

HEALTH SERVICES ADVISORY BOARD
June 16, 2009

The Health Services Advisory Board met on Tuesday, June 16, 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: Tedra Cobb, Dr. David Dunn, Ruth Fishbeck, and Benjamin Gruda.

MEMBERS EXCUSED: Clive Chambers and Richard Edwards

MEMBERS ABSENT: Edward Goldstein, Dr. Florence Bero, Dr. Scheussler, Brian Gardam

OTHERS PRESENT: Bruce Stone, NYS DOH

PUBLIC HEALTH STAFF PRESENT: Debby Kent, JoAnn Pfeil, Becky Trejos, Brandi Wells, Myrna Barney and Sherry Cryderman

MINUTES OF PREVIOUS MEETING: Ms. Fishbeck moved that the minutes of the March 17, 2009 Health Services Advisory Board meeting as written. Mr. Gruda seconded the motion. The motion carried.

MEDICAL DIRECTOR: Ms. Kent welcomed and introduced Mr. David Dunn as the new Public Health Medical Director. She stated that she is really proud to have Dr. Dunn on staff with Public Health, he will certainly be an asset.

HSAB MEMBERSHIP: Ms. Kent reported that she had contacted both Dr. Bero and Dr. Schuessler regarding their participation on the Health Services Advisory Board. Both regret that their busy schedules prevent them from continuing to be members. She also contacted Dr. Scruggs, Dentist for our Preventive Dentistry Program to see if he would be able to join the board. Dr. Scruggs did not feel he could give up office hours to participate but recommended retired dentist Dr. Ormond. Dr. Ormond would be willing to serve on the board with the understanding that he is not available in the winter months. Dr. Badenhause was also contacted and is willing to serve on the board. Bio forms have been sent to both doctors and once returned will be submitted to the BOL for appointment consideration.

COUNTY WIDE HEALTH DISTRICT: Ms. Kent reported that the data has been sent to the DOH per their request for information supporting a county wide health district. She has spoken with both Marie Miller and Mr. Ronald Heerkens of the DOH Regional office regarding this subject. The County Wide Health District for St. Lawrence County would not include an environmental portion, as the State DOH at Gouverneur St, Canton is already in existence. If implemented in the Health District it would be duplication of services. Ms.

Kent also requested of the NYS DOH that the County Wide Health District not be implemented until we have a new director.

CONFIDENTIALLY STATEMENT: Ms. 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 not present at the last meeting signed and handed in the form as required.

SCHOLARSHIP INFORMATION: Ms. Kent reported that the scholarship committee met on 06/08/09 and selected 6 of the 8 applicants to present to the Board of Legislators at their 07/06/09 meeting be approved for scholarships. She stated that all applicants were for nursing scholarships. One was denied primarily because of grades and the other there was a question on her legal residency within St. Lawrence County.

CQI COMMITTEE UPDATES – JoAnn Pfeil

Since the March HSAB meeting, the CQI committee has met on March 25, April 21 and May 27, 2009. The CQI committee reviewed the results of the MOMS and Dental Sealant Programs surveys and made recommendations to each of the program coordinators. The CQI committee listened to a presentation by the Healthy Living Partnership Coordinator. A Dental Sealant committee has been formed to work on updating the dental sealant handbook. Public Health is also providing throw away aprons for the dental sealant staff. The MOMS program is scheduling more chart reviews and providing more nutritional information to clients. Ms. Pfeil reported that she has been working with the Healthy Living Partnership Coordinator, in preparation for the survey planned for August. They have been utilizing some of the DOH survey tools to review the program files. The next CQI meeting is scheduled for next Thursday, June 21 at 2:00 and we are hoping that Dr Dunn will be joining us. One of the requirements under Article 28 is that the Medical Director be part of the QA process.

CORPORATE COMPLIANCE – JoAnn Pfeil

This past quarter, a compliance review was completed focused on employee and contract worker's medical files. There is a conflict between the Article 28 and the CHHA/ LTC regulations regarding the minimum requirements in the employee medical requirements. For CHHA & LTC, only those employees having direct patient contact are required to have documentation in their medical files regarding immunizations. However for the Article 28 clinic side, all employees including clerical must meet these requirements. Also when a county employee transfers within departments, many times these documents are overlooked. Since an Article 28 survey by the state is anticipated this summer some staff are trying to ensure that the department is compliant in all areas. Ms. Cobb recommended that the same standards be set for all employee's medical files making it easier to comply with. Since the requirement for Article 28 is the most stringent, then those should be the standards set. This would be beneficial if we should have an emergency situation that requires that all staff positions be utilized. Clerical would be

used for registration, etc. The agency will be going to the highest standard and will require all staff to meet Article 28 standards.

PREVENT ISSUES:

JAIL INFORMATION: Ms. Kent and Sandra Worden met last Friday with the Management staff at the jail, representatives from Community Services and Dr. Palao. It appears that many positive changes have been implemented now that everyone is in the new correctional facility. As of Friday 6/12/09 there were 139 inmates with medications being distributed to 80 of them. The nursing staff is providing 16 hours/day coverage. There are 4 scheduled med calls per day. Dr. DeTorres will back up Dr. Palao. The nurses are completing assessments within the 24 hour period. They are struggling a little with a new computer system they have yet to master.

