

**AGENDA**  
**Tompkins County Board of Health**  
**Rice Conference Room**  
**Tuesday, February 26, 2019**  
**12:00 Noon**

**12:00** I. Call to Order

**12:01** II. Privilege of the Floor – Anyone may address the Board of Health (max. 3 mins.)

**12:04** III. Approval of January 22, 2019 Minutes (2 mins.)

**12:06** IV. Dual Department Head Update – County Administration (15 mins.)

**12:21** V. Financial Summary (9 mins.)

**12:30** VI. Reports (15 mins.)

Administration

Health Promotion Program

Medical Director's Report

Division for Community Health

Children with Special Care Needs

County Attorney's Report

Environmental Health

CSB Report

**12:45** VII. New Business

**12:45** ***Environmental Health*** (40 mins.)

**Enforcement Action:**

1. Resolution #EH-ENF-18-0050 – Moe's Southwest Grill, C-Ithaca, Violation of Subpart 14-1 of the New York State Sanitary Code (Food) (5 mins.)
2. Resolution #EH-ENF-18-0051 – Mix Social Dining, C-Ithaca, Violation of Subpart 14-1 of the New York State Sanitary Code (Food) (5 mins.)
3. Resolution #EH-ENF-18-0052 – Ithaca Marriott FSE, C-Ithaca, Violation of Subpart 14-1 of the New York State Sanitary Code (Food) (5 mins.)
4. Resolution #EH-ENF-19-0002 – Fat Jack's BBQ, C-Ithaca, Violation of Subpart 14-1 of the New York State Sanitary Code (Food) (5 mins.)
5. Resolution #EH-ENF-19-0003 – Casper's, V-Groton, Violations of BOH Orders #EH-ENF-18-0009 and of Subpart 14-1 of the New York State Sanitary Code (Food) (5 mins.)
6. Resolution #EH-ENF-19-0004 – Corelife Eatery, C-Ithaca, Violations of BOH Orders #EH-ENF-18-0016 and of Subpart 14-1 of the New York State Sanitary Code (Food) (5 mins.)

**AGENDA**  
**Tompkins County Board of Health**  
**Tuesday, February 26, 2019**

**1:15**     ***Environmental Health (continued)***

**Administrative Action:**

1. Tompkins County Health Department Request for Discretion to Waive OWTS Replacement Fees/Review of Modifications to 2019 Fee Schedule (10 mins.)

**1:25**     ***Adjournment***

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**MINUTES**  
**Tompkins County Board of Health**  
**January 22, 2019**  
**12:00 Noon**  
**Rice Conference Room**

**Present:** Shawna Black; David Evelyn, MD, MPH; Edward Koppel, MD; Michael McLaughlin, Jr.; Susan Merkel; Janet Morgan, PhD; and Christina Moylan, PhD, President

**Staff:** Karen Bishop, Director of Community Health; Liz Cameron, Director of Environmental Health; Brenda Grinnell Crosby, Public Health Administrator; Samantha Hillson, Director of Health Promotion Program; William Klepack, MD, Medical Director; Frank Kruppa, Public Health Director; Deb Thomas, Director of Children with Special Care Needs; and Shelley Comisi, Administrative Assistant

**Excused:** Jonathan Wood, County Attorney

**Guests:** Brittni Griep, LGU Administrative Assistant; Jason Molino, Tompkins County Administrator; and Skip Parr, Senior Public Health Sanitarian

**Call to Order:** Dr. Moylan called the regular meeting of the Board of Health (BOH) to order at 12:04 p.m.

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

**Approval of December 4, 2018 Minutes:** Mr. McLaughlin moved to approve the minutes of the December 4, 2018 meeting as written; seconded by Ms. Merkel. The vote to approve the minutes as written: Ayes – 6; Abstention – 1 (Dr. Morgan).

**Introductions:** Jason Molino, Tompkins County Administrator, was present to meet Board members and to speak about the process for evaluating the Public Health/Mental Health joint leadership model.

**County Administrator’s Remarks on the Public Health/Mental Health Joint Leadership Model:** As the arrangement enters its fourth year, Mr. Molino explained it is time to evaluate the Public Health Director and Mental Health Commissioner joint leadership model. By the end of the year, County Administration is responsible for reviewing the model and making a recommendation to the Legislature as to whether the model should continue. Currently, he is working with Deputy County Administrators, Amie Hendrix and Lisa Holmes, to develop an approach for evaluating the process. His staff is collecting information to understand the historical aspects and expectations at the time the decision was made; looking at the metrics put in place and collecting data for the review; and considering a survey to obtain feedback on how the relationship is working.

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When his staff completes this part of the process, he will be sharing the recommended approach with the Health and Human Services (HHS) Committee. Members of the BOH and the Community Services Board (CSB) will be a part of the evaluation process. As he concluded his summary, Mr. Molino welcomed questions or comments from Board members.

Mr. McLaughlin thought it would be helpful for the two boards to have an outline of the process with timelines and specific expectations. At the CSB meeting there was discussion about the two boards creating a joint committee to review the process. To that point, Mr. Molino envisions having participants from both boards coming together in a joint effort to work on the review. He will be meeting with HHS Committee members about the structure, format, expectations, deadlines, timeframe, etc. for the review. After he receives their input, he will be able to provide some direction and ask for participants from the two boards.

As the evaluation process moves forward, Mr. Molino emphasized the importance of creating a structure around the needs of the organization and the departments. There should be flexibility in the positions to be able to recruit and retain people in the future.

Mr. Molino mentioned a report from previous County Administrator Joe Mareane that summarizes options and how the shared leadership model could be rolled out. He will send the report to Mr. Kruppa to circulate to both boards.

As Chair of the HHS Committee, Ms. Black mentioned it is helpful to have information that outlines the pros and cons of the issue being considered. From past experiences, a resolution or a letter from an advisory board is useful for committee members who are making decisions about the issue.

At the end of the discussion, Mr. Molino invited Board members to share any further thoughts by contacting him via phone or email. On behalf of the BOH, Dr. Moylan thanked him for attending the meeting and looks forward to seeing him at a future meeting.

**Financial Summary:** Ms. Grinnell Crosby referenced the December 2018 financial summary in the packet. It contains a brief narrative explaining end of the year activities. She does not have a lot to report. The books for 2018 remain open to account for adjustments in revenues and expenses that occur when transitioning from one year to the next.

**Administration Report:** Mr. Kruppa reported on activities related to the Kresge Foundation's Emerging Leaders in Public Health (ELPH) initiative:

- As part of Kresge's ELPH cohort, he and Samantha Hillson traveled to Florida to meet with the other nineteen teams selected from across the country. It was exciting and invigorating to learn about the various projects. Our team is planning to roll out phases of our own project in 2019. There will be more details in the coming months with information about ways the BOH can participate.
- Another piece for evaluating leadership skills was the 360-degree survey. The survey, designed to provide feedback to help leaders understand their strengths and development opportunities, was sent to several colleagues to complete. Mr. Kruppa thanked everyone who participated. He has met with his coach to go over

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the results. As team members, he and Ms. Hillson will follow-up with one another about using these results in future coaching efforts.

Question regarding the federal government shutdown:

- Ms. Black asked whether the federal government shutdown is affecting local services. Mr. Kruppa replied there are no direct effects at this time. The main concern is the Women, Infants and Children (WIC) program. With funding through the end of February, our message is “WIC is open for business.” New York State is monitoring the situation and can backfill if necessary. There are concerns regarding the Supplemental Nutrition Assistance Program (SNAP) running out of money. If there are any changes, he will be contacting Mr. Molino and the Legislature.

**Health Promotion Program Report:** Ms. Hillson reported:

- The application to renew the grant for the Healthy Neighborhoods Program was submitted to the New York State Department of Health (NYSDOH). Staff is waiting to hear the status of funding for the program.
- HPP staff is meeting with a consultant for assistance in collecting qualitative data for the Community Health Assessment (CHA). The plan is to conduct focus groups and interview people in the community.

Question regarding e-cigarettes:

- Referring to the information on e-cigarettes included in the BOH packet, Dr. Moylan asked if it was time to pursue some action. According to Mr. Kruppa, Governor Cuomo had several proposals in his executive budget that would target the use of tobacco and e-cigarette products. The local discussion is whether the County Legislature should act or wait for the State to write legislation.

**Medical Director’s Report:** Dr. Klepack provided updates on some significant topics:

- In this year’s State of the State address, Governor Cuomo spoke about plans to confront the opioid epidemic; however, he did not mention anything specific about Supervised Injection Facilities (SIFs).
- The Governor seems prepared to move forward with legalizing recreational marijuana and THC. Dr. Klepack recommends that public health departments work with the media to educate people about marijuana and THC usage. People should be aware THC is a chemical compound that is commercialized, potent, and fraught with health concerns.
- Seasonal influenza vaccine talking points were included in the packet to assist Board members when responding to questions from people in the community.

Discussion about legalizing recreational marijuana and THC:

- According to Ms. Black, dispensaries in Massachusetts can label the different strains of marijuana with the percentage of THC. New York State could also utilize a labeling system but the State must ensure labeling is accurate so people know what they are using.

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- Dr. Klepack commented there will be rules and regulations if marijuana is legalized; however, there could be products from other places where there is less regulation. It will be important to recognize the practicalities of the retail market when considering the best interests of the public.
- Mr. Kruppa informed the Board that the New York State Association of County Health Officials (NYSACHO) has come out in opposition to the legalization of marijuana. As this process unfolds, NYSACHO is the public health voice at the table. Mr. Kruppa emphasized he is aware of the BOH's general position and concerns about the issue so he will voice that position at the state level when appropriate.

### Discussion about opioid overdoses:

- Ms. Black inquired about the number of opioid overdose deaths occurring in Tompkins County in 2018. Ms. Grinnell Crosby answered the last case pending closed last week. After a quick search, she was able to report there were 18 overdose deaths in 2018.
- To provide some comparable numbers, Dr. Klepack mentioned the national average for opioid overdose deaths is 21 per 100,000 people.
- Mr. Kruppa pointed out there are a number of overdoses each year that do not result in death. There needs to be a focus on the overall problem.

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

**Children with Special Care Needs Report:** Ms. Thomas was pleased to announce:

- Children with Special Care Needs has opened a Facebook page for families to follow. It provides recent child development information and an opportunity for families to connect with each other.
- For the past year, staff has been creating forms and checklists as part of our software project. The plan is to go-live next week.

**County Attorney's Report:** Mr. Wood was not present for the meeting. Although he has missed some Board meetings due to other commitments, he expects to return to meetings on a regular basis next month.

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

**Report on the Community Services Board (CSB) Meeting:** On January 14th, Mr. McLaughlin attended the CSB member training session followed by the regular CSB meeting. During the training session, he was especially interested in learning (1) that mental health impacts physical health in outcomes and cost so an integrated approach is necessary and (2) available housing for individuals with mental health needs is shrinking. He thought those two issues highlight overlapping concerns for the CSB and the BOH. At the regular CSB meeting, he was able to listen to Mr. Molino's presentation on the Public Health/Mental Health joint leadership process that the BOH heard at this meeting.

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Ms. Merkel also attended the CSB training session and shared her perspective. In addition to the detailed history of the mental hygiene system in New York State, there were some predictions for 2019. After hearing those predictions, Ms. Merkel felt there could be an issue for people needing care and being able to pay for that care. It raises concern about providing coverage that is affordable in a changing insurance field.

Mr. Kruppa's updates regarding the CSB/BOH:

- Brittni Griep is the new Administrative Assistant III at the Mental Health Department. She has the responsibility for taking minutes for the CSB and its three subcommittees. In addition, she will be taking over the minutes for the BOH. This will provide another layer of crossover for the two boards.
- The process to fill the physician vacancy on the BOH continues. An application has been submitted to the County Legislature's office. The next step will be to convene the Nominating Committee to meet with the applicant. Hopefully the Committee will be bringing a name forward at the next meeting.

**Resolution #EH-ENF-18-0010 – Franzoni Apartments, T-Dryden, Violation of Subpart 5-1 of the New York State Sanitary Code (Water):** Mr. McLaughlin moved to accept the resolution as written; seconded by Ms. Black.

Ms. Cameron explained Franzoni Apartments did not submit the 2nd and 3rd quarter total coliform sample results for 2018. It was difficult for Environmental Health staff to contact the owner/operator of the apartments due to a change in their office structure. The situation is improving. The owner/operator already has collected the annual nitrate sample.

The vote to accept the resolution as written carried unanimously.

**Resolution #EH-ENF-18-0045 – CU Klarman Hall Café, C-Ithaca, Violation of Subpart 14-1 of the New York State Sanitary Code (Food):** Ms. Cameron reported the café was in violation for sliced tomatoes being out of temperature.

Dr. Evelyn moved to accept the resolution as written; seconded by Dr. Morgan; and carried unanimously.

**Resolution #EH-ENF-18-0047 – Sunset Grill, T-Ithaca, Violations of BOH Orders #EH-ENF-17-0045 and Subpart 14-1 of the New York State Sanitary Code (Food):** Ms. Cameron noted the restaurant was previously before the BOH. Due to repeat food out of temperature and storage space violations, the proposed penalty is \$800.

Dr. Koppel moved to accept the resolution as written; seconded by Dr. Morgan; and carried unanimously.

**Adjournment:** At 1:02 p.m. Dr. Moylan adjourned the meeting.

Board of Health  
February 26, 2019  
Financial Report

2018 / 13<sup>th</sup> Period

Final expenses for 2018 are near completion. Grant claims for the period ending 12/31 have been done and submitted, not all claims are posted to the financial system as of beginning of February. The 4<sup>th</sup> quarter of state aid is currently being prepared.

Mandate accounts are held open longer as the largest account (Preschool Special Education) is claimed to NYSED based on dates established by the state. The next large claim that covers the end of 2018 and the beginning of 2019 is due to be filed in March/April.

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Board of Health  
February 26, 2019  
Financial Report

January 2019 / Month 1

Staff continue to work at closing 2018 and opening the books for 2019. The payrolls are not current in the January report. Fringes are not posted in the financial system; the billable rate was released on February 10.



