

St. Lawrence County Board of Health 7/20/10 Meeting

The St. Lawrence County Board of Health (hereafter typed SLCBOH) held their first organizational meeting on Tuesday, July 20, 2010 in the 2nd floor conference room of the Human Services Center, Canton, New York.

MEMBERS PRESENT: Dorothea Badenhausen; Tedra Cobb; Benjamin Gruda; Gregory Healey; Robert Kimmes; Elizabeth LoGalbo; and Timothy J. Monroe.

Public Health Staff Present: Susan Hathaway, Director and Sherry Cryderman.

MEETING TO ORDER: Susan Hathaway called the meeting to order at 6 PM. She noted that she would run the meeting that evening and thereafter it would be the responsibility of the SLCBOH and in their hands as her new bosses. She thanked every one for their willingness to be a board of health member and do all the work that it is going to take to get the Board set up. She introduced Sherry Cryderman, her Administrative Assistant who will be making contact with the SLCBOH on a regular basis. Ms. Hathaway also pointed out that the minutes will be posted on the County webpage. Members then introduced themselves.

MEMBER PACKETS: Ms. Hathaway referred to the informational packets provided to each member.

Each member had a letter from the County Board of Legislators appointing them to their term of office on the SLCBOH. Ms. Hathaway explained that Public Health Law requires terms of office of six years, however when starting up a board of health the terms must be staggered from one to six years so that one member per year rotates off the board. Members may however be re-appointed by the board of legislators as many times as they want to continue and the Board of Legislators will re-appoint them.

Contact Information: This is a confidential sheet of information for members to have to be able to contact each other, especially in case of an emergency situation. There needs to be a good working relationship between SLCBOH and the Public Health Department as the SLCBOH is now the governing authority along with the Board of Legislators. She requested that if there is missing information on this sheet to please get the information to Sherry to complete so that in an emergency she will be able to get in touch with them. Ms. Hathaway noted that she put her personal information on this sheet although she is not a member of the board but an employee of the board so that they may contact her directly as needed.

ELECTION OF OFFICERS: Ms. Hathaway reported that Public Health Law requires this board elect a President and Vice-President to each serve for a term of one year and at the end of that year rotate on to other people. Generally the Board has the prerogative to appoint the Director of Public Health as secretary or can elect one from the membership.

Ms. Hathaway asked if there were any nominations or volunteers to be **President of the SLCBOH**. Dr. Elizabeth LoGalbo volunteered to serve as President. Mr. Gruda moved that we cast one ballot for Ms. LoGalbo to serve a one year term as President of the SLCBOH. Ms. Cobb seconded the motion. The motion carried. Mr. Gruda volunteered to serve as **Vice-President**. Dr. Healey moved that one ballot be cast for Mr. Gruda to serve a one year term as Vice-President of the SLCBOH. The motion was seconded by Dr. Monroe. The motion was carried. Dr. Healey moved that Susan Hathaway serve as **Secretary to the SLCBOH**. Dr. Badenhausen seconded the motion. The motion carried.

Ms. Hathaway stated that she will prepare the agenda for each meeting and will be speaking with the president to gather agenda items. She will include pertinent items that come up at public health. Anyone wanting to add something to the agenda should let her know.

MEETING DATE AND TIME: Ms. Hathaway reported that Public Health Law requires them to meet at least quarterly, however, given that this is a brand new board with much to accomplish, she felt meeting monthly for the first year would be necessary. Dr. LoGalbo asked if the organizational meeting must be in January. Ms. Hathaway stated they could do it when they wish. She explained that as of 07/12/10 this board was established by the BOL. The SLCBOH may use that date to define the year; decide to go with the calendar year or go from this evening's date. Mr. Gruda stated that January is bad for him as he is gone most of the month. Dr. Healey stated we have a lot to do so should meet monthly and as far as the organizational meeting, stay with July. Dr. LoGalbo also felt meeting next month is important. The consensus of members was to meet monthly on the 3rd Tuesday at 6 PM in the large conference room of the Human Services Building, Canton, NY. Dr. Badenhausen stated we should at least start this way. Meeting reminders will be emailed to each member.

BY-LAWS: Ms. Hathaway selected five sets of by-laws from other counties to give the SLC BOH some help with drafting by-laws for their board. Her thought was that perhaps they would want to pick 1-3 people to work on drafting by-laws for next meeting. Mr. Kimmes offered to do that, stating he has had experience with by-laws. Dr. Monroe offered to assist Mr. Kimmes with this task. They will present at the August meeting. Ms. Hathaway outlined some of the things they might like to consider in the by-laws. i.e. attendance, meeting cancellation, how it needs to be done, how far in advance, communications (email sufficient, or phone call); it may depend on information that we're trying to get out. Ms. Cobb asked what is going to constitute a quorum for the board. Generally four, but the Board needs to choose what they want to do.

