

DRAFT OF  
HEALTH SERVICES ADVISORY BOARD  
12/16/08

The Health Services Advisory Board met in Class Room A of the One-Stop Career Center at 3 PM on December 16, 2008.

**MEMBERS PRESENT:** Tedra Cobb, Richard Edwards, Ruth Fishbeck, Brian Gardam and Dr. Edward Goldstein.

**MEMBERS EXCUSED:** Clive Chambers and Benjamin Gruda.

**PUBLIC HEALTH STAFF PRESENT:** Deborah Kent, Interim Public Health Director, Sandra Worden, Director of Preventive Services, Laurie Maki, PH Educator, Brandi Wells, Emergency Preparedness Coordinator, Myrna Barney, PH Sanitarian and Sherry Cryderman, Administrative Assistant

**MINUTES OF LAST MEETING:** Dr. Goldstein moved that the minutes of the September 30, 2008 meeting be approved as written. Tedra Cobb seconded the motion. The motion carried.

**MEDICAL DIRECTOR:** Mrs. Kent reported that she had received a letter of resignation from Dr. Goldstein as Medical Director for St. Lawrence County Public Health. He has stated that he would remain active until a replacement is obtained. The huge training packet and some immunizations are issues that Dr. Goldstein has verbalized. Following some discussion Debby, Sandra and Dr. Goldstein will meet today following this meeting to discuss the issues and consider collaboration efforts to maintain his services. Under the Preventive Article 28 Survey it is pointed out that this position is a requirement to operate the preventive services programs.

**CQI Report Updates:** Sandra Worden gave the following report for JoAnn Pfeil:

1. Since the last HSAB meeting, the CQI committee has met on October 23 and November 25, 2008.
2. The committee is continuing to focus on program client satisfaction surveys. It was decided that each program should present to the committee a history of the program, an overview of the satisfaction survey process for the program and a copy of the results of the last satisfaction survey completed.
3. To date the committee has had presentations from the Rabies Program, Immunizations and Travel Clinics and the Lead Program.
4. At the next meeting, there will be a presentation by the STD/HIV clinics and the Dental Sealant Program. It was decided that the committee will continue to meet monthly for now in order to review each program's satisfaction survey.

**Compliance:**

1. The Compliance committee currently meets on a quarterly basis. The last meeting was October 15, 2008.

2. The committee was updated on the status of the Public Health Corporate Compliance Plan. At that point it was stalled by the CSEA union due to some language disagreements. Since that time we have been in contact with the NYS Office of the Medicaid Inspector General, James Sheehan and John Sullivan, for input on the plan. Based upon their suggestions, we are revising the language in some areas and will re-present it to the union.
3. Compliance Officer submitted the final results of two compliance reviews completed during the last quarter. The two reviews were 1) employee licenses, evaluations & annual training and 2) physician's orders. Each program has implemented corrective actions.
4. For the next quarter, there are two compliance reviews scheduled: 1) Article 28 clinic review and 2) patient complaints and grievances. The Article 28 has been completed and the patient complaints is in process. The results of these reviews will be submitted to the committee at the next Compliance committee quarterly meeting.

Mrs. Kent reviewed the purpose of the Corporate Compliance Plan. Stating that Home Care Programs are or will be requiring such a plan. The plan states that the employee is responsible for their actions, won't cover anything up that they know is wrong, basically states being an honest good person. She said she would be glad to share the 10 page document with the committee.

**HEAL GRANT:** Mrs. Kent reported that we have not yet received word of funding; she believes it is being held up due to the Governors budget. Laurie Maki explained that HEAL stands for the Health Care Efficiency Affordability Law – Phase 9

Mrs. Maki also noted that Public Health is required to submit a 5 year Community Health Assessment this year and the dollars from the Heal grant could be utilized to come up with three programs to work collaboratively.

**COUNTY-WIDE HEALTH DISTRICT:** Mrs. Kent reported that we received word back from the NYS Health Department shortly after Bill left requesting additional information. She noted that Sherry had pulled together some data for a response but the final response to the state has not yet been finalized.