One concern Ms. Kent expressed is the dispensing of over the counter medications. It has been suggested that the KOP (keep on person) system be implemented. She explained that would include Tylenol, Advil, over the counter pain medications. A waiver would need to be submitted to Department of Corrections for approval. She believes allowing inmates to KOP a 30 day supply of these medicines may open the county up to law suits through overdoses. Dr. Palao maintains that the state correction facilities are allowed to follow this procedure. Mr. Gruda said during his time as a pharmacist with the state correctional facility in 1991 it was allowed and that it was an expressed concern of his at that time. Jail management suggested that if there is a request for approval for over the counter medications, that the guard would have access to a limited number of over the counter medications for inmates requiring this type of medication. The medications would be kept under lock and key and dispensed on a request basis. A discussion followed. Mrs. Cobb asked where the CQI is at the jail. Ms. Kent stated that Ms. Pfeil several months ago did a little review and as a result of that a need for a Nursing Supervisor was identified and implemented. Ms. Pfeil suggested that the county attorney be contacted for recommendations on how to proceed. Ms. Kent commented that it is difficult for a nurse to stop her duties and dispense over-the-counter medications. Mrs. Cobb outlined the following consensus of the group:

1. Ms. Kent to contact the County Attorney prior to seeking any change from the State.
2. Apply and come up with our own policy.
3. Check on possibility of the guard being med certified.

Ms. Kent also reported that Dr. Goldstein had sent a letter requesting a holistic approach be implemented at the facility such as inmate gardening, and inmate board, etc. She commends Dr. Goldstein on this thought.

H1N1 REPORT: Brandi Wells reported that H1N1 has been declared a pandemic because of how widespread it has become. 76 countries have reported cases, nothing on fatalities. Ms. Wells noted that the State pushed some supplies to each county early on we have masks and tamiflu that was delivered to us. These supplies are owned by the

CDC, are under lock down and can not be opened until we are advised to do so. Ms. Wells reported that she will begin fitting all public health staff for masks within a few weeks. This is part of the emergency plan should staff be called into service to assist with registration, forms, etc should a real pandemic occur. Ms. Kent explained that the staff having the immunizations and being fitted for masks will enable us to be prepared for any emergency. Mrs. Cobb asked how this would impact the 2010 budget. Ms. Kent responded that definite numbers have not been worked up to date but will be reflected in the budget.

Mrs. Trejos reported that currently we have sent 6 specimens to the lab for testing to date, all children except 1. There are 3 different school districts involved. Those with the illness thus far have not been particularly sick, and fever is short lived. She doesn't foresee any school closings because of this and noted it is a good thing that we are approaching the end of the school year. Becky Trejos reported 4 cases of Neisseria Meningitides. Jefferson, Lewis County, St. Lawrence and Franklin all matched. Prophylaxis was done for all parties and there has been good surveillance and no secondary cases.

RABIES: Mrs. Trejos reported that 1 raccoon was confirmed positive for rabies in the Hammond area. Mrs. Cobb suggested a public service announcement regarding limiting access to any wild animals be done on WPDM with Scott Dustin.

PH Preparedness Volunteer Database: Ms. Wells distributed literature on the volunteer database program (Copies on file). She explained that the NYSDOH developed a statewide Public Health Preparedness volunteer Practitioner Database of licensed professionals who would be willing to volunteer their services in the event of a public health emergency. Brandi is working on a county-wide volunteer list to be placed on our website. She went on to explain another project is the Push Partner Program. This involves identifying agencies so they could prophylax their own employees and their families. In essence agencies such as CP Clinics, Nursing Homes, College Clinics, etc would pick up medications and take them to their facility, easing the burden on PH and provide service in a more efficient manner. A discussion followed on number of sites, possible locations, etc should we find ourselves in an emergency situation. Brandi explained that in addition to the emergency preparedness plan that was put to the test during the ice storm they continue to keep it current. They have agreements with the St. Lawrence University field house and the Ogdensburg Dome should sites be needed in emergency situation.

STAFF REVIEW: Ms. Kent reported that she has reviewed the movement of staffing positions within the past year. 23 employees have left Public Health, 50% under Mr. Serafin and 50% under her administration. 9 of those were retirements, 17 people moved into positions, etc. She noted there is a 30 day wait from time of employment termination to submit a fill vacancy request form and when it runs its course it is 90 days prior to getting the position filled. Flex time has allowed for cross training. An example of that are the coordinators of the HLP and MOMS have been cross trained in Becky Trejos's position. Mrs. Trejos expressed her thoughts that it is imperative to have cross-training

prior to an employee leaving the agency. She remembers having to learn the job cold, no training, it was tough going. Ms. Kent stated that she is very proud of PH staff and how their jobs are done even with the all the staffing changes. She also noted that it would be beneficial if we could have time period for training prior to a retirement. Mrs. Cobb noted that succession planning needs to be done and a committee will be reorganized to look at this. She would welcome Ms. Kent to join her in working with Chris Boulio from Human Services Department

NEXT MEETING: The next meeting is scheduled for **Thursday, September 10, 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