Jim Robinson, George Bower, Dr. Nancy Ciavarri, Dr. David Meza

Minutes of Previous Meeting:

Wendy Oakes Wilson moved to accept the minutes from the previous meeting. Board members were reached at a later date by phone for a second to the motion and motion was carried.

Public Concerns

Paul explained with regards to our fee schedules it has always been hard to make a determination as to who should be qualified as “non for profit”. Paul recently met with his legislative health committee and discussed this subject with them. In the interest of having continuity, it was decided we will not waive fees for any “non for profit” group.

Bills for Payment

The bills for payment were reviewed and discussed. As discussed at last month’s meeting, we will no longer be voting on the monthly bills.

DIVISION REPORTS

Director’s Report

Paul shared there was a tanker truck roll-over earlier in the day in our county. The truck apparently made no effort to stop and drove straight into the woods. The Department of Environmental Conservation was on site and representatives from our staff went out.

The state is finishing up with the budget and the local impact, as per a recent letter from the state, gave further definition of the Article 6 cuts. Several “optional” programs have seen grants cut. We expect to lose about \$36,000 in case management under the Early Intervention Program. Genesee County has actually put out an RFP for outsourcing their service coordination; however, they have had no interested parties to date.

Our private sewage and water programs will also be affected as this is considered an “optional program”. Some areas within this program are reimbursable such as technical assistance and giving certain guidance. Site evaluation, perk tests, permits and final inspections are an example of what would not be reimbursable. We are still waiting for final guidance from the state. We may have to increase fees or refer people to an engineer who would handle these tasks and sign off on them. The department has worked hard over the years to standardize and build up our environmental programs. We still do not have the state’s final guidance.

Our lead grant will be increasing. We expect to be gaining an additional \$15,000.

As discussed last month, ARC of Orleans is ceasing their Early Intervention home-based services effective July 1, 2011. They will continue to provide center-based therapies.

ARC is also proposing a rate increase for their related services under the 3-5 Preschool Special Education Program. We recently hosted a meeting for the school district CPSE chairpersons and reviewed the county's position on costs and budget. We hope to find the most appropriate and beneficial program for each child in the most fiscally efficient manner.

Dave Fisher of Oak Orchard Health Center shared there is nothing new to report regarding our medical consultant and our insurance issue as discussed last month. He is still awaiting the rates.

We have a clerical opening in our front department and have been given permission to fill the position of keyboard specialist.

We have added an intercom/camera security system at our front door. It allows staff to "buzz in" people and also has a hand held remote. This remote can be carried by staff if no one is available to be staged in the front foyer. The remote allows for a visual view of people wishing to enter, and, allows staff to talk with those wishing to enter.

Nursing Report

Mary Janet Sahukar shared we have reason to believe we will have the certificate of need for HCR this Thursday. When confirmed and notified, we will send thirty day letters to physicians and patients. We expect the county will then receive approximately \$450,000.

As discussed last month, we continue to have a suspect TB patient. The patient's culture, as submitted to Wadsworth, takes up to eight weeks. The patient is smear negative and is continuing with directly observed therapy, five days per week.

Environmental Report

Paul shared the rabies report for review. The electronic certificate system seems to be working well.

The stipulation log, as enclosed with the evening's packets, has been updated and reflects the sewage to ground discharge complaint discussed last month.

ATUPA compliance checks were conducted throughout the county today, orchestrated by two health department teams. One sale to a minor was made and the store owner will be contacted in the next twenty-four hours.

Paul has placed a request through job development for one of their youth, summer program workers. We hope this person will be helpful in scanning GIS files.

We are contemplating "E" forms for inspections. Staff members would fill in forms on lap tops and later email in to the state, making it almost a paperless process.

Expenditure Report

There was no expenditure report

Corporate Compliance Report

There are no current calls/complaints to corporate compliance to report.

Old Business

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

Discussion of the CHHA was covered earlier in the meeting.

The Orleans County sanitary code remains in process.

There is nothing new regarding the shared public health director with Genesee County.

New Business

There was no new business.

Other Business

There will be no July or August board of health meetings.

Adjournment

Wendy Oakes Wilson motioned to adjourn the meeting. There was no one to second the motion. The meeting did conclude at 8:59 p.m.

The next board meeting will be September 13, 2011.



