The St. Lawrence County Board of Health (hereafter typed SLCBOH) met on Tuesday, September 15, 2015, in the 2nd floor conference room of the Human Services Center, Canton, New York.

MEMBERS PRESENT: Dr. Andrew Williams, Dr. Gregory Healey, John Burke, Dr. Scott Spicer and Nancy Potter.

PUBLIC HEALTH STAFF PRESENT: Heather Boyce, Secretary I
James Rich, Director Public Health

CALL TO ORDER

The meeting came to order at 6:15 pm by Dr. Andrew Williams. Absent from meeting was Dr. Jessica Scillieri Smith and Todd Williams, RPH, PharMD.

INTRODUCTIONS

No introductions were necessary.

APPROVAL OF June 16, 2015 MINUTES

Dr. Williams moved to approve the minutes of the June 16, 2015 as written. Minutes were approved.

COMMUNICATION

No communication to speak of.

PUBLIC COMMENT

There were no public comments.
FISCAL UPDATE

Quarterly reports will be available next month. Cost is down and revenue is down. Will be talking about 2016 budget shortly. Met three times on budget so far and Thursday PH Director is speaking to budget team again. Ruth Doyle will be presenting budgets to Board in October. Looking at long-term goals and how they will be presented to budget team.

90% state mandated budget. 100% Board going after budget. Most programs are bare bones. At this point PH Director is identifying things like funding sources and priorities. Not situated enough per PH Director.

Budget review Season: The health department submitted a tight budget for the 2016 fiscal year.

DEPARTMENT UPDATES

Patient satisfaction survey: We created a patient satisfaction survey as we were currently not evaluating client satisfaction.

Exit interview questioner: We have developed an exit interview survey. Not being able to obtain information about an employee or their position is a loss of valuable information.

Dr. Healey had asked if there were regular performance reviews. John Burke indicated he was familiar with strength based evaluations. Supervisors don’t want to do evaluations due to lack of support. Problem with that – Can’t tag someone at the end of the year if issues haven’t been addressed throughout the year.

With Strength based evaluations negative feedback is needed as well only fair to have it.

Staff survey: A staff survey was developed and implemented to acquire baseline data about beliefs and perceptions to better understand the culture of the health department.

Public Health Director: Has been appointed by the county administrator to be on the Vacancy Review Committee. This committee consists of two county legislators, county administrator, personnel director, and the public health director. The public health director believes this position will provide insight into county workings and other programs.
**Staff use of time and staff accrual of time:** The public health director stated he analyzed the use of flextime, comp time, overtime, and sick time. Some areas of concern have been identified

- Staff use of vacation time without preapproval
- Staff use of time and running out of time to where they historically needed to go “off the books”
- The use of vacation time due to habitually being late. Taking 15 minute vacation.

**Calendar color coding:** The health department now classifies time off as emergency and nonemergency. Nonemergency time off is to be preapproved at least 24 hours in advance. The health department uses an outlook “public Health” calendar where all staff time off is recorded. A color-coding system to differentiate between the two distinct types of time has been designated, Red—emergency and Green—nonemergency. The health department is in the process of developing a matrix to be able to identify and categorize time off usage.

**Dr. Williams had inquired who approves Supervisors time off.**

**Animal Control officers:** The health department is in the process to clearly identify when services of the animal control officers should be used and in what capacity. In doing so it is important to differentiate between public health and personal health.

- Situations where tax payer dollars spent to deal with a personal nuisance i.e., skunk
- Collection of animals when not needed i.e., taking animal to dump
- Submission of animals for testing when there is no contact
- Attempting to capture an animal when not needed.
- Why have them pick up the animal to drop off for the vet to send. Why don’t they mail or have St. Lawrence County Health Department or the victim drop off at the vet.
- Six month quarantine “help design”. Health department can explain requirements and if needed go to home for inspection during normal working hours.

