CHEMUNG COUNTY BOARD OF HEALTH
MINUTES
December 6, 2016

PRESENT:
Rosemary Anthony, RN
James Gensel, PE
Mary Ann Baker, RN
Ken Sobel, MD
Gregory Schultz, MD
William G. Howard, MD
Robert Lambert, MD
Mari Delaney, DVM

ABSENT:
Joseph Brennan
Kevin Wicks, DDS

OTHERS PRESENT:
Robert Page
Lisa Buckley, RN
Harry Shepard
Thomas Kump, PE
Dawn Bush
Rebecca Becraft

Prior to the meeting the CCBH received the following:

1. Agenda for December 6, 2016 CCBH Meeting
2. CCBH Meeting Minutes from September 27, 2016
3. Environmental Health Services Reports for September, October & November 2016
5. Public Health Nursing Report For December 6, 2016
6. Communicable Disease Report For November 1, 2016

The following items were distributed at the meeting:

8. CHHA Report
9. Chemung County Community Health Assessment 2016-18

CALL TO ORDER
CCBH President Dr. William G. Howard called the meeting to order at approximately 7:30 PM.

1. APPROVAL OF MINUTES FOR SEPTEMBER 27, 2016 MEETING

Dr. Howard mentioned an error in the presented minutes where the word “not” was omitted on page 5, paragraph 6, line 5 between the words “was” and “present”. Mr. Kump made note and amended the presented minutes.

RESOLUTION: A motion was made by Ms. Baker and seconded by Dr. Lambert that the minutes of the September 27, 2016 Board of Health meeting be approved and accepted as presented and amended. Motion approved.

AYES:
Rosemary Anthony, RN
James Gensel, PE
Mary Ann Baker, RN
Ken Sobel, MD
Gregory Schultz, MD
William G. Howard, MD
Robert Lambert, MD
Mari Delaney, DVM

NAYES:
None

ABSENT:
Joseph Brennan
Kevin Wicks, DDS
2. FINANCIAL REPORT

Harry Shepard referred to the report for financial activities through the end of October 2016 that was distributed to the CCBH in advance of the meeting. He commented that everything has been business as usual. Dr. Howard questioned the types of expenses that would be included in the “medical examiner” line of the budget. Mr. Shepard explained that the bulk of those expenses were associated with ambulance services. There were no further questions for Mr. Shepard.

RESOLUTION: A motion was made by Dr. Schultz and seconded by Dr. Lambert that the Financial Report submitted and discussed by Mr. Shepard be approved and accepted as presented. **Motion approved.**

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<th>AYES:</th>
<th>Gregory Schultz, MD</th>
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NAYES: None

ABSENT: Joseph Brennan, Kevin Wicks, DDS

3. SERVICES REPORTS

A. ENVIRONMENTAL HEALTH SERVICES – Thomas Kump mentioned that there were reports for September, October and November 2016 sent to BOH members in advance of the meeting. Dr. Lambert mentioned that the water system inspections seemed to be down for the year and wondered if that was a problem for EHS. Mr. Kump explained that there are 2 separate time and activity accounting systems used for tracking EHS activities. The most common system is eHIPS which is also tied to the eForms system of electronic paperless inspections. The other lesser known system is SDWIS (Safe Drinking Water Information System) which is where all water supply inspections are tracked. The SDWIS is very cumbersome to use and extract information from and the table in the monthly reports for water systems has not been updated. Mr. Kump assured the CCBH that the December monthly report would be updated to more accurately reflect the inspection status of water supplies. Mr. Kump also took the opportunity to offer praise to the EHS staff for their extra efforts to complete all required inspections in 2016. PH Sanitarian Michael Cain has been on medical leave since October 10, 2016 due to surgery and is not expected back until early 2017. EHS will shortly be facing another PH Sanitarian taking a medical (maternity) leave for a few months. In spite of the staffing shortages, EHS is on track to complete all inspections for 2016. A true team effort has been made and all the staff are to be commended for their hard work and dedication to the mission. There were no further questions for Mr. Kump.
B. PUBLIC HEALTH CLINICS REPORT – Rebecca Becraft commented on the report dated December 6, 2016 that was distributed to the CCBH in advance of the meeting. She mentioned that a long time employee of CCHD (Marlene Denicola) was retiring this month and that Lisa Kruckow was hired to fill her vacancy. Ms. Kruckow used to work in the CCHD several years ago but most recently was employed in the County’s Office For Aging. Ms. Becraft also made reference to a communicable disease chart that was distributed listing the number of cases of communicable diseases in Chemung County with comparisons made to the prior 3 years. Chlamydia topped the chart, followed closely by Hepatitis C and Lyme Disease. She reported that there has not been much flu activity to speak of yet but they received their first reported case of the season with one Type B case diagnosed. It is expected that flu activity will increase in the near future. There have been no cases of Zika yet in Chemung County. There was one lead admission since the last meeting. World AIDS Day was celebrated on December 1st. Business has been booming for Cancer Services with 130 new clients so far this year. There were no questions for Ms. Becraft.

