The St. Lawrence County Board of Health (hereafter typed SLCBOH) met on Tuesday, October 20, 2015, 2015 in the 2nd floor conference room of the Human Services Center, Canton, New York.

**MEMBERS PRESENT:**  Dr. Andrew Williams, 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 6:11 pm by Dr. Andrew Williams. Absent from meeting was Dr. Gregory Healey, Dr. Jessica Scillieri Smith and Todd Williams, RPH, PharMD.

**INTRODUCTIONS**

No introductions were necessary.

**APPROVAL OF September 15, 2015 MINUTES**

Dr. Williams moved to approve the minutes of the September 15, 2015 as written. Minutes were approved. Nancy Potter requested the minutes from meetings more clearly describe who is saying something verses ambiguous terms.

**COMMUNICATION**

No communication to speak of.

**PUBLIC COMMENT**

There were no public comments.
**FISCAL UPDATE**

The health department submitted a fiscally conservative budget for the 2016 fiscal year. Year to date the health department is on track to meet the 2015 budget.

**DEPARTMENT UPDATES**

**Staff use of time and staff accrual of time:**

Update: All comp time now not only needs to be preapproved by an employee’s immediate supervisor but also by the public health director in advance.

The color-coding system to differentiate between the two distinct types of time has been designated and implemented, Red-emergency and Green-nonemergency.

Update: By implementing this process we are more clearly able to quantify use, misuse, and abuse of time. One employee has already received a written counseling warning for their abuse of time.

**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.

A review with the on-call staff to review the health department’s role and responsibilities was conducted.

**Academic Health Department:** The Public Health Director has met with St. Lawrence University about the possibility of having an intern starting in the spring semester of 2016.

**Rabies Vaccination Clinics:** Mr. Rich believes the health department needs to take a more active role in the coordination and planning of these services.

Update: A Health department employee and the public health director are currently working on this redesign and planning.

**NYSDOH Audit:** The health department has working very hard to prepare for upcoming article 28 audit which is on October 29th by NYSDOH.
**Future of public health:** Mr. Rich briefly discussed the future of public health and is currently working on a strategic plan. An outline is as follows.

Important to note:

- Shifting trends in Public Health
  - Shifting from individualized services to population level services
  - Move from quality assurance to quality improvement
  - Evidence based and outcome measurable

**Priority 1**

- Develop a shared vision for the future of the health department
- Have clear job descriptions
- Have staff fully understand and agree on the potential for the organization-from the perspective of profitability, growth, products and services
- To develop goals to support the organization’s vision and potential
- To develop measurable objectives and tactics to reach each goal

**Organizational structure and internal communication**

- Strengthen internal communication system
- Ensure health department’s structure, budget, and staffing roles meet departmental and program needs
- Develop strategies for quality improvement
- Develop a transition plan for retiring employees
- Establish meeting protocols that require a structured agenda and clear goals
- Provide facilitation training to all persons leading meetings
- Establish timely routine written communication from management to supervisors and staff for consistent messaging
- Establish routine and productive meetings for cross divisional communication
- Provide leadership training for supervisors and managers
- Provide training for staff on time management
Priority 2

External communications and collaborations

Expand opportunities for the public to better know their health department

Enhance collaborations with community partners

Develop a plan to coordinate and utilize interns from local colleges/universities

Create an orientation packet for municipal and county officials and Board of Health Members

Develop an outreach plan

Priority 3: Organizational Excellence

Attract and retain a high quality workforce.

Create a workforce development plan to ensure a well-prepared and highly competent workforce.

Assess current workforce competencies and identify gaps in education and training

Develop and implement strategies to address identified gaps

Increase employees’ identification and engagement with the mission, vision, and core values.

Develop, implement, and evaluate an internal communication plan to promote the mission, vision, values, programs, and priorities

Increase employee satisfaction.

Implement action plans to address the top three concerns identified by staff in the Employee Satisfaction Survey

Ensure efficient and cost-effective programs and operations.

Achieve a department-wide culture of quality improvement.

Develop a department-wide QI plan to support, expand, and enhance QI activities
Develop and implement a performance management system throughout the department.

Utilize a logic model framework to identify core activities and metrics for each program.

Increase capacity to obtain external funding and maximize reimbursement and revenue.

Identify means to further increase availability of external funds to increase local public health capacity.

Enhance utilization of evidence-based practices in programs and operations.

Increase capacity to identify, implement, and evaluate evidence-based or promising practices.

**ADJOURNMENT**

The Board meeting was adjourned until Tuesday, November 17, 2015 at 6:00 pm. Dr. Williams requested that an email be sent to remind board members of November meeting.

Respectfully Submitted,

Heather Boyce
Secretary