**FLEX-TIME:** Mrs. Kent explained that Public Health has been the pilot project for flex time schedules for the past few months. She noted that we have a mix of staff working a 4 day and 5 day week. The employees working 4 days work longer hours those 4 days to get in their 35 hours. Most staff members have opted for a 1/2 hour lunch rather than the 1 hour lunch which changes their work day hours. Currently the CSEA Union is doing a poll of Public Health Employees to determine if the majority want to continue the flex schedule or revert back to the normal county hours. Mr. Frank will contact Mrs. Kent when the poll is complete and tallied. Mrs. Kent reported that she feels the flex schedule has been good for morale, decreased comp time and sick leave time.

**JAIL ISSUES:** Mrs. Kent explained that under the current jail system Public Health has had two full time RN's and 4 part time RN's. She explained that with the new jail there will be more inmates and the regulations must be met. The State Corrections were lenient with some of the staffing requirements due to the cramped space within the old jail. With this in mind it was determined that a full time Nursing Supervisor was needed to oversee the scheduling and job responsibilities such as improved charting system, documentation of meetings, case conferences, etc. of the jail nursing staff. This position was incorporated within the 2009 budget. This nursing supervision position has been approved for a Monday-Friday 7-3 PM shift. The supervisor will work closely with the Commissioner of Corrections and Director of Prevent in setting up policy and procedures for the staff. Staff have worked with the Sheriff and his staff and it has been determined that we must provide 16 hour coverage not 24 hours. Mrs. Worden explained how the shifts will be set up. The State Correctional Medical Officer has advised that the 16 hours is appropriate to meet the safety issues. Mrs. Kent went on to explain that an open house and public tours have been held. The transfer date of inmates will not be announced publicly for security reasons. Dr. Goldstein stated that there are issues that the county needs to look at i.e. hire a PA vs. transporting an inmate to the ER in the middle of the night. The age range is also something to look at it runs from age 16 to 80 years of age. Someone brought in during the night has various issues elder could have heart medications, etc. Mrs. Worden acknowledged that they are reviewing safety issues and medication issues. Mrs. Cobb recommended that safety issues and medications, etc should be evaluated for the new jail and that there is a Jail Committee of Legislators that recommendations should be presented to. Dr. Goldstein thanked Sandra for her genuine interest in what is happening at the jail.

**POD UPDATES** – Brandi Wells, Emergency Preparedness Coordinator distributed copies of the patient satisfaction survey results (on file if absence members would like a copy) Ms. Wells felt that the two PODs were successful in that 176 employees were vaccinated at Public Health and 82 employees were vaccinated at the courthouse. These PODs were done by the book, consent forms, etc. The data was entered electronically. There was a computer issue with the network, equipment failure but it was worked out by the 2<sup>nd</sup> POD. As a result of this she met with Rick Johnson of the county IT Department today to work our problems such as having data lines dropped into the clinic rooms as the air cards don't work well. They will continue to work on this system. It was explained that all information is kept in a database at DOH, making it a paperless system. We don't have to save paper system backup for the traditional 7 year period since it is on a database.

Ms. Wells also reported on the Call Down Drill – they utilized the Health Commerce System where the computer generated calls to staff members. This drill was 50% successful. They were able to identify those who didn't receive calls and update contact numbers.

**CHAIR OF HEALTH SERVICES ADVISORY BOARD:** Mrs. Cobb moved that Richard Edwards continue as Chair of the Health Services Advisory Board. The motion was seconded by Brian Gardam. The motion carried.

**OTHER BUSINESS:** There was a discussion on the terms of membership and some members felt they would like the board to be more active in advisory roles and help advocate for jail, etc. Mrs. Cobb was not sure if she would be reappointed to the Advisory Board. Mrs. Kent will provide regulation governing membership terms at next meeting.

**2009 MEETING DATES:** The consensus of those present was that the meeting continues to be held at 3 PM on the following dates: March 17<sup>th</sup>, June 16, Sept 15<sup>th</sup> and December 15<sup>th</sup>. The meeting location will be announced.

Respectfully submitted,

Sherry Cryderman  
Recording Secretary