Percentage of Year 100.00%

|                                | Expenditures      |                   |               | Revenues         |                  |               | Local Share      |                  |                |
|--------------------------------|-------------------|-------------------|---------------|------------------|------------------|---------------|------------------|------------------|----------------|
|                                | Budget            | Paid YTD          | %             | Budget           | YTD              | %             | Budget           | TD               | %              |
| 4010 PH ADMINISTRATION         | 1,365,704         | 1,068,304         | 78.22%        | 162,848          | 129,568          | 79.56%        | 1,202,856        | 938,735          | 93.97%         |
| 4011 EMERGING LEADERS IN PH    | 61,140            | 7,887             | 12.90%        | 61,140           | 7,887            | 12.90%        |                  | 0                |                |
| 4012 WOMEN, INFANTS & CHILDREN | 554,604           | 535,783           | 96.61%        | 554,605          | 533,219          | 96.14%        | -1               | 2,564            | 256,384.00%    |
| 4013 OCCUPATIONAL HLTH.& SFTY. | 95,308            | 70,944            | 74.44%        | 0                | 0                | 0.00%         | 95,308           | 70,944           | 74.44%         |
| 4014 MEDICAL EXAMINER          | 19,237            | 19,234            | 99.98%        | 0                | 0                | 0.00%         | 19,237           | 19,234           | 99.98%         |
| 4015 VITAL RECORDS             | 73,444            | 70,380            | 95.83%        | 108,000          | 112,256          | 103.94%       | -34,556          | -41,876          | 121.18%        |
| 4016 COMMUNITY HEALTH          | 1,632,679         | 1,524,660         | 93.38%        | 371,330          | 409,974          | 110.41%       | 1,261,349        | 1,114,686        | 89.16%         |
| 4018 HEALTHY NEIGHBORHOOD PROG | 189,310           | 158,028           | 83.48%        | 189,310          | 158,820          | 83.89%        |                  | -791             |                |
| 4047 PLNG. & COORD. OF C.S.N.  | 1,367,582         | 1,293,141         | 94.56%        | 396,520          | 376,367          | 94.92%        | 971,062          | 916,774          | 94.41%         |
| 4048 PHYS.HANDIC.CHIL.TREATMNT | 8,000             | 0                 | 0.00%         | 4,000            | 0                | 0.00%         | 4,000            | 0                |                |
| 4090 ENVIRONMENTAL HEALTH      | 1,666,570         | 1,590,837         | 95.46%        | 594,293          | 608,541          | 102.40%       | 1,072,277        | 982,296          | 91.61%         |
| 4095 PUBLIC HEALTH STATE AID   | 0                 | 0                 | 0.00%         | 1,183,293        | 987,936          | 83.49%        | -1,183,293       | -987,936         | 83.49%         |
| <b>Total Non-Mandate</b>       | <b>7,033,578</b>  | <b>6,339,196</b>  | <b>90.13%</b> | <b>3,625,339</b> | <b>3,324,567</b> | <b>91.70%</b> | <b>3,408,239</b> | <b>3,014,629</b> | <b>88.45%</b>  |
| 2960 PRESCHOOL SPECIAL EDUCATI | 5,181,203         | 4,798,305         | 92.61%        | 2,885,000        | 2,148,408        | 74.47%        | 2,296,203        | 2,649,897        | 126.10%        |
| 4017 MEDICAL EXAMINER PROGRAM  | 247,092           | 204,247           | 82.66%        | 0                | 0                | 0.00%         | 247,092          | 204,247          | 82.66%         |
| 4054 EARLY INTERV (BIRTH-3)    | 655,000           | 529,433           | 80.83%        | 318,500          | 280,531          | 88.08%        | 336,500          | 248,902          | 73.97%         |
| <b>Total Mandate</b>           | <b>6,083,295</b>  | <b>5,531,985</b>  | <b>90.94%</b> | <b>3,203,500</b> | <b>2,428,939</b> | <b>75.82%</b> | <b>2,879,795</b> | <b>3,103,046</b> | <b>107.75%</b> |
| <b>Total Public Health</b>     | <b>13,116,873</b> | <b>11,871,181</b> | <b>90.50%</b> | <b>6,828,839</b> | <b>5,753,506</b> | <b>84.25%</b> | <b>6,288,034</b> | <b>6,117,675</b> | <b>97.29%</b>  |

**BALANCES (Includes Encumbrances)**

|                                     | Available Budget        | Revenues Needed |                         | Available Budget       | Revenues Needed |
|-------------------------------------|-------------------------|-----------------|-------------------------|------------------------|-----------------|
| <b>NON-MANDATE</b>                  |                         |                 | <b>MANDATE</b>          |                        |                 |
| 4010 Administration                 | 105,752                 | 33,280          | 2960 Preschool          | 137,392                | 736,592         |
| 4012 WIC                            | 18,821                  | 21,386          | 4054 Early Intervention | 125,567                | 37,969          |
| 4013 Health & Safety                | 24,364                  | 0               | 4017 Medical Examiner   | 42,845                 | 0               |
| 4014 Medical Examiner               | 3                       | 0               |                         | <u>305,804</u>         | <u>774,561</u>  |
| 4015 Vitals                         | 3,064                   | -4,256          |                         |                        |                 |
| 4016 Community Health               | 98,046                  | -38,644         |                         |                        |                 |
| 4018 Healthy Neighborhood           | 31,282                  | 30,490          |                         |                        |                 |
| 4047 CSCN                           | 74,441                  | 20,153          |                         |                        |                 |
| 4048 PHCP                           | 8,000                   | 4,000           |                         |                        |                 |
| 4090 Environmental Health           | 75,733                  | -14,248         |                         |                        |                 |
| 4095 State Aid                      | 0                       | 195,357         |                         |                        |                 |
|                                     | <u>439,508</u>          | <u>247,519</u>  |                         |                        |                 |
| <b>Total Public Health Balances</b> |                         |                 |                         |                        |                 |
|                                     | <b>Available Budget</b> |                 |                         | <b>Revenues Needed</b> |                 |
|                                     | 745,312                 |                 |                         | 1,022,080              |                 |

Tompkins County Financial Report for Public Health

Percentage of Year 8.33%

|                                | Expenditures      |                |              | Revenues         |               |              | Local Share      |                |              |
|--------------------------------|-------------------|----------------|--------------|------------------|---------------|--------------|------------------|----------------|--------------|
|                                | Budget            | Paid YTD       | %            | Budget           | YTD           | %            | Budget           | TD             | %            |
| 4010 PH ADMINISTRATION         | 1,318,848         | 30,256         | 2.29%        | 268,363          | 0             | 0.00%        | 1,050,485        | 30,256         | 2.88%        |
| 4011 EMERGING LEADERS IN PH    | 0                 | 230            | 0.00%        | 0                | 0             | 0.00%        |                  | 230            |              |
| 4012 WOMEN, INFANTS & CHILDREN | 530,783           | 11,955         | 2.25%        | 530,783          | 0             | 0.00%        |                  | 11,955         |              |
| 4013 OCCUPATIONAL HLTH.& SFTY. | 134,434           | 2,187          | 1.63%        | 0                | 0             | 0.00%        | 134,434          | 2,187          | 1.63%        |
| 4015 VITAL RECORDS             | 74,924            | 1,726          | 2.30%        | 108,000          | 5,040         | 4.67%        | -33,076          | -3,314         | 10.02%       |
| 4016 COMMUNITY HEALTH          | 1,686,474         | 30,601         | 1.81%        | 395,805          | 12,197        | 3.08%        | 1,290,669        | 18,404         | 4.22%        |
| 4018 HEALTHY NEIGHBORHOOD PROG | 172,369           | 3,480          | 2.02%        | 172,368          | 0             | 0.00%        | 1                | 3,480          | 347,960.00%  |
| 4047 PLNG. & COORD. OF C.S.N.  | 1,433,845         | 39,156         | 2.73%        | 388,551          | 4,094         | 1.05%        | 1,045,294        | 35,062         | 3.35%        |
| 4048 PHYS.HANDIC.CHIL.TREATMNT | 8,000             | 0              | 0.00%        | 4,000            | 0             | 0.00%        | 4,000            | 0              |              |
| 4090 ENVIRONMENTAL HEALTH      | 1,721,985         | 39,241         | 2.28%        | 625,478          | 11,948        | 1.91%        | 1,096,507        | 27,293         | 3.98%        |
| 4095 PUBLIC HEALTH STATE AID   | 0                 | 0              | 0.00%        | 1,256,911        | 0             | 0.00%        | -1,256,911       | 0              |              |
| <b>Total Non-Mandate</b>       | <b>7,081,662</b>  | <b>158,832</b> | <b>2.24%</b> | <b>3,750,259</b> | <b>33,278</b> | <b>0.89%</b> | <b>3,331,403</b> | <b>125,553</b> | <b>3.77%</b> |
| 2960 PRESCHOOL SPECIAL EDUCATI | 4,996,060         | 117,537        | 2.35%        | 2,968,051        | 59,362        | 2.00%        | 2,028,009        | 58,175         | 2.87%        |
| 4017 MEDICAL EXAMINER PROGRAM  | 205,500           | 11,962         | 5.82%        | 0                | 0             | 0.00%        | 205,500          | 11,962         | 5.82%        |
| 4054 EARLY INTERV (BIRTH-3)    | 655,000           | 28,581         | 4.36%        | 318,500          | 0             | 0.00%        | 336,500          | 28,581         | 8.49%        |
| <b>Total Mandate</b>           | <b>5,856,560</b>  | <b>158,080</b> | <b>2.70%</b> | <b>3,286,551</b> | <b>59,362</b> | <b>1.81%</b> | <b>2,570,009</b> | <b>98,717</b>  | <b>3.84%</b> |
| <b>Total Public Health</b>     | <b>12,938,222</b> | <b>316,911</b> | <b>2.45%</b> | <b>7,036,810</b> | <b>92,641</b> | <b>1.32%</b> | <b>5,901,412</b> | <b>224,271</b> | <b>3.80%</b> |

BALANCES (Includes Encumbrances)

|                           | Available Budget | Revenues Needed  |                         | Available Budget | Revenues Needed  |
|---------------------------|------------------|------------------|-------------------------|------------------|------------------|
| <b>NON-MANDATE</b>        |                  |                  | <b>MANDATE</b>          |                  |                  |
| 4010 Administration       | 1,288,592        | 268,363          | 2960 Preschool          | 4,878,523        | 2,908,689        |
| 4012 WIC                  | 504,404          | 530,783          | 4054 Early Intervention | 626,419          | 318,500          |
| 4013 Health & Safety      | 132,247          | 0                | 4017 Medical Examiner   | 62,000           | 0                |
| 4014 Medical Examiner     | 0                | 0                |                         | <u>5,566,942</u> | <u>3,227,189</u> |
| 4015 Vitals               | 73,198           | 102,960          |                         |                  |                  |
| 4016 Community Health     | 1,619,853        | 383,608          |                         |                  |                  |
| 4018 Healthy Neighborhood | 168,889          | 172,368          |                         |                  |                  |
| 4047 CSCN                 | 1,394,689        | 384,457          |                         |                  |                  |
| 4048 PHCP                 | 8,000            | 4,000            |                         |                  |                  |
| 4090 Environmental Health | 1,666,346        | 613,530          |                         |                  |                  |
| 4095 State Aid            | 0                | 1,256,911        |                         |                  |                  |
|                           | <u>6,856,219</u> | <u>3,716,981</u> |                         |                  |                  |

| Total Public Health Balances |                  |
|------------------------------|------------------|
| Available Budget             | Revenues Needed  |
| <u>12,423,161</u>            | <u>6,944,169</u> |

**Public Health Director  
Report  
February 2019**

- I attended the New York State Association of Counties (NYSAC) conference in Albany. I sat in on the PH & MH and Children with Special Care Needs legislative committees. Resolutions were passed supporting our State Aid increases as well as rate increases for some Early Intervention providers.
- I spent several days working with our Electronic Health Record vendor to get the project back on track. There have been some delays, but we now have the appropriate attention from the vendor with a MH go live of April 1<sup>st</sup> (no joke) and PH sometime in early summer.
- I will be part of a panel discussing county level Prevention Agenda work at the NYS Population Health Summit on 2/28. We had a planning call and I will be joining the Cattaraugus Public Health Director on the panel.
- On 2/27 I will be joining my colleagues at NYSACHO for lobbying visits to the Legislature to advocate for increased State Aid and our other priorities.  
<https://www.nysacho.org/topic/state-budget-priorities/>
- Sam Hillson and I continue to meet both individually and together with our professional coach and are using the results of our 360 to develop growth plans.

# HEALTH PROMOTION PROGRAM – January 2019

Samantha Hillson, Director, PIO  
Ted Schiele, Planner/ Evaluator  
Susan Dunlop, Community Health Nurse  
Maya Puleo, Healthy Neighborhoods Education Coordinator  
Pat Jebbett, Public Health Sanitarian

## HIGHLIGHTS

### Community Health Assessment 2019-2024

Local consultant [Lisa Horn /Horn Research](#) has been contracted to support planning and qualitative data collection for the 2019-2024 CHA and CHIP.

A community survey to assess residents' well-being and access to health services in relation to the social determinants of health is in the later stages of development. The survey will provide a voice to residents and guidance for focus groups and stakeholder interviews.

## Community Outreach

- Met with Matthew Griffin, Nutrition Education at Food Bank of the Southern Tier to discuss collaboration and planning (SH, 1/28)
- Childhood Nutrition Collaborative (CNC) (SH, 1/8, 1/18)
- Ultimate Re-entry Opportunity (URO) and Civic Ensemble Community Café – Planning meeting (1/17), event (1/25)
- Blueprint for Health Equity – Planning (SH, TS 1/23)
- Healthy Kids, Healthy Planet – Engaged Cornell/Cornell MPH planning (1/23)
- Collaborative Solutions Network general meeting (TS, 1/29)
- Municipal Insurance Consortium, Joint Committee meeting (TS, 1/3)
- Long Term Care subcommittee meeting: “Younger Olders” group

## TCHD Participation and Support

- Immunization Coalition (SH, 1/8)
- Lead Poisoning Prevention Network (SH, 1/24)
- Flu/Immunization promotion videos (SH, 1/8)
- State of Solutions: Community Wealth Building (1/14)
- Health Planning Council (1/14)

## Diabetes Prevention Program (DPP) (Dunlop, *CDC Certified Lifestyle Coach*)

- Phone conference with CDC regarding DPP data submission (1/2)
- CDC Conference call (1/8)
- DPP Post Core class, 5 participants (1/15)
- DPP data submitted to the CDC for 6 month review (1/31)

## Community Health Assessment (CHA) & Community Health Improvement Plan (CHIP)

- Local consultant [Lisa Horn /Horn Research](#) was contracted to support planning and qualitative data collection for the 2019-20124 CHA and CHIP. Scope of work includes community survey, key informant interviews, and report structure.
- A community survey to assess residents' well-being and access to health services in relation to the social determinants of health went through late stages of preparation during January. Our goal is to release the survey digitally by the end of February. A comprehensive effort to engage respondents across the county will be undertaken in March, including outreach at food pantries, community centers, and libraries.
- The 2018 update of the 2016-2018 CHIP was completed and submitted to the NYS Office of Public Health Practice (SH, TS, 1/18)
- Met with Cornell MPH students (1/3)

## Healthy Lungs for Tompkins County

- Harmonicas for Health (H4H):
  - YMCA session, 1/16-2/27 (SH, SD)

## Healthy Neighborhoods Program

- The Healthy Neighborhoods grant application was submitted in November for the 2019-2024 grant cycle. Awards have not yet been announced.
- Outreach
  - Salvation Army food pantry (MP, 1/11, 9 reached)
  - WIC Clinic at the Salvation Army (PJ, 1/16, 11 reached)
  - Loaves and Fishes (MP, 1.25, 60 reached)

### January 2019

| HEALTHY NEIGHBORHOODS PROGRAM                      | MONTH | YTD 2019 | YTD 2018 | TOTAL 2018* |
|--|-------|----------|----------|-------------|
| # of Initial Home Visits (including asthma visits) | 39    | 39       | 33       | 413         |
| # of Revisits                                      | 13    | 13       | 25       | 163         |
| # of Asthma Homes (initial)                        | 5     | 5        | 6        | 43          |
| # of Homes Approached                              | 51    | 51       | 14       | 1,422       |

- \*Covers the calendar year (January through December); the HNP grant year is April-March.

## Tobacco Free Tompkins

- Met with Environmental Health to discuss their plans for 2019 ATUPA education and compliance focus.
- Ongoing correspondence with tenants and management at Ellis Hollow Apartments, a Conifer property, regarding implementing a smoke-free policy.
- Outreach to City of Ithaca officials regarding ongoing complaints about violations of the ordinance that prohibits smoking in certain outdoor places (Ch. 280).

## [Web site postings](#)

- WIC: Open for Business during the shutdown, Q-1 Clinic calendars, announce new Groton clinic,
- Homepage: alert for extreme cold weather, announce new Harmonicas for Health classes, measles teaser
- Measles: Update factsheet page, teaser on the homepage

## Meetings and Trainings

- Art of Participatory Leadership follow-up (SH, 1/16)
- Continuing Ed: “Emerging Health Concerns: Food additives causing harm to children.” Medscape, 0.5 C.E. hours (SD, 1/31)

## Emerging Leaders in Public Health (ELPH) Cohort III – Kresge Foundation

- Planning meetings (1/3, 1/22), with Senior Leadership (1/24)
- Convening/Training-Jacksonville, FL with the other 19 health departments participating in ELPH. (1/9-1/11)
- Leadership Coaching – 360 evaluation review (1/3, 1/29, 1/30)
- Natural Leaders Initiative check-in (1/7)

**Medical Director's Report**  
**Board of Health**  
**February 2019**

**Supervised Injection Facilities (SIFs):**

On Friday, January 25th, I gave a presentation on SIFs to the Cayuga Medical Center medical staff and regional practitioners. Approximately 30 to 40 persons were in attendance and interest was quite high. A handout accompanied my talk which detailed the research findings I have accumulated.

I also reached out to Martha Robertson offering to make a presentation to the Legislature at whatever time and venue she deemed appropriate.

The report in Politico, January 2019, indicated Governor Cuomo had met with members of the NYSDOH in New York City to discuss a way forward with SIFs in the City and in Ithaca. It seems to be a good time for all to be informed about these facilities to be able to answer questions from the public as we go forward.

**Marijuana:**

I drafted a letter to the editor regarding the legalization of THC to emphasize the difference from legalizing marijuana in the form it was known in the 1970s. In that letter, the point was made that should THC be legalized, NYS should properly define its concentration, packaging, marketing, etc., in order to prevent the same experiences we had with big tobacco marketing nicotine.

I also drafted a longer article for the general public regarding THC and its effects on developing minds and in pregnancy. I plan to follow up with some articles related to this subject in the future.

**Activities:**

Reviewed reports and orders for Children with Special Care Needs (CSCN) as well as the Medicaid Obstetrical Maternal Services (MOMS) program.

