

**Not Approved**  
**Board of Health Meeting Minutes**  
**March 18, 2015**

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

Others present: Lori Ballengee, Tom Hull, Laurie Hennessy and Pat Mansfield.

Guests present: Ken Dahlgren from the Tobacco-Free CCA Coalition and Elijah Beardsley, Concerned Youth Reality Check member.

Members absent: Susan Dougherty, Dr. Zahi Kassas and Dr. Willard Simons

Medical Advisor Dr. Christopher Depner was also absent.

The meeting was called to order by Board of Health President Dr. Leo Cusumano at 7:20 PM.

The minutes from the December 17, 2014 Board of Health Meeting were approved by a motion made by Dr. Cusumano and seconded by Dr. David Brubaker.

Ken Dahlgren from the Tobacco-Free CCA Coalition, gave a presentation together with Elijah Beardsley, youth representative from Concerned Youth Reality Check, regarding the progress made towards smoke-free establishments in New York State as well as obstacles they currently face. Some of the positive actions they mentioned were:

- Tobacco-free housing thru HUD (self-enforced by community-formed policies)
- CVS is now a tobacco-free pharmacy (Reality Check hopes to persuade other pharmacies to follow example set by CVS)
- Meeting with Disney representatives to promote movies that are rated for youth to be smoke-free.
- Discourage excessive advertising of tobacco products
- Promote tobacco-free media including movies and television
- Increasing awareness especially to youth
- Message is reaching those who do not currently smoke

Some issues to be dealt with:

- Allegany County has a very high percentage of students who smoke, 22.5%
- The presence of untaxed tobacco products make them less expensive thus easier to purchase
- Native American lobby has power and control over the issue of untaxed tobacco thus rendering any efforts to suppress tobacco sales in this area an uphill battle
- Small smoke shops geared towards college population

It was acknowledged by Mr. Dahlgren and Board of Health members that despite strides being made towards a smoke-free society, there is still much to be done. Board members voted to support a draft of a resolution for legislation to take action promoting tobacco-free establishments. Kevin LaForge made a motion to write up the draft and Dr. Brubaker seconded the motion. All were in favor. Mr. Dahlgren agreed to attend the next Allegany County Human Services meeting on June 3, 2015 and the next Board of Health meeting on June 17, 2015.

Tom Hull, Deputy Public Health Director, discussed a septic discharge issue which has not yet been corrected in the Village of Andover. There is a digester which is discharging into a storm drain. Tom is going to send one of the sanitarians, Anne King, to do a site inspection to see if the problem has been addressed. Mr. LaFever suggested that people are not aware that those particular systems still need to be occasionally pumped. Mr. LaForge mentioned that a lot of that particular system has been installed in Andover. Regarding the ATUPA Compliance checks conducted on February 21, 2015, where three establishments sold tobacco products illegally, Tom said that Hanson Farms in Fillmore may fight their imposed fine based on a technicality. The usual punishment is a minimum \$350.00 fine and a two point "assessment" against their tobacco and lottery licenses, with the possible loss of these licenses for six months if additional violations occur in subsequent compliance checks. The two other facilities that sold tobacco products illegally (Speicher's Grocery in Hume and East End Market in Angelica) have already paid their \$350.00 fines.

Laurie Hennessy, Director of Patient Services, had just returned from an immunization seminar in Troy, NY where she learned that the second MMR should be administered before a child goes to kindergarten. Records for adult immunizations should be entered into NYSIIS by a Registered Nurse or Pharmacist. Ebola drills are conducted in the Health Department once a month. Laurie received her first call regarding a potential Ebola case from a local hospital. Personal protective equipment drills are performed monthly. Laurie mentioned that there is a new AED located in the Health Department. She said that consolidated reviews that have been done every three years will be changed in format as loss of personnel at state level. Also, she is optimistic that e-clinical will work well for Family Planning with a potential to increase revenue by 40%. LHCSA, TB, immunization, and lead audits were done and in the packets. The audits were good. Laurie said there was nothing new regarding lead, that there are still five cases being followed. There is one latent TB case and a slight increase in syphilis and gonorrhea. Syphilis and gonorrhea are the diseases involved in the performance incentive which will be done May 2015.

Mr. LaFever motioned to adjourn the meeting at 8:50pm and Dr. Brubaker seconded the motion.  
**Motion carried.**

The next Board of Health meeting will be held at 7:00pm on June 17, 2015.

