

## Board of Health

### Meeting Minutes for April 5, 2017

The following board members were present: Dr. David Brubaker MD, Timothy LaFever, Dr. Zahi Kassas MD., Dr. Leo Cusumano MD and Kevin LaForge, Legislative Representative.

Others present: Lori Ballengee, Tyler Shaw, Michele Visseau, Laurie Hennessy.

Members absent: Dr. Willard Simons DDS

Medical Advisor Absent: Dr. Christopher Depner.

The meeting was called to order by Lori Ballengee at 7:07 p.m.

A motion was made by Kevin LaForge to approve the minutes from the December 21, 2016 meeting. This motion was seconded by Timothy LaFever. **Motion Carried**

Lori B. - Personnel changes – outreach specialist at Cancer Services is fulltime. Rich Reynolds retired in February 2017 from the Physically Handicapped Children Program (PHCP). Michelle Haggstrom has also left the Emergency Preparedness position. There is no longer a need for the Emergency Preparedness and PHCP to be fulltime. We are looking to restructure positions in the Health Department as follows: Hiring one fulltime employee for Emergency Preparedness 3 days and Public Health Technician for 2 days a week. Also hire a fulltime employee as PHCP Coordinator for 3 days a week and Corporate Compliance 2 days per week. Josh Schultz will become Children Services Coordinator and oversee both Early Intervention and PHCP.

2016 Budget – The Health Department ended 2016 \$140,000 to the good. New York State Department of Health no longer allows us to pay IT the \$15,000 per year for services.

Health Department will be moving to the 3<sup>rd</sup> floor, hopefully by late fall or early winter of 2017.

Corporate Compliance – no billing issues, no patient complaints regarding billing or compliance. Billing audits are going well. Any minor issues have been being fixed.

Laurie H. - Policies and procedure changes were discussed for Communicable Disease, Immunization, LHCSA, Lead, and TB. A motion was made by Dr. Cusumano to accept the Policy and Procedures. This motion was seconded by Dr. Kassas. **Motion Carried**

Sliding fee scales for Lead & Immunization. A motion was made by Dr. Kassas to accept the sliding fee schedules. This motion was seconded by Dr. Brubaker. **Motion Carried**

Family Planning Chart review – No problems found.

Comprehensive audit is September – IPRO Audit is also coming. Health Educator is getting into more and more schools.

Allegany County Lead testing is down.

Immunization clinic review revealed only minor issues such as missed signatures/mother's maiden name. Billing chart review was concerning, however, when they looked into it, the issue was dates were

wrong which was an easy fix. Quality Control Logs have been improving. No patient complaints. There were two minor employee incidents.

Family Planning – County doors lock at 5:00 p.m. during winter and during summer at 4:00 p.m. Alfred clinic hours have changed due to locking of doors at 5:00p.m. this created an issue with our late clinics there. New policy for patient that misses 3 appointments in a row (without notice of at least 30 minutes) will not be able to make a new appointment for a month. Family Planning will try this new policy and report back to the Board at the next meeting in June.

The Nurse Practitioner would like to become certified to preform DOT Physicals as there is a need for this in our County. A motion was made by Dr. Kassas to set the fee for DOT Physicals at \$100.00. This motion was seconded by Dr. Cusumano. **Motion Carried**

Michele gave the report on shredding of files 82 boxes were shredded by Shred It in January, 2017 and 109 boxes were shredded by Shred It in August, 2016.

Lori B. announced that Susan Dougherty has resigned from the Board of Health. The board had discussion on who might be interested in the position.

Tyler announced there is Free Rabies clinic on 4/8/17 at the County Building in Belmont. We are testing going 100% electronic.

Lead monitoring in school drinking water is 100% in compliance. Currently 2 schools are doing ~~any~~ repairs needed to fix the lead in the drinking water.

Environmental staff has elected not to change working hours for the summer as have done in the past.

**New Business:**

Kevin LaForge asked the board members what their position was on the drug situation currently happening in Allegany County. Drug use is continuing to get worse. Some suggestions from the board members to help with the situation were to have doctors prescribe less pain killers and more education to pregnant moms (WIC).

