

St. Lawrence County Board of Health
8/17/10 Meeting
DRAFT

The St. Lawrence County Board of Health (hereafter typed SLCBOH) met on Tuesday, August 17, 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; Debby Kent, Director of Patient Services; Sandra Worden, Director of Preventative Services; Robert Santamoor, Administrative Services Manager and Sherry Cryderman, Administrative Assistant.

MEETING TO ORDER: Dr. LoGalbo called the meeting to order at 6:03 PM.

MINUTES OF PREVIOUS MEETING: Mr. Kimmes moved the minutes of the 07/20/10 SLCBOH meeting be approved as written. Mr. Gruda seconded the motion. The motion carried. Ms. Cobb noted that the minutes should be posted within a two week period. They do not need to be approved, simply place the word draft at the top of the minutes and post on county website and then when approved have the word draft is removed from the minutes.

OLD BUSINESS

CONTACT INFORMATION: Mrs. Cobb noted that her work phone listed is non-existent. We also made a change to Mrs. Cobb's email address. Dr. LoGalbo noted a change in her mailing address and Dr. Monroe noted a change in his cell phone number. Ms. Hathaway pointed out that this information is strictly confidential and for board members use only.

MEETING DATES: A listing of meeting dates was provided to each board member in their packet.

BY-LAWS: Mr. Kimmes and Dr. Monroe presented the by-laws for the SLCBOH to the members. Mr. Gruda moved the by-laws be adopted as presented. Dr. Monroe seconded the motion. The motion carried.

LOCAL HEALTH OFFICER BACKUP: Ms. Hathaway noted that when she spoke to the Association of Code Enforcement Officers they asked a question "who is your back up if you happened not to be around". She felt this was an important question. Ms. Hathaway explained to the members that she would be available 99% of the time, and carries a smart phone that has email, but in a case where she might not be physically present she recommends Myrna Barney as her backup contact person. One of the senior management team members present this evening could serve as a backup but they don't do environmental or a member of the SLCBOH could serve as backup as some of you

have been local health officers. Following discussion of Myrna's qualifications and the fact that she is a Public Health employee the board unanimously appointed Myrna as the Local Health Officer backup person. Myrna will be invited to attend the monthly SLCBOH meetings and receive a copy of the minutes of each meeting. Ms. Hathaway pointed out that she meets with Myrna on a weekly basis regarding current environmental health issues.

APPOINTMENT OF DIRECTOR OF PUBLIC HEALTH: All members had received and reviewed Ms. Hathaway's credentials prior to the meeting. Mrs. Cobb moved the six year appointment of Susan J. Hathaway as Director of Public Health. Dr. Monroe seconded the motion. The motion carried. Dr. LoGalbo signed a letter addressed to the County Administrator notifying her of Ms. Hathaway's appointment.

COUNTY WIDE HEALTH DISTRICT: Ms. Hathaway reported that she did her final presentation on the county wide health district last week to the Louisville Town Board. She noted that we have obtained the formal decision of all 46 municipalities within St. Lawrence County in regards to their decision to join the County Wide Health District (CWHHD) or remain with their local health district. Of the 46 municipalities, 39 have decided to join the CWHHD whereas seven have chosen to keep their local health district and health officer. The chief concern expressed by most was the fear of charge backs by the county. Of the seven that chose to remain local, Ms. Hathaway expects most, if not all, will join the CWHHD in 1-2 years. Three municipalities will not join the CWHHD until 1/1/2011 as they have contracts with their local health officer until then and have already paid the individual. They have, however, officially made the decision to join at that time. The seven municipalities that have chosen to keep their local health district and local health officer will continue to address their public health issues as they have until now. Assistance to nonparticipating municipalities and individuals will continue as it always has. Ms. Hathaway pointed out an updated spreadsheet detailing the participating municipalities was in their packets. She also noted she completed a report to the State on the final results of the county wide health district yesterday. The report was mailed to both Marie Miller and Ronald Heerkens at NYSDOH.