Respectfully Submitted,

Patricia Mansfield

## Board of Health

### Meeting Minutes for June 17, 2015

The following members were present: Dr. David Brubaker, Dr. Leo Cusumano, Kevin LaForge, Dr. Willard Simons, and Dr. Zahi Kassas.

Others present: Lori Ballengee, Thomas Hull, Laurie Hennessy, Janet Norris and Ginny LaForge.

Members absent were Susan Dougherty CNM, and Timothy LaFever.

Medical Advisor absent: Dr. Christopher Depner.

The meeting was called to order at 7:12pm by Board President Dr. Cusumano.

The minutes from the March 18, 2015 meeting were approved by a motion from Kevin LaForge. This motion was seconded by Dr. Brubaker. **Motion carried**

Nominations were held for President and Vice President of the Board of Health. Dr. Brubaker nominated Dr. Cusumano for President and Tim LaFever for Vice President. This motion was seconded by Dr. Simons. **Motion Carried**

Janet Norris gave the records and retention report for 2014. Thirty one boxes of expired records were destroyed in 2014 under HIPPA compliant regulations.

Lori Ballengee, Public Health Director, reported all of the employees who formerly contracted with Cornell Cooperative Extension have now become County Employees. Lori informed the board that she has asked for alternate work schedules from the PEF and AFSCME unions because of evening and Saturday requirements for these programs. Paying overtime for this mandated work will prove to be very injurious to those grant budgets. She was turned down by both unions. Lori will continue to try to work with the unions on these work schedules.

Lori indicated she will be asking for another public health educator to provide education for public health only.

Lori reported a new employee will serve as one of our Early Intervention Coordinators and will begin on July 7, 2015. At that time, we will be at full staff for the first time in a year.

The Health Dept. will conduct a P.O.D. (Point of Dispensing) drill on July 25<sup>th</sup> in conjunction with a Rabies clinic at the Angelica Fairgrounds. New York State Department of Health will be present to evaluate the Allegany County Health Dept. We will simulate the medications coming from the Jail. Bottles will be handed out to the consumers participating in the drill. Curt Crandall and Mitch Alger will be conducting mock press conferences. If this were a true emergency we would set up several P.O.D's throughout the county. Messages will be sent out on the commerce system to staff alerting them to the fact that a P.O.D. will be taking place.

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We will be receiving Ebola Funding in the amount of \$38,000. The timeframe for this money to be spent out is April 1, 2015 until April 1, 2016. The money will be spent on thermometers, gloves, masks, and gowns. A portable shower will be ordered in 2016.

A discussion was held on the possible relocation of the WIC offices and the Cancer Services Offices.

Laurie Hennessy reviewed the following policies and procedures:

Communicable Disease – Policies reviewed and no changes were made.

Tuberculosis- the TB program handles patients with positive TB disease and Latent TB disease. Policies were taken from the HCS site.

LHCSA (Licensed Home Care Services Agency) Policy and procedures were reviewed and updated. Grammatical corrections and how daily schedules are kept electronically were corrected.

Lead Policy and procedures-no changes were made.

Immunization policies and procedures- schedules updated to 2015. NYS immunization requirements, returns, transfers were updated.

A motion was made by Dr. Kassas to approve the policies and procedures as described above. This motion was seconded by Dr. Simons. **Motion Carried**

An updated sliding fee scale for family planning, lead and immunization was reviewed by the board of health. A motion by Dr. Simons was made to approve the updated sliding fee scales. This motion was seconded by Dr. Kassas. **Motion Carried**

Chart audit results were presented to the board for their review for family planning and lead programs.

The family planning public health educator has been going into schools with poor pregnancy outcomes to educate students.

Lori remarked about what a fabulous job Madelyn Thornton has done with creating auditing tools and quality assurance to improve how the Health Department operates.

The quality improvement plan was presented to the Board of Health.

The family planning staff will begin using Trichomonas Rapid Test. This had an 83% accuracy rate.

ELLA will be used in the Family planning clinics for clients who have had unprotected sexual relations. It can be given up to 5 days after unprotected intercourse.

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Nancy Brinkwart NP for the Family Planning program is getting certified to be able to use IUD's in the Health Dept. Family Planning Clinics. Donna Gray at the Wyoming County Family Planning Clinic is teaching Nancy how to insert IUD's. Nancy has been shadowing providers at JMH and has seen 5 IUD insertions.

EMR was ordered with training for August 2015.

Pre-employment physicals are increasing in volume. Summer Youth Employment and job track physicals are performed by the Health Department. This saves the county about \$12,000

Laurie Hennessy reported there were no patient complaints. One employee experienced an occupational needle stick. The Health Department changed syringes and reviewed safer procedures.

