The St. Lawrence County Board of Health (hereafter typed SLCBOH) met on Tuesday, September 13, 2016 in the Public Health Office Library in the Human Services Center, Canton, New York at 6:00 pm.

CALL TO ORDER: The meeting came to order at 6:10 pm by President, Andrew Williams.

CALL OF ROLL: Andrew Williams; Gregory Healey; Nancy Potter; John Burke; Scott Spicer; Todd Wells; Jessica Scillieri Smith.

PUBLIC HEALTH STAFF PRESENT: James Rich, Director Public Health; Kathy Oakes, Secretary I.

GUESTS: Ashley Thayer, Emergency Preparedness Coordinator; Frank Lallier, Fiscal Principal Officer

APPROVAL OF MINUTES

Motion made to approve the minutes of the last meeting May 17, 2016 as written. Motion seconded, all in favor, no oppositions. Minutes approved as written.

PUBLIC COMMENT OR PRESENCE

There were no public present and no public comments. Purpose of the Public Comment portion of the meeting was discussed among members. The SLC Public Health website will be updated listing the future dates of BOH meetings. Requests from the public to address the Board should be made one week prior to meetings. Jim Rich, as Executive Secretary to the Board should be listed as the contact person for the general public requesting to address the SLCBOH.

DIRECTOR’S REPORT

1. Director reported a timeline of meetings, presentations and recent events as follows:
   8/29 meeting with Code Officers to discuss safe remodeling and present environmental cases; 8/30 met with Viable Options (Lead work plan) to discuss their interest in getting a Lead Care machine and expand their services in the County; 9/27 is the annual regional coordinator’s meeting Syracuse; 9/29 Patty Ritchie Sr. Health Fair to provide information on the Lead risk in older homes occupied by caregivers of young children. Face to face Lead visits were made to three provider offices (per work plan requirement) to give the lead testing rates (NYSIIS). These three offices had the lowest testing rates. Mailing will be sent to other providers showing their testing rates which will include the County’s overall lead testing rates.

2. Immunization Clinics – this is a busy time of year for immunizations with students returning to school. One additional clinic was held to accommodate those in need. Katie Field has been assigned as the IAP Coordinator, due to Laurie Maki’s retirement. The required Provider forms have been completed to reflect this change. Vaccine ordering was effected due to the delay in paperwork, causing the rescheduling of clients needing VFC vaccine.
3. Vaccine for Children policy and procedure has been developed to include preparation and instruction for an unexpected power outage.

4. A meeting occurred with Office of the Aging who expressed an interest in providing vaccines and HIV screening for adults 50 years of age and older.

5. On 9/23/16, a clinic will be held at Canton Enriched housing to provide Zoster vaccine due to expire at the end of the year. Staff will attend an information education day on 9/16.

6. EAP (Employee Assistance Program) Health Fair will take place on 10/28/16 where RN staff will vaccinate County employees for flu. Public Health staff will receive flu vaccinations by the end of September.

7. Communicable Disease – program training has been initiated for Janine and Ashley but due to many investigations, the training process has slowed. MUMPS has been confirmed at two SUNY Colleges, Plattsburg and Oswego. West Nile Virus has been identified in a horse residing in Lisbon. A press release has been done. There are currently four (4) cases of Salmonella under investigation.

8. Rabies – Jim attended the Town Clerks annual meeting in August to discuss the Rabies Program. Overall, clinics increased 66% from last year. A PowerPoint presentation was displayed noting the clinic statistics. Improvements were made and this will be a continued effort for 2017. With the continued effort for successful clinics, one Town Clerk (Hope Dolan) offered to take over the organization of scheduling rabies clinics for 2017.

Board members discussed the problem with unvaccinated animals in the county and the fact that 55% of all dog bites are from unvaccinated animals. The possibility of enforcing fines and other options to combat this problem were discussed. Jessica suggested writing an article to the paper for rabies education purposes. Jim noted we can enforce a fine of up to $200 for unvaccinated animals. The issue of diplomacy was brought up to deal with the Town Supervisors rather than the Town Clerks with issues.

9. Mr. Rich informed the Board there had been a breach of information within the department where 17 individuals were impacted. A packet of 17 vaccination records which did not contain pertinent information other than vaccines where mailed in one envelope to one individual, rather than mailed to the 17 individuals. The packet was returned by the recipient. A letter was sent to each individual involved noting the error. A discussion was held on how to correct these errors in the future.

**Introductions:**

New employee, Frank Lallier, Principal Fiscal Officer introduced himself with a brief description of his fiscal background.

Ashley Thayer, Emergency Preparedness Coordinator displayed a Power Point presentation on information gathered from other county Public Health Departments in NYS and their organizational structure with regards to full service versus partial service and those who have a SLCBOH versus those that report to Board of Supervisors or have Health Officers. This project is in the beginning stages and we have
an intern from a local college who will be working with Ashley. Jim explained what structure we are looking for and the organization structure and design.

**Questions / Comments:**

John Burke asked if the project information could be shared with the Board in stages as the project develops and prior to presenting it to NYSDOH or NYSACCHO.

Dr. Williams stated this will give a perspective of where the Board stands and allow it to identify with other counties.

Discussed “best practices” and current practices and the possibility of sitting face to face with other county representatives who can provide helpful and useful information.

**Meetings:** A list of meeting dates was distributed for the remainder of 2016 and for 2017 noting meetings taking place on the third Tuesday of each month. An email will be sent to members tomorrow asking for their preference of monthly meetings, quarterly meetings, and winter month meetings and skipping August meeting.

**BOH Appointments:** Todd Wells term expired in July, Dr. Healey’s term expires in November. A resolution will be prepared to confirm six year terms. Recommendation will be made to Board of Legislators to reinstate Dr. Healey and Todd Wells for a 5 or 6 year term.

**ACTION ITEMS:**

1. Jim will send out information to SLCBOH members regarding Viable Options.
2. Jim will work on planning a retreat for Board members to work on strategic planning.
3. Kathy Oakes will plan next SLCBOH meeting.
4. Kathy Oakes will send out possible dates for the next cyclical year SLCBOH meetings.
5. Jim will review current SLCBOH bylaws and present them at the next BOH meeting. Topic to be focused on is “public comment”.
6. Jim will complete resolutions to reappoint current SLCBOH members whose term has expired or is due to expire during 2016.

**ADJOURNMENT**

Regular meeting adjourned at 7:19. Board entered into executive session at 7:20 all non-board members excused and board adjourned at 8:16.

Respectfully Submitted,

*Kathy Oakes*
Secretary I