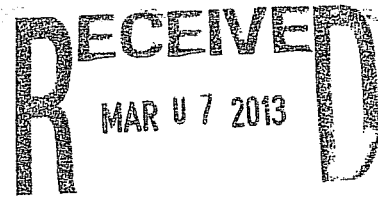


**Board of Health  
Meeting Minutes  
March 4, 2013**



**Members Present:** Susan Dougherty N.P., Timothy LaFever, Dr. Willard Simons, and Douglas Burdick.

**Members Absent:** Dr. Rajan Gulati, and Dr. Leo Cusumano.

**Medical Advisor:** Dr. Christopher Depner absent.

**Others Present:** Lori Ballengee, Laurie Hennessy, Theresa Moore, and Nancy Brinkwart.

The meeting was called to order at 7:40pm by Public Health Director Lori Ballengee.

Lori introduced Nancy Brinkwart, FNP to the Board of Health. Nancy began her employment with the Allegany County Department of Health on January 2, 2013.

**Minutes Approved:** A motion was made by Doug Burdick to approve the minutes from the December 3, 2012 Board of Health meeting. This motion was seconded by Susan Dougherty.

**Motion carried**

A discussion was held in regards to Health Department Funding and how the recent sequestration may affect the Health Department. Lori noted the Health Department may have to undergo a reduction of 10.2% in its budget. Lori indicated she and the program managers have been diligent in keeping expenses in check. New York State Department of Health is considering making funding competitive between the counties of New York State. It appears there will be less chance for money to be allocated to our county for some of our programs due to the competitiveness of disseminating grant money.

Doug Burdick inquired about upcoming rabies clinics and how these clinics are funded. In the past, the Health Department has provided vaccine, syringes, a veterinarian, and a veterinarian technician for clinics being held in several of the towns in Allegany County. Due to less money being given to Health Departments, this practice is no longer being done. Dr. Simons proposed a \$5.00 charge be imposed for each vaccination given to each animal. The Health Department could then possibly institute a sliding fee scale for those people who own several animals. Another idea was to charge a higher fee to out of county residents who attend our rabies clinics. Lori will research this topic and bring more information to the next Board of Health meeting in June.

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Doug Burdick commended Lori and the fine job she has done in running the Health Department and read a letter from the Board of Legislators which stated Lori has been very successful in implementing the Public Health needs of Allegany County. She enhances programs mandated by New York State Public Health laws. Lori uses good financial planning while executing cost saving measures, and improving revenues for the county's benefit.

Doug Burdick made a motion to go into executive session to discuss the employment history of a particular person. This motion was seconded by Dr. Simons at 7:51pm. **Motion carried.**

A motion was made by Tim LaFever to come out of executive session. This motion was seconded by Doug Burdick at 7:55pm. **Motion carried.**

A motion was made by Susan Dougherty to reappoint Lori Ballengee to a new six year term as the Public Health Director of the Allegany County Department of Health. This motion was seconded by Dr. Simons. **Motion carried.**

Lori reported to the board Nancy Brinkwart, FNP has been providing physicals for new employees beginning their employment with the county. The Health Department will call the patient's physician if any problems are detected. We are able to provide immunizations at no cost to county employees who hold county insurance.

Lori discussed the 2012 annual report for the Health Department and gave a brief overview.

Theresa Moore, Supervising Public Health Educator, gave an overview of the Family Planning survey cards given to Family Planning clients for completion. Unduplicated clients seen for the 3<sup>rd</sup> quarter of 2012 totaled 201. In the fourth quarter unduplicated clients seen totaled 254. There was a 92% increase of male clients seen in comparing the third quarter to the fourth quarter. It is believed the reason for the increase was the education presentations given at Alfred State College by the Community Health Educator.

In the fourth quarter fifty percent of the clients surveyed reported they heard about the family planning clinics from a friend. In the survey ninety four percent of the clients reported they felt respected by the receptionist and medical staff.