C. HOME HEALTH AGENCY REPORT – Lisa Buckley noted that there have been no Lombardi Program cases in 2016 so a decision was made to terminate the program. A program closure plan was submitted to NYSDOH. The client census is still high but the staff has been able to keep up with the demand. Ms. Buckley made reference to a handout (that is also posted on the CCHD website) regarding the latest membership in the Professional Advisory Committee. There were also documents illustrating the changes to policy & procedures as a result of the recent NYSDOH survey and documentation of chart review. She referenced two complaints that the CHHA had received from clients. One was from a patient that had false expectations that a nurse would visit each time they needed a colostomy change. Education was given to the client with the expectation that they could perform it independently. The other complaint was for a client that was transported via ambulance and their cell phone was misplaced. Both complaints were resolved to the satisfaction of the clients. There were no questions for Ms. Buckley.

D. DENTAL CLINIC TRANSITION UPDATE – Mr. Page updated the CCBH on the progress that has been made with the dental clinic transition. Mr. Page reported that a meeting was held with the architect for RPCN and it was learned that the scope of the project has changed quite dramatically. What was originally expected to be a 4- to 6-week project for the County Buildings & Grounds (CCBG) Department has turned into a project beyond the time and resource capabilities of CCBG and it will most likely need to be put out for bid and could take up to 3 months of full time effort to complete. Another meeting is scheduled for later this week to determine the future of this project. RPCN has reported that they were hoping to be able to submit the CON application to NYSDOH by the middle of January 2017 and that they expect an approval from NYSDOH within 30 days. It is now unknown as to when the new clinic will be open. More should be known about the status of the project by the next CCBH meeting in January 2017.
OLD BUSINESS

1. BOARD OF HEALTH BYLAWS - Mr. Page reported that he has received no comments or suggestions for changes to the CCBH Bylaws and recommends that the CCBH pass a resolution to accept the current bylaws as they stand until the next review is scheduled.

RESOLUTION: A motion was made by Dr. Lambert and seconded by Ms. Baker that the Chemung County Board of Health Bylaws remain unchanged as presented until such time that recommendations are made for consideration of modifications. Motion approved.

AYES: Rosemary Anthony, RN  Gregory Schultz, MD
       James Gensel, PE  William G. Howard, MD
       Mary Ann Baker, RN  Robert Lambert, MD
       Ken Sobel, MD  Mari Delaney, DVM

NAYES: None

ABSENT: Joseph Brennan  Kevin Wicks, DDS

NEW BUSINESS

1. COMMUNITY HEALTH IMPROVEMENT PLAN – Dawn Bush distributed a copy of the Chemung County Community Health Assessment (CHA) 2016-18 to the CCBH for review and comment. She mentioned that obesity and tobacco use had been designated as primary priorities but after review of health statistics for the County decided to also add substance abuse as an additional focus area. A major component of the CHA was the creation of the Community Health Improvement Plan (CHIP) which is outlined in detail on the last few pages of the CHA. Ms. Bush did note that the obesity statistics for the County have dropped as did the tobacco use numbers. However, Chemung County is still higher than the State average in both areas. Mr. Page praised Ms. Bush for the outstanding work that she performed and coordinated in bringing this document to completion.

RESOLUTION: A motion was made by Mr. Gensel and seconded by Ms. Baker that the Chemung County Board of Health acknowledge and accept the Chemung County Community Health Assessment 2016-18 as presented. Motion approved.

AYES: Rosemary Anthony, RN  Gregory Schultz, MD
       James Gensel, PE  William G. Howard, MD
       Mary Ann Baker, RN  Robert Lambert, MD
       Ken Sobel, MD  Mari Delaney, DVM

