



## 2012 Board of Health Minutes

[January](#)

[February](#)

[March](#)

[April](#)

[May](#)

[June](#)

[September](#)

[November](#)

[December](#)



**ORLEANS COUNTY BOARD OF HEALTH  
MINUTES OF MEETING  
JANUARY 10, 2012**

**Call to Order**

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

George Bower is no longer assigned to our department by the legislature. William Eick, legislator, is now assigned to our department. He was introduced and welcomed to the meeting.

**Members Present**

Paul Grout, Wendy Oakes Wilson, William Eick, Dr. Jim Robinson

**Staff Present**

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

**Members Excused**

Dr. Nancy Ciavarri, Dr. Sallah Abbasey, Dr. David Meza

**Minutes of Previous Meeting:**

Wendy Wilson moved to accept the minutes of the December meeting. Dr. Jim Robinson seconded the motion. Motion carried.

**Public Concerns**

There were no public concerns. Paul Pettit did take this time to share with the board a positive comment from Leslie Allen regarding the oversight of church functions by Al Cheverie of our environmental division. Mr. Cheverie did a wonderful job of thoroughly explaining the process, requirements and rules when he met with their members.

Also, we were notified by one of our preschool providers, Mary Cariola Children's Center, of their complete satisfaction of our preschool transportation provider, Ridge Road Express. They emailed how Ridge Road Express and their drivers stand out as exemplarily with their delivery and care of preschoolers.

**DIVISION REPORTS**

*Director's Report*

Paul explained he had submitted the GIS initiative for chronic disease today. This initiative is conducted through the University of Michigan and is an assistance program for software and hardware. We expect to hear the result of our application by mid-February 2012.

Nothing has been heard with regards to either lead grant as yet. We hope to have word by mid to end January 2012.

We have no solution to our medical consultant and contract issue as yet. As stated at previous meetings, the extra cost of insurance/mal practice remains a concern. We have been implementing short-term extensions this past year, but hope to have a more permanent answer soon.

At the end of January, we expect NYSDOH to be here for a week to conduct multiple audits for multiple programs.

We are in the process of scheduling a meeting with Oak Orchard Health Center to finalize our family planning agreement. Planned Parenthood no longer is housed within our county.

We have been notified we are to be funded \$5000.00 through an award to sustain and grow our MRC (Medical Reserve Corps)

We have recently received approval to advertise for a full time public health nurse position.

#### *Nursing Report*

Mary Janet Sahukar reviewed our POD exercise conducted on December 8, 2011. We promoted this event as **Flu Free Orleans** and it was held at Christ's Church in Albion. Almost the entire public health staff participated in offering free flu vaccine to the under-served or uninsured. We were able to immunize 28 or 29 people. We will soon be conducting a "hot wash" with our staff to analyze what went well and what areas can be improved upon.

Mary Janet Sahukar updated Mr. Eick on the high lead level child discussed at a previous meeting. This child's count has now dropped to below 31.

Mary Janet reviewed article 28 with regards to the physical plans to immunizations as well as procedural. We will be looking to make sure we are where we should be with regards to code.

The Quarterly Improvement Committee met in December 2011 and the following two policies have been approved by that QIC committee:

Policy for the review of written personnel Policies and Procedures

Policy for Maintenance of Personnel Records

These policies were included in the evening's packets and reviewed.

Wendy Oakes Wilson moved to accept both policies as captioned above. Dr. Robinson seconded the motion. Motion carried.

### *Environmental Report*

Paul discussed the ATUPA compliance checks conducted in early December of 2011. There were two sales of tobacco products to a minor at two different locations. One establishment has agreed to the stipulation agreement. One establishment prefers to go to a hearing, slated for March 16, 2012.

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

The 2011 stipulation log was reviewed.

### *Monthly Expenses*

The bills for payment were placed in this evening's packet for review only.

### *Expenditure Report*

There was no expenditure report.

### *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.

A meeting with Paul Pettit, HCR personnel, Chuck Nesbitt and our attorney, David Schubel has taken place to further discuss how to move forward with regards to the CHHA.

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

### **New Business**

Election of Officers:

Dr. Robinson 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. William Eick seconded the motion as described. Motion carried.

As described in the by-laws, we addressed the meeting schedule for 2012. After a brief discussion, Dr. Robinson motioned to continue holding our meetings the second Tuesday of each month. Wendy Wilson seconded the motion. Motion carried.

### **Other Business**

The next meeting will be held on February 14, 2012.

**Adjournment**

Wendy Wilson motioned to adjourn the meeting. Dr. Robinson seconded the motion. Motion carried and the meeting did conclude at 8:56 p.m.

**ORLEANS COUNTY BOARD OF HEALTH  
MINUTES OF MEETING  
FEBRUARY 14, 2012**



**Call to Order**

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

**Members Present**

Paul Grout, William Eick, Dr. Jim Robinson, Dr. Nancy Ciavarri, Dr. Sallah Abbasey

**Staff Present**

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

**Members Excused**

Dr. David Meza, Wendy Oakes Wilson

**Minutes of Previous Meeting:**

Dr. Abbasey moved to accept the minutes of the January meeting. William Eick seconded the motion. Motion carried.

**Public Concerns**

There were no public concerns.

**DIVISION REPORTS**

*Director's Report*

Paul explained we have now received official word that we **were not** awarded either lead grant.

We will review the possible shortcomings of our grant application and entertain suggestions for improvements in this area.

We also **were not** awarded the GIS grant through the University of Michigan as discussed previously.

We expect to pursue a year-long agreement for our medical consultant through Oak Orchard Health Center, rather than the short term extensions.

We are moving forward with our family planning agreements, contracting with both Oak Orchard Health Center and Planned Parenthood of Batavia.