**Division for Community Health**  
**February 26, 2019 Board of Health Meeting**

**Karen Bishop, Director of Community Health**  
**January 2019 Report**

**Administration –**

- Updated the Clinic Infection Control Policy to include annual infection control training as a requirement for clinic staff, noting blood-soaked cotton balls/materials disposed of in sharps container and non-blood soaked cotton balls/materials disposed of in regular trash.
- Updated the Rapid HIV Test Protocol with the current test assay used.
- Updated the Quality Assurance and Performance Improvement Policy to include annual staff training on infection control.
- Updated the Staff Orientation and Continuing/Mandatory Education Policy & Procedure to include itemized mandatory training required for D&TC staff.
- Updated the Employee Performance Evaluation Procedure to include the revised performance evaluation tools for both non-managerial and managerial staff.
- Participated on the Immunization Coalition meeting on January 8.
- Participated on the Postpartum Depression Summit meeting on January 14 discussing available provider resources for professional development and support managing postpartum depression cases.
- Reviewed several forms created in the new EHR for prenatal client care documentation.
- Provided content updates to Administration for CMC and STI contracts.
- Provided Infection Control training to CHS staff on January 17. This will be annual training for D&TC staff to meet regulatory requirements.

**Statistical Reports –**

- Division statistical reports – see attached reports.
- \*WIC – NYWIC continues rollout throughout NYS until May 2019. Thus, NYSDOH's primary focus is program delivery which means data reports retrievable in NYWIC are not yet readily available. Local WIC manually collected the following preliminary data:

-Target caseload remains at 1500 participants.

-Enrollment and Participation- In the month of January we had 1232 participants enrolled of which 1063 (24% women, 23% infants and 53% children) are actively participating in the program. We are serving 86% of the enrolled participants.

-New applications - 55 new applications in the month of January with 28 (51%) of them recognized as previous participants getting back on the program.

-In the month of January there were 621 scheduled appointments, 461 participants were served and 160 participants didn't show for their appointment. No shows are contacted by phone, text and mail to reschedule.



## WIC –

- WIC remained open during the government shutdown serving participants.
- Approved MOU between the MOMS program and WIC allows for sharing limited relevant client/participant information to improve service to clients/participants.
- Received permission from NYS DOH to open a WIC clinic site in Groton at the TC Action child care center/Head Start building. Utilized the new NYWIC data base to search by zip code and identify 124 families currently enrolled in the program from the greater Groton community. Letters were sent to these families advertising the new Groton site.
- NYS WIC Regional Office staff reviewed our WIC office inventory procedure as well as a few other program procedures and provided a very positive review.
- Experienced several Peer Counselor resignations over the last several months. Interviewed and filled the vacated positions within 30-45 days.
- Continued very active outreach in the community to help increase WIC enrollment.

## February 2019 BOH Report

### Community Health Services

By Melissa Gatch, Supervising Community Health Nurse

#### Continuing Education-

- CHS staff completed Annual Infection Control training on January 17 at the Health Department.

**Lead Poisoning Prevention- (1 case)** Lead nurse Gail Birnbaum is case managing one child with an elevated Blood Lead Level (BLL). Case is ongoing and is being followed to ensure repeat testing is done as ordered and BLL is decreasing- next blood test is due in February.

#### Communicable Disease-

- **Influenza:** Season to date Tompkins County has had 107 confirmed cases of Influenza. Predominant strain so far this season continues to be A H1N1. In NYS there have been two pediatric deaths reported this season.
- **Pertussis:** One case during January in a 14 year old female local high school student, fully vaccinated, presented to local provider with a 20 day history of cough and paroxysms. Provider tested, treated and isolated case at home for 5 days. Due to 20 day cough and paroxysms, case was considered probable by NYSDOH case definition; PCR was negative. Contact investigation was initiated; 7 close contacts were identified, contacted, educated and prophylaxis recommended. The case has since improved.
- **Cryptosporidiosis:** Three cases during January, two cases in college graduate students who were in the same surgical skills rotation working with calves. Both students were counseled and educated. As a result of these two similar events and after discussion with NYSDOH staff, a class list was secured from the college. Attempts were made to interview all 19 students in the skills rotation class. Of those who responded, 7 were never ill, 8 had been ill with GI symptoms and had recovered, 1 still had some GI symptoms and was going to get tested; 3 did not respond. Follow up communication was provided with the college instructors related to education on appropriate infection control procedures.
- **Primary Syphilis:** 26 year old MSM had negative labs for syphilis in December. The case then developed symptoms which prompted him to seek evaluation. His initial labs on 1/14/19 included an RPR of 1:64; a redraw on 1/18/19, showed the RPR at 1:16. He was appropriately treated.
- **HIV Testing/Counseling:** During the month of January the Health Department offered 8 clinic dates at multiple testing sites. There was 1 person tested with negative results.
- **Health Advisories and Informational Messages Blast Faxed to Providers:**
  - Weekly Influenza Surveillance Report

#### Tuberculosis- (1 active case)

**Case #1: (ongoing)** A 34 year old male from Guatemala, came to the USA in October 2018. Case became ill and was seen at an area hospital and then transferred to regional hospital for further evaluation and care. He presented with multiple complaints, including cough, night sweats, 20 pound weight loss over 2 months and abdominal pain. Work-up included, sputa collection on 10/27/18; AFB smear negative and PCR positive for MTB; retroperitoneal lymph node biopsied, resulted in both AFB smear and MTB

positive culture. Chest x-ray noted a right upper lobe nodule. He began 4-drug therapy on 10/28/18 and spent the first 2 weeks of treatment in a regional hospital in a negative pressure room with airborne precautions. Case discharged to the care of family in Tompkins County on 11/15/18 where he began daily directly observed therapy (DOT) by Tompkins County Health Department and follow-up with our TB consultant. Susceptibilities came back as pan sensitive and treatment adjusted to 2-drug therapy as of 1/2/19. Contact investigation is complete. Case is tolerating treatment well and continues with daily DOT's.

**LTBI (Latent Tuberculosis Infection):** There were 11 Tuberculin Screening Tests (TST) placed during the month of January; all were evaluated. There was one positive result; a work-up included CXR (negative), symptom check (negative) and evaluation. Client declined treatment.

N.Y.S. Department of Health  
 Division of Epidemiology  
 Communicable Disease Monthly Report\*, DATE: 01FEB19  
 Rates are defined as: Cases/100,000 population/Month

County=TOMPKINS Month=January

| Disease                                 | 2019 |        | 2018 |        | 2017 |        | 2016 |      | Ave<br>(2016-2018) |        |
|---|------|--------|------|--------|------|--------|------|------|--------------------|--------|
|   | Freq | Rate   | Freq | Rate   | Freq | Rate   | Freq | Rate | Freq               | Rate   |
| CAMPYLOBACTERIOSIS**                    | 3    | 34.4   | 0    | 0.0    | 0    | 0.0    | 0    | 0.0  | 0                  | 0.0    |
| CRYPTOSPORIDIOSIS**                     | 3    | 34.4   | 0    | 0.0    | 1    | 11.5   | 0    | 0.0  | 0                  | 0.0    |
| HAEMOPHILUS<br>INFLUENZAE, NOT TYPE B   | 0    | 0.0    | 1    | 11.5   | 0    | 0.0    | 0    | 0.0  | 0                  | 0.0    |
| HEPATITIS B,CHRONIC**                   | 0    | 0.0    | 1    | 11.5   | 3    | 34.4   | 1    | 11.5 | 2                  | 22.9   |
| HEPATITIS C,ACUTE**                     | 0    | 0.0    | 1    | 11.5   | 1    | 11.5   | 0    | 0.0  | 1                  | 11.5   |
| HEPATITIS C,CHRONIC**                   | 3    | 34.4   | 0    | 0.0    | 3    | 34.4   | 5    | 57.3 | 3                  | 34.4   |
| INFLUENZA A, LAB<br>CONFIRMED           | 102  | 1167.9 | 168  | 1923.6 | 104  | 1190.8 | 4    | 45.8 | 92                 | 1053.4 |
| INFLUENZA B, LAB<br>CONFIRMED           | 5    | 57.3   | 128  | 1465.6 | 8    | 91.6   | 0    | 0.0  | 45                 | 515.3  |
| INFLUENZA UNSPECIFIED,<br>LAB CONFIRMED | 0    | 0.0    | 0    | 0.0    | 1    | 11.5   | 0    | 0.0  | 0                  | 0.0    |
| LYME DISEASE** *****                    | 1    | 11.5   | 0    | 0.0    | 0    | 0.0    | 2    | 22.9 | 1                  | 11.5   |
| MENINGITIS, ASEPTIC                     | 0    | 0.0    | 1    | 11.5   | 0    | 0.0    | 0    | 0.0  | 0                  | 0.0    |
| PERTUSSIS**                             | 1    | 11.5   | 0    | 0.0    | 0    | 0.0    | 0    | 0.0  | 0                  | 0.0    |
| SALMONELLOSIS**                         | 0    | 0.0    | 1    | 11.5   | 0    | 0.0    | 0    | 0.0  | 0                  | 0.0    |
| SHIGELLOSIS**                           | 0    | 0.0    | 1    | 11.5   | 0    | 0.0    | 0    | 0.0  | 0                  | 0.0    |
| STREP,GROUP A<br>INVASIVE               | 0    | 0.0    | 0    | 0.0    | 0    | 0.0    | 1    | 11.5 | 0                  | 0.0    |
| STREP,GROUP B INVASIVE                  | 0    | 0.0    | 2    | 22.9   | 0    | 0.0    | 1    | 11.5 | 1                  | 11.5   |
| STREP<br>PNEUMONIAE,INVASIVE**          | 0    | 0.0    | 2    | 22.9   | 0    | 0.0    | 0    | 0.0  | 1                  | 11.5   |

| Disease              | 2019 |       | 2018 |       | 2017 |       | 2016 |       | Ave<br>(2016-2018) |       |
|----------------------|------|-------|------|-------|------|-------|------|-------|--------------------|-------|
|                      | Freq | Rate  | Freq | Rate  | Freq | Rate  | Freq | Rate  | Freq               | Rate  |
| TUBERCULOSIS***      | 0    | 0.0   | 1    | 11.5  | 0    | 0.0   | 0    | 0.0   | 0                  | 0.0   |
| SYPHILIS TOTAL.....  | 1    | 11.5  | 0    | 0.0   | 1    | 11.5  | 1    | 11.5  | 1                  | 11.5  |
| - P&S SYPHILIS       | 1    | 11.5  | 0    | 0.0   | 0    | 0.0   | 0    | 0.0   | 0                  | 0.0   |
| - EARLY LATENT       | 0    | 0.0   | 0    | 0.0   | 0    | 0.0   | 1    | 11.5  | 0                  | 0.0   |
| - LATE LATENT        | 0    | 0.0   | 0    | 0.0   | 1    | 11.5  | 0    | 0.0   | 0                  | 0.0   |
| GONORRHEA TOTAL..... | 10   | 114.5 | 4    | 45.8  | 7    | 80.2  | 4    | 45.8  | 5                  | 57.3  |
| - GONORRHEA          | 10   | 114.5 | 4    | 45.8  | 7    | 80.2  | 4    | 45.8  | 5                  | 57.3  |
| CHLAMYDIA            | 33   | 377.9 | 19   | 217.6 | 28   | 320.6 | 21   | 240.5 | 23                 | 263.4 |

\*Based on month case created, or December for cases created in Jan/Feb of following year

\*\*Confirmed and Probable cases counted

\*\*\*Not official number

\*\*\*\* In 2016, 25 counties investigated a sample of positive laboratory results; in 2017, 27 counties sampled; in 2018, 30 counties sampled; in 2019, 33 counties sampled.

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Children with Special Care Needs Division — (607) 274-6644

**Children with Special Care Needs Highlights**  
**January 2019**

**Staff Activities**

**Staff Committees & Meetings**

- CSCN Software committee meets weekly (Michele Card, Cindy Lalonde, Barb Wright, Deb Thomas, Greg Potter IT Director and Roger Cotrofeld, IT)
- Weekly meetings for building of checklists for the software with Roger Cotrofeld and the committee.
- Margo Polikoff met with Frank Kruppa and Samantha Hillson regarding New Public Health Initiatives—1/2/19
- Margo attended local ECDC meeting and networking on 1/7/19
- Margo attended Collaborative Solutions meeting on 1/8/19
- Margo attended Cradle to Career meeting on 1/11/19
- Margo met with ICSD and Racker to collaborate on CPSE processes on 1/18/19
- Capri met with Deb Thomas regarding Facebook/Activity Scale on 1/7/19
- CSCN Staff meeting on- 1/28/19
- CSCN All Provider meeting -1/31/19

**Staff Training**

- Computer Training in preparation for Go Live-1/7/19-Electronic Training by IT, 1/4/19, 1/28/19
- Software training practice sessions- 1/22/19, 1/23/19, 1/25/19, 1/30/19
- Margo gave CSHCN presentation @ T-Burg School for Social Workers and Psychologist on 1/14/19
- Margo gave presentation on Supports for Health for WIC on 1/18/19
- Barb Wright & Matt Phillips participated in State Education Department's 'Go Anywhere' webinar, 1/29/19

