

**Board of Health**  
**June 11, 2013**  
**12:00 Noon**  
**Rice Conference Room**

**Present:** Will Burbank; Brooke Greenhouse; James Macmillan, MD, President; Michael McLaughlin, Jr.; Patricia Meinhardt, MD; and Janet Morgan, PhD

**Staff:** Sylvia Allinger, Director of CSCN; Liz Cameron, Director of Environmental Health; Sigrid Connors, Director of Patient Services; Brenda Grinnell Crosby, Public Health Administrator; Frank Kruppa, Public Health Director; Jonathan Wood, County Attorney; and Shelley Comisi, Keyboard Specialist

**Excused:** Amy DiFabio, MD; Patrick McKee; and William Klepack, MD, Medical Director

**Privilege of the Floor:** No one was present for Privilege of the Floor.

Dr. Macmillan called the regular meeting of the Board of Health to order at 12:07 p.m.

**Approval of May 14, 2013 Minutes:** Mr. Greenhouse moved to approve the minutes of the May 14, 2013 meeting as written; seconded by Dr. Morgan; and carried unanimously.

**Financial Summary:** Ms. Grinnell Crosby distributed the next iteration of charts and graphs of financial information. She reported conversations are continuing with Kevin Sutherland from County Administration to plan for the next version. Referring to the graph page, she stated the blue budget line is no longer a straight line calculated by adding 1/12th of the budget each month. It is now based on the average of the prior two years actual expenditures or revenues as a percent of the total applied to the current year's budget. Looking at the dashboard display page, she noted there is a significant amount of red color due to the percentages being utilized.

Mr. Kruppa added everything marked red is not a meaningful display of information so staff is working on some realistic benchmarks for the percentages. There needs to be valid ranges that will trigger attention and result in making adjustments. Depending on the time of year, the range of percentages change:

- First/Second quarters - anything within 10% of the budget above or below is green; 10-25% above is yellow; above 25% is red. It is not unusual for the budget to be off by 25% during this part of the year.
- Third quarter – anything within 10% above budget is green; 10-15% above is yellow; above 15% is red. As the year progresses, percentages should be moving closer to the budget.
- Last quarter – anything within 10% above budget is yellow; above 10% is red. The last three months should be close to the actual budget.

#### Discussion regarding the financial graphs/charts:

- Mr. Kruppa stated the budget is not 1/12th of each month so that calculation was replaced by one that uses historical data.
- Mr. McLaughlin said the graphs provide a quick visual and wondered about the usefulness of the dashboard.
- Mr. Kruppa explained the database is set up so the dashboard is the first warning system. If something appeared yellow or red, details would be provided to the Board.
- Ms. Grinnell Crosby stated she has requested a summary table of raw data enabling her to provide explanations.
- Dr. Meinhardt asked about confidence in the software program being utilized.
  - Ms. Grinnell Crosby responded Mr. Sutherland is working in Excel and importing data from the County financial system.
- Mr. Wood wondered if an assumption was being made that programs remain the same from year to year.
  - Mr. Kruppa replied programming has been consistent over the past few years except for the closing of the Certified Home Health Agency. He added there may be a need to adapt to growth and change.
- Mr. Greenhouse observed there could be times when the numbers may look better than they actually are.
  - Mr. Kruppa stated this is trial and error; adjustments can be made.
- Dr. Macmillan appreciated the historical data that he would not otherwise remember.
- Mr. McLaughlin added the data from the previous two years is a quick, clean way of identifying an issue.
- Ms. Grinnell Crosby pointed out the percentages could change with further analysis and understanding of historical data and past spending.
- Dr. Morgan requested the numbers on the dashboard display be changed to letters because having numbers suggest the four quarters of the year.

#### **Administration Report:** Mr. Kruppa reported:

- Beginning in July, the Board of Health (BOH) packet containing the agenda, minutes and supporting documents will be posted on the Health Department website. From the public standpoint, it is important to be able to reference items being discussed in the minutes. Having online access also raises questions about providing the packet to Board members. He requested feedback from the group which led to a discussion with the following main points:
  - The number of color graphs displaying program information is increasing. Issues to consider: color printing is costly and the size of files containing color items can create problems when transmitting by email.
  - Placing the color version of the packet on the website provides members the ability to download materials from the website rather than from an email.
  - A black and white paper version could be distributed at the meeting with attention paid to the challenges presented when producing color materials in black and white.
  - Ending the procedure of mailing the packet would save postage and processing time for staff.
  - Viewing the packet on individual laptops or the meeting room's projection screen during the meeting was considered but thought to have some downsides.

