The St. Lawrence County Board of Health (hereafter known as SLCBOH) met on Tuesday, September 19, 2017 in the Large Conference Room, Human Services Center, Canton, New York 13617

**MEMBERS PRESENT:** Dr. Andrew Williams, John Burke, Dr. Jessica Scillieri Smith, Dr. Gregory Healey, Dr. Kathleen Terrence

**MEMBERS ABSENT:** Todd Wells, Nancy Potter

**OTHERS PRESENT:** Ruth Doyle, County Administrator; Shannon Beldock, Administrative Assistant; Anne Marie Snell, Health Initiative; Rochelle Pratt, Kindra Cousineau, Wil Neves and Michele Levac (Public Health Staff); Ben Gruda; Pharmacist.

**CALL TO ORDER**

Dr. Andrew Williams, President, called the meeting to order at 6:15 pm.

**APPROVAL OF MINUTES**

Upon motion by J Burke, and seconded by J Scillieri Smith, the minutes from the June 20, 2017 meeting were approved.

**Public Health Director Search Update – Ruth Doyle, County Administrator:** Ruth distributed copies of the Civil Service job specifications for Public Health Director and the current advertisement which has been submitted both electronically and via media. Applications will be accepted until October 6, 2017 (date can be extended if needed). Noted the Chair of the Board appointed a Search Committee of Legislators on September 11, 2017, which is part of the advertising/hiring process. The legislators selected were listed on their handout.

Noted the advertisement has been posted on the County website, with the NYS Association of Counties (for Department Heads/Managers), in 39 daily newspapers, 9 weekly newspapers and 6 free weekly papers, beginning effective last Friday, September 15, 2017 through until next weekend. They will look at advertising in the local newspapers which are usually distributed on Tuesdays and Thursdays. Ruth asked if the BOH members had any questions or concerns.

Questions/Concerns included:
- How are the advertising locations decided upon?
- Can advertising be done in the NYC area?
- Can advertising be attached to any Medical websites?
- Can advertising be done in the Burlington VT area?
- Can advertising be done in places that have MPH programs?
- Will there be any BOH members on the Search Committee?

Ruth shared they are looking to cast a wide net and could possibly expand the search areas. Shared she is hoping to have more than one BOH member on the Search Committee. Noted the process is to have a distribution of list committee members. All resumes will be reviewed by committee members for input and interviews will be scheduled.
Anne Marie Snell shared the NYSDOH might have recommendations on where to advertise for candidates. She will send the contact information to Ruth.

Dr. Williams noted it is critical to have a Public Health Director.

PUBLIC COMMENT

Kindra Cousineau shared John Burke had reached out to them previously and asked them to put together a presentation for the BOH members regarding concerns they have for the Public Health Department regarding staffing, etc. They were unable to do this. Shared the staff had met yesterday with Jonnie Dorothy, Human Resources Director, and discussed these issues. Noted the topics discussed were on the white board. Noted their reason for coming tonight was to share they are trying to get the day-to-day things done, but we are in need of more staff. In the absence of an Emergency Preparedness Coordinator, she attended an Emergency Preparedness meeting today that was required to meet deliverables. Noted there are (2) big exercises coming up in the fall where the hospitals will play a major role and the health department will also be a part of. The Health Department will doing a dispensing exercise in the spring.

Kindra feels like they are playing catch up all the time. Noted she used to feel good about the policies, etc., sharing the programs are respected because we have paid attention to detail. Added Ben Gruda was in attendance due to a change in policy which they felt was not appropriate.

Rochelle Pratt shared some of the topics on the white board and then moved on to note it is a struggle to maintain the core functions of the health department. Immunization clinics are covered by her, another nurse and a public health program aide. Noted she also works half time in the Communicable Disease program. Shared it is difficult to maintain what she needs to do for immunizations and the action plan, siting she is still learning the Immunization Coordinator position.

Wil Neves shared he is the Sanitarian, he handles the lead program and also helps with the rabies program. He doesn’t have time to go to doctor offices for detailing, along with doing outreach and handling sanitations calls, etc. He also coordinates the rabies clinics. He questioned who would be representing the Health Officer (in absence of PH Director)? Whose name will be on the letters going out?

Dr. Jessica Scillieri Smith suggested mapping out the positions and see how many are needed. Michele Levac shared Jonnie Dorothy may already be working on this since the meeting yesterday.

Dr. Williams shared the focus should be on the CORE areas/functions and the positions needed.

Dr. Terrance noted not billing for revenue could mean bigger issues. This needs to be a priority. Dr. Jessica Scillieri Smith strongly agreed.

Dr. Healey asked about the policy change and if they felt this new policy was not consistent with statewide regulations. Asked if they felt things had deteriorated under the previous director. Asked about appointing an interim director. Kindra replied “yes” to Dr. Healey’s questions, but noted there was no one able to assume the role of interim director. Wil noted removing someone from a program to assume this role would leave that program in hardship. Kindra noted she has reached out to Francine Perretta (former Head of Probation) who had served as interim director in the Public Health Department prior, not sure if she would be interested. She noted having someone with a strong background in government would be helpful. Dr. Healey inquired “you want to hire someone with administrative experience, but no public health experience?” Staff said this would be helpful also.
Ben Gruda suggested Bill Serrafin or Lorraine Korafsky as interim director. Noted it would be good to have the administrative knowledge, but good knowledge of public health is needed. Stated areas needing attention from the state should be listed and prioritized. Create a flow chart with immediate needs.

Dr. Williams noted CORE functions should be a priority. Staffing issues should be reassessed. Need to come up with a 5-10-15 year plan. Noted as policies come up, senior staff should be heard to provide feedback.

Anne Marie Snell shared the Bridge to Wellness Coalition is coming up on the 1 year anniversary for submitting the CHIP. Offered to provide assistance for this report. It is to help improve the health of community members.

**GUEST SPEAKER**

There was no guest speaker.

**DIRECTORS REPORT**

In the absence of a Public Health Director, there was no Directors Report.

**OTHER BUSINESS**

No Other Business.

**EXECUTIVE SESSION**

The regular Board meeting adjourned at 7:00 pm. All non-Board members were excused.

**ADJOURNMENT/NEXT MEETING**

Meeting adjourned at 7:00 pm. Next meeting will October 17, 2017 at 6:00 pm.