**Division Manager**

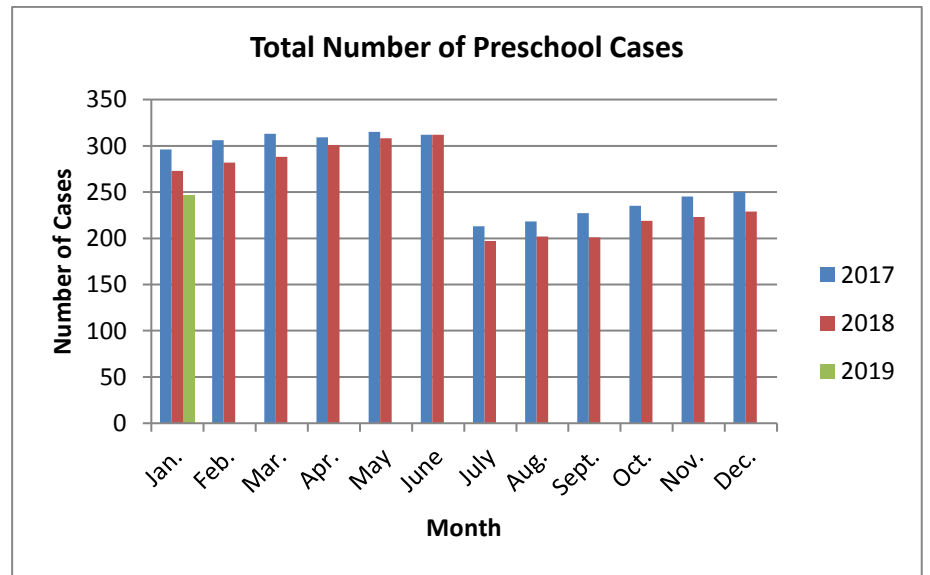
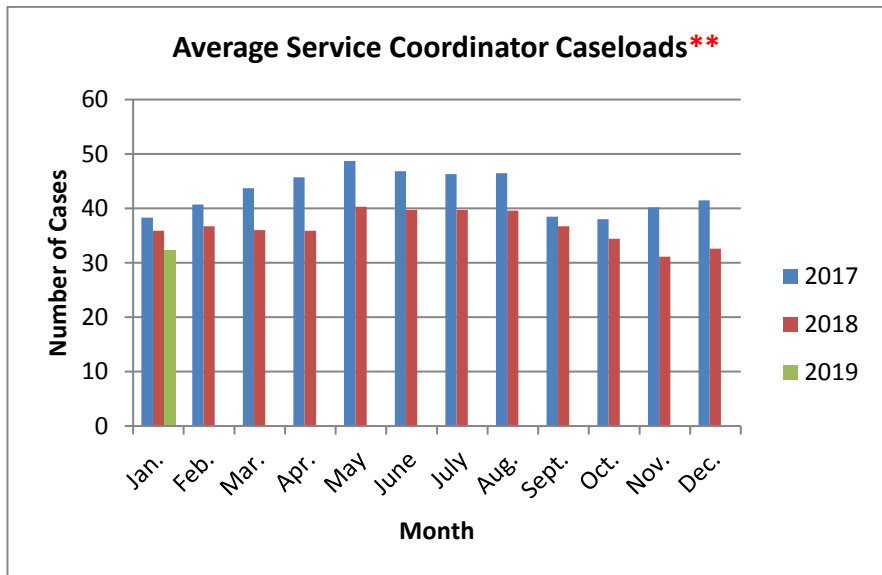
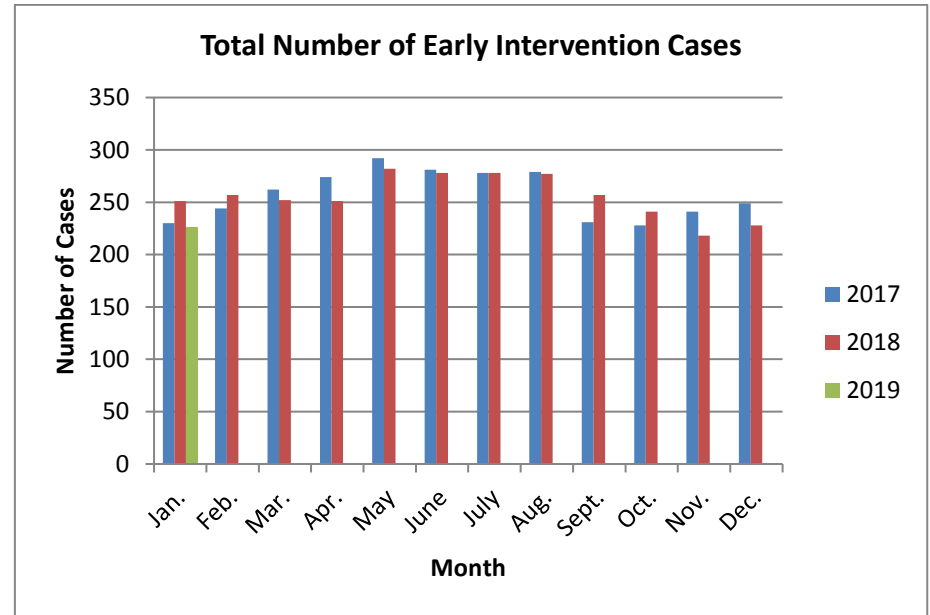
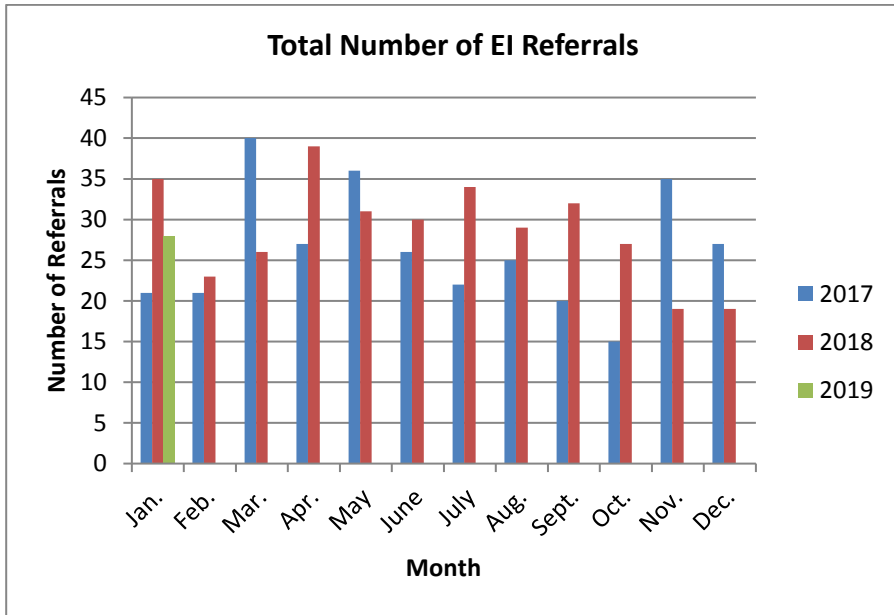
**Deb Thomas:**

- iCentral Software meetings- 1/3/19, 1/8/19, 1/9/18, 1/10/19, 1/17/19, 1/24/19, 1/31/19
- Senior Leadership meeting- 1/2/19, 1/24/19
- CSCN program meeting with Frank Kruppa -1/23/19
- All Management meeting -1/15/19
- Meeting on the Administrative Assistant position with Frank Kruppa, Jeremy Porter and Karen Bishop- 1/2/19- Met with Barb Wright 1/14/19
- Regional Early Childhood Coalition Meeting in Penn Yan-1/11/19
- Cost Report meeting with Barb Wright and Brenda Grinnell Crosby 1/15/19
- Listened to the Executive Budget Proposal webinar 1/25/19
- Preschool Chairs meeting 1/18/19
- Completed the NYSSIP project with all objectives successfully met -participated in the final conference call on 1/18/19
- CSCN Facebook page started

**Other:**

- CSCN Welcomed Deidre Gallow Administrative Assistant I on 1/28/19
- CSCN Facebook link: <https://www.facebook.com/TompkinsSpecialChildren/>

## Children with Special Care Needs Statistics Based on Calendar Year



**\*\*Average Service Coordinator Caseloads showing decrease due to increase in fully oriented Ongoing Service Coordinators**

**Children with Special Care Needs Division  
Statistical Highlights 2019**

**EARLY INTERVENTION PROGRAM**

| Number of Program Referrals                         | Jan       | Feb      | March    | April    | May      | June     | July     | Aug      | Sept     | Oct      | Nov      | Dec      | 2019 Totals | 2018 Totals |
|---|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|-------------|
| <b>Initial Concern/reason for referral:</b>         |           |          |          |          |          |          |          |          |          |          |          |          |             |             |
| -- DSS Founded Case                                 | 1         |          |          |          |          |          |          |          |          |          |          |          | 1           | 9           |
| -- Gestational Age                                  |           |          |          |          |          |          |          |          |          |          |          |          | 0           | 10          |
| -- Gestational Age/Gross Motor                      |           |          |          |          |          |          |          |          |          |          |          |          | 0           | 1           |
| -- Cognitive Delay                                  |           |          |          |          |          |          |          |          |          |          |          |          | 0           | 0           |
| -- Global Delays                                    |           |          |          |          |          |          |          |          |          |          |          |          | 0           | 4           |
| -- Hearing  |           |          |          |          |          |          |          |          |          |          |          |          | 0           | 7           |
| -- Physical   |           |          |          |          |          |          |          |          |          |          |          |          |             |             |
| -- Feeding  | 1         |          |          |          |          |          |          |          |          |          |          |          | 1           | 13          |
| -- Feeding & Gross Motor                            | 1         |          |          |          |          |          |          |          |          |          |          |          | 1           | 1           |
| -- Feeding & Social Emotional                       |           |          |          |          |          |          |          |          |          |          |          |          | 0           | 0           |
| -- Gross Motor                                      | 3         |          |          |          |          |          |          |          |          |          |          |          | 3           | 52          |
| -- Gross Motor & Feeding                            |           |          |          |          |          |          |          |          |          |          |          |          | 0           | 6           |
| -- Gross Motor & Fine Motor                         | 1         |          |          |          |          |          |          |          |          |          |          |          | 1           | 3           |
| -- Fine Motor                                       |           |          |          |          |          |          |          |          |          |          |          |          | 0           | 3           |
| -- Social Emotional                                 | 1         |          |          |          |          |          |          |          |          |          |          |          | 1           | 11          |
| -- Social Emotional & Adaptive                      |           |          |          |          |          |          |          |          |          |          |          |          | 0           | 0           |
| -- Speech   | 18        |          |          |          |          |          |          |          |          |          |          |          | 18          | 181         |
| -- Speech & Feeding                                 |           |          |          |          |          |          |          |          |          |          |          |          | 0           | 5           |
| -- Speech & Fine Motor                              |           |          |          |          |          |          |          |          |          |          |          |          | 0           | 1           |
| -- Speech & Gross Motor                             |           |          |          |          |          |          |          |          |          |          |          |          | 0           | 13          |
| -- Speech & Sensory                                 |           |          |          |          |          |          |          |          |          |          |          |          | 0           | 1           |
| -- Speech & Social Emotional                        | 2         |          |          |          |          |          |          |          |          |          |          |          | 2           | 9           |
| -- Adaptive   |           |          |          |          |          |          |          |          |          |          |          |          | 0           | 0           |
| -- Adaptive/Sensory                                 |           |          |          |          |          |          |          |          |          |          |          |          | 0           | 3           |
| -- Adaptive/Fine Motor                              |           |          |          |          |          |          |          |          |          |          |          |          | 0           | 0           |
| -- Qualifying Congenital / Medical Diagnosis        |           |          |          |          |          |          |          |          |          |          |          |          | 0           | 4           |
| -- Child Find (At Risk)                             |           |          |          |          |          |          |          |          |          |          |          |          | 0           | 5           |
| <b>Total Number of Early Intervention Referrals</b> | <b>28</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>28</b>   | <b>342</b>  |

| Caseloads                                       | Jan  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec |  |  |
|---|------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|--|--|
| Total # of clients qualified and receiving svcs | 199  |     |       |       |     |      |      |     |      |     |     |     |  |  |
| Total # of clients pending intake/qualification | 27   |     |       |       |     |      |      |     |      |     |     |     |  |  |
| Total # qualified and pending                   | 226  | 0   | 0     | 0     | 0   | 0    | 0    | 0   | 0    | 0   | 0   | 0   |  |  |
| Average # of Cases per Service Coordinator      | 32.3 | 0.0 | 0.0   | 0.0   | 0.0 | 0.0  | 0.0  | 0.0 | 0.0  | 0.0 | 0.0 | 0.0 |  |  |



**Children with Special Care Needs Division  
Statistical Highlights 2019**

**EARLY INTERVENTION PROGRAM**

| Family/Client visits                                    | Jan | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | 2019<br>Totals | 2018<br>Totals |
|---|-----|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|----------------|----------------|
| -- Intake visits  | 22  |     |       |       |     |      |      |     |      |     |     |     | 22             | 293            |
| -- IFSP Meetings  | 30  |     |       |       |     |      |      |     |      |     |     |     | 30             | 451            |
| -- Amendments   | 13  |     |       |       |     |      |      |     |      |     |     |     | 13             | 237            |
| -- Core Evaluations                                     | 19  |     |       |       |     |      |      |     |      |     |     |     | 19             | 270            |
| -- Supplemental Evaluations                             | 6   |     |       |       |     |      |      |     |      |     |     |     | 6              | 106            |
| -- DSS Visit  | 0   |     |       |       |     |      |      |     |      |     |     |     | 0              | 0              |
| -- EIOD visits  | 0   |     |       |       |     |      |      |     |      |     |     |     | 0              | 19             |
| -- Observation Visits                                   | 45  |     |       |       |     |      |      |     |      |     |     |     | 45             | 571            |
| -- CPSE meetings  | 6   |     |       |       |     |      |      |     |      |     |     |     | 6              | 81             |
| -- Program Visit  | 0   |     |       |       |     |      |      |     |      |     |     |     | 0              | 2              |
| -- Family Training/Team Meetings                        | 1   |     |       |       |     |      |      |     |      |     |     |     | 1              | 10             |
| -- Transition meetings                                  | 8   |     |       |       |     |      |      |     |      |     |     |     | 8              | 103            |
| -- Other Visits   | 2   |     |       |       |     |      |      |     |      |     |     |     | 2              | 10             |
| <b>IFSPs and Amendments</b>                             |     |     |       |       |     |      |      |     |      |     |     |     |                |                |
| # of Individualized Family Service Plans Completed      | 30  |     |       |       |     |      |      |     |      |     |     |     |                | 461            |
| # of Amendments to IFSPs Completed                      | 20  |     |       |       |     |      |      |     |      |     |     |     |                | 349            |
| <b>Services and Evaluations Pending &amp; Completed</b> |     |     |       |       |     |      |      |     |      |     |     |     |                |                |
| <b>Children with Services Pending</b>                   |     |     |       |       |     |      |      |     |      |     |     |     |                |                |
| -- Audiological   | 0   |     |       |       |     |      |      |     |      |     |     |     |                |                |
| -- Feeding  | 1   |     |       |       |     |      |      |     |      |     |     |     |                |                |
| -- Nutrition  | 0   |     |       |       |     |      |      |     |      |     |     |     |                |                |
| -- Occupational Therapy                                 | 4   |     |       |       |     |      |      |     |      |     |     |     |                |                |
| -- Physical Therapy                                     | 1   |     |       |       |     |      |      |     |      |     |     |     |                |                |
| -- Social Work  | 0   |     |       |       |     |      |      |     |      |     |     |     |                |                |
| -- Special Education                                    | 1   |     |       |       |     |      |      |     |      |     |     |     |                |                |
| -- Speech Therapy                                       | 5   |     |       |       |     |      |      |     |      |     |     |     |                |                |
| <b># of Supplemental Evaluations Pending</b>            | 5   | 0   | 0     | 0     | 0   | 0    | 0    | 0   | 0    | 0   | 0   | 0   |                |                |
| Type:   |     |     |       |       |     |      |      |     |      |     |     |     |                |                |
| -- Audiological   | 0   |     |       |       |     |      |      |     |      |     |     |     |                |                |
| -- Developmental Pediatrician                           | 2   |     |       |       |     |      |      |     |      |     |     |     |                |                |
| -- Diagnostic Psychological                             | 0   |     |       |       |     |      |      |     |      |     |     |     |                |                |
| -- Feeding  | 0   |     |       |       |     |      |      |     |      |     |     |     |                |                |
| -- Physical Therapy                                     | 2   |     |       |       |     |      |      |     |      |     |     |     |                |                |
| -- Speech   | 0   |     |       |       |     |      |      |     |      |     |     |     |                |                |
| -- Occupational Therapy                                 | 1   |     |       |       |     |      |      |     |      |     |     |     |                |                |
| -- Vision   | 0   |     |       |       |     |      |      |     |      |     |     |     |                |                |
| -- Other  | 0   |     |       |       |     |      |      |     |      |     |     |     |                |                |

Children with Special Care Needs Division  
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**EARLY INTERVENTION PROGRAM**

| Services and Evaluations Pending & Completed<br>(continued) | Jan | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | 2019<br>Totals | 2018<br>Totals |
|---|-----|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|----------------|----------------|
| <b># of Supplemental Evaluations Completed</b>              | 6   | 0   | 0     | 0     | 0   | 0    | 0    | 0   | 0    | 0   | 0   | 0   | 6              | 129            |
| Type:   |     |     |       |       |     |      |      |     |      |     |     |     |                |                |
| -- Audiological   | 0   |     |       |       |     |      |      |     |      |     |     |     | 0              | 33             |
| -- Diagnostic Psychological                                 | 0   |     |       |       |     |      |      |     |      |     |     |     | 0              | 4              |
| -- Developmental Pediatrician                               | 0   |     |       |       |     |      |      |     |      |     |     |     | 0              | 3              |
| -- Feeding  | 1   |     |       |       |     |      |      |     |      |     |     |     | 1              | 12             |
| -- Occupational Therapy                                     | 3   |     |       |       |     |      |      |     |      |     |     |     | 3              | 36             |
| -- Physical Therapy   | 0   |     |       |       |     |      |      |     |      |     |     |     | 0              | 10             |
| -- Speech Therapy   | 2   |     |       |       |     |      |      |     |      |     |     |     | 2              | 31             |
| -- Vision   | 0   |     |       |       |     |      |      |     |      |     |     |     | 0              | 0              |
| -- Other  | 0   |     |       |       |     |      |      |     |      |     |     |     | 0              | 0              |
| <b>Diagnosed Conditions</b>                                 |     |     |       |       |     |      |      |     |      |     |     |     |                |                |
| <b>Autism Spectrum</b>                                      |     |     |       |       |     |      |      |     |      |     |     |     |                |                |
| -- Children currently diagnosed:                            | 1   |     |       |       |     |      |      |     |      |     |     |     |                |                |
| -- Children currently suspect:                              | 16  |     |       |       |     |      |      |     |      |     |     |     |                |                |
| <b>Children with 'Other' Diagnosis</b>                      |     |     |       |       |     |      |      |     |      |     |     |     |                |                |
| -- Agenesis of Corpus Collosum                              | 1   |     |       |       |     |      |      |     |      |     |     |     |                |                |
| -- Athrogyposis   | 1   |     |       |       |     |      |      |     |      |     |     |     |                |                |
| -- Brain Anomalies  | 1   |     |       |       |     |      |      |     |      |     |     |     |                |                |
| -- Cardiac Anomaly  | 1   |     |       |       |     |      |      |     |      |     |     |     |                |                |
| -- Cerebral Palsy (CP)                                      | 2   |     |       |       |     |      |      |     |      |     |     |     |                |                |
| -- Chromosome Abnormality                                   | 0   |     |       |       |     |      |      |     |      |     |     |     |                |                |
| -- Cleft Lip/Palate   | 1   |     |       |       |     |      |      |     |      |     |     |     |                |                |
| -- Congenital CMV   | 1   |     |       |       |     |      |      |     |      |     |     |     |                |                |
| -- Cri Du Chat  | 1   |     |       |       |     |      |      |     |      |     |     |     |                |                |
| -- Cystic Fibrosis  | 1   |     |       |       |     |      |      |     |      |     |     |     |                |                |
| -- Down Syndrome  | 3   |     |       |       |     |      |      |     |      |     |     |     |                |                |
| -- Dysmorphic Features                                      | 1   |     |       |       |     |      |      |     |      |     |     |     |                |                |
| -- Feeding Difficulties                                     | 24  |     |       |       |     |      |      |     |      |     |     |     |                |                |
| -- Grazon's Syndrome  | 1   |     |       |       |     |      |      |     |      |     |     |     |                |                |
| -- Hearing Loss   | 4   |     |       |       |     |      |      |     |      |     |     |     |                |                |
| -- Hirschsprung   | 1   |     |       |       |     |      |      |     |      |     |     |     |                |                |
| -- Hydrocephalus  | 2   |     |       |       |     |      |      |     |      |     |     |     |                |                |
| -- Hypotonia  | 3   |     |       |       |     |      |      |     |      |     |     |     |                |                |
| -- Macrocephaly   | 2   |     |       |       |     |      |      |     |      |     |     |     |                |                |
| -- Microcephaly   | 1   |     |       |       |     |      |      |     |      |     |     |     |                |                |
| -- Noonan's Syndrome  | 1   |     |       |       |     |      |      |     |      |     |     |     |                |                |
| -- Osteogenesis Imperfecta                                  | 1   |     |       |       |     |      |      |     |      |     |     |     |                |                |
| -- Plagiocephaly  | 1   |     |       |       |     |      |      |     |      |     |     |     |                |                |
| -- Polymicrogyria (PMG)                                     | 1   |     |       |       |     |      |      |     |      |     |     |     |                |                |
| -- Prematurity  | 15  |     |       |       |     |      |      |     |      |     |     |     |                |                |
| -- Pyriform Aperture Stenosis w/ Hard Palate Cleft          | 1   |     |       |       |     |      |      |     |      |     |     |     |                |                |
| -- Spina Bifida   | 1   |     |       |       |     |      |      |     |      |     |     |     |                |                |
| -- Torticollis  | 3   |     |       |       |     |      |      |     |      |     |     |     |                |                |

