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HEALTH SERVICES ADVISORY BOARD

March 17, 2009

The Health Services Advisory Board met on Tuesday, March 17, 2009 in Classroom A of the One Stop Career Center located in the Human Services Center Building in Canton at 3:00 PM.

MEMBERS PRESENT: Richard Edwards, Tedra Cobb, Brian Gardam, and Benjamin Gruda.

MEMBERS EXCUSED: Clive Chambers

MEMBERS ABSENT: Dr. Florence Bero, Ruth Fishbeck, Edward Goldstein and Donald Schuessler

STAFF MEMBERS PRESENT: Debby Kent, Sandra Worden, JoAnn Pfeil, Myrna Barney and Sherry Cryderman

Minutes of Previous Meeting: Mr. Gardam moved to accept the minutes of the 12/16/08 Health Services Advisory Board meeting as written. Mrs. Cobb seconded the motion. The motion carried.

MEDICAL DIRECTOR: Mrs. Kent reported an ad had been placed in the newspaper and placed on the county web site. Three people were interested in the position. One candidate spoke with Mrs. Kent on the phone and did not submit an application. Sandra Worden and Mrs. Kent met with Dr. Williams from the CP Clinic and Dr. David Dunn. They felt both candidates had very similar styles and understood the goals and objectives required with this position. Dr. Williams although interested felt he could not take the position if offered due to time restraints of his practice. Mrs. Kent contacted Claxton-Hepburn Hospital to check on credentials for Dr. Dunn. A memo of understanding was drawn up between Claxton & Public Health to share the credentialing done by Claxton with Public Health. Mrs. Kent recommends Dr. Dunn for the board's consideration and shared his credentials with them. Mrs. Cobb moved that the Health Services Advisory Board upon review of Dr. Dunn's credentials recommends to the SLC Board of Legislators that he be hired as the Medical Director for the St. Lawrence County Public Health Department. The motion was seconded by Mr. Gruda. The motion carried.

Review of the Medical Director's Job Description. Mr. Gardam moved that the first sentence of the draft job description be changed to read: This position exists in the Public Health Department and involves responsibility to provide medical expertise to the Director of Public Health and the Department Program Directors who administer programs. This requires oversight of the operation of the department's programs and health clinics.

HEAL GRANT: Mrs. Kent reported that we received word that St. Lawrence County was not selected for funding. She explained that we will work with Laurie Maki and hospitals on the mapping process that is being required. Mrs. Cobb noted that it is difficult to obtain funding as these grants are very competitive ones.

COUNTY WIDE HEALTH DISTRICT: Mrs. Kent reported that the data has been assembled in response to the DOH request for information supporting a county wide health district. It should go out in the mail by the end of the week.

HEALTH SERVICES ADVISORY BOARD MEMBERSHIP: Appointments and terms were reviewed. Mrs. Cobb noted that she continues to serve on this committee until the BOL Chair appoints another member of the BOL. Mrs. Fishbeck's term expires this year, but the BOL may reappoint her. There was a discussion regarding members who have been absent for several meetings. Mrs. Kent will contact them to determine if they are still interested or have suggestions for alternate or replacement. The procedure for appointment was reviewed. Prospective members must complete a bio-sheet that is submitted to the BOL two months in a row for membership consideration and appointment. Various names were suggested for prospective membership. Mrs. Worden suggested that perhaps the dentist that oversees our dental sealant program would like to serve on this board. Public Health Law states a minimum of nine members on the Advisory Board. Mrs. Kent will let Mr. Edwards know about the dentist and if he not interested Mr. Edwards will ask another doctor.

BYLAWS: Upon review of the governing bylaws Mrs. Cobb moved that the first sentence be changed to read, **The St. Lawrence County Board of Legislators is the governing authority of the SLC Public Health Department responsible for the establishment of policies, management, operation and evaluation of the programs.** Mr. Gruda seconded the motion. The motion carried. Further review and discussion of the by laws resulted in # 4 being changed to read: **to identify a Health Services Board and a Professional Advisory Committee.**

CONFIDENTIALLY STATEMENT: Mrs. Kent explained that for the agency to meet compliance standards all members of the Health Services Advisory Board need to read and sign the confidentially form. Members present read, signed and handed in the form as required.

MEETINGS WITH LEGISLATIVE OFFICIALS: Mrs. Kent reported that she attended the February NYSACHO (New York State Association of County Health Officers) meeting in Albany. NYSACHO made arrangements for Directors to meet with their legislative officials. Mrs. Kent met with Senator Aubertine; Senator Joseph Griffo and Assemblywomen Russell and Scozzofave to discuss the impact Governor Patterson's proposed budget would have on St. Lawrence County Programs. Since that time she has attended two other meetings with neighboring Public Health Directors and legislative officials to discuss budget concerns for the Emergency Preparedness Program and Medicaid.

SCHOLARSHIP INFORMATION: Mrs. Kent reported that she approached Assemblywoman Scozzafava during their February meeting regarding the need to expand

professions the current NYS Education Law will fund for scholarships. Scholarship information has been mailed out to school districts and media. Mrs. Kent also noted that May 31st is the deadline for scholarship applications. The applications are reviewed by a scholarship committee and recommendations are made at the June Services Committee meeting then presented at the July BOL meeting.