We have advertised for a full time public health nurse position. We have received no inquiries or applications from this advertisement. This position calls for a registered nurse with a BS degree and pay would be commensurate with the applicant's experience and credentials.

Our department is in its final stages of approval for a change in our working hours. Currently we are open from 9 a.m. daily to 5 p.m. daily. Following final approval from the local union, CSEA, and the legislature, we would amend our working hours to 8 a.m. to 4 p.m. for those employees exercising a one-hour lunch period and 8:30 a.m. to 4 p.m. for those employees exercising a thirty minute lunch period.

The state budget has propositions that would impact both the early Intervention Program and the 3-5 Preschool Special Education Program. The Early Intervention proposal would suggest the state to contract directly with the Early Intervention providers/therapists/programs. The 3-5 proposed changes would once again suggest that costs be shifted to the school districts.

### *Nursing Report*

Mary Janet Sahukar reviewed the eleven-page “statement of deficiencies” as defined by our recent audit. MJ shared it was definitely a good learning experience and explained a variety of findings from article 28 which holds our clinics to the same rules as hospitals to credentialing issues to medical waste disposal to non-working lighting and loose tiles and unplugged holes. Mary Janet explained the deadlines for corrections and responses.

Mary Janet wanted to acknowledge Debbie Restivo’s work with regards to the state’s review of the migrant program. They were most complimentary in their comments.

Mary Janet explained we recently had two “reportable” incidents in one single day.

**First** a five year old attended one of our immunization clinics. The child was extremely apprehensive about the shot, having recently experienced an injury which required multiple stitches. The father and one nurse held the child while a second nurse attempted to administer the injection of live vaccine. As the child abruptly recoiled, some of the vaccine (varicella) went into the father’s eye. Proper protocols were immediately followed, flushing of the eye, calls to DOH and the vaccine manufacturer. The father had experienced chicken pox as a child, so no negative consequences are expected.

**Second** one of our nurses set up for a routine clinic. This nurse is very experienced, methodical and cautious. Another nurse entered the shot room and asked if she could assist and help out, looking to gain a shared learning experience. The original nurse was distracted and the baby was inadvertently given an extra dose/immunization. In realizing what had happened, all proper protocols were followed. The father is a fireman/EMT and did understand the scope of what had occurred. The baby’s physician was consulted and informed, as was DOH. The baby and mother stayed for an extended period of time in case of a reaction. We were told there may be a more severe than normal local reaction, but there should not be a systematic reaction.

Paperwork/incident reports were properly filled out following the above two incidents.

### *Environmental Report*

Paul shared one establishment prefers to go to a hearing, slated for March 16, 2012, from their sale of tobacco products to a minor, associated with the ATUPA compliance checks last quarter.

Also going forward with a formal hearing and ruling is Mr. Woodworth for running a migrant labor camp without a permit.

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

The complaint/enforcement action/stipulation log was reviewed.

### *Monthly Expenses*

The bills for payment were placed in this evening's packet for review only.

### *Expenditure Report*

There was no expenditure report. Kimberly Castricone is awaiting some figures.

### *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.

Paul Pettit reported we have reached a tentative agreement with HCR regarding the sale of the CHHA and hope to recoup our full sale price. We would be paid \$200,000 and then an additional \$100,000 on each anniversary date until the full sale amount has been fulfilled.

There was nothing new to report with regards to a shared public health director with Genesee County. There seems to be some member changeover on the board of health and that may make a difference in the future.

### **New Business**

Paul explained a change in the fee schedule (a copy provided in the evening's packets). There was an additional category added called **multiple temporary**. In purchasing this permit, one would be able to hold up to 26 events per year.

William Eick motioned to accept this change to the fee schedule as proposed. Dr. Abbasey seconded the motion. Motion carried.

## **Other Business**

The next meeting will be held on March 13, 2012.

## **Adjournment**

Bill Eick motioned to adjourn the meeting. Dr. Ciavarri seconded the motion. Motion carried and the meeting did conclude at 9:09 p.m.

**ORLEANS COUNTY BOARD OF HEALTH  
MINUTES OF MEETING  
MARCH 13, 2012**



**Call to Order**

Paul Grout called the meeting to order at 7:32 p.m.

**Members Present**

Paul Grout, William Eick, Dr. David Meza, Wendy Oakes Wilson

**Staff Present**

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

**Members Excused**

Dr. Nancy Ciavarrri, Dr. Sallah Abbasey, Dr. Jim Robinson

**Minutes of Previous Meeting:**

Dr. Meza moved to accept the minutes of the January meeting. William Eick seconded the motion. Motion carried.

**Public Concerns**

There were no public concerns.

**DIVISION REPORTS**

*Director's Report*

Paul explained the new working hours for our department have officially moved to eight o'clock to four o'clock, Monday through Friday. We have an agreement to pilot these new hours for one year and assess how beneficial this change was for our department.

Regarding the medical consultant ongoing issue, a one year contract moves forward to the legislative offices tomorrow for approval. We hope to avoid the continual patches and extensions to this issue as we have faced these past few years.

A discussion followed, with Dr. Meza inquiring as to locating another doctor to serve on our board. This physician should reside in Orleans County, but may work outside of Orleans County. Paul Pettit shared he welcomed any name suggestions from the current board of physicians who would be willing to serve on our board.

Paul shared a resolution to completely ban underage tanning had passed the New York State assembly and had moved to the senate for their decision.

Paul will meet with the Greater Rochester Health Foundation to review protocol in recent grant decision denials and see the areas where we might improve when preparing our applications in

the future.