Theresa disseminated mugs, cancer screening cards, & Komen Kares brochures. Theresa explained the County Cancer Services Program of Allegany and Cattaraugus Counties serves women age 40 and over with Mammograms, clinical breast exams and pap/pelvic exams. They also assist women and men age 50 and over with at-home colorectal cancer screening kits. These services are provided to people with no insurance or people who have high deductibles and/or copays.

Theresa gave an overview of the Komen Kares program for Allegany & Cattaraugus Counties which provides educational materials, transportation assistance, wigs and prosthetic devices, financial assistance for medications, medical supplies and long distance phone assistance for those diagnosed with breast cancer. Theresa was notified she will not be receiving funding for next year's Komen Kares program, starting April 1, 2013.

We have not yet received our letter explaining the grant grading process and the score we received, explanation so far is that Komen of WNY had a reduction in funding and could not fund all applications. There is no place in Allegany County for people diagnosed with cancer to receive treatment.

Lori Ballengee wrote a letter to Cathy Young, Joe Giglio, the Komen Kares Director and Greg Collins, Wyoming County Public Health Director to try to rally support to keep this program alive for Allegany and Cattaraugus Counties. This program provides much needed support to Allegany and Cattaraugus County residents afflicted with Breast Cancer.

Laurie Hennessy, Director of Patient Services, gave updates on her programs. A chart audit was performed on ten flu charts. It was found 8 out of 10 charts were 100% complete.

Sue Hunter, RN was commended for her work with the Amish. She has been instrumental in administering immunizations including Gardasil to the Amish community.

A quality assurance review was performed on the monitoring, storage and handling of vaccine. The majority of missed days for monitoring of vaccine was confirmed to be on a holiday.

Forty Family Planning charts were reviewed and found staff is doing well to conform to appropriate standards.

Laurie is hopeful that Family Planning will be moving from their current site in Alfred to Alfred State College on April 1, 2013. She is waiting for a CLIA waiver to be approved. Alfred State College wants Allegany County Department of Health Family Planning Program on campus.

Laurie reported three HIPPA violations. The first violation involved a check sent out from Medicare to the County Office Building. Someone opened the check and mailed it back to Medicare. This problem has been remedied. One email containing personal health identifying information in the form of a bill went out to the Office of Emergency Services. It was discovered later that our email is not encrypted. The Health Department is now looking into a software program that will encrypt our email.

The third violation involved Page 4 Board of Health Meeting Minutes for March 4, 2013

The third violation involved an update that was believed to have been done for the Family Planning software as of February 1, 2013 through Information Technology and was found not to have been updated. Information Technology was contacted and the update has since been completed. These incidents will be brought before the Corporate Compliance Committee.

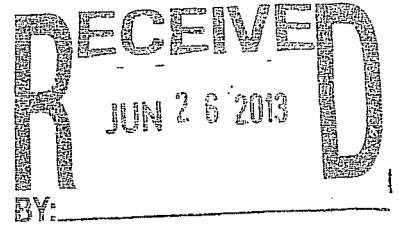
The next meeting of the Board of Health will be held on June 3, 2013.

A motion was made by Doug Burdick to adjourn the meeting. This motion was seconded by Dr. Simons. Motion carried. The meeting was adjourned at 8:53am.

Respectfully submitted,

Janet Norris

**Board of Health  
Meeting Minutes  
June 12, 2013**



**Members Present:** Susan Dougherty N.P., Dr. Willard Simons, Dr. Leo Cusumano, and Doug Burdick.

**Members Absent:** Dr. Rajan Gulati, and Timothy LaFever.

**Medical Advisor:** Dr. Christopher Depner absent.

**Others Present:** Lori Ballengee, Thomas Hull, and Laurie Hennessy.

**Minutes Approved:** A motion was made by Dr. Simons and seconded by Doug Burdick to approve the minutes from the March 4, 2013 meeting. **Motion carried**

The meeting was called to order by Lori Ballengee at 7:04pm.

