The St. Lawrence County Board of Health (hereafter typed SLCBOH) met on Tuesday, March 15, 2016 in the Public Health Office Library in the Human Services Center, Canton, New York.

MEMBERS PRESENT: Andrew Williams; Gregory Healey; Nancy Potter; John Burke; Scott Spicer; Todd Wells.

PUBLIC HEALTH STAFF PRESENT: James Rich, Director Public Health

GUEST: Rich Perkins, Legislator

CALL TO ORDER
The meeting came to order at 6:05 pm by President, Andrew Williams. Absent from meeting was Jessica Scillieri Smith.

APPROVAL OF MINUTES
A motion was made to approve the minutes of the February 23, 2016 meeting as written, second, all in favor, no oppositions. Minutes approved as written.

PUBLIC COMMENT
There were no public comments.

DIRECTOR’S REPORT (Old Business)
1. Approval received to fill the Emergency Preparedness position. Six interviews are scheduled for 3/17/16. All candidates meet the job requirements. Screening scheduled for HR, with an on-track hire date of 4/1/16.
2. Rabies clinic held in February at the Cooperative Extension Farm. Attendance increased by double from this clinic location last year with an average donation of $2.00 per animal. Clinic advertising cards are being distributed throughout the county to announce clinic schedule of 2016.
3. Rabies Post-exposure – a meeting took place with Canton Potsdam Hospital and Public Health regarding Rabies Post Exposure treatment. Claxton Hepburn Medical Center and Massena Hospital have also been contacted and it is hoped they will be involved in this effort as well.
4. St. Lawrence County Health District – Jim spoke with Sarah Purdy, City of Ogdensburg regarding appointing someone to the Board of Health. City of Ogdensburg recently joined the SLCHD which grants them an appointed position on the Board of Health. Sarah felt that the Code Enforcement
Officer for the City of Ogdensburg would make a good candidate. Jim and Sarah are still in conversation and a final decision has not been made.

5. Medical Director – Dr. Christopher Comeau has accepted the position as the new PH Medical Director. We are still waiting for one reference letter to be returned. Once all the paperwork is received, NYSDOH states they will complete the process. Jim commented that Dr. Dunn has been very gracious and patient during this transition.

6. Corporate Compliance – This information was given out at the February meeting. Paperwork is needed from Dr. Spicer and Dr. Healey needs to complete the training and paperwork.

7. Meeting Procedure – A new BOH meeting procedure was implemented and put into place for this meeting. The new process worked out well and all board members were contacted and replied.

DIRECTOR’S REPORT (New Business)

8. Tracking of Rabies Post Exposure – In comparing this year’s tracking information to last year, we are doing amazing. To date we only had one case needing RPE treatment and their insurance does cover the treatment. Therefore, budgetary wise we are doing well.

9. Nasal Flu Testing – Education and guidance was shared with the local hospital communicable disease staff regarding the nasal swab testing for flu and not using blood testing. There is an increase of flu (H1N1) in the area which the current vaccine does cover.

Questions / Comments:

- Is this for emergency rooms? Jim mentioned the names of the Communicable Disease Staff members who they had the conversation.

10. Zika Virus - information continues to be shared between CDC and NYSDOH relayed to communicable disease staff. The information is posted on our website as well. Providers have received information from us on testing protocol. There will be an upcoming isolation and quarantine training on April 15th at SUNY Canton, free of charge. Anyone interested is encouraged to attend. Jim has information flyers to hand out. Currently, 30 people have signed up. Key players will attend the training. Two Zika virus cases were investigated by Public Health; one pregnant female who had traveled to the Dominican Republic – currently being tested. Another female (not pregnant) who traveled to Jamaica and St. Maarten is being tested as well. SUNY Canton baseball team is traveling to Dominican Republic during spring break and has received education from the health care staff. Clarkson University PA students traveling to Dominican Republic and Dr. Knowles is providing education and traveling with the group. They were advised they must contact Public Health on their return trip if anyone is experiencing any symptoms or illness.
11. Meningococcal Vaccine – Jim distributed information on new regulations for students entering 7th and 12th grade that must have the meningococcal vaccine in 2016. This information has been distributed to providers, school superintendents, principals, nurses and administrators as well.

**Questions / Comments:**
- Todd Wells was asked if Kinney Drugs offers this vaccine. Todd noted the vaccine is offered.

12. Department Positions – currently we’ve been approved to hire an Administrative Assistant. This is a valuable position to assist in the strategic plan of the health department. An Early Intervention Program RN has retired (effective 4/11/16) and though program efficiencies and redistribution of job duties throughout the program we can provide the same level or better quality of services to county residents without the need to fill the vacant position. The Fiscal Officer has resigned her position and there is one internal candidate who has expressed an interest in the job. Over the past several years there has been a large turnover in this position. Recently, this position was downgraded to Principal Fiscal Officer and although the department is smaller, it does not account for the fact that state aid has gotten that much more complicated. Jim asked that the position be posted to the county website and newspapers.

State Aid – Jim has made a recommendation to the County Administrator and is stating to the Board of Health that the State Aid portion of Public Health be contracted to Jack Venesky, CPA & Associates who currently handle our cost reports. Jim was given permission to explore this idea. The Fiscal Officer position was discussed and the differences in hiring internally vs. contracting the work out to an agency. Jim will contact Jack Venesky’s office and discuss options for a one year transition. Jim will keep the board updated.

**Questions / Comments:**
- Dr. Healey asked for an explanation of contract and state aid. Jim responded by explaining the grants we have and the financial aid associated with each. He continued by discussing the different ways the funds are used to meet the requirements for the funding of each state aid package.
- John Burke was asked if he knew if we had ever had issues with audits from the state and if we’ve lost money as a result of it. John was not sure if we had lost money due to an audit.
- Dr. Healey gave his experience with hiring for billing of his office and with New York State. Jim was asked if he knows what Venesky is going to charge. Jim did not have a definite amount.
- Dr. Healey suggested sharing services at management level with other areas such as Dr. Williams’s staff or Dr. Healey’s staff.
- John Burke felt it might be helpful to contact other health departments for suggestions.

13. Mumps – there have been 2 confirmed cases and 2 suspect cases of mumps reported on a Buffalo college campus.
ADJOURNMENT
The Board meeting was adjourned at 6:57 until Tuesday, April 19, 2016 at 6:00 pm. Dr. Williams motioned to adjourn, second.

EXECUTIVE SESSION
The board entered into executive session at 6:57. All non-board members excused.

Respectfully Submitted,

Kathy Oakes
Secretary I