**Children with Special Care Needs Division  
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EARLY INTERVENTION PROGRAM**

| Diagnosed Conditions (continued)          | Jan | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | 2019<br>Totals | 2018<br>Totals |
|---|-----|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|----------------|----------------|
| <b>Early Intervention Discharges</b>      |     |     |       |       |     |      |      |     |      |     |     |     |                |                |
| -- To CPSE                                | 0   |     |       |       |     |      |      |     |      |     |     |     | 0              | 78             |
| -- Aged out                               | 2   |     |       |       |     |      |      |     |      |     |     |     | 2              | 4              |
| -- Declined                               | 2   |     |       |       |     |      |      |     |      |     |     |     | 2              | 67             |
| -- Skilled out                            | 1   |     |       |       |     |      |      |     |      |     |     |     | 1              | 39             |
| -- Moved                                  | 3   |     |       |       |     |      |      |     |      |     |     |     | 3              | 25             |
| -- Not Eligible                           | 7   |     |       |       |     |      |      |     |      |     |     |     | 7              | 118            |
| -- Other                                  | 0   |     |       |       |     |      |      |     |      |     |     |     | 0              | 28             |
| <b>Total Number of Discharges</b>         | 15  | 0   | 0     | 0     | 0   | 0    | 0    | 0   | 0    | 0   | 0   | 0   | 15             | 359            |
| <b>Child Find</b>                         |     |     |       |       |     |      |      |     |      |     |     |     |                |                |
| Total # of Referrals                      | 0   |     |       |       |     |      |      |     |      |     |     |     | 0              | 14             |
| Total # of Children in Child Find         | 8   |     |       |       |     |      |      |     |      |     |     |     |                |                |
| Total # Transferred to Early Intervention | 0   |     |       |       |     |      |      |     |      |     |     |     | 0              | 5              |
| Total # of Discharges                     | 2   |     |       |       |     |      |      |     |      |     |     |     | 2              | 2              |

**Children with Special Care Needs Division  
Statistical Highlights 2019**

**PRESCHOOL SPECIAL EDUCATION PROGRAM**

| Clients Qualified and Receiving Services           | Jan        | Feb      | March    | April    | May      | June     | July     | Aug      | Sept     | Oct      | Nov      | Dec      | 2019<br>Totals | 2018<br>Totals |
|--|------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------------|----------------|
| Children per School District                       |            |          |          |          |          |          |          |          |          |          |          |          |                |                |
| -- Ithaca  | 120        |          |          |          |          |          |          |          |          |          |          |          |                |                |
| -- Dryden  | 53         |          |          |          |          |          |          |          |          |          |          |          |                |                |
| -- Groton  | 15         |          |          |          |          |          |          |          |          |          |          |          |                |                |
| -- Homer   | 0          |          |          |          |          |          |          |          |          |          |          |          |                |                |
| -- Lansing   | 18         |          |          |          |          |          |          |          |          |          |          |          |                |                |
| -- Newfield  | 24         |          |          |          |          |          |          |          |          |          |          |          |                |                |
| -- Trumansburg                                     | 15         |          |          |          |          |          |          |          |          |          |          |          |                |                |
| -- Spencer VanEtten                                | 1          |          |          |          |          |          |          |          |          |          |          |          |                |                |
| -- Newark Valley                                   | 1          |          |          |          |          |          |          |          |          |          |          |          |                |                |
| -- Odessa-Montour                                  | 0          |          |          |          |          |          |          |          |          |          |          |          |                |                |
| -- Candor  | 0          |          |          |          |          |          |          |          |          |          |          |          |                |                |
| -- Moravia   | 0          |          |          |          |          |          |          |          |          |          |          |          |                |                |
| -- Cortland  | 0          |          |          |          |          |          |          |          |          |          |          |          |                |                |
| <b>Total # of Qualified and Receiving Services</b> | <b>247</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> |                |                |

| Services Provided   | Jan        | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec |  |  |
|---|------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|--|--|
| <b>Services /Authorized by Discipline</b>                 |            |     |       |       |     |      |      |     |      |     |     |     |  |  |
| -- Speech Therapy (individual)                            | 144        |     |       |       |     |      |      |     |      |     |     |     |  |  |
| -- Speech Therapy (group)                                 | 11         |     |       |       |     |      |      |     |      |     |     |     |  |  |
| -- Occupational Therapy (individual)                      | 48         |     |       |       |     |      |      |     |      |     |     |     |  |  |
| -- Occupational Therapy (group)                           | 2          |     |       |       |     |      |      |     |      |     |     |     |  |  |
| -- Physical Therapy (individual)                          | 23         |     |       |       |     |      |      |     |      |     |     |     |  |  |
| -- Physical Therapy (group)                               | 0          |     |       |       |     |      |      |     |      |     |     |     |  |  |
| -- Transportation   |            |     |       |       |     |      |      |     |      |     |     |     |  |  |
| -- Birnie Bus   | 30         |     |       |       |     |      |      |     |      |     |     |     |  |  |
| -- Ithaca City School District                            | 42         |     |       |       |     |      |      |     |      |     |     |     |  |  |
| -- Parent   | 4          |     |       |       |     |      |      |     |      |     |     |     |  |  |
| -- Service Coordination                                   | 24         |     |       |       |     |      |      |     |      |     |     |     |  |  |
| -- Counseling (individual)                                | 36         |     |       |       |     |      |      |     |      |     |     |     |  |  |
| -- 1:1 (Tuition Program) Aide                             | 6          |     |       |       |     |      |      |     |      |     |     |     |  |  |
| -- Special Education Itinerate Teacher                    | 31         |     |       |       |     |      |      |     |      |     |     |     |  |  |
| -- Parent Counseling                                      | 30         |     |       |       |     |      |      |     |      |     |     |     |  |  |
| -- Program Aide   | 1          |     |       |       |     |      |      |     |      |     |     |     |  |  |
| -- Teaching Assistant                                     | 0          |     |       |       |     |      |      |     |      |     |     |     |  |  |
| -- ASL Interpreter  | 0          |     |       |       |     |      |      |     |      |     |     |     |  |  |
| -- Audiological Services                                  | 4          |     |       |       |     |      |      |     |      |     |     |     |  |  |
| -- Teacher of the Deaf                                    | 2          |     |       |       |     |      |      |     |      |     |     |     |  |  |
| -- Auditory Verbal Therapy                                | 0          |     |       |       |     |      |      |     |      |     |     |     |  |  |
| -- Teacher of the Visually Impaired                       | 0          |     |       |       |     |      |      |     |      |     |     |     |  |  |
| -- Nutrition  | 4          |     |       |       |     |      |      |     |      |     |     |     |  |  |
| -- Assistive Technology Services                          | 0          |     |       |       |     |      |      |     |      |     |     |     |  |  |
| -- Skilled Nursing  | 0          |     |       |       |     |      |      |     |      |     |     |     |  |  |
| -- Vision   | 0          |     |       |       |     |      |      |     |      |     |     |     |  |  |
| <b>Total # of children rcvg. home based related svcs.</b> | <b>171</b> |     |       |       |     |      |      |     |      |     |     |     |  |  |

Children with Special Care Needs Division  
Statistical Highlights 2019

**PRESCHOOL SPECIAL EDUCATION PROGRAM**

| Number of Children Served Per School District<br>Attending Tuition Based Programs | Jan       | Feb      | March    | April    | May      | June     | July     | Aug      | Sept     | Oct      | Nov      | Dec      | 2019<br>Totals | 2018<br>Totals |
|---|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------------|----------------|
| -- Ithaca   | 42        |          |          |          |          |          |          |          |          |          |          |          |                |                |
| -- Dryden   | 18        |          |          |          |          |          |          |          |          |          |          |          |                |                |
| -- Groton   | 2         |          |          |          |          |          |          |          |          |          |          |          |                |                |
| -- Lansing  | 3         |          |          |          |          |          |          |          |          |          |          |          |                |                |
| -- Newfield   | 5         |          |          |          |          |          |          |          |          |          |          |          |                |                |
| -- Trumansburg  | 6         |          |          |          |          |          |          |          |          |          |          |          |                |                |
| -- Odessa-Montour   | 0         |          |          |          |          |          |          |          |          |          |          |          |                |                |
| -- Spencer VanEtten   | 0         |          |          |          |          |          |          |          |          |          |          |          |                |                |
| -- Moravia  | 0         |          |          |          |          |          |          |          |          |          |          |          |                |                |
| -- # attending Franziska Racker Centers   | 30        |          |          |          |          |          |          |          |          |          |          |          |                |                |
| -- # attending Ithaca City School District  | 46        |          |          |          |          |          |          |          |          |          |          |          |                |                |
| <b>Total # attending Special Ed Integrated Tuition Progr.</b>                     | <b>76</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> |                |                |

| Municipal Representation<br>Committee on Preschool Special Education | Jan | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | 2019<br>Totals | 2018<br>Totals |
|--|-----|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|----------------|----------------|
| -- Ithaca  | 19  |     |       |       |     |      |      |     |      |     |     |     | 19             | 205            |
| -- Candor  | 0   |     |       |       |     |      |      |     |      |     |     |     | 0              | 0              |
| -- Dryden  | 9   |     |       |       |     |      |      |     |      |     |     |     | 9              | 102            |
| -- Groton  | 1   |     |       |       |     |      |      |     |      |     |     |     | 1              | 22             |
| -- Lansing   | 2   |     |       |       |     |      |      |     |      |     |     |     | 2              | 15             |
| -- Newfield  | 1   |     |       |       |     |      |      |     |      |     |     |     | 1              | 40             |
| --Trumansburg  | 1   |     |       |       |     |      |      |     |      |     |     |     | 1              | 21             |

ENVIRONMENTAL HEALTH DIVISION  
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## ENVIRONMENTAL HEALTH HIGHLIGHTS

### January 2019

#### Outreach and Division News

**ATUPA Compliance Inspections:** Reports from the Centers for Disease Control and Prevention (CDC), the US Surgeon General, and the NYS Department of Health show that e-cigarette use among youth represents a major public health concern. More youth now use these types of products than any other method of nicotine delivery. These products are regulated under the Adolescent Tobacco Use and Prevention Act (ATUPA). This year, EH will begin to use our annual ATUPA minor compliance checks (where a minor attempts to buy a tobacco product from a licensed retailer) to verify that e-cigarette products, including liquid nicotine, are not being sold to youth under 21. We have notified the retailers of this change in our inspection focus.

**Accela:** sCube has been working on changes to our Accela public portal (ACA), with some related changes to our Accela back office system for quite some time. By January 25, all work had been completed and identified issues resolved in the Accela test system. ITS attempted a migration of these changes on January 28; however, only a small number of the changes transferred to the live system. sCube assisted with migration of the additional changes – which was a painful process that resulted in the inability to use our live system for two long days. As of February 7, the live system is working and minor issues continue to be addressed by sCube.

**Finger Lakes GrassRoots Festival:** As required by Board of Health Resolution #EH-ENF-18-0038, representatives from the Finger Lakes GrassRoots Festival organization attended a pre-application meeting with EH staff on January 16. Camping changes and requirements, the water systems, and general mass gathering application were discussed during the productive meeting.

**EH Program Meetings:** With the start of the new year, EH staff are participating in a number of program meetings to discuss inspections, changes, etc. for 2019. The Water Team, OWTS Team, and Food Program Team met during January.

**Personnel:** We were fortunate to have a strong applicant pool for the Public Health Technician vacancy in the Division. We are excited to have Kate Walker joining EH as our PH Tech. Kate has extensive experience with animal control and veterinary services and is very interested in learning more about our other EH programs. Kate will be working in a variety of EH programs including rabies, temporary food, complaints, and water supply. She will be starting half time on February 11 and will be moved to full time on February 25.

In another personnel change, EH is piloting a decrease in the number of Support Staff in the front office. Key Board Specialist Janice Wood has moved out of the front office and is working in a separate office assisting with testing changes in the Accela system and making other programs more efficient by organizing and digitizing hard copy files. Janice is currently focusing on our Spill records, which will greatly facilitate our response to many FOIL requests.

**Rabies Control Program**

There were no confirmed cases of rabies in Tompkins County during January 2019. There were multiple reports of wildlife acting abnormally in the month of January. Many of the reports involved no contact with humans, however, a fox found in Tioga County that was transported to Tompkins County was later confirmed rabid. This resulted in treatment of a Tompkins County resident. In addition, five of the seven January post-exposure treatments authorized were the result of students having potential rabies exposures while travelling overseas during the winter break.

A Free Rabies Clinic was held at the Tompkins County SPCA in January. A total of 127 pets received rabies vaccinations during the winter clinic.

| <b>Key Data Overview</b>                                 |                   |                 |                 |                   |
|--|-------------------|-----------------|-----------------|-------------------|
|  | <b>This Month</b> | <b>YTD 2019</b> | <b>YTD 2018</b> | <b>TOTAL 2018</b> |
| <b>Bites<sup>1</sup></b>                                 | 16                | 16              | 13              | 306               |
| <b>Non Bites<sup>2</sup></b>                             | 10                | 10              | 7               | 226               |
| <b>Referrals to Other Counties</b>                       | 1                 | 1               | 1               | 37                |
| <b>Submissions to the Rabies Lab</b>                     | 5                 | 5               | 13              | 222               |
| <b>Human Post-Ex Treatments</b>                          | 7                 | 7               | 4               | 144               |
| <b>Unvaccinated Pets 6-Month Quarantined<sup>3</sup></b> | 0                 | 0               | 0               | 3                 |
| <b>Unvaccinated Pets Destroyed<sup>4</sup></b>           | 0                 | 0               | 0               | 0                 |
| <b>Rabid Animals (Laboratory Confirmed)</b>              | 0                 | 0               | 0               | 18                |

<sup>1</sup>"Bites" include all reported bites inflicted by mammals and any other wounds received while saliva is present.

<sup>2</sup>"Non-bites" include human exposures to saliva of potentially rabid animals. This also includes bats in rooms with sleeping people or young children where the bat was unavailable for testing.