Lori Ballengee, Public Health Director, reported on the 2012 budget. She indicated the Health Department ended 2012 with \$228,000 in the black. Appropriations and spending were down which contributed to the financial stability of the Health Department. Lori credited the program managers for keeping their spending in line and under budget. She reported Nancy Brinkwart, Nurse Practitioner, has been doing physicals for the county. This saves the county eighty to one hundred dollars per physical. The Health Department is looking into possibly doing physicals for the department of transportation. Lori will be researching this idea further before this can be implemented.

Lori gave the retention report for Individual Identifying Health Information for the year 2012. The Health Department currently has a contract with Cornerstone Records Management for destruction of documents. Cornerstone has a mobile shredder which comes to the Health Department and shreds documents. Janet Norris maintains the retention records and oversees the shredding of the documents under HIPPA compliant regulations. In 2012 seventy three boxes of documents were destroyed.

Lori announced staffing changes which have occurred recently. Maxine Warner, Public Health Educator, left the Health Department in April to take employment elsewhere. Katy Shaw, Early Intervention Coordinator, resigned in May. Joshua Schultz has been hired to be the new Early Intervention Coordinator. Kristi Blehar was recently hired as the Data Manager for the Cancer Services Program. She replaces Jennifer Baker who left to take other employment.

Dr. Gulati submitted his resignation to the Board of Health. His term expires July 7, 2013. Dr. David Brubaker has consented to serve on the Board of Health to fill the vacancy left by Dr. Joseph Felsen. A motion was made by Dr. Cusumano to accept Dr. David Brubaker as a member of the Board of Health to fill Dr. Felsen's vacancy. Doug Burdick seconded that motion. **Motion Carried** Dr. Brubaker will fill the unexpired term of Dr. Joseph Felsen which runs until July 7, 2017. The Health Department will search for a candidate to serve on the Board of Health to fill Dr. Gulati's term.

Lori reported a number of Amish families are moving into Allegany County. Amish homes do not utilize electricity or indoor plumbing. Amish homes have an outdoor privy which has a holding tank underneath the toilet. The waste from the holding tank is then spread over the fields and plowed under. This plan is legal and does not violate any health laws. For gray water two tanks are put together with baffles inside to hold water used from bathing or laundry. The Health Department does not require an engineer for any type of conventional septic system but an engineer is required for an unconventional septic system. The Health Department would like to contract with Clark Patterson, an engineering firm to assist the Health Department with their expertise in unconventional septic systems. The Health Department would also like to increase the fees for alternative septic permits from one hundred and fifty to two hundred dollars to cover the expense of the engineer. A motion was made by Doug Burdick to contract with Clark Patterson and to increase the alternative septic permit fee from one hundred fifty to two hundred dollars. This motion was seconded by Dr. Simons. **Motion Carried**

Laurie Hennessy, Director of Patient Services, presented the Board of Health with new sliding fee scales for Family Planning, Immunization and Lead programs. These sliding fee scales represent the new poverty level amounts for 2013. Laurie pointed out in regards to family planning, some prices went up and some prices went down for various medications and tests. Doug Burdick made a motion to approve the new Family Planning, Immunization and Lead sliding fee scales. This motion was seconded by Dr. Cusumano. **Motion Carried**

Laurie asked the Board of Health members to approve the LHCSA (Licensed Home Care Service Agency) Lead, Immunization and TB programs with the updated policy and procedures. A motion to accept the new policies and procedures to the LHCSA, Lead, Immunization and TB programs was made by Dr. Simons and seconded by Dr. Cusumano. **Motion Carried**

Laurie reported the Health Department would like to contract with CDD (Center for Disease Detection). This is a lab we can send our specimens to and it interfaces with a currently used software program called Ahlers. CDD is currently much cheaper than any other lab we have investigated. CDD will bill insurances and pay our shipping for us. CDD will help us with our IT hookups at each of our sites which include Alfred, Wellsville, and Belmont.

The Health Department would like to work with Alfred State College by running a family planning clinic on campus. Further work will be done to see if a clinic may become a reality.

The Health Department Family Planning Clinic will host Donna Gray, N.P. from Wyoming County Family Planning Clinic. She will be instructing Allegany County Family Planning staff on the use of IUD's and proper placement.