We are currently in the process of applying for a fellowship which funds bachelor level recent graduates to two-year paid placements in health departments. The CDC would pay their salary and based upon their budget, perhaps as many as one hundred placements could be created and awarded. Such a graduate would be expected to begin by summer of 2012.

The state budget is lining up as expected. The governor had proposed some structural changes within the Early Intervention Program and the 3-5 Preschool Special Education Program.

Currently it appears as if the assembly and congress are blocking these changes. In the near future, Paul will be attending the conference of environmental health directors in Syracuse and will present our recent GIS project.

### *Nursing Report*

Mary Janet Sahukar shared an update on last month's immunization "incidents". The parent that received some vaccine in his eye returned with the child. All parties are fine.

The child who received two doses of Hep B experienced no local reaction.

Mary Janet is meeting with the nurses on March 27, 2012 to work through some improved protocols for immunizations. In the future, the nurse drawing up the syringe will be sequestered; additionally, a more structured orientation will be given to new nurses.

The plan of corrections was fully approved and we are moving along with that.

We have received three applications for our nursing vacancy. One applicant was not qualified because her bachelor degree was in psychology. Of the other two applicants, one has a bachelor degree and previously worked for mental health. The other applicant has a PhD and currently travels between Erie County and New York City for work.

We have received a request for Typhoid vaccine. Some of the Amish would like to travel to Haiti to assist in hurricane recovery. Administering this vaccine is not covered under current standing orders; however, a patient specific order from a personal physician would be fine.

Mary Janet also shared the high lead level child discussed at previous meetings last had a current lead level of 25.9. The parents are aware their child is due for another blood draw.

### *Environmental Report*

Paul shared there will be a hearing this Friday, March 16, 2012, for the sale of tobacco products to a minor, associated with the ATUPA compliance checks last quarter. On the agenda for this hearing are also issues with the Woodworth migrant camp and issues with the Country Club

Restaurant.

We will be hosting a rabies clinic this coming Saturday at the Town of Shelby building.

Because the environmental reports are difficult to print out and read, we will forward them as email attachments next month for the board's review.

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

The complaint/enforcement action/stipulation log was reviewed.

### *Monthly Expenses*

The bills for payment were placed in this evening's packet for review only.

### *Expenditure Report*

The fourth quarter expenditure report was reviewed.

### *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.

Paul Pettit reported last month that we have reached a tentative agreement with HCR regarding the sale of the CHHA and hope to recoup our full sale price. Dave Schubel, county attorney, will be reviewing the bill of sale.

Paul met last Friday with the county manager of Genesee County regarding possible interest in a shared public health director with Genesee County. There seems to be some member changeover on the board of health and their legislature seems interested.

### **New Business**

The report of annual written personnel policy review was provided in the evening's packets to include "significant changes" to: annual review of written personnel policies, complaint policy, policy for reporting an incident and accident and respiratory protection. The review committee had completed their review on March 8, 2012. The QIC will meet on March 21, 2012 for review.

Dr. Meza motioned to approve the significant changes as presented to the board. Wendy Oakes

Wilson seconded the motion. Motion carried.

**Other Business**

The next meeting will be held on April 10, 2012.

**Adjournment**

Bill Eick motioned to adjourn the meeting. Wendy Oakes Wilson seconded the motion. Motion carried and the meeting did conclude at 9:03 p.m.



ORLEANS COUNTY BOARD OF HEALTH  
MINUTES OF MEETING  
APRIL 10, 2012

**Call to Order**

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

**Members Present**

Paul Grout, William Eick, Dr. Sallah Abbasey, Dr. Jim Robinson

**Staff Present**

Paul Pettit, Nola Goodrich-Kresse, Cathy Miller, Mary Janet Sahukar

**Members Excused**

Dr. Nancy Ciavarri, Dr. David Meza, Wendy Oakes Wilson

**Minutes of Previous Meeting:**

Dr. Robinson moved to accept the minutes of the March 2012 meeting. William Eick seconded the motion. Motion carried.

**Public Concerns**

There were no public concerns.

**DIVISION REPORTS**

*Director's Report*

Paul explained the state has come to an agreement on the budget. There are some Early Intervention implications. We are still digesting this information and trying to anticipate what the impact would be on Orleans County. It would seem the state is going to try and centralize a good deal of the administrative aspects of Early Intervention. Whether that would have a positive impact on the smaller, rural counties is unknown at this time. Currently we receive a \$50,000.00 grant for Early Intervention administration and we are unsure whether that would diminish or disappear. Changes are expected to take effect in January 2013 and we hope to know more as time goes on.

Paul explained earlier in the day many of the offices and divisions had been relocated within the department. The move was reported to have been accomplished quite smoothly and efficiently with a great deal of help from buildings and grounds, computer services, etc.

Copies of the county health rankings were included in the evening's packet for all board members. There was also an article in the paper referencing this report. This is the third year

for such a report. Board members discussed the findings and encouraged members to take the report home for further reading.

A New York State BMI study of all schools was also in the evening's packets and was reviewed.

Paul shared his GIS presentation went well at the recent environmental director's conference in Syracuse.

### *Nursing Report*

Mary Janet Sahukar shared she wanted to mention that in January there was an annual review, resulting in no deficiencies.

Mary Janet explained we are looking into a limited service laboratory waiver. This would allow results from an HIV test to be available in twenty minutes. Paul Grout questioned if we would be able to conduct other tests with this waiver. MJ explained you can conduct up to eleven tests on such a waiver; however, we would be approaching this process, one test at a time.

MJ also reported the lead 2 machines have arrived and have been placed in doctor's offices. We hope to share one of these machines and expand our services in the future.

