

Board of Health

Meeting Minutes

March 19, 2014

Members Present: Susan Dougherty CNM, NP, Dr. Willard Simons DDS, Dr. Leo Cusumano, Dr. David Brubaker, Dr. Zahi Kassas, and Kevin LaForge, Legislative Representative.

Members Absent: Tim LaFever

Medical Advisor Absent: Dr. Christopher Depner

Others Present: Lori Ballengee, Tom Hull, Laurie Hennessy, Theresa Moore and Dustin Quinn.

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

The minutes from the December 18, 2013 meeting were approved with a change to Paragraph 5. Paragraph 5 now reads. **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.** A motion was made by Dr. Brubaker to accept the minutes with the change noted above. This motion was seconded by Dr. Kassas. **Motion carried.**

Lori Ballengee, Public Health Director, reviewed the Intermunicipal Agreement between County of Monroe and County of Allegany. This contract will go to Human Services for review and approval in April. Lori indicated the fees for this contract are about \$20,000 higher than our 2013 rates.

Lori reported on the agreement with the Coroners. The coroners will be receiving \$600 per diem if the coroner activity involves an autopsy. This includes mileage at the most current Federal rate, related to a call involving an autopsy and trips to the site of where the autopsy is to be performed. If applicable, a body bag and other reasonable related supplies will be reimbursed. The Coroner's transportation responsibility ends when the deceased is released to the Medical Examiner's office.

Lori reviewed the 2013 Budget with the Board of Health. For over a year and a half; the preschool program was unable to bill Medicaid due to NYS Medicaid issues. In 2013 Medicaid was billed and generated revenue for the county. The overall appropriations budgeted versus the actual cost determined the actual cost to each Allegany County resident to be \$1.80 per person to run the Health Department of the year 2013. In the Early Intervention program, the county contracts with therapists to do their billing. The Early Intervention program realizes about \$3000.00 in revenue per month from this activity. The Health Department charges an administrative fee of \$14.00 for each individual's service performed by our therapists as well as \$95.25 administrative fee when Allegany County Health Dept. is chosen as the Evaluation Team. Most counties are losing money for this program and Allegany County is realizing a profit.

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The By-Laws for the Allegany County Board of Health were reviewed by the Board members and approval was given to change the By-laws to read as follows:

The regular meeting of the Allegany County Board of Health shall be held on the 3rd Wednesday of the designated quarterly month. A special meeting may be called if emergent issues arise that cannot wait until the next scheduled meeting.

A motion was made by Susan Dougherty to approve the change in the By-Laws for the Board of Health. This motion was seconded by Dr. Willard Simons. **Motion Carried**

Theresa Moore, Supervising Public Health Educator, reviewed the statistics from the Family Planning Clinic Survey cards for the 3rd and 4th quarters of 2013. She reported there was an increase of unduplicated clients from the 3rd quarter to the fourth quarter. There was a large increase of male clients from the 3rd quarter to the 4th quarter. The average age of clients seen is as follows:

Alfred Clinic- 22 years old
Belmont Clinic-25.87 years old
Wellsville Clinic-22.62 years old

Clients are asked to indicate all the ways they have heard about the Family Planning program or clinic. The responses indicated they hear from friends as the number one response and then School staff and then Health Fairs in the 3rd quarter for 2013. In the fourth quarter, clients indicated they access the Allegany County Department of Health Website as the third answer.

The Health Department is now using an on-line scheduler to schedule patients for family planning clinics. Walk-ins are taken and are worked into the schedule as able.

Tom Hull, Deputy Public Health Director, reviewed the policies and procedures for Sanitary Loan Surveys. Tom entertained questions from the Board of Health and reviewed information regarding the Sanitary Loan Surveys. A motion was made by Dr. Kassas to make the following addition to the policies and procedures for Sanitary Loan Surveys. If a septic tank is determined to be undersized, a regulation size septic tank will be installed in its place as determined by the number of bedrooms in the dwelling being inspected, in accordance with current Code requirements. This motion was seconded by Dr. Simons. **Motion Carried**

Laurie Hennessy, Director of Patient Services, indicated she had nothing to report for the LHCSA (Licensed Home Care Services Agency). There were no complaints to report either.