Laurie Hennessy reported on Communicable disease status of a baby in Allegany County with a positive Pertussis diagnosis. The baby is still currently ill and the family has been offered and is considering vaccination for Pertussis.

Laurie gave an overview of the Summary Reports for LHCSA, Lead and Immunization programs and entertained questions from the Board members.

Laurie reported a Health Department employee exposed himself to raw sewage with an open area on his hand. An occurrence screen was completed. Employee is doing fine.

Laurie reported a specimen was sent in to be tested and the clinic didn't hear back in a timely manner. After a phone call was made several days after the specimen was sent in for testing the clinic was informed a machine in the lab wasn't working. The Health Department should have followed up on results of lab sooner. New policy has been put into place to follow-up with a telephone call within 5 days of specimen submission.

There were no patient complaints.

A motion was made to adjourn the meeting at 8:12pm by Dr. Cusumano and seconded by Doug Burdick.

**Motion carried**

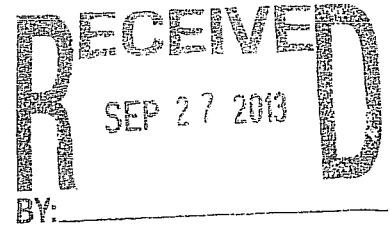
Next meeting will be held at an undetermined date in September 2013.

Respectfully submitted,  
Janet Norris

BOARD OF HEALTH

MEETING MINUTES

September 18, 2013



**Members Present:** Dr. Leo Cusumano and Dr. David Brubaker.

**Members Absent:** Susan Dougherty N.P., Timothy LaFever, and Dr. Willard Simons.

**Medical Advisor and Medical Director present:** Dr. Christopher Depner.

**Others Present:** Lori Ballengee, Thomas Hull, Laurie Hennessy, and Theresa Moore.

The meeting was called to order at 7:10pm by Dr. Leo Cusumano, Board of Health President.

The minutes could not be approved as members present did not constitute a quorum.

A proposed change of the meeting night for Board of Health was tabled until the next meeting in December.

Theresa Moore, Supervising Public Health Director, gave an overview of the Family Planning Survey Results for the second quarter of 2013. Two hundred thirty one unduplicated clients were seen between April and June at the Family Planning Clinics. This was a 9.77% decrease in unduplicated clients from the first quarter. Sixty eight clients completed surveys in the second quarter compared to fifty five clients who completed surveys in the first quarter. The survey results showed 70.59% of our clients from the second quarter learned about our family planning services from a friend compared with 47.28% in the first quarter of the year.

Theresa presented results of lead testing from Lead Web. This is a software system provided by the state of New York. The statistics shown are given for duplicated tests so they do not give a true picture that the Health Department would like. The Health Department uses NYSIIS (New York State Immunization Information System) to log their data on immunizations for clients. Children in Allegany County are tested for lead at the age of one and again at the age of two. The nursing staff follow-up on cases which have elevated blood lead levels and provides families with education on how to reduce the lead levels in their children.

Tom Hull, Deputy Public Health Educator, reported to the Board of Health members the guidelines used in performing sanitary surveys and septic systems. Tom proposed some changes to the guidelines. The discussion was tabled until the next Board of Health Meeting to be held in December.

Laurie Hennessy, Director of Patient Services, reported Quality Assurance reviewed two charts in the LHCSA (License Home Care Services Agency) program and they were found to be in 100% compliance of all documents in the charts.



Laurie informed the board members the state of New York will be conducting a consolidated review in July 2014.

Laurie reported, at this time, 16 Flu clinics have been scheduled for September, 26 for October, and one for November. More clinics will be scheduled in the future. Flu shots are currently being offered at the Family Planning Clinic sites and immunization clinics. The Health Department is currently offering five different types of flu shots which include Fluzone, preservative free, Fluzone pediatric preservative free, Fluzone intradermal preservative free, Fluzone with preservatives and High Dose Fluzone preservative free.