Mary Janet shared our search for a full time nurse to fill our nursing vacancy is over. Connie Ferris, recently retired and currently working part time in our department, has agreed to return to work full time and fill the vacancy beginning May 21, 2012. MJ explained this is very much a win/win situation as Connie requires no orientation and is already familiar with departmental protocols and procedures.

### *Environmental Report*

Because the environmental reports are very large spreadsheets and not easily printed out, these reports are now sent in advance of board meetings for advance review via email attachments. If there is a need for further discussion, these reports can be viewed on the smart board.

The environmental staff has been out in the county looking for synthetic marijuana. To date they have not located any. We are reporting weekly to the state on this matter. Further investigations will be complaint driven.

The recent hearing went well. Crosby's admitted guilt for their December 3, 2011 tobacco sale to a minor. They explained their company's protocol and their internal trainings to safeguard against tobacco sales to minors. The hearing officer has sixty (60) days to respond with his decision.

Country Club Restaurant did **not** appear at this hearing. Woodward farms did **not** appear at this hearing. We await word from the hearing officer on each of these cases.

Our most recent tobacco compliance checks were held for this first quarter of 2012 and there were three (3) new sales of tobacco to a minor. All three (3) businesses **did** stipulate to their violations.

#### *Monthly Expenses*

The bills for payment were not available for review.

#### *Expenditure Report*

There was no expenditure report for review.

#### *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.

Paul Pettit shared there was nothing new to report with regards to the CHHA and he reviewed the process agreed upon for future payments. The CHHA paperwork arrived earlier today and was taken directly over to the legislator's office.

Paul shared there remains possible interest in a shared public health director with Genesee County. Conversations are continuing for this potential "pilot" proposal/collaboration.

#### **New Business**

The review committee had completed their review of nursing policy changes on March 8, 2012.

The QIC did meet on March 21, 2012 for review of these policy changes and gave their approval. Members of the board felt they would like to further review these documents prior to making a motion. MJ shared she would provide those documents to board members via email in the near future for review. *(These documents were emailed to all board members later in the week).*

#### **Other Business**

Nola Goodrich-Kresse presented the annual corporate compliance training to board members.

The next meeting will be held on May 8, 2012 at 7:30 p.m.

**Adjournment**

Bill Eick motioned to adjourn the meeting. Dr. Robinson seconded the motion. Motion carried and the meeting did conclude at 9:22 p.m.



ORLEANS COUNTY BOARD OF HEALTH  
MINUTES OF MEETING  
MAY 8, 2012

**Call to Order**

Paul Grout called the meeting to order at 7:48 p.m.

**Members Present**

Paul Grout, Dr. Jim Robinson

**Staff Present**

Paul Pettit, Cathy Miller, Kimberly Castricone

**Members Excused**

Dr. Nancy Ciavarri, Dr. David Meza, Wendy Oakes Wilson, William Eick, Dr. Sallah Abbasey

**Minutes of Previous Meeting:**

Dr. Robinson moved to accept the minutes of the April 2012 meeting. Board members had received the minutes in advance of the meeting for review. Wendy Oakes Wilson seconded the motion via phone call. Motion carried as a quorum was satisfied by phone.

**Public Concerns**

There was one public concern. In the last month, we received a letter from Oak Orchard Health Center, sharing they have a patient experiencing some degree of heavy metal poisoning. The source could be his water supply. Previously, one of our environmental staff visited his residence on Kendrick Road, tested the water supply and found some elevated levels that were still in the acceptable range. We made the suggestion he drink bottled water. This gentleman uses a well for his water supply. He had asked the town about accessing the public water supply. He was informed there is no intent to run a water line through this area. To hook him up to the closest water line would cost this resident approximately \$15,000.00 They did offer to allow this resident to come to the town building and fill up jugs of water, for his personal use, at no cost.

This resident then called Senator Schumer's office and expressed his dissatisfaction with the solutions offered. The complaint then went to the New York State Health Department and then was sent back to our local health department. Neither the town nor the health department can provide water to a private residence. A suggestion was made for the gentleman to install a water holding tank and have it filled for his household use. Many residents in the county have poor wells and have to haul water in. At this point in time, there is nothing else we are able to do and Paul will update the board on this situation at next month's meeting.

## **DIVISION REPORTS**

### *Director's Report*

Paul explained grants applications have been completed and are currently being reviewed and approved downtown.

On April 28, 2012 a **Prescription Drug Take Back Day** was held throughout the county. There were three different locations-- Medina, Albion and Holley. Over three hundred pounds of drugs and needles were surrendered for proper disposal.

There is not much more to report regarding the state budget. There are expected to be some major changes with the Early Intervention Program in early 2013.

Our plan of corrections from the January 2012 audit is due by late May 2012.

Our intern left last Friday after three months with our department. She has been offered and accepted an environmental position in Genesee County.

### *Nursing Report*

Paul Pettit provided the nursing report this evening.

Paul shared we had a confirmed case of Hepatitis A in our county. A ten year old male was hospitalized and treated at Buffalo Women's and Children's Hospital. He is a student at Medina Elementary School. Our department worked with the New York State Health Department and conducted a thorough investigation. He and his family were treated by our nursing division. We have heard of no additional cases. Following the investigation, we were unable to find a source of the Hepatitis A. A sample has been sent to the Wadsworth Labs for testing purposes.

The Medina School superintendent consulted with Paul to determine if he should send a letter to families of the school district. The superintendent **did** decide to send a letter to the families of each student in the district. Paul worked with the district to develop a generic letter, outlining the symptoms of Hepatitis A.

Dr. Ciavarri has been working with our department on a suspected case of TB. There is suspicion that this may be a case of cancer, rather than TB. We are waiting for the results of the biopsy.

Dr. Robinson inquired as to the status of Lyme disease in our county. Paul shared there have been no cases in several years.