Laurie reported on the Immunization program and her attendance at the NYS Immunization Conference. She indicated for every \$1.00 spent on immunizations, \$16.00 is saved in societal costs. Laurie reviewed the proposed Immunization sliding fee scale for 2014 with a change in the Federal Poverty Level. A motion was made by Dr. Brubaker to adopt the new sliding fee scale for the Immunization program. This motion was seconded by Dr. Cusumano. **Motion Carried**

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Laurie presented the findings from the recent chart audit on immunization charts over the past three months. She reviewed shortcomings and strengths of the audit with the Board of Health. Laurie reviewed the proposed policies and procedures for the immunization program. She reported there are no procedural changes in the policies but a few changes in the wording of the policy for accuracy for the Immunization Program. Dr. Cusumano made a motion to approve the updated policies and procedures for the Immunization program. Susan Dougherty seconded the motion. **Motion Carried**

Laurie presented the policies and procedures for the Lead Program. The 2014 work plan was entered into the policies and procedures. The Health Department has the Lead Test initiative to help eliminate radiation. This monitoring saves \$600 a year. This eliminates radioactive liability and a license. The Board of Health asked to table the vote to approve the policies and procedures for the Lead program until the next meeting. Dr. Kassas would like to look at the wording for the Lead Letter to Parents about developmental assessment. Laurie reported to the Board members the Health Department is following 4 lead cases and case managing all children with blood lead levels above 10.

Laurie reported the Health Department is following one active non-communicable TB case. There are currently two patients on latent therapy.

Health-E-Net is a web based program that allows nurses to investigate Communicable Diseases.

Laurie is picking a new topic to discuss for the Office for the Aging. People can sign up to hear these topics and at this point in time there is no fee.

Laurie reviewed the policies and procedures for Communicable Disease. A motion was made by Dr. Kassas to approve the policies and procedures for Communicable Disease. Dr. Brubaker seconded this motion. **Motion Carried**

Laurie noted Nancy Brinkwart, NP was still out on disability. Norilyn Patrick FNP is covering for Nancy in her absence.

The policies and procedures for Family Planning were updated and some wording changed to make correct. Susan Dougherty made a motion to approve the updated Family Planning policies and procedures. This motion was seconded by Dr. Cusumano. **Motion Carried**

The sliding fee scale for Family Planning was reviewed and was noted this sliding fee scale included the new federal poverty level. This schedule was also updated to current pricing for medications. A motion was made to approve the new Family Planning sliding fee scale for 2014. This motion was seconded by Dr. Kassas. **Motion Carried**

Laurie reviewed the NYS Center of Excellence for Family Planning and Reproductive Health Services Performance Measure Data Summary for Contraceptive Utilization rates. Allegany County Health Department ranked 13 out of 49 agencies. Allegany County Health Department ranked 44 out of 49 agencies for long-acting reversible contraceptive utilization rates.

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Laurie reported on the Family Planning chart review from December 2013. Staff will need to be cognizant to note patient's weight on the chart. There needs to be more of an assessment done on male patients. Follow-up and referral of a patient warranted changing the form and adding a symbol at the bottom of the page. On another form, the lab tests were not initialed to indicate they had been reviewed by staff. Corrections have been made to alleviate these problems from occurring again.

There are no patient complaints to report to the Board of Health for any program.

Lori Ballengee announced a Rabies clinic will be held at the rear of the County Office Building on April 26, 2014 from 9:00am until noon.

Lori announced the next Board of Health meeting will be held on June 18, 2014.

A motion to adjourn the meeting was made by Dr. Cusumano. This motion was seconded by Dr. Simons. The meeting was adjourned at 9:06pm.

Respectfully submitted,
Janet Norris

Board of Health

June 18, 2014

Board Members Present: Susan Dougherty, CNM, N.P. , Timothy LaFever, Dr. Willard Simons, DDS, Dr. Leo Cusumano, Dr. Zahi Kassas, Kevin LaForge, Legislative Representative.

Board Members Absent: Dr. David Brubaker.

Medical Advisor Absent: Dr. Christopher Depner .

Others Present: Lori Ballengee, Tom Hull, and Laurie Hennessy.

Call to Order: The meeting was called to order at 7:20pm by Board President Dr. Cusumano.

Minutes Approved: A motion was made by Dr. Kassas to approve the minutes from the March 19, 2014 meeting. This motion was seconded by Dr. Simons. **Motion Carried**

Lori Ballengee, Public Health Director, reported the Health Department has a signed agreement with Olean General Hospital for medical examiner services which will begin in September 2014 and run for two years. Olean General Hospital will provide autopsy services to Allegany County. For several years the Health Department has had an agreement with Monroe County for providing medico legal death investigation services including autopsy and post-mortem toxicology in cases falling under the statutory jurisdiction of the Medical Examiner. Contracting with Olean General Hospital will provide a savings to Allegany County in mileage expense paid to the coroners for transporting bodies to and from Monroe County versus taking the bodies to Olean. The per diem rate will be lower for Olean General Hospital than it is for Monroe County. The Health Department will still have to maintain a contract with Monroe County for forensic autopsies and lab services connected with that type of autopsy. The number of forensic autopsies performed each year is very low. The Board members were very pleased with Lori's success in contracting with Olean General Hospital and affording the county substantial savings.

