The St. Lawrence County Board of Health (hereafter typed SLCBOH) met on Tuesday, June 16, 2015 in the 2nd floor Library of the Public Health Department of the Human Services Center, Canton, New York.

**MEMBERS PRESENT:** Dr. Gregory Healey, John Burke, Dr. Jessica Scillieri Smith, Dr. Andrew Williams, Todd Williams, RPH, PharmD and Nancy Potter.

**PUBLIC HEALTH STAFF PRESENT:** Heather Boyce, Secretary I  
Laurie Maki, Director of Preventive Services

**CALL TO ORDER**

The meeting came to order at 6:15 pm by Dr. Andrew Williams with permission from Dr. Gregory Healey because he was running late. Absent from meeting was Dr. Scott Spicer.

**INTRODUCTIONS**

No introductions were necessary.

**APPROVAL OF APRIL 21, 2015 MINUTES**

Dr. Williams moved to approve the minutes of the April 21, 2015 as written. Minutes were approved. Board moved to have May 19, 2015 minutes emailed to members.

**COMMUNICATION** State Health Department contacted us because there was a complaint made to Assembly woman, the HON. Addie Russell’s Office who then in turn contacted the State Health Department. Complaint that septic bubbling and complainant believes it is or will contaminate his well. Public Health Department’s Sanitarian, William Neves, went to property and did a dye test. Property owner was issued letter to have septic tank pumped. The neighbor is not happy with the process so he contacted Addie Russell. Letters and investigation are all appropriate actions. Sanitarian is going back to re-test after the tank has been emptied. State Health
Department was calling HON. Addie Russell’s Office to inform her that the correct process is being followed.

PUBLIC COMMENT

There were no public comments.

REPORTS

There is a high number of rabies post exposure cases and insurance companies are reimbursing for post-exposure treatment. There have been a lot of dog bites reported and people waking up to bats in there bedrooms. This is peak time. There was a report of two boys abusing a woodchuck. DEC Officer on site stated that the woodchuck was fine so he let it go. Afterwards one of the boys admitted that he was bit by woodchuck so he is receiving post exposure rabies treatment.

Emergency Bat transport – Sheriff’s Deputy drove the bat to Albany – bat tested not rabid.

Still down a few employees. Two on Department call back list turned down RN position, third returned letter expressed interest. County Administrator is talking to Human Resources Director, to determine how long the callback list is in effect. John Burke asked if we could change title to Community Health Nurse- there is a difference in pay Grade level from an RN. Laurie indicated that we need someone now. Greg Utter, RN, a Nurse in Early Intervention is retiring after 30 years. There is a Nurse training to pick up the EI caseload he was carrying.

Another approach is to have a nurse come back part-time and work full time in clinic in the immunization program. This would be for 20 hours a week

There was discussion of the Board of Health involvement in personnel matters. Dr. Healey strongly opposes having any involvement other than hiring Public Health Director.

Dr. Williams inquired on a TB Case. Second set of sputums collected. No longer quarantined. Spouse and client are getting direct observation therapy per NYSDOH regulations.

State Health Department staff is in regular contact to assure all best practice treatment protocols are being followed.
We are waiting on a Memorandum of Understanding from Dr. Song so that we have a referral source for Hepatitis C clients tested in the clinic per NYSDOH regulations.

**POLICY AND PROCEDURE TO BE APPROVAL**

El policies updated to reflect language change in regulations. Dr. Healey signed all updated Policies and Procedures.

**FISCAL UPDATE**

Debra Bridges, Fiscal Manager not present. Laurie Maki indicated very aware of budget and have been very careful not to spend on things not needed. Private insurance reimbursement for rabies post-exposure and for immunization is going very well. Receiving payments. PH doing quite well catching up on billing. Budget process for 2016 budget planning has started.

Fidelis – managed Medicaid is holding up payments awaiting a signature for rates. The rate package includes Community Services. Discussing how to separate rates in the agreement as we are not one service.

Eclinical Works is moving along. Working with insurance clearinghouse to iron out a few concerns.

**RECRUITMENT OF PUBLIC HEALTH DIRECTOR**

Dr. Healey indicated that the selection for the Public Health Director is moving in a positive direction.

**PERSONNEL**

Still no resolution to fill clerk’s position that is vacant. Still hoping to have this position upgraded so to better meet needs of the department.

**NEW BUSINESS**

**Annual Election of Officers**

Dr. Healey stated that the Board needed to elect officers at this meeting. A nomination was made by Dr. Healey to appoint Dr. Williams as President of the Board. Everyone present was in agreement. Dr. Williams stated that he would accept the position.
Mrs. Potter made the motion for Dr. Smith as Vice-Present. All in favor. Dr. Smith accepted position.

The SLCBOH decided to continue having their meetings on the third Tuesday of the month at 6:00 pm. There will be seven more meetings and they will be held in September, October, November, January, March, April and May.

**ADJOURNMENT**

The Board went into executive session at 6:55 pm.

Respectfully Submitted,

Heather Boyce
Secretary I