



ORLEANS COUNTY BOARD OF HEALTH  
MINUTES OF MEETING  
MARCH 10, 2015

**Call to Order**

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

**Members Present**

Paul Grout, John DeFilippis, Dr. Jim Robinson, Dr. Sallah Abbasey, Wendy Oakes Wilson

**Staff Present**

Cathy Miller, David Whitcroft, Brenden Bedard

**Members Excused**

Dr. David Meza, Dr. David Bell

**Minutes of Previous Meeting:**

The minutes of the January 13, 2015 had been provided to board members in advance and again reviewed. Wendy Wilson motioned to accept the minutes. Dr. Robinson seconded the motion. All board members were in favor of the motion. This motion was carried.

**Public Concerns**

David Whitcroft shared there was recently a water main break to a line servicing the Medina Hospital. Our department was consulted, shared some suggestions and some emergency procedures. This was a private supply line and was repaired. The problem has been resolved and our department was complimented for being helpful.

**DIVISION REPORTS**

*Director's Report*

David Whitcroft reported our consolidated review has been completed and we are awaiting the official, overall results. Moving forward, consolidated program reviews will be handled differently as the state is short staffed for conducting such reviews. In the future the state will be going back to an older model for reviews.

Mr. Whitcroft wanted to alert the board of the soon to be released annual health rankings due to be released later this month. We have no expectation that our rankings have changed much since the last report.

Mr. Whitcroft explained Dr. Bruce Baker will be stepping down as medical consultant for both Orleans and Genesee counties. Effective April 1, 2015, Dr. Alan Barcomb will become the medical consultant for both counties. Dr. Barcomb will step down from his position on the board of health board of Genesee County.

David Whitcroft shared due to the approaching retirement of an Orleans County employee, there are plans to restructure and consolidate the leadership and staffing for both the Early Intervention Program and the 3-5 Preschool Special Education Program.

Mr. Whitcroft noted the joint emergency preparedness dispensing exercise with Genesee County, originally slated for April, will be postponed until September of 2015.

Lastly, Mr. Whitcroft reviewed the MRC is expected to receive grant money of approximately \$15,000 and is expected to route those funds toward a community garden in the spring.

### *Nursing Report*

Brenden Bedard shared staff has completed their consolidated review, reviewing policies and procedures, charts etc. To date we know of two necessary corrective actions. The first issue was a leaking faucet which has since been fixed by the maintenance department. The second issue was the lapse in a nurse's CPR certification. This nurse is expected to be recertified next week.

Mr. Bedard shared all new/updated policies are in draft form and will first need to be reviewed by the QAC committee and then secondly be reviewed by our board of health. Mr. Bedard had placed the draft policies onto cds and presented a cd to each board member to take home and review.

Mr. Bedard informed the board Mary Janet Sahukar hopes to complete consultation duties with both counties by summer. Additionally, we expect to have another nurse retiring in the near future. Our department hopes to create a senior level nursing position and hire one person to fill this void.

We hope to work with Monroe County with regards to a shared services agreement for a TB clinic.

We were able to be approved earlier today for access to electronic medical records. This will be helpful for our nurses. This is at no cost to the county and training will be provided.

There is new grant funding opportunity for Ebola from NYSDOH. It is an eighteen month grant that begins April 1, 2015.

Mr. Bedard shared we put in an application for a masters of public health, full time intern from the University of Albany for the summer.

We had applied for a Geographic Information System (GIS) chronic disease grant and we have learned we did not receive this funding. We were in partnership with Genesee, Monroe and Niagara counties. This was the third attempt to secure this grant. It would have afforded us free training and licensing for GIS software.

### *Environmental Report*

David Whitcroft reviewed the environmental health graph sent out to board members earlier this month which reflected the 2014 staff hours by program. He also reviewed the February 27, 2015 environmental meeting notes which were also sent to board members in advance of this meeting.

Mr. Whitcroft reported on our most recent ATUPA compliance checks. A new Medina business specializing in e-cigarettes and flavored vapors did sell such nicotine products to our adolescent. They were notified of their sale to a minor and a stipulation agreement was presented to them (\$300.00 in fines and \$100.00 in surcharges) and they have since paid the fine.

A local tanning salon was also presented with a stipulation agreement for devices that fail to meet the standard safety designs. We have not as yet heard back on this stipulation.

Mr. Whitcroft reviewed and explained disinfectant by products in local water supplies to the board. Disinfection byproducts are chemical, organic and inorganic substances that can form during a reaction of a disinfectant with naturally present organic matter in the water. Our department is working with villages and towns to educate them and help them find solutions.

#### *Corporate Compliance Report*

There are no current corporate compliance issues.

#### **Old Business**

The RWJ Project, shared services adventure, has come to an end. Genesee and Orleans are now working together for strategic planning and soon expect to set up a work plan. We continue to move toward a “joint” board between the two counties. The size of the board is expected to be composed of nine total board members, three of whom must be physicians, one legislative representative from each county and four members representing other areas such as veterinary medicine, agriculture, pharmacy etc

#### **New Business**

David Whitcroft explained we anticipate the fee schedule to increase very soon through the Erie County laboratory. They have not increased their rates in quite some time and this is where we send our specimens. In anticipation of this impending increase, the board was asked to approve an updated fee schedule. After a brief discussion by board members, it was decided no motion would be made without hard copies of the new fees to review. Board members asked Mr. Whitcroft to gather the proposed fee schedule from Erie County, as well as the Genesee County fee schedule, so that can be compared to the Orleans County fee schedule and decisions/motions can be made at a later meeting.

Mr. Whitcroft explained and reviewed the possibility of new “engineering audit” fee. It was explained to the board in what circumstances this fee would be applicable. Wendy Wilson motioned to add an “engineering audit” fee of \$100.00. John DeFilipps seconded the motion. All board members were in favor of the motion. This motion was carried.

#### **Other Business**

There was no other business.

#### **Adjournment**

Wendy Wilson motioned to adjourn the meeting. Dr. Jim Robinson seconded the motion. All board members were in favor of the motion. This motion was carried. The meeting was adjourned at 9:10 p.m.

The next meeting of the board will take place on April 14, 2015 at 7:30 p.m.