**Drug pricing:** The health department was and is eligible to be a 340B program member. They were a member but never took advantage of the potential savings (member since 01/01/1998). This will help save tax payer money. Canton Potsdam Hospital was charging the health department $126 per dose for Bicillin 2.4 million units. With this program the health department was able to purchase 10 doses of Bicillin 2.4 million Units (with needles) for a total cost of 0.41 cents. All prices of medications will be reviewed.
**Academic Health Department:** The health department met with Clarkson University, Carolyn Zanta, Director of Health Profession Advising to develop projects for interns in their pre-dental, pre-med, pre-veterinary, and pre-health. Other possibilities may include IT from other divisions to help with technology needs such as website and database creation. The health department will be sure to follow all St. Lawrence County policies with regard to interns.

**Health District:** In 2010, the City of Ogdensburg along with each Town and Village in St. Lawrence County were given the option to support the Countywide Health District or continue to employ a Health Officer. To date, 39 of a possible 46 towns and villages have elected to join. As the Public Health Director Jim Rich would like to continue the pursuit for a comprehensive countywide health district under Section 340 of the NYS Public Health Law. Having one Countywide Health District and one Board of Health would allow us to better organize and cope with a public health emergency or crisis. Logically, it would create a stream-lined process for decision making, being able to make tougher decisions in advance, and make crucial decisions in a timely manner.

**Staff Evaluations:** The health department is starting to implement SMART goals into the current evaluation process. This was not being performed. Guidance has been provided and training will be incorporated into the next all staff meeting as many staff members and supervisors expressed difficulties in creating SMART goals.

**Phone log:** For the past two weeks the health department has been tracking and logging all calls received. Looking into the possibility of an automated phone answering system. This will save time and money. The calls will be sorted to help determine the number and category of prompt that will be needed.

**Rabies Vaccination Clinics:** The health department receives a grant from the USDA to help aid in the prevention of the rabies virus. The amount for the grant year 2015-2016 is for the amount of $12,500. Mr. Rich believes the health department needs to take a more active role in the coordination and planning of these services. He also believed the health department should also be responsible for the advertising and assigning an individual to help aid them in design and implementation. People should have a reasonable assurance there is consistency between each clinic.

**Rabies Post-exposure Administration:** Currently the health department carries the Hrig and when there is a situation when a patient needs to undergo the series
• A health department nurse will drop off the Hrig. If this occurs on the night or weekend the health department is required to pay for overtime and millage.

• When the subsequent shots fall on a holiday or weekend the health department is paying the overtime and mileage. Also, then a nurse is alone at the health department with the patient.
  o The health department is currently analyzing the numbers to conduct a cost benefit analysis to determine the role the health department should provide and will then create internal guidance.
    Variables to consider
    ▪ Time to process billing
    ▪ Overtime
    ▪ Mileage
    ▪ Coordinating shots to fall within normal business hours when possible
    ▪ Negotiated rates with hospitals

Dr. Healey had asked why the Rig needs to be delivered right then and there. PH Director replied that it doesn’t have to be.

Need to run numbers to if we should be just having hospitals do it. May have to negotiate rates.

NYSDOH Audit: The health department has been informed there will be a consolidated review conducted by the NYSDOH on October 29th. This audit will include article 28 services, immunizations, emergency preparedness, and lead poisoning prevention program.

PH Director plans to do 100% practice audit before real audit.

Pharmacist was in and everything is up to date.

Preferred BOH Reporting Structure: Jim Rich recommended the health department send out agenda and any relevant materials out the Tuesday the week before the scheduled BOH meeting. This will allot for time to add additional items and also review the material. This will also provide time for when situations require a quorum.

Dr. Williams expressed that he would like to receive minutes within a week after meeting.

Public Health Clinics immunizations: the health department has been short staffed in the immunization division and are beginning analysis to determine the role the health
department should play in this area. The goal should be for people to get and use a medical home.

**ADJOURNMENT**

The Board went into executive session at 7:30 pm.

Respectfully Submitted,

Heather Boyce
Secretary I