**ORLEANS COUNTY BOARD OF HEALTH
MINUTES OF MEETING
SEPTEMBER 13, 2011**

Call to Order

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

Members Present

Paul Grout, Dr. Jim Robinson

Staff Present

Paul Pettit, Kimberly Castricone,

Members Excused

Dr. Sallah Abbasey, George Bower, Dr. Nancy Ciavarri, Dr. David Meza, Wendy Oakes Wilson

Minutes of Previous Meeting:

Dr. Robinson moved to accept the minutes from the previous meeting. Wendy Oakes Wilson had been reached by phone earlier in the day and offered to second to the motion. Other members had been reached earlier in the day; therefore, the motion was carried.

Public Concerns

Paul discussed a "letter from the mailbag", authored by Mr. Stamp in the local newspaper. Mr. Stamp expressed displeasure at not having received services as he deemed he deserved from our department. He requested a dead animal carcass be picked up from his property. There was no threat of exposure of rabies and we do not make it a practice to pick up dead animals in such a case. Our screening protocol *had* been properly followed. We did direct him as to the proper disposal procedures, as recommended by the DEC, such as burial or triple bagging.

Another concern, on a late July evening, near the lakefront, found people complaining of breathing difficulties and burning sensations. We did not receive a report of this situation until later in August. A local farm had sprayed deer repellent during that time frame. The DEC handles insecticide complaints and concerns. Paul did make some phone calls and participate in some conversations; however, we are not the lead agency with such a concern. A DEC representative did investigate and was satisfied with the farmer's actions and dismissal of pesticide.

DIVISION REPORTS

Director's Report

Paul shared he is waiting to hear back from Dave Fisher regarding our medical consultant situation. Our second extension expires later in September.

We have been busy applying for a couple of lead grants, partnering with Medina Hospital. With this grant, it would be possible to purchase an XRF machine for measuring and assessing lead and also to hire a full time person, dedicated to lead education and oversight.

We have another student intern from Brockport College specializing in a health education. She will be here for six weeks and we expect to have another intern when she completes her assignment with our department.

Our keyboard specialist position remains vacant. Although we have conducted some interviews, we have not filled the position and will most probably address this issue again after budget season.

Nursing Report

Mary Janet Sahukar submitted a nursing report for the evening packets. This was reviewed and will be mailed with some other documents to board members not in attendance this evening.

Environmental Report

Paul shared the rabies report for review. We recently held a rabies clinic in Shelby and dispensed over 500 rabies shots.

The stipulation log, as enclosed with the evening's packets.

We have had some ongoing compliance issues over the past few years with a campground. Their campground water supply has been through wells and the quality has been declining. We explained they would have to make improvements to their well water supply *or* hook up to municipal water. Last fall they decided to hook up to municipal water. Following the fee schedule and going back and forth with engineering consultations and reviews, the bill for services advanced upwards of \$4000.00. The owner is not pleased with these costs and Paul wanted to review the situation with the board and update them so they would be fully informed. The town is also currently involved with this situation.

The GIS project is wrapping up and things seem to be working well now.

Monthly Expenses

The bills for payment were reviewed and discussed.

Expenditure Report

The expenditure report was part of the evening's packets and was reviewed.

Corporate Compliance Report

There are no current calls/complaints for corporate compliance.

Old Business

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

The CHHA is closed.

Paul discussed the sanitary code handout in the evening's packets. There are proposed changes to the sanitary code and there will be a period of public comment. The county attorney

suggested a 45-day comment period. Paul would like to finalize this sanitary code by the end of this year. These code changes were discussed at our meetings, earlier this spring. Paul pointed out one change allowing for the maximum penalty to be increased from \$1000.00 to \$2000.00.

There is new interest in the shared public health director with Genesee County. Paul Grout shared both legislatures and both boards of health from Orleans and Genesee would have to approve such action. Paul noted Genesee board members indicated previously that they were not interested in pursuing this avenue of thought; however, they are now interested. Their public health board president has requested that Paul Pettit come to Genesee County and address their board. Their board meets on the first Tuesday of each month.

New Business

The county budget was discussed.

Other Business

There was no other business.

Adjournment

Dr. Robinson motioned to adjourn the meeting. There was no one to second the motion. The meeting did conclude at 9:10 p.m.

The next board meeting will be October 11, 2011 at 7:30 p.m.



**ORLEANS COUNTY BOARD OF HEALTH
MINUTES OF MEETING
OCTOBER 11, 2011**

Call to Order

Paul Grout called the meeting to order at 7:36 p.m.

