The St. Lawrence County Board of Health (hereafter typed SLCBOH) met on Tuesday, August 19, 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. Jessica Scillieri Smith, Dr. Scott Spicer

PUBLIC HEALTH STAFF PRESENT: Rosemary Brown, Administrative Assistant and Laurie Maki, Director of Prevent Services

CALL TO ORDER

President Dr. Gregory Healey called the meeting to order at 6:04 pm.

INTRODUCTIONS

Due to Dr. Scillieri Smith’s absence at the last meeting, Dr. Healey asked Ms. Potter to introduce herself to Dr. Scillieri Smith.

APPROVAL OF JULY 14, 2014 MINUTES

Dr. Healey asked if there were any concerns or corrections to the July 14, 2014 minutes. There were none. Dr. Healey moved to approve the minutes as written. Mr. Bunstone made the motion and Ms. Potter seconded.

COMMUNICATION

Ms. Maki told the SLCBOH that she received a letter (a copy was enclosed in the members packets) from the New York State Department of Health (NYSDOH) awarding the department $19,000 for its participation in their 2013-2014 Local Health Department Performance Incentive Initiative which focused on general communicable disease control reporting measures. The awarded funds must be used to support costs associated with Article 6 eligible services.
Ms. Maki explained that approximately a year ago local health departments were asked if they would like to participate in the initiative. Our department jumped on board with a baseline of 89.93. After just two months, the department achieved a score of 100 and has maintained that throughout the initiative.

Ms. Maki explained to the SLCBOH that she and Ms. Bridges, the department’s Fiscal Manager, were developing a proposal for the use of the funds which will be presented to the St. Lawrence County Board of Legislators (SLCBOL). One of the items the department is looking to use the funds for is to help pay for half of a $12,000 cooling unit for our vaccine room. At the present time the funds are slated to come from the County’s contingency fund. The vaccine room temperature became an issue after the department’s staff was moved to one side of the building leaving the remaining side where the vaccine is located empty.

Another item on the wish list is the purchase of a Lead Care II machine which would allow us to perform lead testing in the department. This service can also be billed generating revenue for the department. Lastly the department would like to replace our Communicable Disease Handbooks which are approximately ten years old.

Dr. Healey asked how long the Public Health Department will need to continue to go through the SLCBOL for permission to utilize its funds rather than the SLCBOH. Mr. Bunstone stated that he could not answer that question. A discussion ensued as to how this dilemma could be solved. It was suggested that some direction may be included in the bylaws or in the New York State laws that govern the SLCBOH. It is the goal of the SLCBOH to firm up their duties in the coming year.

Dr. Healey asked Ms. Maki to bring the proposal for the disbursement of the awarded funds to the SLCBOH and they will forward the proposal the SLCBOL. It was noted that anything being brought to the SLCBOL should be brought before the SLCBOH first.

PUBLIC COMMENT

There were no public comments.

REPORTS

Fiscal Update – Debra Bridges

Ms. Maki told the Board that Ms. Bridges had a fiscal report placed in their folders for their review.
Aerial Bait Drop/Rabies Update – Laurie Maki

Ms. Maki explained that the aerial bait drop had already occurred. The planes dropping the bait fly out of Plattsburgh. All of the bait distributed by hand was distributed yesterday. One of the baits being used this year is experimental and has to be kept frozen. Of course, once picked up for distribution, it must be hand-dropped immediately. Usually the Department of Public Works for the district is the department responsible for hand dropping bait.

The department usually receives a report in the spring following the drop. The federal government does sampling of the local population by trap-and-release after vaccination in the fall. The sampling is done by taking a blood sample and pulling a tooth for testing to obtain the animal’s level of rabies antibody level.

Dr. Healey asked if there were any other issues with communicable disease. Ms. Maki explained that the department was currently tracking a possible Pertussis case. The test came back positive, but the person was tested ten days after treatment with a z-pack not meeting the State’s guidelines. The actual exposure was about three weeks ago. We don’t feel there will be a large outbreak with this case.

Also as discussed at our last meeting there has been a Listeria case which seems to be contained within the family. We think it had to do with their well.

NEW BUSINESS

eClinicalWorks Update/Rabies Update – Laurie Maki

The department has gone live with eClinicalWorks. Our training was conducted during the last week of July. We are slowly implementing the program and presently using it primarily for immunization clinics. We are now beginning to do some immunization clinic billing through the program. We have discovered some glitches and are working them out. The staff is working hard to implement the program and there is continued education.

We will be introducing one departmental program at a time and in September we will have more training on another portion of the program we have purchased. This portion of the program will be activated after training.
VFC Site Visit Summary – Laurie Maki

Our VFC (Vaccine for Children) site visit went very well. There were only two issues.

We did not have the Vaccine for Children Site Agreement in our book which the State wanted attached to our policy explaining our procedure for vaccine storage in the event of a power failure.

The other issue was the borrowing of vaccine between the VFC and purchased vaccines. The department had some Hep A VFC vaccine that was going to expire so we used it rather than our purchase and replaced the VFC with the purchased. They explained that I should have called for permission to do this.

PERSONNEL

The department has a new Nurse Practitioner for our HIV/STD clinics. Her name is Wendy Wais. Ms. Wais has used eClinicalWorks and will be working with our staff in instituting it into the clinics. We have moved the HIV/STD clinics to Thursdays because that was the only day she was available to work.

We have also recalled one of our Registered Nurses who was laid off after the closure of the CHHA. Debra Benware came back on staff yesterday and will be working with Cathy Bell. Debra is being trained to work in our immunization clinics. We will also have her working on some lead visits and programming and she will eventually work into the Maternal Child Health and possibly Early Intervention visits.

We received permission to keep Cathy Bell on staff part time for three months to help train after her retirement in April. We just received an extension to keep her until the end of September.

Dr. Healey stated that he would like to know how the department is doing with their programs and if there are any difficulties with staff or funding. Ms. Maki stated she would provide the Board with program reports at each meeting.

Ms. Maki stated that the immunization program has seen an increase in numbers with the change in school requirements. Two physicians have also retired in the county. We also are servicing more adults. The department has to increase their numbers in immunizations especially through flu and pneumonia vaccinations to continue to receive funding. We find this difficult because many people are receiving these vaccinations from pharmacies and they are not being entered into NYSIIS.
We have begun charging an administration fee of $20 for administering a vaccination. Also we are beginning to bill for vaccinations, rabies pre-exposure and rabies post-exposure shots. We do not expect to make a large profit, but we are looking to cover our expenses.

One of our directed goals is to direct people to their primary physicians.

This month is National Immunization Month.

**EXECUTIVE SESSION**

The Board went into executive session at 7:15 pm.

Respectfully Submitted,

Rosemary A. Brown
Administrative Assistant