Kevin also discussed the State Legislature was discussing changing the legal age to purchase tobacco to 21 years old. A motion was made by Kevin LaForge to support Legislation to change the legal age from 18 years old to 21 years old for the purchase of tobacco products. The motion was seconded by Dr. Kassas. **Motion Carried**

Board of Health meetings will now be held on the second Tuesday of every quarter instead of Wednesday.

A motion was made to adjourn the meeting by Timothy LaFever. This motion was seconded by Dr. Kassas. The meeting was adjourned at 8:49pm.

Respectfully submitted,  
Michele Visseau  
Confidential Secretary to the Public Health Director

## Board of Health

### Meeting Minutes for June 13, 2017

The following board members were present: Dr. David Brubaker MD, Timothy LaFever, Dr. Zahi Kassas MD., Dr. Leo Cusumano MD, and Kevin LaForge, Legislative Representative

Others present: Lori Ballengee, Tyler Shaw, David Rahr, Laurie Hennessy, Breeyan Barnes

Members absent: Dr. Willard Simons DDS

Medical Advisor Absent: Dr. Christopher Depner

The meeting was called to order by Dr. Cusumano at 7:04 p.m.

A motion was made by Dr. Cusumano to approve the minutes from the April 5, 2017 meeting. This motion was seconded by Dr. Kassas. **Motion Carried**

Lori B. – Announced that Dr. Joseph Felsen will be completing Susan Dougherty's term on the Board of Health, Board members all in favor.

Personnel changes – Breeyan Barnes has filled the position of Confidential Secretary to the Public Health Director, as of June 1, 2017. Interviews for the Emergency Preparedness Coordinator position and the PHCP/Corporate Compliance position have concluded and Management hopes to make job offers soon.

Current terms of the Board have been updated as follows:

| <b>BOARD OF HEALTH MEMBER</b> | <b>TERM END DATE</b> |
|-------------------------------|----------------------|
| Dr. David Brubaker            | 07/07/2019           |
| Dr. Leo Cusumano              | 07/07/2022           |
| Dr. Joseph Felsen             | 07/07/2018           |
| Timothy LaFever               | 07/07/2023           |
| Kevin LaForge                 | 07/07/2019           |
| Dr. Willard Simons            | 07/07/2021           |
| Dr. Zahi Kassas               | 07/07/2020           |

The Department of Health will be moving to the 3<sup>rd</sup> floor, hopefully by late fall or early winter of 2017. The clinic will remain on the 1<sup>st</sup> floor.

Corporate Compliance – no billing issues, no patient complaints regarding billing or compliance. Chart and billing audits showed only minor issues-all have been corrected.

The Holiday meeting will be held at the Beef Haus on 12/12/2017. Menu will be available at the September BOH meeting.

Laurie H. –Annual Family Planning Policy and Procedure review, changes, and patient education materials were discussed. A motion was made by Dr. Cusumano to accept the Policy and Procedures. This motion was seconded by Tim LaFever. **Motion Carried**

LHCSA Updates-Audit of home visit revealed that the new mother needed a Tdap and there was no recorded follow up with the MD. This was corrected.

2017- 3/2018 Sliding fee scales for Family Planning - A motion was made by Dr. Brubaker to accept the sliding fee schedules. This motion was seconded by Dr. Kassas. **Motion Carried**

Family Planning chart review – minor adjustments to be made for accuracy in EMR. Billing review revealed no issues.

Quality Improvement Objectives - No problems reported with new Alfred clinic hours. PAP study: 451 charts were reviewed and revealed concerns in the follow-up of abnormal PAP. Process is now in place to send a follow-up letter after every PAP, to report results.  
We will continue to evaluate Alfred hours and PAP notification procedure.

Implementation of new policy for patient that misses 3 appointments in a row (without notice of at least 30 minutes) has been successful. To date, no patients have been turned away, barring the initial two.

Comprehensive audit is September – IPRO Audit is also coming but no date has been announced. Public Health Educator has been getting into nearly every school and has incorporated interactive programs within her educational material.

Lead Program – Our Public Health Nurse has been to almost every physician’s office in the county to do lead updates.