Members Present

Paul Grout, Dr. Jim Robinson, Dr. Sallah Abbasey, George Bower, Dr. David Meza

Staff Present

Paul Pettit, Kimberly Castricone, Cathy Miller, Mary Janet Sahukar

Members Excused

Dr. Nancy Ciavarri, Wendy Oakes Wilson

Others in Attendance

See attached sign in sheet

After calling the meeting to order, Paul Grout, board of health president, delayed the business portion of the meeting to allow the others in attendance to voice their concerns and comments regarding the sanitary code revisions-draft form. Mr. Grout thanked everyone for coming and asked the attendees to take turns, state their name and concern. He asked that everyone maintain an orderly forum and stated everyone who wished to be heard, would be heard from. He acknowledged all the letters that had been written to himself and other board members and assured the attendees their concerns would be taken seriously. Mr. Grout introduced the other board members in attendance, as well as the staff in attendance. Mr. Grout stated after the comment period, the board would take a fifteen-minute break and reconvene for the monthly business agenda.

Comments:

Deb Woodroe of Woodroe Realty spoke first and referenced her recent letter in the local newspaper. She shared her opposition to the mandatory testing by the health department as per section 17 of the draft version of the sanitary code revisions. She felt there would be an immense impact on the buying and selling of homes in Orleans County, which would be fiscally devastating. She objected to the mandatory inspection by the health department, rather than being able to choose a private source for septic inspection. She compared the costs and the time frame of health department inspection vs. a private inspection. She shared her concerns for the impact this would have on "short sales". She shared her concerns for waterfront properties such as cottages and their ability to pass such an inspection. Ms. Woodroe stated many realtors currently use a lab in Rochester for a four-component water test as opposed to the Orleans County water test where only bacteria are tested for. She further compared the costs of those two water-testing options. She asked for an explanation for the decision to change this code at this time.

Rita Zambito of Zambito Realtors spoke next, mirroring Ms. Woodroe's points. Ms. Zambito shared her feeling that the current system is working and there are no problems. Ms. Zambito shared concern that there are already appraisers, home inspectors, the health department or private inspectors engaged and involved in the inspection of properties. She believes there are

already enough government mandates in this process. She feels the realtors in this area already do a good job and explained this new requirement made her feel like they were not trusted to do a good job. Ms. Zambito thinks this process could lead to more foreclosures and more vacant properties.

Jeff Whittier spoke next, indicating he and his wife were there representing themselves as citizens. He shared his concerns for the impact of this requirement to impact future property sales, decreasing property values and the potential for tax increases. He further explained his concern went beyond that of jobs and he felt a real threat to the lifeblood of Orleans County. Mr. Whittier was concerned as to the extra personnel it may take for the department to take on the extra tasks and job assignments brought on by this change in code. He understood the county was in a budget crunch and did not assume the county could take on additional employees if that were a next step.

Karen Conn, an employee of Albion School and also working in the realty business, spoke next and voiced her concerns with the current tax rate and how this tax rate compared with the rest of the state and nation. She also felt this change in code should be publicized more and the public should have the final say.

David Snell pointed out the current, commonly accepted formula for a septic system is one hundred and fifty feet of leach line per bedroom. If the property does not have that amount, the health department sends a letter stating the septic system is **undersized**, often making the mortgage company wary of supporting the sale. He made the point some septic systems are in good working order without that formula in place, depending on the location and composition of soil on the property; whereas some systems supporting the above formula still do not work correctly. Mr. Snell pointed out our county has the lowest property value of the area, second only to the inner city of Rochester.

Jim Theodorakos noted all previous points are well taken and shared by him. He wanted to know if we had facts that might support specific health concerns that have moved the department toward this change when he felt the current process has worked well for thirty plus years. He wondered why we might disrupt the current process. What types of health violations or illnesses were we finding? Mr. Theodorakos also asked what would happen next if this code changes as proposed. Would the health department be able to indiscriminately change policy and procedures without notification to the public?

Judy Szulis spoke to how, through this economic crisis and through these sluggish real estate times, somehow Orleans County has been able to move some property. A lot of these properties are thirty and forty thousand-dollar homes. Ms. Szulis restated the question she felt has not been clearly answered, "Why is this happening now? What triggered the change in code?" She said their realtor's community has not heard of any extreme septic problems where sewage is seeping up on someone's property. Ms. Szulis was also concerned about the trickle effect during a real estate transaction if only the health department could inspect septic systems. She shared concerns for all of the private inspectors and private businesses if they were no longer allowed to participate in this service. Ms. Szulis thought this was a drastic change- to not update codes since 1984- and then jump directly to health department only inspections.