Lori reported more good news to the board members. The Health Department leases a building in Alfred at a rate of \$850.00 a month. The Health Department has been trying to find another site with a lower lease and a better layout providing a more confidential setting for their patients and a handicap accessible location. Lori Ballengee has been working with Alfred State College to negotiate an agreement with them for Family Planning Clinic Space. An agreement has been reached for \$300.00 a month. This is a cost savings of \$550.00 a month. This will be a much better location since it will be right on campus and a vast majority of patients are college students. There is a large parking lot to accommodate all of the patients and staff. Not only is it a cost savings for the Health Department but more convenient for the patients. The Board of Health commended Lori Ballengee for taking the time to research this information, for finding the location and most of all saving the county money.

Lori indicated the Health Department will be purchasing a new vehicle utilizing funds within the Health Department budget. This car will be utilized by one of the Public Health sanitarians. The new vehicle will arrive sometime in the fall.

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Lori reported the WIC program will hold its annual Health fair to Celebrate World Breastfeeding Week on August 5, 2014 at Island Park, Wellsville, NY from 4:00pm until 6:00pm. It is open to the public. Several local health and human services agencies will be present with displays and literature. There will be healthy food and activities for the families. This is a great time for families to learn what services are available in the county and have fun.

Lori explained the DSRIP (Delivery System Reform Incentive Payment) funding to the committee. On April 14, 2014 Governor Andrew M. Cuomo announced that New York has finalized terms and conditions with the federal government for a groundbreaking waiver that will allow the state to reinvest \$8 billion in federal savings generated by Medicaid Redesign Team reforms. This Medicaid reimbursement over a five year period helps to ensure no hospital will ever close. They will have to work with tertiary agencies such as the health department. There is a multi- county approach involved to secure funding. A letter of intent must be written and submitted by May 15, 2014. Ten areas must be addressed. The Medicaid clients are broken down by county and that's how they come up with the start-up money for this program.

Lori announced the termination of Matt Moretti, Public Health Educator for the Health Department. The Health Department will be looking to hire a full time Family Planning Public Health Educator to focus their efforts on college campuses. This position will be contracted through Cornell Cooperative Extension. The Health Department is looking at hiring a 12 hour a week Public Health Educator to focus on schools and health fairs for education on lead, children with special healthcare needs and other health related programs.

A discussion was held on hydraulic fracturing in New York State and specifically Allegany County and the concerns regarding resident's health. Tom Hull assured the Board of Health a plan of policies and procedures regarding hydro fracturing have been written to help protect the health of the residents of Allegany County. Fracking is still being studied. Tom indicated the Board of Health may have to take a position on fracking at some point in time. Unfortunately, there is a huge spike in STD's in areas where fracking is being done. If fracking is done correctly to minimize risk, it is very expensive. Sometimes corners are cut due to expense of following the procedures correctly. The D.E.C. and the NYSDOH will work together with the Allegany County Department of Health when the need arises if fracking is begun in our county.

Tom Hull, Deputy Public Health Director, announced the Public Health Sanitarians are currently working a four hour work week for the summer. This is the busiest time of the year for the sanitarians. Two sanitarians work Monday through Thursday and two sanitarians work Tuesday through Friday. They work three days from 7:30am until 5:00pm and the fourth day they work 8:30am until 5:00pm. This gives them some flexibility in contacting their clients before and after the normal work day.

Tom Hull gave an overview to the Board of Health Members of the Environmental Health division and the duties they perform. The sanitarians cover all of Allegany County which includes over 50,000 residents. The sanitarians provide follow-up on animal bite reports and oversee the rabies clinics which are held three times a year. The Public Health Sanitarians handle the community sanitation program. Sanitarians inspect facilities in this program for general sanitation and safety and include Children's camps, hotel and motels, campgrounds, swimming pools, bathing beaches, mobile home parks tattoo/body piercing shops and tanning bed salons.

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These are inspected annually with the exception of tanning bed salons, which are inspected once every two years.