CQI COMMITTEE UPDATES – JoAnn Pfeil

Mrs. Pfeil reported that since the December HSAB, the CQI committee has met on 01/06/09 and 02/17/09. The committee is also scheduled to meet on 03/23/09. This committee has been meeting on a monthly basis due to the number of audits that have taken place. The following program presentations were made at the January meeting: Dental Sealant, HIV/STD Clinics, Tobacco Grand and Child Find. At the February meeting presentations on the MOMS & Early Intervention Programs were made. Each of the programs presented an overview of the CQI activities each program completed this past year, results of any patient satisfaction surveys and any statistical reports. This information allows the committee to know what is happening and what plans are being put in place for looking at trends. The committee plans to continue meeting on a monthly basis.

CORPORATE COMPLIANCE – JoAnn Pfeil

Mrs. Pfeil reported that she has revised the corporate compliance plan and code of conduct based upon the suggestions made by the CSEA union. Mrs. Kent reviewed them and sent them on to the union representative. We are awaiting a response at this time. Once the plan is in place Mrs. Pfeil will start training staff on it.

The Compliance Committee met on 03/04/09. They meet quarterly. This past quarter there were 2 compliance reviews completed: a review of our patient complaint system and a review of the corrective action plan implemented after our last Article 28 survey. Recommendations were made to each of the programs. Mrs. Pfeil monitors any corrective action plans taken. Mrs. Kent noted that these reviews are beneficial, that she learned she had to do a written response when she received a written complaint.

PREVENT ISSUES: - Sandra Worden

Mrs. Worden reported that she has been preparing for a Dental Sealant Audit scheduled for March 23, 2009. During this preparation she met with the 2 dental teams. As a result of that meeting it has been decided that she will meet quarterly. They feel they are in good shape for the dental audit.

Mrs. Worden reported that a MOM'S Program Survey Audit was completed on March 11th and 12th. Involved in the survey were Maria MacPherson, Regional Contact person plus the surveyor, herself, Debby Kent, Bob Santamoor, JoAnn Pfeil, Patricia Smith, Shirley Hebert, Nancy La Barge, Cathy Bell, and Karen Carmany. The survey went well. Staff was interviewed; surveyor also looked at the following: agency policies; MOMS policies; process for admission & assessment of the MOMS clients; organizational chart for SLCPH; 10% of our records – reviewed 7 charts; billing process and CQI process. This was truly a State Survey and the first time that the surveyor used our electronic

record system to review charts. In the past – used only hard copy record system. The Outcome was good – suggestions were given for improvements. The State liked our CQI process, billing process. We were told that we are able to bill for nutritional and MSW services and there was discussion about public health collecting 2 years back for these services. The surveyor was pleased with the nursing staff, their caring attitudes, and interest in the well being of the MOMS. Encouraged more visits. The Surveyor was pleased with our new management system and bringing new ideas to the program. Talked about our backgrounds CHHA and going to Prevent. Changes bring new ideas to help beef up the program. **Suggestions:** More visits; Nutritional Visits – concern in the North Country regarding the high risk due to poor nutrition habits. Would like to see more outreach to MDs, resources in community, hospitals, etc to increase visits and improve communication. Documentation was good but continues to improve.

JAIL MEETING: Mrs. Worden reported she met on 03/13/09 with Dr. Paloe, Dr. Goldstein, Patti Cryderman, Kevin Wells, Dan Domine, JoAnn Pfeil, Susan Riley and Dan Dodge. Issues discussed were the new jail project and the uncertain date of moving inmates; Medical update issues; Hepatitis A/B vaccine; Hazardous Waste Disposal; Q.I.D. medications; covering MD when Dr. Paloe is gone; coverage and interviewing for more nurses (part-time). Planning on meeting on a quarterly basis to build a rapport, work on policies, software, medical updates, etc. Mrs. Worden reported that we currently have 4 applicants for a part time nursing position. She also reported that the staffing pattern met some resistance in regards to scheduling but we are within the standards of practice. Dr. Plow feels his role is only maintenance - - he believes inmates own Dr. should be providing care. He also feels if he is not available the inmates should be taken to the ER. Registered nurse can do assessment, we will follow nursing standards. Dr. Paloe is under Sheriff Well's supervision. Discussion on do we bring under contract with Public Health.

HANDOUTS:

Mrs. Worden distributed the following statistical reports for 2008 Rabies Clinic; 2008 Immunization Clinics; Vaccination Report; and Blood Pressure Clinics. (Copies of these reports are on file within the department with the minutes for review upon request)

GROUP A STREP

Mrs. Worden gave a report on a recent Group A strep case. Mrs. Kent answered questions in regards to this report.

NEXT MEETING: The next meeting is scheduled for June 16, 2009 at 3 PM in Class Room A of the One Stop Center in the Human Services Center, Canton.

Meeting adjourned.

Respectfully submitted,
Sherry A. Cryderman
Recording Secretary