Jean Whipple spoke to her agreement with all that was said previously in tonight's meeting. She questioned the trickle-down effect of less sales and the impact on businesses selling

flooring, paint, appliances, etc. Ms. Whipple feels septic inspection should remain the buyer's choice, either health department staff or private inspector.

Dr. Meza thanked the realtors for sharing their thoughts and opinions. He shared a great deal of thought had gone into the proposed sanitary code revisions. He shared questions will be answered and the health of the public was the board's utmost priority and concern, that the board is in place to facilitate things that are important to the community and its well-being. He asked that demands not be made this evening, that there is a process in place and it would be used.

Deb Woodroe asked that if it seemed the decision was going to be made by the board to move the sanitary code revisions through as proposed, that the board please reconsider, and at least offer a public forum for the public to voice their many concerns. She felt attorneys would come forward, as well as contractors, inspectors and the general taxpayers.

Paul Grout shared there was a need to update the sanitary code, last updated in 1984. He shared that we had taken a template from another county and made updates and revisions. Paul shared his personal concern that the proposed changes had given cause to such resistance. He spoke for himself, in saying he thought the board could revisit this section of the sanitary code revisions and felt other board members may want to, and be willing to, as well. Mr. Grout felt good and valid points had been made, and, would be discussed and considered.

Different members of the realtor's group asked how they would be made aware of the board's decision to move forward with the sanitary code revisions as is, or, whether further consideration would be given to this subject before sending the revisions to Albany. Mr. Grout shared the phone numbers and email addresses had been gathered throughout the evening and through that information, we would inform them as soon as possible in the next couple of days.

Minutes of Previous Meeting:

George Bower moved to accept the minutes of the September meeting. Dr. Sallah Abbasey seconded the motion. Motion carried.

Public Concerns

There were no public concerns to discuss aside from the board members agreeing they must fairly resolve and consider tonight's events and make sure concerns are properly acknowledged and dealt with in a timely and thorough manner.

DIVISION REPORTS

Director's Report

In lieu of the length of tonight's meeting, the director's report was omitted and will be discussed at the November 2011 meeting.

Nursing Report

In lieu of the length of tonight's meeting, the nursing's report was omitted and will be discussed at the November 2011 meeting.

Environmental Report

In lieu of the length of tonight's meeting, the environmental report was omitted and will be discussed at the November 2011 meeting. The updated rabies report and updated stipulation log were included in the evening's packet.

Monthly Expenses

The bills for payment were part of the evening's packet for informational sharing only.

Expenditure Report

The expenditure report will be discussed at November's meeting.

Corporate Compliance Report

There are no current calls/complaints for corporate compliance.

Old Business

In lieu of the length of tonight's meeting, old business was omitted and will be discussed at the November 2011 meeting.

New Business

In lieu of the length of tonight's meeting, new business was omitted and will be discussed at the November 2011 meeting.

Other Business

The board members present reviewed section 17 of the proposed sanitary code revisions and carried on a discussion to best serve the current situation and move forward. Board members came to the consensus that perhaps we could move forward with the sanitary revisions as proposed, with the exception of section 17. It was thought the best thing to do would be to delay passing/implementing section 17 for two years while gathering hard facts and data for that time period. Gathering this data over the course of two years, in addition to, asking realtors/private inspectors to voluntarily **mirror** the septic system information gathered by our department could be beneficial over the next two years. Perhaps we could itemize a checklist for inspectors to use on a voluntary basis and see if they implement that as part of their process and would be willing to “sign off” on such a document. Several ideas will be considered and discussed in upcoming meetings.

Dr. Meza motioned section 17 be “tabled” for two years. George Bower seconded this motion. Motion carried.

Election Day, a non-working day for county employees, was the next scheduled board of health meeting date. Because of this conflict, the November meeting will be held on November 15, 2011 rather than November 7, 2011. Board members not in attendance this evening will be notified.

Adjournment

Dr. Abbasey motioned to adjourn the meeting. Dr. Meza seconded the motion. Motion carried and the meeting did conclude at 9:45 p.m.

The next board meeting will be held on November 15, 2011 at 7:30 p.m.

**ORLEANS COUNTY BOARD OF HEALTH
MINUTES OF MEETING
NOVEMBER 15, 2011**



Call to Order

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

Members Present

Paul Grout, Wendy Oakes Wilson, Dr. Sallah Abbasey, George Bower

Staff Present

Paul Pettit, Kimberly Castricone, Cathy Miller, Mary Janet Sahukar

Members Excused

Dr. Nancy Ciavarri, Dr. Jim Robinson, Dr. David Meza

Minutes of Previous Meeting:

George Bower moved to accept the minutes of the October meeting. Dr. Sallah Abbasey seconded the motion. Motion carried.

