

St. Lawrence County Board of Health 9/21/10 Meeting

The St. Lawrence County Board of Health (hereafter typed SLCBOH) met on Tuesday, September 21, 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; Timothy J. Monroe.

Public Health Staff Present: Susan Hathaway, Director; Myrna Barney, Sanitarian; Lauri Maki, Health Educator; Kathy Oakes, Secretary I.

Public Present: Rena Inez, St. Lawrence **** Group

MEETING TO ORDER: In the absence of Dr. LoGalbo, Vice President Benjamin Gruda called the meeting to order at 6:05 PM.

MINUTES OF PREVIOUS MEETING: Mr. Kimmes moved the minutes of the 08/17/10 SLCBOH meeting be approved as written. Ms. Cobb seconded the motion. The motion carried.

NALBOH TRAINING: Ms. Hathaway gave a brief description of the training taking place this evening before introducing presenter, Mr. Jeff Neistadt, MS, RS who joined the meeting via telephone conference. Mr. Neistadt is located in Bowling Green, Ohio and gave background information before beginning the training. Ms. Hathaway asked Mr. Neistadt if it was possible to receive a copy of the training, as the President, Dr. LoGalbo was unable to attend tonight. A copy of the training will be sent to Ms. Hathaway. The training continued for approximately one hour. Mr. Neistadt asked if there were any questions at the end of the training session. There were no questions presented from the group. At the end of the presentation Mr. Neistadt gave his email address and also the email address for Yolanda Savage from their D.C. Office, if there are any has future questions.

The following topics were presented in the training:

- Objectives
- Purpose of Public Health
- Local Governance
- Public Health System
- Core Function of Public Health
- Powers/Duties
- Members of Board of Health
- Role of Individual Members
- Board Chair Responsibilities
- Board of Chair Tips
- Board of Health and Health Officer Relationship
- 4 Concepts Applied in NPHPSP
- 3 Instruments
- Determining Responses
- User Benefits
- Resources
- Benefits of Accreditation
- NALBOH Role

Vice President Gruda asked members if there were any questions for Jeff. There were no questions for him at this time and Mr. Gruda and Ms. Hathaway thanked him for his

presentation. The meeting was then continued by Mr. Gruda following the Agenda as written.

OLD BUSINESS

BOARD OF HEALTH WEBSITE: The Board had requested a private section on the County website where Ms. Hathaway could post materials accessible to the Board. Some items would be too large to post to someone's email so the private section has been set up. Ms. Hathaway has submitted an application to obtain administrative rights to this section. Once she is approved and trained on how to use this site, she will begin posting documents in there for the Board. Board members will be emailed or contacted when things are being posted there.

ROBERT'S RULES OF ORDER: Ms. Hathaway thanked the Office of the Administrator for giving her a copy of Robert's Rules of Order. Board President had requested the book after the last meeting for use on how to run the meetings. If anyone needs the information it is now available. Mr. Gruda stated he may be able to obtain an abbreviated version of the book.

NEW BUSINESS

NALBOH HEALTH OFFICIAL ELECTION BALLOT: The 2010 ballot was presented to the Board to act upon and place a vote. This Board of Health gets one vote and there is only one candidate for the President-Elect Nominee. A motion was made by Dr. Healey to place one vote for the nominee, Steve Scanlin. The motion was seconded by Robert Kimmes. Mr. Gruda asked for discussion on the motion. All in favor of the motion, no objections, motion carried. Ms. Hathaway stated the ballot will be marked and mailed tomorrow.

HEALTH COMMERCE SYSTEM ACCOUNTS: Some medical providers on the Board may already have a HIN or HPN account. As HIN Coordinator, Ms. Hathaway is permitted to go in and make changes or add items. One of the requirements of the State Health Department is that the President of the Local Board of Health be listed on the HIN. Board President, Elizabeth LoGalbo was given an account; Tedra Cobb was already in the system as a Legislator. This satisfied the State requirements. There was an Emergency Preparedness call down drill last night and Elizabeth was called but Ms. Cobb was not. Ms. Hathaway offered each member to have a HIN account. There was discussion regarding the HIN and Ms. Hathaway stated it is very valuable to have. Ms. Cobb's account needs to be reactivated with signatures and this can be done. Ms. Cobb asked if she is only going to be on the board until December, should there be another person designated in her place. Tim Monroe agreed to be that designated person and he already has an account. Ms. Hathaway will do the paperwork for those who do not have accounts to give them access. Ms. Cobb would still like to have her account activated even though it may not be as the long term contact person. This will allow each Board Member to be contacted in the Emergency Preparedness call down drill.