NAYES: None

ABSENT: Joseph Brennan  Kevin Wicks, DDS
2. **ISOLATION AND QUARANTINE PLAN UPDATE** – Mr. Page explained to the CCBH that the CCHD has had an isolation and quarantine plan ever since the smallpox issues arose several years ago. The original plan has been modified and adjusted as needed over the years. One aspect of the plan called for home isolation of individuals exposed to a highly contagious infectious disease who are not symptomatic with nurses visiting the patient on a daily basis to check on the status. CCHD has had an agreement with the Elmira Psychiatric Center (EPC) that would allow CCHD to utilize an area of their campus for isolation and quarantine with a capacity of up to 12 patients. Though it has not yet needed to be put into service, EPC has been a critical component of the plan and an important partner should the need arise. Mr. Page turned the discussion over to Rebecca Becraft to provide a summary of a recent case in 2016 that had the potential to have been the first situation where an official isolation and quarantine order was issued. Ms. Becraft reported that there was a transient associated with the annual County Fair that became sick and was admitted to the hospital with tuberculosis. Over the course of the necessary treatment at the local hospital, there was concern that the patient would leave the treatment facility prior to getting a health clearance to do so. Also, due to the transient nature of the individual, there would have been no way to track their location and assure that they were not infecting others in their travels. An emergency order was drafted and ready to be signed by Mr. Page should the need arise. Fortunately the order never needed to be signed as they were able to provide the necessary treatment and keep track of the patient. It was pointed out that the emergency order would only be temporary and offered the patient the right to have a hearing before a judge within a specified time period of 10 days from the date the order was signed. This recent case illustrated the real need for the isolation and quarantine plan in our County and how important it was to be familiar with the plan so that implementation can be made quickly and flawlessly to protect the community while at the same time protecting the rights of the patient.

3. **EMERGENCY PREPAREDNESS EXERCISE REPORT** – Mr. Page discussed the recent emergency exercise that was held in the entire Western Region of NYS but had specific components right here in Chemung County. Over a thousand different organizations were involved in the WRECK-IT (Western Region Emergency Communications Knowledge and Information Tests) exercise. The scenario for the drill was that a major winter storm hit the entire Western Region of NYS causing power outages and road closures. This created the need to open both community shelters as well as medical sheltering. Ms. Bush explained that in general terms, community sheltering is quite easy as the American Red Cross (ARC) has been doing this for many years and have a lot of well trained staff that are able to open community shelters with short notice. The key to this is that they exclude anyone from the shelter that has medical needs. One of the big hurdles that needs to be addressed in siting a shelter is electrical generators. There are 9 locations that the ARC uses for community shelters that have electrical generators. Another obstacle to siting a community shelter is in getting volunteers to staff the site. Other issues that need to be addressed include childcare, transportation, meals, and pets. Mr. Page then discussed the issues associated with medical sheltering. All of the issues mentioned for community shelters are also issues for medical sheltering, but the need for medical care makes medical sheltering that much more difficult. Fortunately some of the key health care facilities in Chemung County have offered to make their services available
in the event of an emergency. The Chemung County Nursing Facility (CCNF), Elcor, and Bethany have all offered to take on a specific number of patients for medical sheltering in the event of an emergency. Staffing in these events is the number one obstacle to be met. The intent is that these facilities must be willing to provide the sheltering for a period of up to 96 hours. In the case of the CCNF, the patients that were allowed to shelter at the facility would not actually be admitted and would not necessarily receive any medical care from CCNF staff but rather would receive their needed care from the home health care agencies that normally provide that service.

4. PERSONNEL CHANGES IN 2017 – Mr. Page commented on the personnel changes that are coming to the CCHD. He mentioned that the Nurse Practitioner that had been under contract on a part time basis will become a full time employee of the Health Center with about 25% of her time devoted to public health and 75% of her time to the nursing facility. Another change that is imminent is the retirement of Marlene Denicola, RN as mentioned earlier in the meeting, who will be retiring later this month. Mr. Page added that all future hires in public health nursing will be required to meet the requirements for a Public Health Nurse versus the old standard of Registered Nurse. It is also expected that we will be losing the Billing Supervisor (Wendy Brooks) to retirement in August of 2017. Early in 2017 plans will be made to make sure there is a smooth transition in the billing department which will be challenging with all the roles that Ms. Brooks fulfilled. Early in 2017 there will be an appointment of a new Deputy Public Health Director (Operations) with the understanding that the appointed person will become Public Health Director after an adequate indoctrination period. Mr. Page will officially be retired from public service after the end of 2016 but will stay on in a part time role as Public Health Director to oversee the various transitions that are planned for 2017 and beyond.

ADJOURNMENT

RESOLUTION: With no further business to conduct, a motion was made by Dr. Lambert and seconded by Ms. Anthony that the CCBH be adjourned until the next regular meeting of January 24, 2017. Motion approved.

AYES: Rosemary Anthony, RN  James Gensel, PE  Mary Ann Baker, RN  Ken Sobel, MD  Gregory Schultz, MD  William G. Howard, MD  Robert Lambert, MD  Mari Delaney, DVM

NAYES: None

ABSENT: Joseph Brennan  Kevin Wicks, DDS

The meeting was adjourned at approximately 8:43 PM.

Next meeting: Board of Health Meeting January 24, 2017 @ 7:30 PM Health Department Conference Room