CORONERS VS ME PROGRAM: Some data on past investigations into establishing a Medical Examiner system vs. the four coroner system was distributed within the packets. There was a discussion on these systems. Ms. Hathaway reported that the last she has heard since the passing of the State budget is that it sounds like they are going to leave the ME program alone and leave it under Public Health. So anytime the SLCBOH wants to address this they will be able to do so. She noted that they did set aside money in the 2011 budget for training of the new coroners. She would also like to continue to explore the ME system with Jefferson and Lewis Counties. Jefferson county currently operates under the ME system. Ms. Hathaway pointed out that Public Health Law covers the ME system as well as the Coroners system. We would need a full time investigator working under Public Health to work with our ME to determine when an autopsy needs to be performed. Mr. Santamoor spoke to the reimbursement by state aid and saving some money with the ME system. Following discussion it was the consensus of the board for staff to present a comparison of Coroners vs. ME systems both financial and pros and

cons. Ms. Hathaway pointed out that it would be the Board of Legislators final decision to establish an ME System once a recommendation was received from the Board of Health. The topic was tabled until a future meeting.

PRIVATE BOH SECTION WEBSITE: Ms. Hathaway reported that she has had a discussion with the IT department for the county regarding having a private section of the county website for the SLCBOH. This is in the works. There is a \$50.00 certificate fee annually and about one hour of labor from Media Central, approximately \$100.00. IT will cover the certificate cost as it is an enterprise expense that anyone can use. Ms. Hathaway has authorized the expenditure for this site. We have been working on developing a board of health section on the public health website as well. The board will have a private area where each member will have their user ID and password to have access to this site and then have access to a public site under Public Health.

NEW BUSINESS:

CITEC: Ms. Hathaway explained that CITEC is the lean technology company located in old Snell Hall at Clarkson. She reported that Public Health is a pilot project for this program. The training will help employees work smarter not harder, empowering employees to work more effectively and efficiently. She noted that the fiscal division is the first unit within the department to go through this training. It is hoped that funding will be available next year to expand into another unit. If it goes well other agencies within the county will be looking at this program. Staff should be able to report on this program at the October meeting.

CANCER ACTION NY DOCUMENTS: Ms. Hathaway reported that she had forwarded documents from Cancer Action NY to each member prior to the meeting. She asked how the board wants to handle requests from organizations to forward information to them. The consensus of the board was to hold the data until the meeting and include it under correspondence or public input on the agenda.

POSITIONS: Ms. Hathaway reported we have hired Anne Waite as the Quality Assurance Coordinator/Cooperate Compliance Officer. Ms. Waite will begin her employment with Public Health on 09/07/10. She brings with her a great deal of experience in this field. We are mandated by Medicaid to have a corporate compliance officer. This is basically to assure that we are current with all regulations and are in compliance with the regulations and laws. The QA piece is looking at data from each program to insure we are following good quality practices. This is over and beyond records review. Legal issues come under this position, such as request for records, etc. Mrs. Worden pointed out that the state likes to review the QA reports when they do their surveys.

Ms. Hathaway reported that we have two openings for Supervising Community Health Nurses and a Community Health Nurse under CHHA & LTHHCP. We have known for some time that one of the Supervising Community Health Nurses would be retiring in November, but then the other is going back to college to get her masters degree and she didn't feel she could continue the heavy work load so she is moving to the

correctional facility on 08/23/10, thereby creating a need for two brand new supervisors, which makes it impossible to wait 30 days to fill. We also had a community health nurse resign to go to the hospital to work. The CHHA generates revenue and we have to assure we have sufficient staffing to take referrals, do home visits, and supervise. The full BOL will be presented with our request to fill these positions at the September meeting to maintain the efficiency of the CHHA program.