Public Concerns

Public concerns, through the stipulation log, will be covered later under the environmental report.

DIVISION REPORTS

Director's Report

The medical consultant contract is expected to be extended through the end of the year.

We continue to await work on the two lead grants we applied for. These were discussed in September and we are waiting to hear if one, or both, will be granted.

Paul Grout and Paul Pettit recently attended a prescription drug forum. Proper disposal of pharmaceuticals was discussed.

We will be conducting an emergency preparedness drill on December 8, 2011. We will conduct a flu clinic that day, concentrating on both the uninsured and under-insured. This drill will be held at Christ's Church in Albion.

Plans still exist to also host a flu clinic at the county jail at a later date.

We will be hiring a keyboard specialist soon for the front desk. Kimberly Castricone is in the process of interviewing candidates.

We have received a letter from ARC of Orleans. As discussed at meetings in the spring, ARC ceased home based Early Intervention services after June 30, 2011 citing financial reasons. Our service coordinators found other providers for all children affected by this change. We have now received word in that letter that ARC of Orleans would like to begin to once again offer home-based Early Intervention services.

Nursing Report

We have held two flu clinics at the health department and another two flu clinics offsite. One was held at the Holley School and another at the Kendall School. We have immunized 407 people.

We will continue to offer flu vaccine at our regular clinics and our walk-in clinics for anyone wishing to be immunized.

We have been working with a family and the high lead levels found in their home and children. One child had a count of 52.2 and another, an 18.6. Environmental staff, as well as nursing staff, has been working with the family. Lead paint is evident in the house and it appears one particular windowsill has been chewed and "teethed" upon. High lead levels were also found outside, in the dirt. The Red Cross assisted in helping the family secure temporary housing for two nights within our county. After that, the family left for Monroe County to stay with relatives. There are four children in this family, under the age of four. The child with the 52.2 count has been in the process of chelation therapy through Strong Memorial Hospital. Our department will continue to work with this family to make sure the home is safe to return to and to follow through with the children. When a lead count is a 10-15, action is optional. When the count is elevated above 15, our department becomes involved.

Paul pointed out that should we be awarded one of the two lead grants applied for, we would be able to purchase the (XRF) **X-Ray Fluorescence Analyzers** that measure lead levels instantly through multiple layers.

Our nursing division has been working with the Amish community for quite some time. They had someone within their community diagnosed with breast cancer. We were asked if our nurses could meet with women from their community and share instruction for self-breast exams. We were delighted to work with this community, using models from Community Partners for demonstration purposes. We were also able to implement some blood pressure screenings and immunizations at this visit.

We have no current active TB cases. We continue to follow ten cases.

Mary Janet reported there are definite increases in reported STDs in our county such as Chlamydia.

Last month we conducted six HIV tests at the jail, none of which were positive.

Mary Janet shared there are currently three full time nurses and four part time nurses.

Environmental Report

Paul reported the Employee of the Year for Orleans County is Patricia Landon. Ms. Landon is an Early Intervention coordinator and went above and beyond the typical parameters for coordination in assisting a family in securing SSI for an ill child and helped them to keep their home, in addition to rendering all the typical service coordination support.

The stipulation log, included in the evening's packet, was discussed and reviewed.

The updated rabies report was included in the evening's packet and was discussed. Mr. Bower shared he would like to see an east end of the county clinic scheduled for rabies immunizations. Currently, we rotate our rabies clinics between the Albion and Shelby sites.

The laptops and electronic forms are working nicely for the environmental staff.

The fee exemptions were discussed. At a previous meeting, it had been decided to allow *no* fee exemptions for non-for-profit organizations, churches, schools, clubs etc. We are experiencing some complaints from the community regarding these permit fees. Paul reviewed the fees and inspection processes and offered a forum for the board if they are receiving comments and criticisms from the general public.

Monthly Expenses

The bills for payment were part of the evening's packet for informational sharing only.

Expenditure Report

The expenditure report was reviewed.

Corporate Compliance Report

There are no current calls/complaints for corporate compliance. We have been informed of a situation that needs further investigation.

Old Business

We have nothing new to report on court ordered HIV testing.

We are waiting for final closure on the CHHA from the state. We hope to see the money from this sale before the end of the calendar year.