Immunization clinic review revealed only minor issues which are being addressed and corrected. The billing audit showed 100% accuracy. A new vaccine refrigerator will be purchased using grant funding. The current vaccine refrigerator is 11 years old and had a temperature excursion last weekend, which is in the process of being addressed. We are preparing for start-of-school immunizations.

No programs had any complaints or injuries.

Tyler – Reported that 415 animals were vaccinated at the April Rabies clinic, utilizing the electronic registration system.

Temporary Tattoo Stands – Basic information was given out regarding temporary tattoo stands at festivals and county events.

Dr. Kassas presented the issue of individuals smoking in close proximity to gas pumps. ‘No Smoking’ signs were not posted. Tyler is looking into this.

Tick season is reported to be particularly bad this year. NYS has issued flyers on how to remove ticks and the CDC has issued a tick management pamphlet

Laurie H. reported that if a bullseye rash is present no serology is needed and the physician should report the presence of the rash to the Department of Health.

In the past month, there have been 5 confirmed cases of Lyme Disease.

Dr. Kassas reported one confirmed non-traveling case of Rocky Mountain spotted fever.

Kevin LaForge reported that a discussion on Tobacco 21 county legislation occurred at the Human Services Committee of the Legislature. The decision was made to table it for now, rally more support, and revisit at a later date.

David Rahr – Department of Health is projected to be on budget for 2017. Coroner service costs have increased significantly. We have saved money by sending autopsies to Olean General Hospital.

New Business:

Laurie H. presented *Consensus Statement on Hepatitis C Elimination in New York State*.

A motion was made by Dr. Cusumano to support Board of Health request of NYS Legislature for the appointment of a formal NYS Hepatitis C Elimination Task Force. This motion was seconded by Dr. Brubaker. **Motion Carried**

The next Board of Health meeting will be held on Tuesday, September 12, 2017.

A motion was made to adjourn the meeting by Dr. Cusumano. This motion was seconded by Timothy LaFever. The meeting was adjourned at 8:13pm.

Respectfully submitted,  
Breeyan Barnes  
Confidential Secretary to the Public Health Director

## Board of Health

### Meeting Minutes for October 03, 2017

The following Board members were present: Dr. David Brubaker MD, Timothy LaFever, Dr. Zahi Kassas MD., Dr. Leo Cusumano MD, Dr. Joseph Felsen MD., and Kevin LaForge, Legislative Representative.

Others present: Lori Ballengee, Tyler Shaw, Laurie Hennessy, Breeyan Barnes.

Members absent: Dr. Willard Simons DDS

Medical Advisor Absent: Dr. Christopher Depner.

The meeting was called to order by Dr. Cusumano at 7:15 p.m.

A motion was made by Dr. Kassas to approve the minutes from the June 13, 2017 meeting.

This motion was seconded by Timothy LaFever. **Motion Carried**

Lori B. - Personnel changes – Penny Chudy started on 07/10/2017 as the PHCP/CSHCN Coordinator. Julianne Cacase started on 09/26/2017 as WIC Nutritionist. Environmental Health is still looking for someone to fill the Emergency Preparedness/Public Health Technician position; qualifying resumes have been received, hoping to do interviews and fill position soon.

Tobacco 21 Update – Tobacco 21 was presented earlier in the year at Human Services. Decision was made to not call for the vote on this matter, at that time, due to concern over the amount of support. Partners for Prevention Committee would like to present this again at a later date; they are hoping to have speakers and student supporters, in an effort to have a stronger presence than what has been in the past.

Corporate Compliance – Meeting was held on September 26, 2017 - there were no findings for this quarter.

Laurie H. – LHCSA (Licensed Home Care Services Agency) Updates – Statistical report of one-time-only visit shows no concerns.

Immunization Program Audit showed only one error; a medication error that was reported to the physician and to the parent - no harm was done – staff was counseled, will revisit in 30 days.

Lead Program Audit – 3 records were reviewed, including 1 in which the lead level was above a 15 - all documentation was at 100%. In total, 10 children are currently being case managed in the Lead Program. Jones Memorial in Wellsville and the Jones Memorial Clinic in Bolivar now offer lead care in their offices.