Food service establishments are inspected to ensure compliance with regulations aimed at reducing the possibility of food-borne illnesses, and include state and local institutions, restaurants, seasonal, temporary and mobile food service facilities, OFA facilities/feeding sites, school cafeterias, and school sponsored summer feeding sites. Tobacco Sale Compliance checks are conducted to ensure tobacco retailers aren't illegally selling tobacco products to minor-aged children. There are approximately 50 active tobacco retailers in Allegany County.

The Rabies Prevention and Control program seeks to prevent the transmission of rabies to humans through animal bite investigations. Animals are sent for rabies testing, animals are immunized at free rabies clinics and referrals for human post-exposure rabies treatment.

Sanitarians issue permits for the installation of new or replacement of individual sewage treatment systems through which department staff design, oversee, and approve the final construction of systems to ensure they meet state sanitary code requirements. Loan surveys are conducted as part of residential real estate transfers in order to check on the functioning of existing septic systems as part of the sales process.

With funding from the New York State's Drinking Water enhancement Program, the Health Department provides comprehensive oversight and assistance to public and private water systems in the county.

The Environmental Health Division investigates complaints received to determine if a possible public health hazard or threat exists that could negatively impact county residents. Complaints include everything from public health nuisances (garbage, insects, vermin etc.), to problems with sewage systems, food service facilities, community sanitation program-related facilities, indoor and outdoor air quality, smoking in prohibited areas, private and public water supplies, etc.

Laurie Hennessy, Director of Patient Services, reviewed the LHCSA (Licensed Home Care Service Agency) Policy and Procedures. Laurie added the need for Palliative Care and updated the Patient Bill of Rights for the most significant change. A motion was made by Kevin LaForge to approve these changes. This was seconded by Dr. Willard Simons. **Motion Carried.**

Laurie indicated there were no complaints for LHCSA. There were two charts audited and they were 100% accurate.

In the Family Planning program, a new poster was created adding Hepatitis C testing along with Gardasil HPV Vaccine. A new trifold was created for Family Planning and the telephone number was updated.

Laurie reported fifteen immunization charts were reviewed and were accurate except that the mother's maiden name was missing from 57% of the charts. This piece of information is very useful in determining the patient's identity.

In the Lead program three charts were reviewed and she noted one chart was lacking environmental documentation (now corrected), and another moved and referral made on 5/28/2014.

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For the LPPP the discussion on the letters sent to parents was continued from the last BOH meeting. The language "we are referring you"... was removed for children with blood lead levels 5-9, etc. in the Lead letters. For children with blood lead levels 15-44 a check list for providers will be utilized so they can determine if they (the Providers) have met those guidelines. A motion was made by Dr. Kassas to accept the changes made for the lead letters Kevin LaForge seconded the motion. **Motion Carried.**

In the TB program the two charts were reviewed. The charts were accurate and one x-ray report was not signed. The TB Policy and Procedure annual review was done and discussed. The motion to accept the annual review was made by Tim LaFever and seconded by Dr. Kassas. **Motion Carried.**

Laurie reviewed the 1st quarter Family Planning Clinic survey cards report. There was a 12.66% decrease in unduplicated clients from the 4th quarter of 2013. There was a 37.14% decrease in male clients from the 4th quarter of 2013. The average age of clients by clinic site was Alfred-19.86 years, Belmont-24.73 years and Wellsville-24.5 years

Laurie reported the CDD lab they use located in Texas has a good turn around time in lab reports and is a significant cost savings from current lab prices. The concern as we continue with this process is the billing piece. If it is more cumbersome than our current contract we will reevaluate after a six month period to discuss the true cost savings once extra billing time is factored in.

Laurie announced the NYS Dept. of Health will be here the week of July 11, 2014 to perform a consolidated review of several of the Health Department's programs.

The Health Department has a new website. Patients can access this website and schedule appointments, and find out about clinics and many other services the health department provides to the public. The website address is as follows: www.alleganycountydepartmentofhealth.com.

Laurie gave a measles update to the committee for measles cases diagnosed recently.

She reported the family planning program is doing Hepatitis C screening for their patients. June 26th will be a Hepatitis screening day in the clinic room of the Health Department.

There were no patient complaints in any program to report.

Tom announced there will be a Rabies Clinic to be held on August 2, 2014 at the Allegany County Fairgrounds from 9:00am until noon.

Tom reported he and one of the sanitarians posted some free metal signs regarding Ticks and Lyme disease at different locations in the county.

A motion was made by Susan Dougherty to adjourn the meeting. This was seconded by Dr. Cusumano. The meeting was adjourned at 8:38pm.