- It was agreed that the July packet will be posted on the Health Department website, an email with the link will be sent to Board members, and a black and white paper copy of the packet will be provided to each member attending the meeting. The process can be modified as needed.
- Work on the Community Health Assessment (CHA) is ongoing. The completed survey had 266 respondents; over 100 identified themselves as community members. The Board and Legislature will be invited to help fine-tune the information gathered. The work session, tentatively scheduled for August, will be an opportunity for the Board to actively participate in the process.
- Mr. Kruppa displayed one of the framed copies of the Mission, Vision, and Values statements developed by Health Department staff as part of its Strategic Planning project. Ms. Grinnell Crosby and Administrative Coordinator Karen Johnson designed the layout and framed copies to hang in the lobby and in each of the conference rooms around the building. A considerable amount of work is being done to move forward with the scheduled activities for the year.

**Medical Director's Report:** Dr. Klepack was absent from the meeting.

**Division for Community Health Report:** Ms. Connors had nothing to add to her written report.

**Children with Special Care Needs Report:** Ms. Allinger distributed graphs and spreadsheets containing statistical highlights prior to the meeting. She had nothing to add to her report.

**County Attorney's Report:** Mr. Wood stated he had nothing to report.

**Environmental Health Report:** Ms. Cameron had nothing to add to her written report.

Dr. Meinhardt asked if there had been any feedback from the Guthrie/Geisinger group regarding its study of the health impacts of hydrofracking. Mr. Kruppa said the group had asked about accessing New York State data which the New York State Association of County Health Officials (NYSACHO) has supported; however, there has not been any direct contact with the Health Department.

**Review of proposed 2014 Environmental Health (EH) Fees:** Ms. Cameron referred to the 2014 fee packet and explained there were few changes as staff is in the process of implementing a new permit management software program. The project is expected to impact the way services are tracked and provided. Proposed fee changes include the addition of a plan review fee for push carts and an increase in public water supply fees to partially offset the cut in the drinking water grant. The water grant cut is about \$8,000; the increase in water supply fees would raise \$2,000. It is unclear how the rest of the revenue will be recovered. Otherwise, the expected revenue is the same percentage as in previous years.

Highlights from the discussion on proposed EH fees:

- The water grant was part of a 5% cut of all grants.
- Surface water systems must meet more regulations than groundwater systems because they are larger and require more sampling and tracking. Staff inspects all systems once a year no matter the size.

- In terms of staff potentially handling more inspections, it was noted the number of water systems and restaurants has remained stable over the years with restaurants being the largest number of facilities inspected. There has been an increase in the number of temporary food inspections, but that is an area where procedures are changing to handle the increase.
- With the new software program, there will be significant changes regarding how EH operates that should increase staff efficiency.
- There is a philosophical discussion about whether or not the fee structure should be covering all costs. Staff is trying to put the most effective system together to ensure the least expensive way to provide services for the community.
- The push cart plan review is a new category. Formerly, push carts were considered a low risk plan review. Since there is a minimal level of review required, the category was created with a lower fee. Push carts are pre-designed, manufactured units such as ice cream carts.
- Staff provides extensive education to operators of temporary food establishments, e.g. chicken barbeques, with an emphasis on having food at the proper temperature to keep it safe for hours.

**Potential rescheduling of future Board of Health Meetings:** Mr. Kruppa explained the two reasons for requesting a change in meeting dates. (1) Health and Human Services Committee (HHS) meets the same day as BOH. Anything requiring legislative action needs to go through HHS before going to the full Legislature. Due to meeting schedules, it could be five weeks before the action reached the Legislature. (2) At present, there is insufficient time for staff to prepare the previous month's financial information for the Board's packet.

To gauge interest, Mr. Kruppa had sent an email to Board members listing the option of changing to the 3rd or 4th Tuesday of the month. Some members responded the 3rd Tuesday presented scheduling conflicts; therefore, the requested change is to move the BOH meeting from the 2nd to the 4th Tuesday of each month. Due to budget timing requirements, the new meeting date would begin in August.

Mr. Burbank, a member of HHS and the Legislature, advised there is a mechanism to bring important issues to a special meeting before the Legislature meets. He also noted committee scheduling is yearly so the monthly meeting date for HHS could change. Mr. Kruppa agreed that could happen, but is hopeful it would not be an issue. There remains the secondary problem of having enough time to gather accurate financial data for the Board.

Mr. Wood stated he has a standing meeting on the proposed 4th Tuesday so he would not arrive on time for the meeting. Ms. Grinnell Crosby reviewed the Bylaws and reported changing the meeting date does not require a change in the Bylaws, and there is no requirement that the County Attorney be present. Mr. McLaughlin proposed moving the meeting to 1:00 p.m., but Mr. Kruppa was unsure how that would impact staff. After listening to members, Dr. Macmillan noted the group would like the County Attorney present at the meeting. Mr. McLaughlin suggested the Board could defer any questions until Mr. Wood arrived.

Mr. McLaughlin made a motion that the BOH meeting be moved to noon on the 4<sup>th</sup> Tuesday of the month starting in August; seconded by Dr. Macmillan; and carried unanimously.

**Adjournment:** At 1:13 p.m. Dr. Macmillan adjourned the meeting.