Nursing staff began flu shot clinics in September – The schedule was reported in the newspaper, it is also available on our website. Board members asked that the schedule be sent to them directly, as well.

TB Program – Nothing to report.

Family Planning Chart review – No problems found.

No patient complaints to report.

Education Evaluations and Evaluation Survey Cards for Family Planning – Completed by students and teachers/instructors following presentations in schools and colleges by our Public Health Educator.

Clinic Survey Cards are provided to patients upon completion of a Family Planning Clinic visit - all survey cards are confidential. Results show positive feedback from patients regarding services.

Quarterly Review of Quality Control Logs – 100% compliant with all checks – No issues to report.

EMAC Materials Review – Review of materials that are handed out and displayed by Family Planning to check for appropriateness, accuracy, and appeal. Dr. Brubaker suggests adding “Sexual Health” to Family Planning, i.e. Family Planning and Sexual Health, in an effort to broaden appeal to the public and help clarify the many services offered at the Family Planning Clinic.

Lead Grant – Yearly update presented to the Board of Legislators (September 25, 2017) and the Board of Health (October 03, 2017) regarding the negative effects of lead on children and adults, including how lead exposure can occur. ACDOH’s Lead Poisoning Prevention Program and NYSDOH are working together to educate parents, grandparents, guardians, and medical providers about the importance of lead prevention.

Office of the Aging is offering a Homebound Rx Pick-Up Program; if an individual has mobility or health issues making it difficult for them to leave their house, an Allegany County Sheriff’s Deputy will go to their home to pick up unused, expired, and unwanted prescription and over-the-counter medications, for safe disposal.

Ardent Solutions is presenting an educational program about Hepatitis C. This will take place in Wellsville, on Monday, November 13.

IPRO Audit – August 2 & 3, 2017 – The IPRO team reviewed the Family Planning Program – meeting minutes, policies and procedures, personnel files, audits, family planning clinic sites – we are still waiting to receive the audit results.

Consolidated Review – September 11 – 14, 2017 – Review of 11 programs from Environmental Health, Family Planning: Clinical/Medical, WIC, and Early Intervention. Exit interview revealed that no deficiencies were found at that time.

There will be a community forum on e-cigarette use to be held in Ellicottville, sponsored by the Western New York Public Health Alliance and New York State Public Health Association. This will take place on Thursday, October 19<sup>th</sup>.

Tyler – Emergency Preparedness updates – Quarterly deliverables were met; 5 out of 5, Tyler completed an additional 3 out of 4 optional deliverables. Annual deliverables (which run throughout the entire grant year of July 1<sup>st</sup> – June 30<sup>th</sup>) are on schedule, with 6 out of 15 completed.

Temporary/Mobile Food Service Update – Season is winding down; to date, 156 permits have been issued for push carts and temporary food vendors at fairs and festivals.

Rabies Prevention Program Update - There is a Free Rabies clinic on 10/07/17 at the Fire Hall in Friendship from 9am-12pm. Participants are encouraged to preregister.

As of 09/01/2017, 33 Rabies specimens have been sent out; 3 have returned positive. 16 people have received post-exposure treatment; this number is up from last year. ACDOH has a 'Catch the Bat' campaign, offers educational materials, and issues press releases on rabies prevention and exposure.

Lead Case Hearing 09/01/2017 – Findings were in favor of the ACDOH. Hearing Officer recommended a \$2,000 fine, reduced to \$0 if lead abatement is completed by November 15, 2017. A motion was made by Dr. Cusumano to support the Hearing Officer's recommendation. The motion was seconded by Dr. Brubaker. **Motion Carried.**

The holiday Board of Health meeting will be held at the Beef Haus on Tuesday, December 12, 2017.

Motion to move to executive session made by Kevin LaForge. The motion was seconded by Tim LaFever. **Motion Carried.**

Motion to exit executive session made by Tim LaFever. Motion seconded by Dr. Cusumano. **Motion Carried.**

A motion was made to adjourn the meeting by Dr. Brubaker. This motion was seconded by Dr. Cusumano. The meeting was adjourned at 8:58pm.

Respectfully submitted,  
Breeyan Barnes  
Confidential Secretary to the Public Health Director