Tom Hull, Deputy Public Health Director, reported there were three illegal tobacco sales which occurred while doing ATUPA checks. Fines were issued and a total of \$700.00 was collected.

There was a septic system violation in Andover that has been difficult to assess because of the amount of rain we have received so far this year. Once it can be determined with clarity the nature of the violation, appropriate action will be taken.

Hamar's Pub in Wellsville has been cited and fined for its 5<sup>th</sup> violation of the Clean Indoor Air Act, resulting in a \$400 fine which has been collected.

A Mr. Chad Bugman has a property on the Weaver Settlement Road in which he installed an illegal septic system. Mr. Bugman was cited and fined \$1000 for this violation of the Allegany County Sanitary Code. Mr. Bugman subsequently sold this property and his lawyer paid the \$1000 fine on his behalf out of the proceeds from the sale.

The next meeting of the Board of Health will be held on September 16, 2015.

The meeting was adjourned at 8:47pm with a motion by Dr. Kassas and seconded by Kevin LaForge.

Respectfully submitted,  
Janet Norris

**Board of Health**  
**Meeting Minutes for September 16, 2015**

The following members were present: Susan Dougherty CNM, NP, Tim LaFever, Dr. Willard Simons, and Dr. Leo Cusumano.

Others present: Lori Ballengee, Janet Norris.

Members absent: Dr. David Brubaker, Dr. Zahi Kassas, Kevin LaForge, Legislative Representative.

Medical Advisor absent: Dr. Christopher Depner.

The meeting was called to order at 7:40pm by Board of Health President Dr. Leo Cusumano.

The minutes from the June 17, 2015 meeting were approved as read by a motion from Susan Dougherty and seconded by Dr. Willard Simons. **Motion Carried**

Lori Ballengee, Public Health Director, reported on the recent POD (Point of Dispensing) Drill held at the Health Department. A POD Drill was held to assimilate what would be done in the event of an Anthrax outbreak. New York State Department of Health wanted the Health Department to try and process 200 people through the POD in two hours. 167 people went through the clinic in 2 hours. The Health Department did not meet their quota but did a very good job overall as indicated by the New York State Health Department representatives who were present to review the drill. NYSDOH was very impressed with the mock press interviews that were held. Chairman Crandall, the Sheriff, County Administrator, Emergency Services personnel, Public Works personnel all participated in the drill. NYSDOH representatives indicated our tablets and laptops were outdated and need to be updated and that would help us to expedite procedures and help us move people through at a much quicker pace.

Lori reported the 2016 budget has been reviewed and no cuts have been made to the budget. Lori defended the budget to the legislators in August 2015. Lori indicated she wants to add another full time Public Health Educator to her staff.

Lori reported Senator Young came to the Health Department and presented us with a \$50,000 check for the Cancer Services Program. The Allegany Cattaraugus Cancer Services Program will be purchasing a new car to use for outreach to Allegany and Cattaraugus County residents as well as other items to promote cancer screenings and assist clients with copay assistance and medical help.

Small changes were made to the Family Planning policies and procedures and these changes were approved by a motion from Tim LaFever. This motion was seconded by Dr. Willard Simons. **Motion Carried.**

Family Planning has started with EMR (electronic medical records), eClinical Works and this program is working well so far. Family Planning staff has not started billing with it yet, as they are setting up the infrastructure.

Quality improvement audit results of Family Planning charts revealed many ways to improve on reminder/recall of patients but the initial issue of incorrect follow up involved three people. One has been appropriately tested by us and is fine, the second was called and scheduled for December (was initially told the wrong time frame). The third patient, the index case is being followed by another provider and has not yet been retested as contraindicated at this time.

Only two schools (Andover & Fillmore) have open houses with flu vaccine this year. The others either discontinued open house night or had them before flu vaccine was available. This is significant in our ability to reach students for flu vaccination.

New Lead pamphlets were disseminated to the Board of Health for their review. The Health Department is actively case managing five lead cases at this time.

There were no patient complaints.

In regards to the Crossroads Water Improvement project, County engineering review is completed. Project engineer will provide updated blue prints to coincide with changes that have been made. The Health Department action with respect to these plans should be complete as of this point in time.

The County engineering review has been completed for the water main extension project on Route 417 from Wellsville to ARVOS Group (Alstom). The project plans have been approved and Health Department action is complete.