COUNTY CAR POLICY: This is the first policy that is coming in front of the Board. This is new in the Health Department. With 15 County Cars for Public Health, it has proved to be a large cost savings. Ms. Hathaway asked that the Board look at the policy drafted. Public Health is looking to require employees use a county car if one is available rather than using their own car to save on mileage costs. The policy will also require employees to be responsible for keeping the car clean and be sure there is gas in it for the next person, filling up at the designated county gas up areas. Every driver must be part of the LENS Program and complete the paperwork. Ms. Cobb stated the Board of Legislators did redo the County Car Policy. The two policies do differ in restrictions. Ms. Cobb stated even though the county does have a cell phone policy, it may be necessary to update regarding the use of cell phones while driving. Although the travel policy was updated, and then the cell phone policy was written which talks about using cell phones in county vehicles. I may be good to have it in the Public Health Policy as well as the county policy so people will know in both cases. It is also against the law but that doesn't mean people don't do it. Tim Monroe added mentioning not smoking in county vehicles. He stated he didn't know what the policy was. Ms. Hathaway stated it is allowed. Mr. Kimmes stated this is good educational material but wondered if this is something that the Board needs to be involved with unless there is some rule or regulation that requires it. Ms. Hathaway stated that as a governing authority she thinks it is the Boards decision on how involved they want to be. There are issues with County Car use. Mr. Kimmes asked if she felt this would make this stand up better with the Boards signature. He stated as C.O. at the hospital, he sets policy many times that the Board of Directors has no need to know and it would make meetings much longer. If this is more of an operational policy than a governing policy, but he understands if this would hold more weight with the Board signature. Mr. Gruda asked if we are talking about Public Health cars or all county cars. There was discussion explaining who uses and purchases the cars. Mr. Monroe states at his local hospital, the Board signs off on all policies. Ms. Hathaway mentioned she would make changes as requested and bring it back to the board. Ms. Cobb mentioned clarification on the designated areas where county cars can fill up on gasoline. Somewhere in the policy it should be clear that the cars are not being driven back to Canton to fill up.

Ms. Hathaway stated that she would make changes and once she gets trained, she can post this on the private section of the website where the Board can see it and then it can be addressed at the next meeting.

Mr. Gruda asked if there was any other New Business.

PERSONNEL POSITIONS: Ms. Hathaway stated that we do have some new changes in personnel. We had a nurse retire the beginning of this month from the CHHA and we are currently in the process of getting board approval to fill that position as quickly as possible as it is revenue generated. We did have a nurse resign from the jail but yesterday she rescinded that resignation. We were in the process of getting board approval to fill that position but that is no longer necessary. We have had quite a few changes in staff because we are going through a culture change as a department and feels

we are over the hump. She hopes we will not have as many turn over's as we have had in the past.

REPORTS – Environmental: Ms. Hathaway introduced Myrna Barney who is the Public Health Sanitarian. She asked Myrna to speak on what she is doing these days. We use the State Health Department Regional Office to house her office. Ms. Barney explained they are currently working on housing complex complaints and the problems involved. She has recently been certified as a Code Enforcement Officer to give her a better understanding of their job as they work closely together. She stated that most of the complaints stem from some type of Health Code deficiency so it makes sense that they work closely together. Ms. Cobb asked if most apartment complex's have the Code Enforcement go in when changing tenants. Ms. Barney explained no but this particular complex has a lot of turn over with damages done and compliance with smoke detectors, etc. Dr. Badenhausem asked who elects the Code Enforcement person and how many are there. There is a Code Enforcement Officer for each municipality. Ms. Cobb stated they are not elected. Ms Barney stated they are hired through Civil Service and are trained and Certified within a year. She went on to discuss sewage treatment issues in Gouverneur and Norwood and how each handled it with the homeowners. Most of the items she brings to the Public Health Director are complaints of a Public Health nature that they don't get voluntary compliance on and voluntary compliance is what they are striving for. If this doesn't happen it is handed over to the Public Health Director who would take what ever action is necessary. Ms. Barney cautioned the Board about reading complaints in the newspaper because all the facts are not always revealed in the newspaper. This has occurred recently. If there are any questions she would be more than happy to answer them. Mr. Monroe asked how they interact with five townships that may have maintained their original health officers such as Fowler which is near Gouverneur. Does this make it difficult for you? Ms. Barney responded they have always acted in this manner in working with Code Officer. She felt in the past there has been lack of involvement with many of the Health Officers so we have learned to go as less as we can with the Code Office. They have very established rules and then we get recommendations from her office so that we can try to have success. Some of the townships have chosen to remain on their own do have Health Officers be responsive. She feels it really has not been a problem and does not foresee it as a problem.

REQUEST FROM CANCER ACTION GROUP: Ms. Hathaway stated there are two things to discuss regarding personnel and request the Board go into executive session. Mr. Gruda asked anyone that is not a Board of Health Member be excused. A motion was made by Ms. Cobb to go into executive session, seconded by Robert Kimmes. All in favor.

8:00 – Came out of Executive Session

Motion by Greg Healey: Direct legal counsel to obtain a restraining order against Donald Hassig from contacting any employees of SLC Public Health Department and SLC Board of Health.

Second by Tim Monroe

8:05 – Motion by Rob Kimmes to adjourn. Second by Greg Healey

Respectfully submitted,

Kathy Oakes
Secretary I