### *Environmental Report*

The rabies report was provided in advance via email and was also provided in the evening's packets for review.

Our department will hold a rabies clinic in Albion on Saturday, May 19, 2012 from 9-noon.

Clark Stritzel has returned seasonally to the environmental division. He is working per diem and conducts many of the weekend food inspections/events.

To date, we have had no reports/decisions from our hearing officer on the hearings discussed at last month's meetings. Our agreement with the hearing officer allows him sixty days to render his written decision.

As discussed last month, investigations of reports or sightings of synthetic marijuana will now be call-based as reported to our department.

### *Monthly Expenses*

The bills for payment were reviewed.

### *Expenditure Report*

The expenditure report was reviewed.

### *Corporate Compliance Report*

There are no current calls/complaints for corporate compliance.

On April 23, 2012 and April 25, 2012 we conducted our annual corporate compliance training for our all of employees.

### **Old Business**

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

The CHHA sale is complete and we have received a letter from the state acknowledging we are officially out of the home health care business.

Paul recently met with Genesee County to discuss the shared public health director. Conversations are continuing for this potential "pilot" proposal/collaboration. On May 16, 2012 Paul Grout, Wendy Oakes Wilson and Paul Pettit will be meeting with Genesee County board members. Any other available board members are welcome to attend as well.

A “draft” version has been read at the state level and one of the next steps will be to set up a conference call with the state.

### **New Business**

The nursing policy changes as discussed last month were emailed and mailed to all board members for review. Dr. Robinson asked for one change to one document. On the page with the heading, **OTHER REQUIREMENTS AND ORIENTATION**, second paragraph, beginning with ***“confirmation of employment history, or verification of recommendations by two (2) references from other persons unrelated to employee if not previously employed.”*** This section will be moved to the end of the first paragraph on the same page.

With this change, Dr. Robinson moved to accept all nursing policies. Board members had received the policies in advance of the meeting. Wendy Oakes Wilson seconded the motion via phone call. Motion carried as a quorum was satisfied by phone.

The majority of the board had shared with Paul they were in support of the tanning ban letter of support.

Dr. Robinson moved to approve the tanning ban letter of support. Board members had received the proposed letter in advance of the meeting. Wendy Oakes Wilson seconded the motion via phone call. Motion carried as a quorum was satisfied by phone.

### **Other Business**

The next meeting will be held on June 12, 2012 at 7:30 p.m.

### **Adjournment**

Dr. Robinson motioned to adjourn the meeting. The meeting did conclude at 8:50 p.m.



ORLEANS COUNTY BOARD OF HEALTH  
MINUTES OF MEETING  
JUNE 12, 2012

**Call to Order**

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

**Members Present**

Paul Grout, Dr. Jim Robinson, Dr. Nancy Ciavarri, Wendy Oakes Wilson, William Eick, Dr. Sallah Abbasey

**Staff Present**

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

**Members Excused**

Dr. David Meza

**Guests Present**

David Whitcroft--Interim Public Health Director, Genesee County

Paul Pettit introduced David Whitcroft to the board members and staff members.

**Minutes of Previous Meeting:**

Wendy Oakes Wilson moved to accept the minutes of the May 2012 meeting. Dr. Abbasey seconded the motion. Motion carried.

**Public Concerns**

As discussed last month, we reviewed the situation regarding the Oak Orchard Health Center patient, experiencing some degree of elevated heavy metals in his system. The source could be his water supply. Later in the evening, possible future solutions to such a problem will be discussed.

Also, we have heard there are some complaints with our requisites for food safety training. On a happier note, Wendy Wilson shared she had recently had this food safety training complimented as **very worthwhile** by an acquaintance.

**DIVISION REPORTS**

*Director's Report*

Paul explained we hope to secure a summer youth worker again this summer from job development. This person would be asked to continue with the scanning of GIS documents.

Paul shared the recent legislation which would seek to create a law to curb prescription drug abuse. A lengthy discussion followed with good points from many board members as to roadblocks that may realistically cause some problems when the time comes to implement new protocols. All members agree it brings very welcome attention to a growing prescription drug problem.

We will re-apply for a lead grant. As discussed in the past, we have worked to improve and fine-tune our grant application process. If awarded this grant, we would hope to purchase two additional instruments for lead testing and place them both at physician's office. This application is due in September 2012.

Kevin Keenan, coordinator of **Smoke Free Now** recently came to our department and spoke with Nola Goodrich Kresse and Paul. We were looking for an overview of how grant money was being utilized. Kevin shared there are two main focal points, tobacco marketing/point of sale and policy changes (making parks, communal areas smoke free/changing local laws).

Oak Orchard Health Center will become a smoke-free campus effective July 1, 2012.

### *Nursing Report*

Mary Janet Sahukar shared the children, as discussed at previous meetings, with elevated lead levels, have found their counts once again increasing. One of the children was down to a 28.7 and has now increased to a 37; the other child was down to a 13.2 and has now risen to a count of 22. We have been working with the family to help determine the cause.

Mary Janet reported the corrective action plan for our consolidated review has been turned in with no response as yet.

We are in the process of applying for a CLIA waiver (**Clinical Laboratory Improvement Amendment**). We are gathering policies and procedures, working with Dr. Ciavarrri and also working with the quality assurance committee.

We hope to email policies and procedures to the board in advance of the July 2012 board of health meeting.

We are investigating one possible case of Lyme disease.

### *Environmental Report*

The rabies report was provided in advance via email and was also provided in the evening's packets for review. We recently had a rabies positive horse.

Decisions from our hearing officer have now been received and we won all three cases. Letters have gone out to the parties involved.

At our May 19, 2012 rabies clinic, we vaccinated 469 animals.