Revocation of Disinfection Waivers (Chlorination of Public Water Systems): systems affected are Val-E-Vue Court, Houghton-Letchworth KOA Campground-Upper well system and Best Inn. This summer has seen a rash of bad water samples from throughout the county affecting public water systems. The 3 systems indicated all experienced total Coliform Rule violations that required Disinfection Waivers they had to be revoked with as per requirement the owners/operators of those systems must install chlorinated disinfection systems to treat the water for bacterial growth. To date, only the Best Inn still doesn't have its disinfection system installed. This requires this facility to remain under a boil water order.

The situation of numerous bad water samples this summer isn't unique to Allegany County, but has been reported to be happening throughout WNY this year. The cause is likely to varying weather conditions experienced this summer, where dry periods have alternated with very wet periods.

Cooling tower regulations and Legionnaire's Disease Prevention: New York State DOH regulations require all cooling towers in the state to be registered with NYSDOH to be inspected annually, and to have testing of coolant water for possible Legionella contamination. Local health departments may play a role in enforcement activities should entities with cooling towers fail to register, have inspections conducted, have water sampled, etc. The Health Department has sent letters out to all entities within the county that could possibly have one or more cooling towers to inform them of the registration process and the follow-up inspections and water testing requirements.

Since this legislation was run through the state legislature and signed into law by Governor Cuomo so quickly, at this point in time there is no mechanism in place to track on what registrations have been made and if inspections have been conducted. The drop dead date to have these initial items taken care of by owners/operators of cooling towers is September 18, 2015.

The meeting was adjourned at 8:10pm with a motion from Tim LaFever. This motion was seconded by Dr. Simons. **Motion Carried**

Respectfully submitted,  
Janet Norris



## Board of Health

### Meeting Minutes for December 16, 2015

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

Others present: Lori Ballengee, Tom Hull, Laurie Hennessy, Janet Norris, Theresa Moore, Rich Reynolds, Curt Crandall, Mike Healy, and David Decker.

Members absent: Susan Dougherty, CNM, NP and Dr. Willard Simons.

Medical Advisor Absent: Dr. Christopher Depner.

The meeting was called to order by 6:55 pm by Board of Health President Dr. Cusumano.

The election for Board of Health President was held. A motion was made by Tim LaFever to elect Dr. Cusumano as President. This motion was seconded by Dr. Kassas. **Motion Carried**

A motion was made by Dr. Kassas to elect Tim LaFever Vice President. This motion was seconded by Dr. Cusumano. **Motion Carried.**

Lori Ballengee, Public Health Director, informed the Board of Health she would be holding the next Corporate Compliance Meeting on Friday, December 18, 2015. Policies will be discussed and updated at that time. Certification will need to be done soon. There have been no investigations involving corporate compliance for the county.

Tom Hull, Deputy Public Health Director, will be conducting hearings on Thursday, December 17, 2015. Tom reported the Fairview Buffet has recently had several food service violations. They are not properly maintaining time and temperature on the hot and cold food items on the buffet. Many violations have been cited over the past several inspections, so a hearing is deemed necessary to help resolve these violations and keep them from recurring. The other hearing involves an illegal sewage discharge from a failed septic system on Route 19S in Wellsville that the property owner has failed to correct despite having been given ample time to comply voluntarily.

Tom noted a case of Listeria was reported in the Alfred area.

Tom Hull announced he will be retiring effective January 8, 2016.

Laurie Hennessy, Director of Patient Services, reported on the LHCSA (Licensed Home Care Services Agency) survey which was conducted in November 2015. She reported Palliative Care was listed on our orders but we had no policy and procedures in our book. This has been corrected and added to our chart audits and used when documenting in a patient chart.

An emergency contact was not listed in HCS. This was corrected and added to the plan of corrections and accepted.

Laurie reported a blood lead level of 71 was found in a child and the child was sent up to Buffalo Children's hospital.

Lori announced the outreach specialist for Allegany Cattaraugus County Cancer Services has submitted her resignation. Canvassing for a replacement is currently being done.

Curt Crandall, Chairman of the Board of Legislators, thanked the Board of Health members for attending the dinner meeting and serving on the Board of Health. He thanked them for their time and effort in serving on the Board of Health. He also thanked Legislator David Decker and Legislator Mike Healy for attending. Curt also thanked Tom Hull for his 20 (twenty) years serving as the Deputy Public Health Director and Director of Environmental Health.

Dr. Cusumano made a motion to adjourn the meeting. Kevin LaForge seconded that motion. The meeting was adjourned at 7:30pm.

Respectfully Submitted,

Janet Norris