Laurie reported fifteen immunization charts were reviewed. Improvements in VFC eligibility screening will need to be reviewed carefully in the future along with recording the maiden name of the mother in the chart. Improvement could be realized by the nurses in reviewing the completeness of the screening questionnaire.

The Health Department is going into three local daycares to audit immunization records and provide lead teaching to the staff at the day care sites. Four children have come to the Health Department for testing as a result of the education in the daycares. Seven lead charts were reviewed and five of the charts were found to be complete. Two charts were incomplete. The home investigation had not been recorded in the electronic lead web chart.

Two latent Tuberculosis charts were reviewed and found to be complete. Laurie reported a TB patient will be coming home and one year of direct observed therapy will be performed by the Health Department for that patient.

It was noted there is one patient with Salmonella and one patient with giardia which have been reported to the Health Department. The Health Department has contracted with a lab out of Texas known as CDD (Center for Disease Detection). The Health Department will still continue to use Jones Memorial Hospital lab as well.

Changes to policies and procedures for Family Planning were tabled until the December meeting.

The Health Department Family Planning Clinic sites will be offering IUD's to their patients as soon as education is complete. A nurse practitioner from Wyoming County will be coming to Allegany County to do competencies with our nurse practitioner. The Health Department has had several requests from patients for IUD's.

Laurie reported two complaints. The mom of an 18 year old believed the confidentiality of her child had been compromised. After an investigation had been made the mother was called back. Discussed actions taken, with the employee in question and emphasized that every concern is valid.

Laurie will write up the complaint on an occurrence screen. At an immunization clinic a small child had to be given Benadryl for hives following the administration of an immunization.

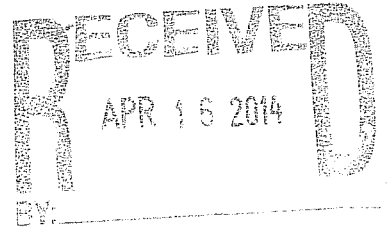
The meeting was adjourned at 8:31pm by a motion from Dr. Cusumano and seconded by Dr. Brubaker.

The next meeting of the Board of Health will be held on December 18, 2013.

Respectfully submitted,

Janet Norris

**Corrected**  
Board of Health Meeting Minutes  
For December 18, 2013



Members present were Kevin LaForge, Dr. Leo Cusumano, Dr. Zahi Kassas, Dr. David Brubaker, and Tim LaFever.

Members absent were Susan Dougherty and Dr. Willard Simons.

Dr. Christopher Depner, Medical Advisor was also absent.

Lori Ballengee, Public Health Director, asked everyone to introduce themselves. Lori introduced Dr. Zahi Kassas and Dr. David Brubaker as new members of the Board of Health. She thanked them for their willingness to serve on the Board of Health.

Curt Crandall, Chairman of the Board of Legislators, thanked the Board of Health members for serving on the Board of Health and giving their time to do so.

The minutes from the June 12, 2013 meeting were approved by a motion from Tim LaFever and seconded by Dr. Cusumano. Motion Carried.

The minutes from the September 18, 2013 meeting were approved by a motion from Dr. Zahi Kassas and seconded by Dr. Brubaker. Motion carried.

Fred Sinclair requested Lori give information to the Board of Health on Lyme disease. Lori indicated there has been no research or evidence that indicates mosquitoes are primary transmitters for Lyme disease. The New York State Department of Health confirms that Deer Ticks are the primary transmitters for Lyme disease.

The updates on the Sanitary Loan Survey policies and procedures were tabled until the next Board of Health meeting.

Laurie Hennessy reported the results from the Family Planning Surveys indicate there is a decline in clients for the first three quarters. These results will be discussed with the Supervising Public Health Educator to discuss outreach. An area of concern was accessing the college campuses as was done last year but not this year.

A motion was made to adjourn the meeting by Tim LaFever. This motion was seconded by Dr. Brubaker. The meeting was adjourned at 8:20pm.

The next Board of Health meeting will be held on March 19, 2014.

Respectfully submitted,  
Janet Norris