The idea of sharing a public health director with Genesee County continues to be a possibility, although they seem to be in no hurry to investigate that process currently. The Genesee County public health director has retired and their senior sanitarian is serving as acting public health director. Genesee County is experiencing some staff/budget shortages, especially in the area of Early Intervention. They seem to be trying to work through some temporary fixes for their county as their immediate priority. We are not sure what we may be able to assist them with. We must consider union contractual restrictions, as well as consult with our county attorney.

The county budget was included in the evening's packet and was reviewed.

New Business

Paul reviewed the proposed sanitary code as discussed previously. Part 17 has been completely removed and will be re-visited at a later date. County attorney, David Schubel, has reviewed the proposed, updated sanitary code. George Bower moved to adopt the updated Orleans Sanitary code. Dr. Abbasey seconded the motion. Motion carried.

Other Business

The next meeting will be held on December 13, 2011 and will be our annual holiday dinner meeting. We anticipate this dinner meeting will be held at ***The Crooked Door*** in Albion. Invitations with the specifics of the evening will be mailed soon.

Adjournment

Wendy Wilson motioned to adjourn the meeting. Dr. Abbasey seconded the motion. Motion carried and the meeting did conclude at 9:15 p.m.

The next board meeting will be held on December 13, 2011.



**ORLEANS COUNTY BOARD OF HEALTH
MINUTES OF MEETING
DECEMBER 13, 2011**

Call to Order

Paul Grout called the meeting to order at 6:58 p.m.

Members Present

Paul Grout, Wendy Oakes Wilson, Dr. Sallah Abbasey, George Bower, Dr. David Meza, Dr. Jim Robinson

Staff Present

Paul Pettit, Kimberly Castricone, Cathy Miller, Nola Goodrich-Kresse, Linda Garrison

Members Excused

Dr. Nancy Ciavarri

Minutes of Previous Meeting:

Dr. Meza moved to accept the minutes of the November meeting. George Bower seconded the motion. Motion carried.

Public Concerns

There were no public concerns.

DIVISION REPORTS

Director's Report

The budget has been officially passed.

The department is working through year-end contracts, processing and renewing.

There is a new initiative through University of Michigan focusing on chronic heart disease, stroke. There is not a lot of revenue involved, rather more training oriented. It is a six-month project and the application is due by mid-January 2012.

We have heard nothing as yet on our application for two different lead grants. We continue to be hopeful we will be awarded one or both of the grants.

Paul explained we have run into a "snag" with the sale of the CHHA. Because our paperwork for the sale of our CHHA has experienced delays as it traveled its path, desk to desk at the state level and waiting for the Public Health Council to approve the sale, the approval did not become final prior to the state implementing emergency regulation allowing for additional CHHAs to be allowed to operate (essentially lifting the moratorium). Although we were given verbal notice of sale approval in August 2011, we have never received any final, written word. With this change for operation of CHHAs, HCR would not have exclusive rights to the patients in our county. We were a signature away from closing the deal. Ongoing negotiations are occurring with HCR to maximize the sale price for the agency while attempting to keep HCR as the county's provider. Paul will keep the board informed in how this matter evolves.

Nursing Report

We continue to dispense flu vaccine at our routine clinics.

Mary Janet Sahukar updated the board on the high blood lead level child discussed at a previous meeting. This child's count has dropped to a 32.8 from his previous count of 52.2.

There are no active TB cases currently in our county. We are in the early stages of investigating one probable case of pertussis.

Mary Janet shared they are trying to conduct and complete a great deal of cross training within the nursing division.

Environmental Report

Paul reported the ATUPA compliance checks were recently conducted. There were two sales of tobacco products to a minor at two different locations. These establishments will be notified of these sales and stipulation agreements will be presented to them.

The rabies report was included in the evening's packet and discussed.

Monthly Expenses

There were no bills for payment in this evening's packet.

Expenditure Report

There was no expenditure report as it was not the end of a quarter.

Corporate Compliance Report

There are no current calls/complaints for corporate compliance.

Old Business

We have nothing new to report on court ordered HIV testing.

We discussed the sale of the CHHA earlier in the evening.

There was nothing new to report with regards to a shared public health director with Genesee County.

New Business

There was no new business.

Other Business

The next meeting will be held on January 10, 2012 and will be our annual organizational meeting and election of officers.

Adjournment

Dr. Meza motioned to adjourn the meeting. Wendy Wilson seconded the motion. Motion carried and the meeting did conclude at 7:00 p.m.

The next board meeting will be held on January 10, 2012.