### *Monthly Expenses*

The bills for payment were reviewed.

### *Expenditure Report*

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

### *Corporate Compliance Report*

There are no current calls/complaints for corporate compliance. Kimberly Castricone is looking into some issues with provider therapy logs for services rendered. Kim will be making the vendor aware of documentation necessary prior to their bill entering the payment cycle.

Kim is gathering the last of the corporate compliance documents/signatures from our board members.

### **Old Business**

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

Paul and members of our board of health recently met with Genesee County to discuss the shared public health director. Conversations are continuing for this potential "pilot" proposal/collaboration and we are moving forward. Last week there was a conference call with NYSDOH. This will be a two-year pilot project with a definite start and stop date. We are hopeful for a start date around August 1, 2012. The state is helping us to find measureable ways to track outcomes.

The attempt to share a director between two counties comes to us at the same time we have heard about a grant proposal/opportunity through the Robert Wood Johnson Foundation. The mission of the Robert Wood Johnson Foundation is to improve the health and health care of all Americans. The emphasis for strategizing and sharing public health services across jurisdictions is the focus of this grant.

Dr. Rowe, former director of public health for Genesee County, is overseeing a grant through the University at Buffalo. Public health interns would be paid through this grant to work twenty hours per week through the summer.

Dr Shah, commissioner of health, was recently in our area. He was supportive of the idea of regionalization.

### **New Business**

Paul explained a block grant opportunity from The Empire Housing Center. The Empire Housing Center, Inc. is a 501(c)3 organization devoted to assisting low and moderate-income residents of New York by administering housing programs. Their work consists of grant writing and grant administration for general housing rehabilitation programs and also programs that focus on particular problems, such as replacing septic tanks in owner-occupied homes. To pursue this opportunity we would require legislative approval. If secured, this money would be used to improve housing issues. This type of grant work has worked well for counties in the Southern tier. If a homeowner meets the appropriate guidelines there is potential for assistance with such things as drilling new wells, replacing failed septic systems. This grant money does not apply to rental properties. This possibility would perhaps be a solution for the type of well problem as discussed earlier this evening under public concerns.

The board gave consent to further pursue this possibility and schedule the required public hearing.

Paul shared a revised copy of the fee schedule with the board and defined the time line and specifics of the 50% late fee etc., how the late fee is implemented. The wording was defined and discussed to avoid any confusion by the public and/or staff. Wendy Oakes Wilson moved to accept the wording change/correction. Dr. Ciavarri seconded the motion. Motion carried.

### **Other Business**

The next meeting will be held on July 10, 2012 at 7:30 p.m.

### **Adjournment**

Dr. Robinson motioned to adjourn the meeting. Wendy Oakes Wilson seconded the motion. Motion carried. The meeting did conclude at 9:10 p.m.



ORLEANS COUNTY BOARD OF HEALTH  
MINUTES OF MEETING  
SEPTEMBER 11, 2012

**Call to Order**

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

**Members Present**

Paul Grout, Dr. Jim Robinson, Dr. Nancy Ciavarri, Wendy Oakes Wilson, Dr. Sallah Abbasey

**Staff Present**

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

**Members Excused**

Dr. David Meza, William Eick

**Minutes of Previous Meeting:**

Wendy Oakes Wilson moved to accept the minutes of the June 2012 meeting. Dr. Jim Robinson seconded the motion. Motion carried.

**Public Concerns**

Paul Pettit shared he had been made aware of a petition circulating about the food permit requirement/fees etc. The dissatisfaction with the process/fees seems to stem from the temporary food permits. Paul thinks there may be some miscommunication going around and hopes to redefine to the public the difference between closed pot-luck types of suppers at churches, clubs etc., and, those *sponsored* by a church, club etc wishing to charge for food items and open their event to the public.

**DIVISION REPORTS**

*Director's Report*

The majority of summer vacations for staff are over.

One of our sanitarians, Larry Pratt, has retired after thirty-three years of dedicated service. His primary focus was sewage and water in our environmental division. With Larry's retirement, we are eliminating that full time position within our department. We are creating a part time position and Larry will return on August 17, 2012 to fill that part time position. This change saves money in our upcoming budget and places a fully trained and experienced employee in that part time position.

We did re-apply for a lead grant. We have worked to improve and fine-tune our grant application process. If awarded this grant, we hope to purchase six LeadCare II machines for lead testing and place them at physician's offices. It seems lead testing of children is more apt to be completed when this less invasive method is conducted at the time of the child's appointment, while at the doctor's office. The LeadCare II Blood Lead Testing System is a CLIA-waived, point-of-care device that tests children at risk of lead poisoning on the spot, providing rapid results. We also hope to purchase an XRF machine.

**Smoke Free Now** will hold a public forum on Tuesday, November 13, 2012 to discuss initiatives and policies within Orleans County, as well as reduce point of sale.

Paul will be attending the NYSAC Conference in Syracuse, New York from Wednesday through Friday of this week.

### *Nursing Report*

Mary Janet Sahukar is working with the nursing division and the environmental division to better clarify roles with regards to rabies protocol. It has been a very busy rabies season to date.

We are part of a billing project that is being coordinated through NYSACHO. There have been phone calls and a survey. They are looking to see how ready we are, how big we are, what our expertise is. In short, the goal is to have us very similar to a doctor's office, with appointments for immunizations, patients pre-registered for that appointment, insurance information collected and researched in advance, all to assure a quick turn-around. Kimberly Castricone shared we are currently contacting insurance providers to see if they would contract with us, if they are in favor of the health department providing this service or if they prefer the patient connect with their primary care provider.