<sup>3</sup>When an otherwise healthy, unvaccinated pet has contact with a rabid animal, or suspect rabid animal, that pet must be quarantined for 6 months or euthanized. Quarantine must occur in a TCHD-approved facility (such as a kennel) at the owner's expense. If the pet is still healthy at the end of 6 months, the exposure did not result in rabies and the pet is released.

<sup>4</sup> Pets must be euthanized if they are unvaccinated and have been in contact with a rabid or suspect rabid animal and begin to display signs consistent with rabies. Alternatively, a pet is euthanized if a prescribed 6-month quarantine cannot be performed or the owners elect euthanasia instead of quarantine.

| <b>Reports by Animal Type</b> |              |                 |                 |                   |  |                   |               |            |                      |                 |                 |                   |
|-------------------------------|--------------|-----------------|-----------------|-------------------|--|-------------------|---------------|------------|----------------------|-----------------|-----------------|-------------------|
|                               | <b>Bites</b> |                 |                 |                   | <b>Animals sent to the NYS Rabies Laboratory</b> |                   |               |            | <b>Rabid Animals</b> |                 |                 |                   |
|                               | <b>Mo</b>    | <b>YTD 2018</b> | <b>YTD 2017</b> | <b>Total 2017</b> | <b>By TCHD</b>                                   | <b>By Cornell</b> | <b>Totals</b> |            | <b>Mo</b>            | <b>YTD 2018</b> | <b>YTD 2017</b> | <b>Total 2017</b> |
|                               |              |                 |                 |                   |  |                   | <b>Mo</b>     | <b>YTD</b> |                      |                 |                 |                   |
| <b>Cat</b>                    | 3            | 3               | 7               | 115               | 0  | 0                 | 0             | 0          | 0                    | 0               | 0               | 0                 |
| <b>Dog</b>                    | 12           | 12              | 6               | 158               | 0  | 1                 | 1             | 1          | 0                    | 0               | 0               | 0                 |
| <b>Cattle</b>                 | 0            | 0               | 0               | 1                 | 0  | 0                 | 0             | 0          | 0                    | 0               | 0               | 0                 |
| <b>Horse/Mule</b>             | 0            | 0               | 0               | 0                 | 0  | 0                 | 0             | 0          | 0                    | 0               | 0               | 0                 |
| <b>Sheep/Goat</b>             | 0            | 0               | 0               | 0                 | 0  | 0                 | 0             | 0          | 0                    | 0               | 0               | 0                 |
| <b>Domestic</b>               | 0            | 0               | 0               | 0                 | 0  | 0                 | 0             | 0          | 0                    | 0               | 0               | 0                 |
| <b>Raccoon</b>                | 0            | 0               | 0               | 5                 | 0  | 0                 | 0             | 0          | 0                    | 0               | 0               | 5                 |
| <b>Bats</b>                   | 0            | 0               | 0               | 10                | 4  | 0                 | 4             | 4          | 0                    | 0               | 0               | 7                 |
| <b>Skunks</b>                 | 0            | 0               | 0               | 3                 | 0  | 0                 | 0             | 0          | 0                    | 0               | 0               | 1                 |
| <b>Foxes</b>                  | 0            | 0               | 0               | 6                 | 0  | 0                 | 0             | 0          | 0                    | 0               | 0               | 3                 |
| <b>Other Wild</b>             | 1            | 1               | 0               | 8                 | 0  | 0                 | 0             | 0          | 0                    | 0               | 0               | 2                 |
| <b>Totals</b>                 | <b>16</b>    | <b>16</b>       | <b>13</b>       | <b>306</b>        | <b>4</b>   | <b>1</b>          | <b>5</b>      | <b>5</b>   | <b>0</b>             | <b>0</b>        | <b>0</b>        | <b>18</b>         |

## **Food Program**

The results of food service establishment inspections conducted in Tompkins County can be viewed directly on the Environmental Health website (<http://www.tompkinscountyny.gov/health/eh/food/index>). Inspections can be sorted to meet the needs of the viewer (by facility, date, etc.) by clicking on the column heading of interest. This is a valuable tool for easily providing information to the public.

***Routine facility inspections*** are conducted to protect public health. The inspections are made without advance notice to ensure that food processes are adequate, safe, and meet code requirements. It is important to keep in mind that inspections are only a "snapshot" in the entire year of a facility's operation and they are not always reflective of the day-to-day operations and overall condition of the operation.

### **The following inspections were conducted with no critical violation(s) noted:**

|   |  |
|---|--|
| Barnes & Nobles Booksellers #2122, C-Ithaca | George Jr. Republic Le Café, T-Dryden        |
| Borg Warner, T-Lansing                      | Gorgers, C-Ithaca                            |
| Buffalo Wild Wings #267, C-Ithaca           | Ithaca Housing Authority, C-Ithaca           |
| Burger King – Elmira Rd. #2734, C-Ithaca    | Lansing Pizzeria, T-Lansing                  |
| Capital State Kitchen, C-Ithaca             | Lian Hua Chinese Kitchen, C-Ithaca           |
| Chipotle Mexican Grill #1661, C-Ithaca      | McDonald's – Elmira Road, C-Ithaca           |
| Denny's, C-Ithaca                           | Shortstop Deli, C-Ithaca                     |
| Dibella's Old Fashioned Subs, C-Ithaca      | Subway – Buttermilk Falls, C-Ithaca          |
| Domino's Pizza, C-Ithaca                    | Subway – Walmart, C-Ithaca                   |
| Dryden Community Center Café, V-Dryden      | TC Action Casey Center Head Start, V-Dryden  |
| Dunkin Donuts – Elmira Road, C-Ithaca       | TC Action Harriet Giannelis Center, C-Ithaca |
| Dunkin Donuts – Lansing, T-Lansing          | Waffle Frolic, C-Ithaca                      |
| Foodnet – Titus Towers, C-Ithaca            | Wendy's, C-Ithaca                            |
| George Jr. Republic Ewald Dining, T-Dryden  |  |

**The Hazard Analysis Critical Control Point (HACCP) Inspection** is an opportunity for the establishment to have the health department review food processes in the facility to make sure that all potential hazards are identified and to assure that the best food safety practices are being used.

No HACCP inspections were conducted this month.

***Re-Inspections*** are conducted at any establishments that had a critical violation(s) to ensure that inadequate or unsafe processes in a facility have been corrected.

### **The following re-inspections were conducted with no violations noted:**

CU – Vet School Café, T-Ithaca



*Critical violations may involve one or more of the following: the condition of food (e.g. food that may be at improper temperatures on delivery or damaged by rodents), improper food cooking and storage temperatures (e.g. food cooked to and/or held at improper temperatures), improper food preparation practices (e.g. preparing ready-to-eat foods with bare hands), and water and/or sewage issues (e.g. low disinfection levels in the water system). These critical violations relate directly to factors that could lead to food related illness.*

**Critical Violations were found at the following establishments:**

**Bunn Appetit Bakery, V-Groton**

Potentially hazardous foods were not stored under refrigeration. Product used for customer service were observed to be at 56-65°F. The products were discarded during the inspection.

**Café Dewitt, C-Ithaca**

Food was adulterated on premises. The product was discarded during the inspection.

**Thai Basil, C-Ithaca**

Potentially hazardous foods were not stored under refrigeration. Product on a counter was observed to be above 45°F. The product was moved to refrigerated storage to be rapidly chilled to 45°F or less before use.

**Sushi Osaka, C-Ithaca**

Food workers did not use proper utensils to eliminate bare hand contact with cooked or prepared foods. The product was discarded during the inspection.

Potentially hazardous foods were not stored under refrigeration. Product on a counter was observed to be at 106°F. The facility has a waiver to use time as a public health control for the product but was not keeping log sheets as required. Additional product was observed on a counter at 86°F. The product was moved to refrigerated storage to be rapidly chilled to 45°F or less before use.

**Spring Buffet, C-Ithaca**

Potentially hazardous foods were not kept at or below 45°F in cold holding. Product in cold holding was observed to be at 51-57°F. The products were removed from service and rapidly chilled to 45°F or less before use.

Potentially hazardous foods were not stored under refrigeration. Product on a counter in the kitchen was observed to be at 67°F. The product was moved to a cooler to be rapidly chilled to 45°F or less before use.

Potentially hazardous foods were not kept at or above 140°F during hot holding. Product in hot holding was observed to be at 116-133°F. The product was removed from service and rapidly reheated to 165°F or above before use.

**Applebee's Neighborhood Bar & Grill, V-Lansing**

Potentially hazardous foods were not kept at or below 45°F in cold holding. Product in cold holding was observed to be at 52-56°F. The product was removed from service and rapidly chilled to 45°F or less before use.

**Pizza Aroma, C-Ithaca**

Toxic chemicals were improperly stored so that contamination of food could occur. Storage was rearranged during the inspection.

**Subway-East Hill, T-Ithaca**

Potentially hazardous foods were not prepared using prechilled ingredients and were not prechilled to 45°F or less before being placed in service. Product on the service line was observed to be at 53°F. The product was removed from service and placed in the walk-in to be rapidly chilled to 45°F or less before use.

**Dunkin Donuts – Meadow St., C-Ithaca**

Enough refrigerated storage equipment was not maintained so that potentially hazardous foods were stored below 45°F. Products in a refrigerated storage unit were observed to be at 48-50°F. The products were either discarded or moved to working refrigeration storage to be rapidly chilled to 45°F or less before use.

**Shahi Pakwan, C-Ithaca**

Potentially hazardous foods were not kept at or below 45°F in cold holding. Product in cold holding was observed to be at 52°F. The product was discarded during the inspection.

Potentially hazardous foods were not kept at or above 140°F during hot holding. Products in hot holding were observed to be at 95-122°F, 98°F and 118-122°F. The products were removed from service and rapidly reheated to 165°F or above before use.

***Temporary Food Service Operation Permits*** are issued for single events at one location. The Food Protection Program **issued 4 temporary permits.**

***Temporary food operation inspections*** are conducted to protect public health. The inspections are made without advance notice to ensure that the food processes at the event are adequate, safe, and meet code requirements. The operation must correct Critical Violations during the inspection. When a Temporary Food Operation has Critical Violation/s, a re-inspection is conducted when the event is longer than one day.

**The following inspections were conducted with no violation(s) noted:**

There were no inspections conducted this month.

**Critical Violations were found at the following establishments:**

There were no critical violations observed this month.

***Pre-Operational inspections*** are conducted, following a thorough review of proposed plans, at new or extensively remodeled facilities to ensure code compliance prior to opening to the public.

**The following pre-operational inspections were conducted:**

Finger Lakes Music Bar, C-Ithaca  
Garrett's Brewing Company, V-Trumansburg  
Zocalo Mexican Bar & Grill, V-Lansing

**Plans Approved:**

TC Action – Amici House, C-Ithaca

**New Permits Issued:**

Finger Lakes Music Bar, C-Ithaca  
Garrett's Brewing Company, V-Trumansburg  
TC Action – Amici House, C-Ithaca  
Zocalo Mexican Bar & Grill, V-Lansing

***The Food Protection Program received and investigated three complaints*** related to issues and/or problems at permitted food service establishments.

**Engineering Plans Received**

- OWTS Plan for New Construction – Town of Ithaca
- Public Water System – Town of Lansing

**Problem Alerts/Emergency Responses**

A boil water order (BWO) was issued to Hanshaw Village Mobile Home Park, T- Dryden, due to low water pressure in the distribution system on January 22<sup>nd</sup>. The low water pressure was caused by residents running water throughout the park to prevent pipes from freezing. The BWO was released on January 30<sup>th</sup> following the restoration of adequate water pressure and the receipt of satisfactory bacteriological sample results.

**Childhood Lead Program**

| CHILDHOOD LEAD PROGRAM  | MONTH | YTD 2019 | YTD 2018 | TOTAL 2018 |
|---|-------|----------|----------|------------|
| <b>A: Active Cases (total referrals):</b>                     |       |          |          |            |
| <b>A1: # of Children w/ BLL&gt;19.9ug/dl</b>                  | 0     | 0        | 0        | 1          |
| <b>A2: # of Children w/ BLL 10-19.9ug/dl</b>                  | 0     | 0        | 0        | 5          |
| <b>B: Total Environmental Inspections:</b>                    |       |          |          |            |
| <b>B1: Due to A1</b>  | 0     | 0        | 0        | 1          |
| <b>B2: Due to A2</b>  | 0     | 0        | 0        | 5          |
| <b>C: Hazards Found:</b>                                      |       |          |          |            |
| <b>C1: Due to B1</b>  | 0     | 0        | 0        | 1          |
| <b>C2: Due to B2</b>  | 0     | 0        | 0        | 5          |
| <b>D: Abatements Completed:</b>                               | 0     | 0        | 0        | 0          |
| <b>E: Environmental Lead Assessment Sent:</b>                 | 0     | 0        | 0        | 4          |
| <b>F: Interim Controls Completed:</b>                         | 0     | 0        | 0        | 3          |
| <b>G: Complaints/Service Requests (w/o medical referral):</b> | 2     | 2        | 3        | 54         |
| <b>H: Samples Collected for Lab Analysis:</b>                 |       |          |          |            |
| - Paint   | 0     | 0        | 0        | 5          |
| - Drinking Water  | 0     | 0        | 0        | 0          |
| - Soil  | 0     | 0        | 0        | 0          |
| - XRF   | 0     | 0        | 0        | 5          |
| - Dust Wipes  | 0     | 0        | 0        | 6          |
| - Other   | 0     | 0        | 0        | 1          |

**Summary of Open BOH Enforcement Actions:**

| <b>Date of BOH Action</b> | <b>Facility</b>                  | <b>Owner/ Operator</b>                | <b>Basis for Action</b>  | <b>Penalty Assessed</b> | <b>Next BOH Order Deadline</b>                | <b>Status</b>   |
|---------------------------|----------------------------------|---------------------------------------|--|-------------------------|---|---|
| 1/22/19                   | CU – Klarman Hall Café           | Cornell University                    | Food Service Establishment – Repeat Critical Violations          | \$400                   | Payment due 3/15/19.                          | Monitoring Compliance                                     |
| 1/22/19                   | Sunset Grill                     | Robert Quackenbush                    | Food Service Establishment – Violation of Board of Health Orders | \$800                   | Food Safety Training due by 2/15/19.          | Monitoring Compliance                                     |
| 12/04/18                  | Finger Lakes GrassRoots Festival | Finger Lakes GrassRoots Festival Org. | Mass Gathering, Campground, Public Water Systems Violations      | \$2,500 (paid)          | Water and Disinfection Plans due 2/15/19.     | Monitoring Compliance                                     |
| 12/04/18                  | Taste of Thai                    | Sadudee Pancharoen                    | Food Service Establishment – Violation of Board of Health Orders | \$1,500 (paid \$600)    | 3 <sup>rd</sup> Payment of \$300 due 3/15/19. | Monitoring Compliance                                     |
| 10/23/18                  | Sicilian Delight                 | Frank Crocilla                        | Food Service Establishment – Violation of Board of Health Orders | \$1,000 (paid \$200)    | Final payment of \$800 due 02/28/19.          | Monitoring Compliance                                     |
| 10/23/18                  | Tamarind                         | Sadudee Pancharoen                    | Food Service Establishment – Violation of Board of Health Orders | \$1,250 (paid \$834)    | Final Payment of \$416 due 2/15/19.           | Monitoring Compliance                                     |
| 8/28/18                   | Ko Ko Restaurant                 | Sungyoon Hwang                        | Food Service Establishment – Violation of Board of Health Orders | \$800 (paid 9/20)       | Food Safety Training due by 10/15/18          | Awaiting receipt of 2 <sup>nd</sup> Serv-Safe Certificate |



Frank Kruppa  
Public Health Director  
55 Brown Road  
Ithaca, NY 14850-1247

ENVIRONMENTAL HEALTH DIVISION  
www.tompkinscountyny.gov/health/eh

Ph: (607) 274-6688  
Fx: (607) 274-6695

**CERTIFIED, REGULAR, & ELECTRONIC MAIL**

January 17, 2019

Scott Searles  
Southwest Grill of New York, LLC  
33 Lewis Road, Suite 108  
Binghamton, NY 13905

**Re: Tompkins County Board of Health Draft Resolution # EH-ENF-18-0050  
Moe's Southwest Grill, Food Service Establishment, C-Ithaca**

Dear Scott Searles:

Thank you for signing the Stipulation Agreement on January 10, 2019, for the Moe's Southwest Grill.