Public Health Law states that BOH members are entitled to per diem compensation for attending official meetings. That has been set at \$15.00 per meeting per person. Members don't have to take it but if they wish they are given that by Public Health Law. Per Public Health Law we will also reimburse mileage to and from each official SLCBOH meeting. Members should consider how often people will submit for that, monthly, quarterly, or annually. We have an annual budget set up for the SLCBOH of \$4,600.00 to pay the per diem and mileage. Sherry will type the minutes for review by

the Director. Once approved by the full board they will be placed on the county web site. These are public meetings and an invitation to the public will be placed in the media. The board will determine how much time and the format to offer the public as they come before the board with issues. The SLCBOH may also want to put in the by-laws how often the by-laws will be revised. The Board has the power to fine, arrest, and quarantine. This information is in the Public Health Law and in information distributed that evening.

Dr. Healey asked who they answer to, who owns them? Ms. Hathaway pointed out on the organizational chart that this board is responsible to the NYS Department of Health and answers to Dr. Richard Daines, NYS Health Commissioner. The Board of Legislators and SLCBOH are on the same level, with the BOL controlling the money and SLCBOH policy within the Public Health Department. Ms. Hathaway gave a brief summary of the office locations.

NATIONAL ASSOCIATION OF LOCAL BOARDS OF HEALTH (NALBOH): Ms. Hathaway stated that she has enrolled the SLCBOH in NALBOH for this year. The cost was \$60 vs. the regular \$120 which will be paid for by the Public Health Department. She suggested we accept their offer to do a training session via a webinar or video conference with us at one of our evening meetings and view it live as a training seminar. Next month they have their annual meeting and they are not available. The presentation will run about an hour. The consensus of those present was to have this training in September.

LOCAL BOARDS OF HEALTH: Ms. Hathaway pointed out the PowerPoint presentation within the packet of information. She had requested assistance from the NYS DOH and they provided this presentation that they did in 2004. She explained she felt it would be helpful as it outlines some of the problems throughout the state that have been addressed by local boards of health. Ms. Hathaway noted that we are not a full service agency. We do not have a division of environmental health within our public health department. We are unusual within our State, as we are now the only county that has a BOH and does not have an environmental division in the local Public Health Department. We instead use the NYS Department of Health Regional Office located here in Canton. They have 10 environmental employees. SLC Public Health does have a sanitarian, Myrna Barney, who is housed at the NYS DOH. She deals with nuisances, private sewage problems, private water problems, garbage, etc. She does not handle campgrounds, restaurants, motels, etc., as those are handled by the State Health Department Regional Office in Canton. Ms. Hathaway reported that she is currently working with the County Attorney and then the State attorneys to find out exactly how we are to handle this. Because the NYS DOH approved this structure, they know that we have a board of health, a county wide health district and yet we are not full service. We are going to find out how this affects how this board deals with the sanitary code. Ms. Hathaway will keep them updated on this issue.

Ms. Hathaway went on to explain that since the Board of Legislators approved a county wide health district and the state DOH approved it back in the spring she is the Health Officer for the County. All complaints will come in to her and then she needs the

SLCBOH as back up behind her. Public Health Law requires Public Health to have a Medical Director and we have Dr. David Dunn serving in that capacity as the Director is not a physician. Ms. Barney and Ms. Hathaway work closely with the Local Code Enforcement Officers within the 46 municipalities within the county. Ms. Hathaway pointed out that some of the SLCBOH members have or are local health officers and have an understanding of the responsibilities of the position. She continued by saying that the SLCBOH is responsible to make orders and regulations for the security of life and health within the district. They have the power to enter into contracts with not more than two counties to obtain services.

PUBLIC HEALTH LAWS: The next document reviewed was the set of Public Health Laws distributed within the packet as they pertain to the SLCBOH. Ms. Hathaway pointed out in section 351 of the Public Health Laws that, “the county health commissioner, or public health director shall serve a term of six years and shall not be removed during the term for which he or she shall have been appointed, except upon written charges after a hearing and upon notice. Ms. Hathaway stated that she made both the Board of Legislators and Karen St. Hilaire aware of the 6 year appointment required by Public Health Law and that it is the responsibility of the SLCHOB to appoint the Public Health Director for the six year term. There was a discussion on the process of making this happen if they choose to appoint Ms. Hathaway. Ms. Hathaway explained that she has to be appointed by the Board of Legislators, the State Health Commissioner and the SLCBOH. It was the consensus of the SLCBOH to have Ms. Hathaway email them her credentials and they will table the appointment until the next meeting.