Respectfully submitted,

Janet Norris

Not approved

Board of Health Meeting Minutes

For September 17, 2014

The following Board of Health Members were in attendance: Dr. Brubaker, Dr. Cusumano, Susan Dougherty, CNM, NP, Kevin LaForge, Dr. Zahi Kassas, and Timothy LaFever.

Others in attendance were Laurie Ballengee, Tom Hull, Laurie Hennessy and Janet Norris.

Members absent were Dr. Willard Simons.

Medical Advisor Dr. Christopher Depner was absent.

The meeting was called to order by Board President Dr. Cusumano at 7:04pm.

The minutes from the June 18, 2014 Board of Health meeting were approved as written by a motion from Tim LaFever. This motion was seconded by Susan Dougherty. **Motion Carried.**

Lori Ballengee, Public Health Director, gave an update on the new location of the Family Planning Site in Alfred. The new location is on the Alfred State Campus in the T.A. Parish Hall. This location will give better access for college students and more confidentiality and great parking for patients. Students comprise the majority of patients who utilize the services of the Allegany County Department of Health in Alfred. This provides patients with services that are not currently provided by the college. This is a most cooperative compilation of services provided by the college and the Allegany County Department of Health.

The New York State Department of Health is returning around \$21,000.00 in revenue offset money to the Health Department as part of our quarterly state aid vouchers.

A motion was made to go into executive session by Dr. Cusumano to discuss a current investigation. This motion was seconded by Susan Dougherty. **Motion Carried.**

A motion was made to come out of executive session by Dr. Brubaker and seconded by Dr. Cusumano. **Motion carried.**

Tom Hull noted Deborah Farberman was contacted to act as hearing officer for a case to be heard on September 23, 2014. Ron Truax could not preside as hearing officer since he had a conflict of interest with the case. Tom asked for approval to have Deborah Farberman to act as our Hearing Officer on September 23, 2014. A motion was made by Dr. Kassas and seconded by Dr. Brubaker to approve Deborah Farberman to act as our hearing officer for September 23, 2014. **Motion Carried**

Kevin LaForge and Tim LaFever asked to be excused from the vote since they knew the parties involved in the hearing. Susan Dougherty made a motion to allow Kevin LaForge and Tim LaFever to abstain from voting. This motion was seconded by Dr. Cusumano. **Motion Carried**

Nominations for President and Vice President of the Board of Health were Dr. Cusumano for President and Tim LaFever for Vice-President. A motion was made by Dr. Brubaker to elect Dr. Cusumano for President of the Board of Health. This motion was seconded by Tim LaFever. **Motion Carried**

Not approved

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A motion was made by Kevin LaForge to elect Tim LaFever for Vice-President of the Board of Health. Susan Dougherty seconded the motion. **Motion Carried**

Janet gave the annual records retention and destruction report for 2013. The Health Department has contracted with Iron Mountain to use their mobile shredder and have documents shredded as they become expired. In 2013 35 boxes were shredded.

Lori Ballengee noted the Holiday Dinner meeting will be held at Moonwinks this year and disseminated invitations.

Laurie Hennessy, Director of Patient Services, indicated there was nothing to report at this time regarding LHCSA (Licensed Home Care Services Agency). The Health Department is not currently seeing any patients at this time.

In the Immunization program, the Health Department is currently working with schools and new regulations governing this program.

The Health Department was at the Cuba Cultural Center for the first time. They are working with Tina Smith. TDap immunizations were given. The Health Department hopes to make great strides in working with the Cuba Cultural Center.

In the Lead Program the Health Department continues to do lead testing of 1 & 2 year old children. Letters are sent to parents each month. Live births continue downwards in the number of children being tested. Forty percent of homes in Allegany County were built before 1940. The potential for lead paint in homes is there. The highest blood lead level found in a child is 24. In the lead program there are currently 5 cases being managed. There are no complaints to report in this program.

The Health Department recently received their flu vaccine and will begin flu clinics in the next week or so.

In the TB/communicable Disease program a performance review was completed last April in the Health Department. The Health Department has been awarded \$12,000 for their outstanding review. Laurie reported we currently have 2 patients on latent TB care.

Laurie reported the Alfred Family Planning site has moved to the Alfred State Campus within the T.A. Parish Hall. She indicated this will be very helpful to students and provide them with much more confidentiality due to the layout of the building.

Laurie reported every prescription will have to be written electronically beginning in March 2015. The Health Department is looking for software to provide us with this capability and assist us in being in compliance with this new policy.