Last Thursday we received a letter from NYSDOH informing us of changes to the VFC (Vaccine for Children Program). We will no longer administer vaccines to fully insured children who can get their vaccinations through a medical insurance benefit. They are no longer eligible for this program and will be re-directed to their medical home/primary care physician. We would administer vaccines to children who are uninsured, underinsured, Medicaid eligible, a Native American or an Alaska Native. Dr. Ciavarri shared her concerns for the solo practitioner's office to purchase, stock and house the volume of vaccine inventory necessary for children affected by this new protocol. This new practice will begin on October 1, 2012. We will assist the families in whatever way we can.

Mary Janet reviewed presented to the board a sliding fee scale for influenza vaccine and pneumococcal vaccine for review. This sliding fee scale was developed according to the 2012 federal poverty guidelines. This fee scale will be used for patients with no health insurance.

The board reviewed this document. Wendy Oakes Wilson motioned to approve the sliding fee scale as presented and implement this formula to future vaccines. Dr. Jim Robinson seconded the motion. Motion passed.

Recently there was an article, *“Single Use Vials: Safety, Cost and Availability”* by Laura A. Stokowski, RN, MS., on the single dose vial, expected to be used for one patient, one shot. The concern is for contamination/outbreaks when the entire single dose was not completely utilized and the needle then re-enters the vial for another dose. MJ discussed both sides of the issue as she shared the article with the board. With a single dose vial, technique is broken when that vial is entered for yet a second time. Single dose vials do not contain an antimicrobial/preservative as opposed to multi-dose vials, which do. This is what makes it safe to enter and re-enter the vial, using proper sterile technique.

#### *Environmental Report*

The rabies report was provided in the evening’s packets for review. We have now facilitated rabies treatment to twenty-six people.

All establishments served with a stipulation agreement have now accepted and returned their stipulation agreements.

There is one case of West Nile virus in Monroe County.

#### *Monthly Expenses*

The bills for payment were reviewed.

#### *Expenditure Report*

The expenditure report was presented and reviewed.

#### *Corporate Compliance Report*

There are no current calls/complaints for corporate compliance. Kimberly Castricone has mailed letters to Early Intervention and 3-5 Preschool Program providers advising them to practice appropriate documentation of therapies and services according to Medicaid guidelines.

#### **Old Business**

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

Paul expects the shared public health director with Genesee County to be approved September 26, 2012. Our grant proposal/opportunity through the Robert Wood Johnson Foundation has

been submitted. The mission of the Robert Wood Johnson Foundation is to improve the health and health care of all Americans. The emphasis for strategizing and sharing public health services across jurisdictions is the focus of this grant.

The Empire Housing Center-Block Grant Opportunities is currently being worked on and will be submitted later this year. The Empire Housing Center, Inc. is a 501(c)3 organization devoted to assisting low and moderate-income residents of New York by administering housing programs. Their work consists of grant writing and grant administration for general housing rehabilitation programs and also programs that focus on particular problems, such as replacing septic tanks in owner-occupied homes. To pursue this opportunity we would require legislative approval. If secured, this money would be used to improve housing issues. This type of grant work has worked well for counties in the Southern tier. If a homeowner meets the appropriate guidelines there is potential for assistance with such things as drilling new wells, replacing failed septic systems. This grant money does not apply to rental properties. This possibility would perhaps be a solution for the type of well problem as discussed earlier this evening under public concerns.

### **New Business**

Paul Pettit and Kimberly Castricone have worked very hard on the budget, a copy included in the books this evening. The budget was reviewed by our board and is due downtown in October.

### **Other Business**

Mary Janet reviewed the policies that were previously presented to the board for review and were inserted with the July meeting agenda. Dr. Nancy Ciavarri motioned to accept the documents as presented. Dr. Abbasey seconded the motion. Motion carried.

### **Adjournment**

Dr. Ciavarri motioned to adjourn the meeting. Wendy Oakes Wilson seconded the motion. Motion carried. The meeting did conclude at 9:05 p.m.

The next meeting will be held on Tuesday, October 9, 2012 @ 7:30 p.m.



ORLEANS COUNTY BOARD OF HEALTH  
MINUTES OF MEETING  
NOVEMBER 13, 2012

**Call to Order**

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

**Members Present**

Paul Grout, William Eick, Wendy Oakes Wilson, Dr. Sallah Abbasey, Dr. Jim Robinson

**Staff Present**

Paul Pettit, Kimberly Castricone, Cathy Miller

**Members Excused**

Dr. David Meza, Dr. Nancy Ciavarri

**Minutes of Previous Meeting:**

The minutes of the September 11, 2012 meeting were reviewed. Dr. Jim Robinson motioned to accept the minutes. Wendy Oakes Wilson seconded the motion. Motion carried. There were no October 2012 minutes to approve due to the lack of a quorum at that meeting.

**Public Concerns**

Paul Pettit shared there continues to be concerns about the food permit requirement/fees etc. The dissatisfaction with the process/fees seems to stem from the temporary food permits. The board reviewed the criteria and discussions that preceded the implementation of the current permits. As in the past, a discussion ensued as to the difficulty in determining how one would discern which non-for-profit groups, churches, private clubs could be exempt. The board is aware the food permits are not welcomed by groups who collect minimal profit in a food fundraiser.

**DIVISION REPORTS**

*Director's Report*

Paul shared the OMIG desk audit of 3-5 Preschool Program Medicaid claims from the years 2007-2009 has now been gathered and mailed out for review.

We are working on our deliverable for point of distribution and expect to hold that exercise in December. We had thought holding a joint exercise with Genesee County might be possible; however, we have run out of time to receive approval and will host ours independently.

One of our VALOR volunteers has returned from Long Island and working with the victims of Hurricane Sandy. She will be addressing our staff later this week at our monthly department meeting to share her experiences.