COUNTY WIDE HEALTH DISTRICT: A spreadsheet showing municipalities who have dissolved their local health district and have decided to participate in the county wide health district; those municipalities keeping their local health officer, as well as those still undecided was in the packet. Ms. Hathaway stated only 5 municipalities have not responded and that we will continue to try to make contact with them as she needs to do a report to the NYS Health Department on the status of each municipality.

LETTERHEAD: Several samples were in the packet. Dr. LoGalbo moved to have sample #2 with corrections. Dr. Badenhausen seconded the motion. The motion carried.

PROGRAM ISSUES: Ms. Hathaway reported that the County Administrator has requested that the SLCBOH take a look at the concept of Coroners vs. a Medical Examiner System in St. Lawrence County. The four coroners report into the Public Health Department although as elected officials we really don't have any authority over them. They meet quarterly with the Director and program coordinator. Public Health pays for their expenses. Four coroners cost over a quarter of a million dollars a year. Ms. Hathaway has met with Jefferson & Lewis counties to discuss the medical examiner system. One of the advantages of an ME system is that is eligible for state aid reimbursement at 36%. However, the State Health Department has been talking of placing the ME programs under the Department of Criminal Justice. If that happens then there will be no state aid reimbursement. However, this is an issue this board can still look at. A discussion of coroner's duties, training, etc followed. It was decided to wait

until the first of year to see what changes the State Health Department makes. Ms. Hathaway will gather some of the data regarding this issue and forward it to members.

HEALTH OFFICER BACK UP: Ms. Hathaway noted that there may be a rare occasion where she won't be available and there should be a back up to the position of Health Officer. Her thought is that perhaps the SLCBOH would want to consider Myrna Barney as her back up since there is no Deputy Director at Public Health. She pointed out Myrna's experience as being beneficial. Other candidates might be Debby Kent, Director of Patient Services, or Sandra Worden, Director of Preventive Services. Adjacent counties can not fill in as they are not a health officer for St. Lawrence County. The consensus was to place this topic on the August agenda.

REGULAR REPORTS: Ms. Hathaway stated that she will report monthly to the SLCBOH and then outlined the department programs within Public Health that the SLCBOH would need to hear reports from at future meetings. There was a discussion on the frequency of reports. Ms. Hathaway suggested every other month, rotating the programs. The CHHA and Prevent Programs will need to be heard from more frequently. It's anticipated that the board will want to hear financial reports on a regular basis. This board is responsible for reviewing the budget for the Public Health Department and Ms. Hathaway would like to email that to the members or at least bring it to the meeting and have them look at it prior to submission for approval to the BOL. Ms. Hathaway noted that Corporate Compliance/Quality Assurance is mandated by Medicaid. She reported that she is in the process of interviewing for this position due to a vacancy. Brandi Wells, with emergency preparedness will report on a quarterly basis unless there is an emergency situation such as the H1N1 issue we had this past year.

NYS DOH SURVEYS: Ms. Hathaway reported that NYS comes in and conducts surveys of agency programs on a regular basis. They do the Certified Home Health Agency (CHHA) and Long Term Home Health Program (LTHHP) every three years and the Prevent Program every four years. IPRO comes in and does EI and Pre-K surveys every three years and the state does lead every three years. They are all coming this year. We have had the Prevent and CHHA surveys last month; Lead will be in August. We expect IPRO about September and then an audit from the Office of the Medicaid Inspector General sometime within the next year. Ms. Hathaway feels that the positive aspect of this is that she will have a base line to build upon and we actually learn a great deal from the audits.

COMMUNITY HEALTH ASSESSMENT AND MUNICIPAL PUBLIC HEALTH SERVICES PLAN: Ms. Hathaway explained that these are two documents mandated by NYS DOH to be done every four years. We did them in 2009 and we have them electronically. Those with dial up need to let us know because they are large documents that could crash their system. Two members have dial up. Ms. Hathaway will look into a private area on the web for information for board members to be made available. It is a public document and will be posted on the web once it is approved by the State. The Community Health Assessment is a survey/assessment of where we stand health wise within St. Lawrence County. The Municipal Public Health Services Plan is where we go

through step by step and say what we are going to do to address the issues within the county.

SLCPH ORGANIZATIONAL CHART: Ms. Hathaway pointed out the Organizational Chart was in their packet.

LINKS: A quick review of the links that the SLCBOH might find useful was done.

Respectfully Submitted
Sherry A. Cryderman
Recording Secretary