The St. Lawrence County Board of Health (hereafter typed SLCBOH) met on Tuesday, July 15, 2014 in the 2nd floor conference room of the Human Services Center, Canton, New York.

MEMBERS PRESENT: Jim Bunstone, Dr. Gregory Healey, Nancy Potter, Dr. Scott Spicer, Dr. Andrew Williams, Victor Pisani

PUBLIC HEALTH STAFF PRESENT: Rosemary Brown, Administrative Assistant, Laurie Maki, Director of Prevent Services, Debra Bridges, Fiscal Manager

CALL TO ORDER

President Dr. Gregory Healey called the meeting to order at 6:12 pm.

INTRODUCTIONS

Due to the presence of our newest board member, Nancy Potter, everyone introduced themselves.

APPROVAL OF JUNE 24, 2014 MINUTES

Dr. Healey asked if there were any concerns or corrections to the June 24, 2014 minutes. There were none. Dr. Healey moved to approve the minutes as written. Mr. Pisani made the motion and Dr. Williams seconded.

COMMUNICATION

Dr. Healey asked if there were any communications. There were none.

PUBLIC COMMENT

There were no public comments.
REPORTS

Lyme – Laurie Maki

Ms. Maki told the SLCBOH as of yesterday there have been 97 investigations of Lyme cases with 66 meeting the New York State Department of Health’s case definition. The department still has 20 reports pending provider feedback.

Most of our Lyme reports come from the State laboratory system. All information received regarding Lyme is entered into CDESS. Ms. Maki stated that she feels there is still underreporting of Lyme disease.

Dr. Healey stated that Lyme disease was not that bad of a disease and probably most people would get over it with no treatment. The most identifiable rash – a bull’s eye rash – is only present in fewer than 50% of cases.

Ms. Maki told the SLCBOH that the department was going to provide information to 4-H members about Lyme disease who will then spread the information at the St. Lawrence County Fair.

The department has also received positive feedback regarding the letter written by Dr. Healey and our department regarding Lyme. Providers and the Infection Prevention staff found the letter to be very informative and a good resource.

Rabies Update – Laurie Maki

Since the beginning of the year to present the department has provided 10 post-exposure treatments. Last year at this time we had provided 18 post-exposure treatments. Thirty-two animals have been submitted for testing compared to 70 animals submitted in the same time frame last year.

When the humidity rises, we will see an increase in these numbers due to bat activity.

Tobacco Grant – Laurie Maki

The Tobacco Grant ended June 30th. Our final two vouchers for the grant will be submitted ending our involvement with the grant. The Seaway Valley Prevention Council has received the grant which is for five years. The department will stay involved with tobacco cessation by continuing our participation on their coalition.
Ms. Maki explained to the Board that a resolution was presented to the St. Lawrence County Board of Legislators (SLCBOL) requesting that a Medical Reserve Corps be formed. The ideal of forming the Medical Reserve Corps was positively received and approved in concept but the SLCBOL requested more information such as cost and liability issues that the county would inherit. Ms. Maki stated that she felt if a volunteer was hurt, it would become a Workers’ Compensation matter and suggested that the County may want to look into purchasing a separate policy for this. Ms. Maki expressed that she felt we were moving forward and was relieved as the department could not handle a mass clinic without volunteers.

A resolution requesting that we contract for a Nurse Practitioner for our STD clinics was presented at the July Services Committee. Our present Nurse Practitioner has resigned effective August 8th. We have been in discussion with Wendy Wais for this position and she has agreed to accept. We will contract for this position rather than have her become an employee of the county as our previous Nurse Practitioner was. The resolution was approved and will go to the full board in August.

A resolution to fill an Account Clerk/Typist position was pulled during the review process. We do not know at this point if this position will be filled. The fiscal department is short staffed at the present time due to a Senior Account Clerk being out on medical leave.

Dr. Healey raised the question as to whether the department should be given a budget and allowed to hire and fire. It was also suggested that resolutions should come from the Board rather than the department as the Board is the governing body for the department.

Mr. Bunstone stated that he felt if this was to happen the Board of Health would have to meet on a monthly basis in order to ensure departmental business was handled in a timely manner. He also suggested that a full and consistent membership of the Board would be necessary.

A question was asked if the hiring and firing responsibility should be with the Director of Public Health. Another question raised was to whom the Director would report – the County Administrator or the Board of Health.
Mr. Bunstone explained that no department is given a certain budget amount. Every line item is reviewed and analyzed and agreed upon before it goes to the tentative budget. He also explained that every vacancy is reviewed by the County Administrator.

It was felt by the Board that these issues need to be addressed in the near future.

**Financial Update – Debra Bridges**

Ms. Bridges distributed the 2nd Quarterly Financial Report that is given to the Board of Legislators. She also distributed the Budget Detail Report for 2013. This is the actual end result of 2013.

Ms. Bridges stated that it seems as though everything is going in the right direction. She asked if anyone had questions or would like more information.

She explained that the Quarterly Financial Report shows county cost to be 51%, but after adjusting outstanding monies it reduces the county cost to 38%. Such adjustments include 10% of rabies billing of private insurance which is a very moderate figure for adjustment. Grants are all quarterly claims.

We have a base grant of $500,000 for the entire year. After spending the $500,000 we can claim 36%. Our total State Aid is $765,287 which is our base $500,000 plus 36%. That is everything we get for the year. Overall we will do fine and be fine.

Ms. Bridges explained that eClinialWorks is coming at the end of this month. This should ease the billing load, but we will need someone who will be responsible for following up that claims are being processed and billed and if not paid to rebill. A couple members of the Board stated that their organizations were using eClinicalWorks and told Ms. Bridges to contact their IT Department for help.

**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. Williams that Dr. Healey continue as President of the Board. Everyone present was in agreement. Dr. Healey stated that he would accept the position for another year.
A nomination was made to elect Dr. Williams as Vice-Present. Mr. Bunstone made the motion and Mr. Pisani seconded. All were in favor.

Ms. Maki explained to the Board that there was interest from Mr. Todd Wells to become a member of the SLCBOH. Ms. Maki explained that Ms. Kourofsky had reached out to Kinney Drugs requesting they select a pharmacist to sit on the Board. They have sent Mr. Wells name forward. Ms. Maki stated that she knew Mr. Wells and he was the supervising pharmacist at the Canton Kinney Drugs. The Board decided that his request be submitted to the Board of Legislators for approval.

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

**Public Health Director Position**

The Board went into executive session at 7:20 pm.

Respectfully Submitted,

Rosemary A. Brown
Administrative Assistant