Enclosed is a copy of the Draft Resolution that the Tompkins County Board of Health will consider at its meeting on **Tuesday, February 26, 2019**. You or a representative has the right to speak to the Board for a few minutes prior to them taking action. If you wish to speak to the Board, please contact Skip Parr or me at (607) 274-6688 at least one day before the meeting. If you plan to attend, please arrive by 12:00 p.m. (noon).

Sincerely,

C. Elizabeth Cameron, P.E.  
Director of Environmental Health

Enclosure (s) – Draft Resolution, Stipulation Agreement and Orders, and Case Summary

pc: F:\EH\FOOD (SF)\FSE (SF)\Facilities (SF-4)\Moe's Southwest Grill\Draft Resolution 18-0050.docx  
ec: Tompkins County Board of Health (via; Shelley Comisi, TCHD)  
Mike Niechwadowicz, Ithaca Building Department; Mayor Svante Myrick; Leslyn McBean-Clairborne, TC Legislature;  
TCHD: Elizabeth Cameron, P.E., Director of Environmental Health; Frank Kruppa, Public Health Director; Kristee  
Morgan; Skip Parr; Brenda Coyle  
scan: Signed copy to Accela

ENVIRONMENTAL HEALTH DIVISION  
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**DRAFT RESOLUTION # EH-ENF-18-0050**

**Moe's Southwest Grill  
Scott Searles, Operator; Southwest Grill of NY LLC, Owner  
324 Elmira Road, C-Ithaca  
Ithaca, NY 14850**

**Whereas**, the owner/operator of a Food Service Establishment must comply with the regulations established under Part 14-1 of the New York State Sanitary Code (NYSSC); **and**

**Whereas**, it is a critical violation of Part 14-1 of the NYSSC to fail to maintain potentially hazardous foods at or above 140°F during hot holding; **and**

**Whereas**, on October 24, 2018, the Tompkins County Health Department (TCHD) staff observed one pan of cooked rice in the hot holding over at a temperature of 122°F; **and**

**Whereas**, during re-inspections on November 8, 2018, and December 5, 2018, TCHD staff observed cooked chicken on the steam table at temperatures between 98°F and 127°F; **and**

**Whereas**, Scott Searles, Operator, signed a Stipulation Agreement with Public Health Director's Orders on January 10, 2019, agreeing that Moe's Southwest Grill violated this provision of the New York State Sanitary Code; **now therefore be it**

**Resolved, on recommendation of the Tompkins County Board of Health,  
That Southwest Grill of NY LLC., Owner, is ordered to:**

1. Pay a penalty of \$400 for these violations, due by April 15, 2019. (**Do Not** submit penalty payment until notified by the Tompkins County Health Department.); **and**
2. Maintain potentially hazardous food at or above 140°F during hot holding; **and**
3. Comply with all the requirements of Subpart 14-1 of the New York State Code for Food Service Establishments.



Frank Kruppa  
Public Health Director  
55 Brown Road  
Ithaca, NY 14850-1247

ENVIRONMENTAL HEALTH DIVISION  
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**STIPULATION AGREEMENT AND ORDERS # EH-ENF-18-0050**

**Moe's Southwest Grill  
Scott Searles, Operator; Southwest Grill of NY LLC, Owner  
324 Elmira Road, C-Ithaca  
Ithaca, NY 14850**

I, Scott Searles, as a representative for Moe's Southwest Grill, agree that on October 24, 2018, November 8, 2018, and December 5, 2018, Southwest Grill of NY LLC. was in violation of Subpart 14-1 of the New York State Sanitary Code for failure to provide and maintain potentially hazardous foods at or above 140°F during hot holding.

I agree to pay a penalty not to exceed \$400 for these violations following adoption of a resolution by the Board of Health. *(Do not submit penalty payment until notified by the Tompkins County Health Department.)*

I also agree to comply with the following Orders when signed by the Tompkins County Public Health Director:

1. Maintain potentially hazardous food at or above 140°F during hot holding; **and**
2. Comply with all the requirements of Subpart 14-1 of the New York State Code for Food Service Establishments.

I understand this agreement is offered as an alternative to a formal administrative hearing and that I am subject to further action if I fail to comply with the orders.

Signed: Scott J. Searles Date: 1/10/19

Southwest Grill of NY LLC. is hereby ordered to comply with these Orders of the Public Health Director.

Signed: Brenda L. Ginnell-Crosby Date: 1/14/19  
Frank Kruppa  
Public Health Director



Frank Kruppa  
Public Health Director  
55 Brown Road  
Ithaca, NY 14850-1247

ENVIRONMENTAL HEALTH DIVISION  
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**CASE SUMMARY – FOR RESOLUTION # EH-ENF-18-0050**

**Moe’s Southwest Grill  
Scott Searles, Operator; Southwest Grill of NY LLC, Owner  
324 Elmira Road, C-Ithaca  
Ithaca, NY 14850**

**November 2018**

| Date       | Action   |
|------------|--|
| 01/10/2019 | Signed stipulation received by TCHD.   |
| 01/09/2019 | Stipulation agreement sent to Moe’s Southwest Grill by TCHD.   |
| 12/05/2018 | Re-inspection by TCHD. <b>Violations:</b> Product in hot holding was not kept at or above 140°F in hot holding. Product in a steam table was observed to be at 127°F.  |
| 11/08/2018 | Re-inspection by TCHD. <b>Violations:</b> Product in hot holding was not kept at or above 140°F in hot holding. Product in a steam table was observed to be at 98-112°F.   |
| 10/24/2018 | Inspection by TCHD. <b>Violations:</b> Potentially hazardous foods were not kept at or above 140°F in hot holding. Product in hot holding was observed to be at 122°F. Enough hot holding equipment was not maintained so that foods were kept above 140°F. Products in a hot holding unit were observed to be at 109-122°F.                                   |
| 08/04/2017 | Inspection by TCHD. No violations were noted.  |
| 02/04/2016 | Inspection by TCHD. No violations were noted.  |
| 03/10/2015 | Re-inspection by TCHD. Violations cited on 02/18/2015 were corrected. No violations were noted.  |
| 02/18/2015 | Inspection by TCHD. <b>Violations:</b> Toxic chemicals were stored so that contamination of food could occur. Potentially hazardous food was not kept at 140°F or above during hot holding. Product in hot holding was observed to be at 110°F. An accurate thermometer was not observed to be in use to evaluate temperatures of potentially hazardous foods. |
| 02/19/2014 | Inspection by TCHD. No violations were noted.  |
| 02/07/2013 | Inspection by TCHD. No violations were noted.  |
| 11/19/2007 | Permit to operate issued to Southwest Grill of NY, LLC.  |



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**CERTIFIED, REGULAR, & ELECTRONIC MAIL**

January 31, 2019

Matthew Torchia  
Mix Social Dining Inc.  
110 West King Road  
Ithaca, NY 14850

**Re: Tompkins County Board of Health Draft Resolution # EH-ENF-18-0051  
Mix Social Dining, Food Service Establishment, C-Ithaca**

Dear Matthew Torchia:

Thank you for signing the Stipulation Agreement on January 24, 2019, for Mix Social Dining.

Enclosed is a copy of the Draft Resolution that the Tompkins County Board of Health will consider at its meeting on **Tuesday, February 26, 2019**. You or a representative has the right to speak to the Board for a few minutes prior to them taking action. If you wish to speak to the Board, please contact Skip Parr or me at (607) 274-6688 at least one day before the meeting. If you plan to attend, please arrive by 12:00 p.m. (noon).

Sincerely,

*Elizabeth Cameron*

C. Elizabeth Cameron, P.E.  
Director of Environmental Health

Enclosure (s) – Draft Resolution, Stipulation Agreement and Orders, Repair Receipt and Case Summary

pc: F:\EH\FOOD (SF)\FSE (SF)\Facilities (SF-4)\Mix Social Dining\Enforcement\Draft Resolution 18-0051.docx  
ec: Tompkins County Board of Health (via; Shelley Comisi, TCHD)  
Mike Niechwiadowicz, Ithaca Building Department; Mayor Svante Myrick; Leslyn McBean-Clairborne, TC Legislature;  
TCHD: Elizabeth Cameron, P.E., Director of Environmental Health; Frank Kruppa, Public Health Director; Kristee  
Morgan; Skip Parr; Brenda Coyle  
scan: Signed copy to Accela

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Fx: (607) 274-6695

**DRAFT RESOLUTION # EH-ENF-18-0051 FOR**

**Mix Social Dining**  
**Mix Social Dining Inc, Owner; Matthew Torchia, Operator**  
**205 Old Elmira Road, C-Ithaca**  
**Ithaca, NY 14850**

**Whereas**, the owner/operator of a Food Service Establishment must comply with the regulations established under Part 14-1 of the New York State Sanitary Code (NYSSC); **and**

**Whereas**, it is a critical violation of Part 14-1 of the NYSSC to fail to maintain enough refrigerated storage equipment so that all potentially hazardous foods are cooled properly and stored below 45°F; **and**

**Whereas**, on November 29, 2018, the Tompkins County Health Department (TCHD) observed approximately a quarter pound of sliced ham and two to three cups of cooked onions, noodles and other cooked proteins at temperatures between 49°F and 50°F in a refrigerated sandwich unit; **and**

**Whereas**, during a re-inspection on December 14, 2018, TCHD staff observed a repeat critical violation where approximately two pounds of roast beef, one pound of ham, a quarter pound of lox and various cheeses at temperatures between 50°F and 53°F in a refrigerated sandwich unit; **and**

**Whereas**, Shayne Johnson, representative for Mix Social Dining, signed a Stipulation Agreement with Public Health Director's Orders on January 24, 2019, agreeing that Mix Social Dining violated this provision of the New York State Sanitary Code; **now therefore be it**

**Resolved, on recommendation of the Tompkins County Board of Health,**  
**That Mix Social Dining Inc, Owner, is ordered to:**

1. Pay a penalty of \$400 for these violations, due by April 15, 2019. (**Do Not** submit penalty payment until notified by the Tompkins County Health Department.); **and**
2. Provide and maintain an adequate amount of refrigerated storage so that Potentially Hazardous Food is cooled properly and stored below 45°F at all times; **and**
3. Provide receipt from a refrigeration specialist documenting that the sandwich unit across from the brick oven is functioning properly or provide proof of purchase of replacement refrigeration equipment that is commercial grade and meets NSF (National Sanitation Foundation) standards to the Health Department no later than January 24, 2019 (**completed**); **and**
4. Comply with all the requirements of Subpart 14-1 of the New York State Code for Food Service Establishments.



Frank Kruppa  
Public Health Director  
55 Brown Road  
Ithaca, NY 14850-1247

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**STIPULATION AGREEMENT AND ORDERS # EH-ENF-18-0051**

**Mix Social Dining  
Mix Social Dining Inc., Owner; Matthew Torchia, Operator  
205 Old Elmira Road, C-Ithaca  
Ithaca, NY 14850**

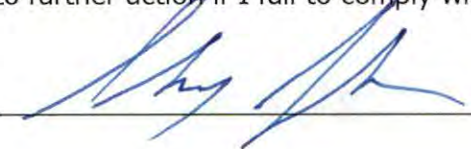
I, Matthew Torchia, as a representative for Mix Social Dining, agree that on November 29, 2018, and December 14, 2018, Mix Social Dining Inc. was in violation of Subpart 14-1 of the New York State Sanitary Code for failure to maintain enough refrigerated storage equipment so that all potentially hazardous foods are cooled properly and stored below 45°F.

I agree to pay a penalty not to exceed \$400 for these violations following adoption of a resolution by the Board of Health. (**Do not** submit penalty payment until notified by the Tompkins County Health Department.)

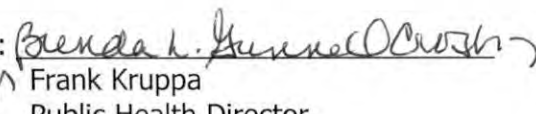
I also agree to comply with the following Orders when signed by the Tompkins County Public Health Director:

1. Provide and maintain an adequate amount of refrigerated storage so that Potentially Hazardous Food is cooled properly and stored below 45°F at all times; **and**
2. Provide receipt from a refrigeration specialist documenting that the sandwich unit across from the brick oven is functioning properly or provide proof of purchase of replacement refrigeration equipment that is commercial grade and meets NSF (National Sanitation Foundation) standards to the Health Department no later than **January 24, 2019; and**
3. Comply with all the requirements of Subpart 14-1 of the New York State Code for Food Service Establishments.

I understand this agreement is offered as an alternative to a formal administrative hearing and that I am subject to further action if I fail to comply with the orders.

Signed:  Date: 1/24/19

Mix Social Dining Inc. is hereby ordered to comply with these Orders of the Public Health Director.

Signed:  Date: 1/24/19  
for Frank Kruppa  
Public Health Director

Bob's Service and Sales  
2016 Smith Road  
Lodi, NY 14860  
(607)2790822  
kuda0001@gmail.com

**BILL TO**

Mix Social Dining  
205 Elmira Road  
Ithaca, NY 14850

**INVOICE 3128**

**DATE 12/20/2018 TERMS Net 30**

**DUE DATE 01/19/2019**

| ACTIVITY  | QTY | RATE  | AMOUNT |
|---|-----|-------|--------|
| <b>Service Call</b><br>On 12/1/18. Added dye and refrigerant. If unit doesn't hold temp., will go back and look for leak. | 1   | 85.00 | 85.00T |
| <b>Parts/Materials</b><br>134A  | 1   | 5.00  | 5.00T  |
| <b>Labor</b>  | 1   | 45.00 | 45.00T |
| <b>Return</b><br>On 12/15/18, not holding temp. Found leak. Brazed leak and recharged.                                    | 1   | 0.00  | 0.00   |
| <b>Labor</b>  | 1   | 85.00 | 85.00T |
| <b>Parts/Materials</b><br>braze   | 1   | 20.00 | 20.00T |
| <b>Parts/Materials</b><br>134   | 1   | 5.00  | 5.00T  |

All past due accounts subject to late charge of 1.5% monthly.  
Annual rate 18%. Please pay invoice and include invoice number  
on check.

SUBTOTAL 245.00  
TAX (8%) 19.60  
TOTAL 264.60

**TOTAL DUE \$264.60**

Handwritten mark resembling a stylized 'H' or '11'.

Handwritten number 186.



Frank Kruppa  
Public Health Director  
55 Brown Road  
Ithaca, NY 14850-1247

ENVIRONMENTAL HEALTH DIVISION  
www.tompkinscountyny.gov/health/eh

Ph: (607) 274-6688  
Fx: (607) 274-6695

**CASE SUMMARY – FOR RESOLUTION # EH-ENF-18-0051**

**Mix Social Dining**  
**Mix Social Dining Inc., Owner; Matthew Torchia, Operator**  
**205 Old Elmira Road, C-Ithaca**  
**Ithaca, NY 14850**

**January 2019**

| Date       | Action   |
|------------|--|
| 01/24/2019 | Office conference held. TCHD staff discussed enforcement procedures with representatives from Mix Social Dining. Stipulation agreement was signed at meeting.  |
| 01/11/2019 | Stipulation agreement sent by TCHD.  |
| 12/14/2018 | Re-inspection by TCHD. <b>Violations:</b> Enough refrigerated storage was not maintained so that all potentially hazardous foods were stored below 45°F in cold holding. Products in a refrigerated storage unit were observed to be at 50-53°F. |
| 11/29/2018 | Inspection by TCHD. <b>Violations:</b> Enough refrigerated storage was not maintained so that all potentially hazardous foods were stored below 45°F in cold holding. Products in a refrigerated storage unit were observed to be at 49-50°F.    |
| 06/28/2018 | Inspection by TCHD. No violations were noted.  |
| 12/06/2017 | HACCP inspection by TCHD.  |
| 07/24/2017 | Inspection by TCHD. No violations were noted.  |
| 11/17/2016 | Inspection by TCHD. No violations were noted.  |
| 07/25/2016 | Pre-operational inspection by TCHD. Permit to operate Mix Social Grill issued.   |



Frank Kruppa  
Public Health Director  
55 Brown Road  
Ithaca, NY 14850-1247

ENVIRONMENTAL HEALTH DIVISION  
www.tompkinscountyny.gov/health/eh

Ph: (607) 274-6688  
Fx: (607) 274-6695

**CERTIFIED, REGULAR, & ELECTRONIC MAIL**

February 4, 2019

Don Urgo  
Urgo Hotels, LP  
6710 A Rockledge Dr, Suite 420  
Bethesda, MD 20817

**Re: Tompkins County Board of Health Draft Resolution # # EH-ENF-18-0052  
Ithaca Marriott, Food Service Establishment, C-Ithaca**

Dear Don Urgo:

Thank you for signing the Stipulation Agreement on January 29, 2019, for the Ithaca Marriott's food service operation.