REPORTS:

A.) **CHHA/LTHHCP** (Certified Home Health Agency/Long Term Home Health Care Program) Mrs. Kent, Director of Patient Services did a PowerPoint presentation on these two programs. As a home health agency we provide: skilled nursing; speech therapy; occupational therapy; nutritional therapy; respiratory therapy, social work and home health aide service for those people who are recovering from illnesses or injury. Under the long term care program, also referred to as nursing home without walls, we offer the same services. The long term care program is essentially a Medicaid program where there must be a need for a waived service, such as lifeline, respite or home modification. Mrs. Kent stated they have roughly 60 patients now in the long term program and approximately 215 under CHHA. She reviewed the staffing organizational chart and qualifications. There was discussion of closing the Gouverneur office at the beginning of 2011 and how the nurses will be working out of their home carrying a case load of 20-25 patients each. She wants to maximize the usage of LPN's/Home Health Aides. We currently have 7 home health aides and contract out for additional home health aides. Mrs. Kent reported that they will be losing two clerical positions within the satellite offices at the beginning of December due to retirement, so will be looking at changes there. We also have a part-time nutritionist and a physical therapist on staff. We employ an MSW we share with the Community Services Department while the rest of the rehabilitation services are contracted out. She reviewed demographics of patients and stats on visits/services.

She also explained PAC (Professional Advisory Committee) and their role in the program. PAC meets on a monthly basis. She requested that this board approve the bio-sheet for Jenny Flannigan. She explained that she does not have a bio-sheet on Sherri Parcell-Kay but gave a summary on Mrs. Kay as a previous CHHA RN for Public Health. Dr. Healey moved the approval of Jenny Flannigan and Sherry Parcel Kay to the PAC board. Mr. Kimmis seconded the motion. The motion carried. Mrs. Kent reported on the results of the recent surveys. She will be reporting more on this at future meetings.

B.) **PREVENT**: Mrs. Worden stated that she has been with Public Health for 28 years with Jefferson & St. Lawrence County. Most of her experience was under the CHHA; two years ago she became the Director of Preventive Services. She distributed pamphlets explaining the 15 programs offered under the preventive services program. (Immunization clinics; Travel Clinics; HIV/STD Clinics; Communicable Disease Control Program, Cancer Services Program, Dental Sealant Program, Adult Screening Clinics, MOMS, Lead Screening, Public Health Sanitarian, Rabies Control Program and Emergency Preparedness) She noted that with the supervision of the RN's at the St. Lawrence County Correctional Facility the number of programs under her supervision is a total of 16. The State Lead Surveyor was here this week. Under the Children with

Special Needs is the Children with Special Health Care Needs program; Physically Handicapped Children Program, Early Intervention, Child Find, and Preschool Special Education Program. Mrs. Worden would like to invite individual coordinators of these programs to attend a board meeting and do a brief presentation on their particular program. Jail staffing was explained and discussed. Ms. Hathaway stated that Mrs. Worden and she meet quarterly with the jail administration, the Sheriff, Dr. Palao (jail physician), and jail mental health staff. She noted there will be issues coming before this board from the jail.

C) BUDGET: Mr. Santamoor, Administrative Services Manager for Public Health has been with the county for about 5 years. He is responsible for both the agency fiscal and clerical staff. He provided a copy of the 2010 budget and a PowerPoint presentation. Mr. Santamoor reported that this is a county format that is utilized for the budget. He noted that within our public health division we have 15 major programs. We are the 3rd largest agency within the County; we run about 13.2 million dollars in appropriations, only smaller than DSS and Highway. Of our 15 programs, 10 are mandated and 5 are optional. He explained the difference between mandated and optional and what programs fell under which category. We have roughly 100 employees that work for public health and along with CHHA, EI, Pre-K, clinic visits, etc we do approximately 68,000 visits each year. This includes blood pressure clinics and immunizations. He explained how the 36% state aid works and that it does not pay county insurance. There was a discussion on the cost of county health insurance benefits. Currently we have a 73% fringe benefit rate as a county cost. Mr. Santamoor noted although we have no control over the fringe rate, the other costs we have and do control very well. He explained that without the CHHA program a lot of the indirect costs would not be paid for. Another important point is that without CHHA there would be a lot of county residents without services. Mr. Santamoor explained that we do not have control over the Pre-K program as that control is with the boards of educations at the schools and parents. There was further discussion on the break down of what fringe benefits cover.

EXECUTIVE SESSION: Dr. Monroe moved that the SLCBOH go into executive session at 7:56 PM, the motion was seconded by Mr. Gruda. The motion carried.

The meeting was adjourned at 8:28 PM.

Respectfully submitted,

Sherry Cryderman
Administrative Assistant