Laurie indicated our nurse practitioner is still on Medical Leave and Norilyn Patrick has been very gracious to cover clinics in her absence.

Not approved

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There has been a decrease in the numbers of patients seen in the family planning clinics since March. The Health Department is currently without a Family Planning Community Health Educator. The Health Department is currently searching for a Family Planning Community Health Educator and hopes to have one hired and in place by the end of October.

In reviewing and auditing immunization patient charts it was found that when personnel sign the charts they must use their professional title after their name and not their Health Department title. This error was noted and corrected.

In the Article 28 Consolidated Review, practice privileges for the Medical Director and the two Nurse Practitioners needs to be reviewed every two years by the Board of Health. After review was made by the Board of Health a motion was made by Dr. Cusumano to allow Dr. Christopher Depner to continue to practice as the Medical Director for the Health Department. This was seconded by Dr. Brubaker.

Motion Carried

A motion was made by Dr. Kassas to allow Norilyn Patrick to continue to practice at the Health Department as a nurse practitioner. Susan Dougherty seconded this motion. **Motion Carried**

A motion was made by Kevin LaForge to allow Nancy Brinkwart to continue to practice as a nurse practitioner for the Health Department. This motion was seconded by Tim LaFever. **Motion Carried**

Laurie noted no complaints were received in any of the programs.

A motion was made by Dr. Cusumano to adjourn the meeting. This motion was seconded by Dr. Kassas. **Motion Carried.** The meeting was adjourned at 8:46pm.

Respectfully submitted,
Janet Norris

Not Approved

Board of Health Dinner Meeting

December 17, 2014

The following Board Members were in attendance: Kevin LaForge, Dr. David Brubaker, Dr. Willard Simons, Dr. Leo Cusumano and Tim LaFever.

Members Absent: Susan Dougherty and Dr. Zahi Kassas

Medical Advisor Dr. Christopher Depner was absent.

The meeting was called to order by Board of Health President Dr. Leo Cusumano at 8:13pm.

The minutes from the September 17, 2014 Board of Health Meeting were approved by a motion made by Kevin LaForge and seconded by Tim LaFever. **Motion carried.**

Curt Crandall, Legislative Chairman, thanked the Board of Health Members and the staff of the Allegany County Department of Health for their time and devotion to the Health Department and their passion and commitment in their role within the Health Department.

A representative from the Tobacco-Free CCA Coalition has requested to speak at the next meeting in March of 2015 to the Board of Health regarding tobacco-free pharmacies. The Board agreed to allow them time to present at the March 2015 Board of Health meeting.

Lori announced to the Board they had a Corporate Compliance in-service in their packets. She asked them to complete the in-service and return to Janet Norris at their earliest convenience.

Theresa Moore, Supervising Public Health Educator, presented the results from the 2nd and 3rd quarters for the Family Planning Programs. There were 132 unduplicated clients (28 males and 104 females) seen in the 3rd quarter. There were 192 unduplicated clients (29 males and 163 females) seen in the 2nd quarter. This resulted in a decrease in clients seen in the third quarter. Generally the clients hear about our Family Planning Program from a friend. Word of mouth is our best advertising for our Family Planning program. The clients who attend our clinics are younger in Alfred probably due to the Alfred College and Alfred University being located there. The Health Department has a new Community Health Educator, Nichole Meehan, who is making contacts with teachers and students in the Allegany County area and the feedback is very positive.

Laurie Hennessy, Director of Patient Services, reported there were two occurrence screens. A medication was given too early and some vaccine was not stored properly. This has been corrected and no harm was done in the process.

Laurie indicated there were no complaints or problems to report.

A motion was made by Dr. Cusumano to go into executive session to discuss a current investigation. This motion was seconded by Dr. Simons at 8:27pm. **Motion Carried.**

A motion was made by Dr. Simons and seconded by Dr. Brubaker to come out of executive session at 8:46pm. **Motion Carried.**

A motion was made by Dr. Cusumano and seconded by Dr. Simons to fine Mr. Stilson \$1,510.62 for an illegal septic system installation. A further motion was made by Dr. Brubaker and seconded by Dr. Simons to allow Kevin LaForge and Tim LaFever to abstain from voting due to a conflict of interest. **Motion to allow abstentions Carried. Motion for the fine Carried.**

A motion was made by Tim LaFever and seconded by Dr. Cusumano to adjourn the meeting at 8:48pm.

Respectfully submitted,
Janet Norris