The community health assessment will be due next fall.

In January 2013, our board of health will have our annual reorganizational meeting. Paul asked the board to review if the meeting dates and times have been convenient for the majority of the board members. We hope to hold two joint BOH meetings with Genesee County through 2013, Orleans County would host one meeting, and, Genesee County would host the other.

#### *Nursing Report*

Mary Janet Sahukar was not able to attend the evening's meeting, but did submit a written report for the board's review. This report was included in the evening packet and will also be sent to all board members for their review.

#### *Environmental Report*

There was no rabies report this evening. Paul shared our department is analyzing how our "on call" expenses can be reduced. Currently, we are available for calls 24 hours per day, 7 days per week, 365 days per year. To date in 2012 we have had forty "off hours" calls. These calls are not typically emergency based and we are contemplating having dispatch triage the calls, sending reports via phone/fax/email to be acted upon the next business day.

#### *Monthly Expenses*

There was no monthly expense report.

#### *Expenditure Report*

There was no monthly expenditure report.

#### *Corporate Compliance Report*

There is an issue about a licensure issue for one of our providers of therapies/services in one of our pre-school programs. Kimberly is currently investigating this situation.

#### **Old Business**

Mary Janet Sahukar is looking into the court ordered HIV testing.

The shared public health department director is going well. Paul has been tracking his time and estimates his time has been split about 50/50 between counties.

We continue to wait for an update on the Empire Housing Center-Block Grant Opportunity.

The 2013 budget process is going well. There will be a public hearing on Monday, December 3, 2012.

### **New Business**

Mary Janet Sahukar asked for approval of her policies. This issue was discussed and reviewed. Wendy Oakes Wilson motioned to accept the policies. Dr. Robinson seconded the motion. Motion carried.

### **Other Business**

There was no other business.

### **Adjournment**

Bill Eick motioned to adjourn the meeting. Wendy Oakes Wilson seconded the motion. The meeting was adjourned at 8:39 p.m. The next meeting will be our annual holiday dinner meeting to be held on Tuesday, December 11, 2012. Invitations will be mailed to board members.



ORLEANS COUNTY BOARD OF HEALTH  
MINUTES OF MEETING  
DECEMBER 11, 2012

**Call to Order**

Paul Grout called the meeting to order at 7:15.

**Members Present**

Paul Grout, William Eick, Wendy Oakes Wilson, Dr. Sallah Abbasey, Dr. Jim Robinson, Dr. David Meza

**Staff Present**

Paul Pettit, Mary Janet Sahukar, Cathy Miller, Nola Goodrich-Kresse, David Whitcroft

**Members Excused**

Dr. Nancy Ciavarri

**Minutes of Previous Meeting:**

The minutes of the November 13, 2012 meeting were reviewed. Wendy Oakes Wilson motioned to accept the minutes. Dr. David Meza seconded the motion. Motion carried.

**Public Concerns**

There were no new public concerns

**DIVISION REPORTS**

*Director's Report*

We recently held our deliverable exercise for point of distribution. We attempted to see how many patients we could put through the immunization process in a fifteen-minute time frame. It was a learning experience and went well. Staff felt it would have flowed more smoothly if we had more volunteers to pose as patients, thus freeing up staff to fulfill their own roles. We also experienced some technology glitches with one of our workstations.

Paul explained we will not be recouping any further money from the sale of the CHHA as expected. VNA, a home health care agency out of the Buffalo area, will be allowed to come into Orleans County, having received their CON approval. This will no longer afford HCR their exclusivity and puts an end to the monies agreed upon.

Effective January 1, 2013, Mary Janet Sahukar will be joining with Paul Pettit and David Whitcroft as staff traveling between both Orleans County and Genesee County. Mary Janet will oversee the nursing division of Genesee County as part of the plan of "shared services".

The community health assessment will be due next fall.

In January 2013 our board of health will have our annual reorganizational meeting. Paul asked the board to review whether the meeting dates and times have been convenient for the majority of the board members. We hope to hold two joint BOH meetings with Genesee County through 2013, Orleans County would host one meeting, and, Genesee County would host the other.

#### *Nursing Report*

Mary Janet Sahukar explained we have one tested and confirmed pertussis case, a seven year old from Kendall.

Mary Janet shared we are in the final step of the CLIA waiver. We are determined to have the policy to the QIC committee as soon as possible.

#### *Environmental Report*

David Whitcroft explained we will be working toward getting all sanitarians educated and involved in all environmental practices of our department. This may involve some changes with past, historical practices, but should improve our overall performance as a division.

We will be changing our rabies protocol on January 1, 2013 as discussed last month.

Environmental and rabies calls are not really emergency-based. We now expect to have dispatch triage the calls, sending reports via phone/fax/email to be acted upon the next business day. We expect this new practice could net a savings of \$9,000-\$10,000 annually.

#### *Monthly Expenses*

The expense report was reviewed.

#### *Expenditure Report*

The monthly expenditure report was reviewed.

#### *Corporate Compliance Report*

There was no new corporate compliance issue.

### **Old Business**

Mary Janet Sahukar reports there is nothing new to report on court ordered HIV testing.

The shared public health department director continues to go well.

We continue to wait for an update on the Empire Housing Center-Block Grant Opportunity.

The 2013 budget did pass.

### **New Business**

We anticipate April of 2013 and October of 2013 will be our "shared" meetings with Genesee County.

We will elect officers and set meeting dates and times at our January 8, 2013 meeting.

### **Other Business**

There was no other business.

### **Adjournment**

Wendy Oakes Wilson motioned to adjourn the meeting. Dr. David Meza seconded the motion.

The meeting was adjourned at 7:45 p.m. for dinner.