Enclosed is a copy of the Draft Resolution that the Tompkins County Board of Health will consider at its meeting on **Tuesday, February 26, 2019**. You or a representative has the right to speak to the Board for a few minutes prior to them taking action. If you wish to speak to the Board, please contact Skip Parr or me at (607) 274-6688 at least one day before the meeting. If you plan to attend, please arrive by 12:00 p.m. (noon).

Sincerely,

C. Elizabeth Cameron, P.E.  
Director of Environmental Health

Enclosure (s) – Draft Resolution, Stipulation Agreement and Orders, and Case Summary

pc: F:\EH\FOOD (SF)\FSE (SF)\Facilities (SF-4)\Ithaca Marriott\Enforcement\Draft Resolution 18-0052.docx  
ec: Tompkins County Board of Health (via; Shelley Comisi, TCHD)  
Cathy Hart, Marriott General Manager; Mike Niechwiadowicz, Ithaca Building Department; Mayor Svante Myrick; Rich John, TC Legislature; TCHD: Elizabeth Cameron, P.E., Director of Environmental Health; Frank Kruppa, Public Health Director; Kristee Morgan; Skip Parr; Brenda Coyle  
scan: Signed copy to Accela

ENVIRONMENTAL HEALTH DIVISION  
www.tompkinscountyny.gov/health/eh

Ph: (607) 274-6688  
Fx: (607) 274-6695

**DRAFT RESOLUTION # EH-ENF-18-0052 FOR**

**Ithaca Marriott FSE  
Hotel Ithaca LLC, Owner; Uργο Hotels LP, Operator  
120 S. Aurora Street, C-Ithaca  
Ithaca, NY 14850**

**Whereas**, the owner/operator of a Food Service Establishment must comply with the regulations established under Part 14-1 of the New York State Sanitary Code (NYSSC); **and**

**Whereas**, it is a critical violation of Part 14-1 of the NYSSC to fail to maintain potentially hazardous foods at or below 45°F during cold storage; **and**

**Whereas**, on November 14, 2018, Tompkins County Health Department (TCHD) staff observed approximately twelve ounces of goat cheese in a cooler near the dishwasher at a temperature of 54°F; **and**

**Whereas**, during a re-inspection on December 14, 2018, a repeat critical violation where liquid eggs and cut tomatoes in a cooler were observed by TCHD staff at temperatures of 48°F and 52°F, respectively; **and**

**Whereas**, Don Uργο, representative for Hotel Ithaca LLC, signed a Stipulation Agreement with Public Health Director's Orders on January 29, 2019, agreeing that Ithaca Marriott FSE violated this provision of the New York State Sanitary Code; **now therefore be it**

**Resolved, on recommendation of the Tompkins County Board of Health,  
That Hotel Ithaca LLC, Owner, is ordered to:**

1. Pay a penalty of \$400 for these violations, **due by April 15, 2019.** (**Do Not** submit penalty payment until notified by the Tompkins County Health Department.); **and**
2. Maintain potentially hazardous food at or below 45°F during cold holding; **and**
3. Comply with all the requirements of Subpart 14-1 of the New York State Code for Food Service Establishments.



Your Partner for a Healthy Community

Frank Kruppa  
Public Health Director  
55 Brown Road  
Ithaca, NY 14850-1247

ENVIRONMENTAL HEALTH DIVISION  
www.tompkinscountyny.gov/health/eh

Ph: (607) 274-6688  
Ex: (607) 274-6695

**STIPULATION AGREEMENT AND ORDERS # EH-ENF-18-0052**

**Ithaca Marriott FSE  
Hotel Ithaca LLC, Owner; Urgo Hotels LP, Operator  
120 S. Aurora Street, C-Ithaca  
Ithaca, NY 14850**

I, Don Urgo, as a representative for the Ithaca Marriott, agree that on November 14, 2018, and December 14, 2018, Hotel Ithaca LLC was in violation of Subpart 14-1 of the New York State Sanitary Code for failure to maintain potentially hazardous foods at or below 45°F during cold holding.

I agree to pay a penalty not to exceed \$400 for these violations following adoption of a resolution by the Board of Health. (**Do not** submit penalty payment until notified by the Tompkins County Health Department.)

I also agree to comply with the following Orders when signed by the Tompkins County Public Health Director:

1. Maintain potentially hazardous food at or below 45°F during cold holding; **and**
2. Comply with all the requirements of Subpart 14-1 of the New York State Code for Food Service Establishments.

I understand this agreement is offered as an alternative to a formal administrative hearing and that I am subject to further action if I fail to comply with the orders.

Signed: Don Urgo Date: January 29, 2019

Hotel Ithaca LLC is hereby ordered to comply with these Orders of the Public Health Director.

Signed: Pamela L. Ginnell Crosby Date: 1/29/19  
for Frank Kruppa  
Public Health Director





Frank Kruppa  
Public Health Director  
55 Brown Road  
Ithaca, NY 14850-1247

ENVIRONMENTAL HEALTH DIVISION  
www.tompkinscountyny.gov/health/eh

Ph: (607) 274-6688  
Fx: (607) 274-6695

**CASE SUMMARY – FOR RESOLUTION # EH-ENF-18-0052**

**Ithaca Marriott FSE  
Hotel Ithaca, LLC., Owner; Uργο Hotels LP, Operator  
120 S. Aurora Street, C-Ithaca  
Ithaca, NY 14850**

**January 2019**

| Date       | Action  |
|------------|---|
| 01/29/2019 | Signed stipulation received by TCHD.  |
| 01/16/2019 | Stipulation agreement sent by TCHD to Ithaca Marriott. Office Conference scheduled for 1/30/19.   |
| 12/14/2018 | Re-inspection by TCHD. <b>Violations:</b> Potentially hazardous foods were not kept at or below 45°F in cold holding. Products in a refrigerated storage unit were observed to be at 48°F and 50°F. |
| 11/14/2018 | Inspection by TCHD. <b>Violations:</b> Potentially hazardous foods were not kept at or below 45°F in cold holding. Product in a refrigerated storage unit was observed to be at 54°F.               |
| 08/10/2018 | Re-inspection by TCHD. Violations cited on 6/26/2018 were corrected. No violations were noted.  |
| 06/26/2018 | Inspection by TCHD. <b>Violations:</b> Potentially hazardous foods were not kept at or below 45°F in cold holding. Product in cold holding was observed to be at 48-51°F.                           |
| 11/07/2017 | Inspection by TCHD. No violations were noted.   |
| 06/28/2017 | Inspection by TCHD. No violations were noted.   |
| 12/27/2016 | Inspection by TCHD. No violations were noted.   |
| 11/30/2016 | Pre-operational inspection by TCHD. Permit to operate Ithaca Marriott FSE issued.   |



Frank Kruppa  
Public Health Director  
55 Brown Road  
Ithaca, NY 14850-1247

ENVIRONMENTAL HEALTH DIVISION  
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Ph: (607) 274-6688  
Fx: (607) 274-6695

**CERTIFIED, REGULAR, & ELECTRONIC MAIL**

February 4, 2019

Geoffrey Tyrrell  
Fat Jack's BBQ  
344 Elmira Road  
Ithaca, NY 14850

**Re: Tompkins County Board of Health Draft Resolution # EH-ENF-19-0002  
Fat Jack's BBQ, Food Service Establishment, C-Ithaca**

Dear Geoffrey Tyrrell:

Thank you for signing the Stipulation Agreement on January 22, 2019, for Fat Jack's BBQ.

Enclosed is a copy of the Draft Resolution that the Tompkins County Board of Health will consider at its meeting on **Tuesday, February 26, 2019**. You or a representative has the right to speak to the Board for a few minutes prior to them taking action. If you wish to speak to the Board, please contact Skip Parr or me at (607) 274-6688 at least one day before the meeting. If you plan to attend, please arrive by 12:00 p.m. (noon).

Sincerely,

C. Elizabeth Cameron, P.E.  
Director of Environmental Health

Enclosure (s) – Draft Resolution, Stipulation Agreement and Orders, and Case Summary

pc: F:\EH\FOOD (SF)\FSE (SF)\Facilities (SF-4)\Fat Jack's BBQ\Enforcement\Draft Resolution 19-0002.docx  
ec: Tompkins County Board of Health (via; Shelley Comisi, TCHD)  
Mike Niechwiadowicz, Ithaca Building Department; Mayor Svante Myrick; Leslyn McBean-Clairborne, TC Legislature;  
TCHD: Elizabeth Cameron, P.E., Director of Environmental Health; Frank Kruppa, Public Health Director; Kristee  
Morgan; Skip Parr; Brenda Coyle  
scan: Signed copy to Accela

ENVIRONMENTAL HEALTH DIVISION  
www.tompkinscountyny.gov/health/eh

Ph: (607) 274-6688  
Fx: (607) 274-6695

**DRAFT RESOLUTION # EH-ENF-19-0002 FOR**

**Fat Jack's BBQ  
Geoffrey Tyrrell, Owner/Operator  
344 Elmira Road  
Ithaca, NY 14850**

**Whereas**, the Owner/Operator of a Food Service Establishment must comply with the regulations established under Subpart 14-1 of the New York State Sanitary Code (NYSSC); **and**

**Whereas**, this subpart requires a valid permit issued by the permit-issuing official to operate a Food Service Establishment; **and**

**Whereas**, on the day of permit expiration, December 31, 2018, Fat Jack's BBQ submitted the application renewal forms, disability insurance form and required fees but did not provide the required workers' compensation insurance form. It was indicated that the missing form would be provided by their insurance provider later in the day; **and**

**Whereas**, on January 2, 2019, after advising Fat Jack's BBQ that the workers' compensation form was not received, Tompkins County Health Department (TCHD) staff observed Fat Jack's BBQ open to the public for food service without a valid permit issued by the TCHD. The missing insurance form was received later that afternoon and the permit was then issued by TCHD; **and**

**Whereas**, Geoffrey Tyrrell, Owner/Operator, signed a Stipulation Agreement with Public Health Director's Orders on January 22, 2019, agreeing that Fat Jack's BBQ violated this provision of the New York State Sanitary Code; **now therefore be it**

**Resolved, on recommendation of the Tompkins County Board of Health,  
That Geoffrey Tyrrell, Owner/Operator, is ordered to:**

1. Pay a penalty of \$200 for these violations, **due by April 15, 2019.** (**Do Not** submit penalty payment until notified by the Tompkins County Health Department.); **and**
2. Submit a complete renewal application to obtain a Permit to Operate a Food Service Establishment at least 21 days before expiration of the existing permit during each year of operation; **and**
3. Comply with all the requirements of Subpart 14-1 of the New York State Code for Food Service Establishments.



Your Partner for a Healthy Community

RECEIVED

JAN 25 2019

Frank Kruppa  
Public Health Director  
55 Brown Road  
Ithaca, NY 14850-1247

ENVIRONMENTAL HEALTH DIVISION

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Ph: (607) 274-6688

Fx: (607) 274-6695

**STIPULATION AGREEMENT AND ORDERS # EH-ENF-19-0002**

**Fat Jack's BBQ  
Geoffrey Tyrrell, Owner/Operator  
344 Elmira Road  
Ithaca, NY 14850**

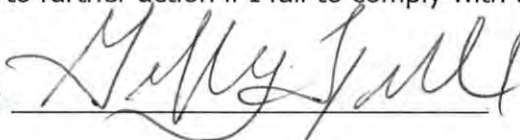
I, Geoffrey Tyrrell, as a representative for Fat Jack's BBQ, agree that on January 2, 2019, I was in violation of Subpart 14-1 of the New York State Sanitary Code for operating a food service establishment without a valid permit.

I agree to pay a penalty not to exceed \$200 for this violation following adoption of a resolution by the Board of Health. (**Do not** submit penalty payment until notified by the Tompkins County Health Department.)

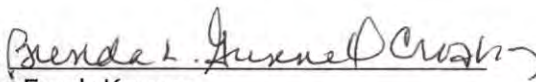
I also agree to comply with the following Orders when signed by the Tompkins County Public Health Director:

1. Submit a complete renewal application to obtain a Permit to Operate a Food Service Establishment at least 21 days before expiration of the existing permit during each year of operation.
2. Comply with all the requirements of Subpart 14-1 of the New York State Code for Food Service Establishments.

I understand this agreement is offered as an alternative to a formal administrative hearing and that I am subject to further action if I fail to comply with the orders.

Signed:  Date: 1/22/19

Geoffrey Tyrrell is hereby ordered to comply with these Orders of the Public Health Director.

Signed:  Date: 1/25/19  
Frank Kruppa  
Public Health Director

ENVIRONMENTAL HEALTH DIVISION  
www.tompkinscountyny.gov/health/eh

Ph: (607) 274-6688  
Fx: (607) 274-6695

**CASE SUMMARY – FOR RESOLUTION # EH-ENF-19-0002**

**Fat Jack's BBQ**  
**Geoffrey M. Tyrell, Operator**  
**344 Elmira Road**  
**Ithaca, NY 14850**

**January 2019**

| <b>Date</b> | <b>Action</b>   |
|-------------|---|
| 01/25/2018  | Signed stipulation agreement received by TCHD.  |
| 01/17/2019  | Stipulation agreement sent by TCHD to Fat Jack's BBQ. An office conference scheduled for 1/31/19.   |
| 01/02/2019  | TCHD contacted Geoffrey Tyrell requesting the Workers Compensation insurance form. TCHD did not receive any documentation. The facility was then observed to be in operation on 1/2/19. The Workers Compensation insurance form was received that afternoon and a permit was issued effective 1/2/19.                                   |
| 12/31/2018  | Permit application form, Disability Insurance form, \$50 late fee and \$400 application fee received by TCHD. Facility indicated that their Workers Compensation insurance form would be provided that day by their insurance provider. At 3:30 PM TCHD staff contacted Geoffrey Tyrell and informed him that the form had not arrived. |
| 12/26/2018  | TCHD staff spoke with Geoffrey Tyrell regarding the need to submit permit application by 12/31/18.  |
| 12/18/2018  | Late notice mailed and emailed requiring completed application, permit fee and late filing fee to be submitted by 12/31/18. Notice stated that facility must remain closed until a permit is obtained.  |
| 12/18/2018  | Renewal application mailed requiring renewal permit application be submitted by 12/3/18.  |
| 10/30/2018  | Inspection by TCHD. No violations were noted.   |
| 08/21/2018  | Re-inspection by TCHD. The violation cited on 1/9/18 was corrected. No further violations were observed.  |
| 02/06/2018  | Inspection by TCHD. <b>Violation:</b> Potentially hazardous foods were not kept at or above 140°F in hot holding.   |
| 01/09/2018  | Inspection by TCHD. No violations were observed.  |
| 07/05/2017  | Inspection by TCHD. No violations were observed.  |
| 01/17/2017  | Inspection by TCHD. No violations were observed.  |
| 07/19/2016  | Inspection by TCHD. No violations were observed.  |
| 01/29/2016  | Re-inspection by TCHD. The violation cited on 01/16/2016 was corrected. No further violations were observed.  |
| 01/16/2016  | Inspection by TCHD. <b>Violation:</b> Precooked, refrigerated potentially hazardous food was not reheated to 165°F or above within two hours.   |
| 07/30/2015  | Inspection by TCHD. No violations were observed.  |
| 03/13/2015  | Inspection by TCHD. No violations were observed.  |
| 11/06/2014  | Inspection by TCHD. No violations were observed.  |
| 07/29/2014  | Re-inspection by TCHD. The violation cited on 07/09/2014 was corrected. No further violations were observed.  |
| 07/09/2014  | Inspection by TCHD: <b>Violation:</b> Precooked, refrigerated potentially hazardous food was not reheated to 165°F or above within two hours.   |
| 11/25/2013  | Re-inspection by TCHD. The violation cited on 11/12/2013 was corrected. No further violations were observed.  |
| 11/12/2013  | Inspection by TCHD: <b>Violation:</b> Potentially hazardous foods were not kept at or above 140°F in hot holding.   |
| 2013        | Permit to operate Fat Jack's BBQ issued to Geoffrey Tyrell.   |



Frank Kruppa  
Public Health Director  
55 Brown Road  
Ithaca, NY 14850-1247

ENVIRONMENTAL HEALTH DIVISION  
www.tompkinscountyny.gov/health/eh

Ph: (607) 274-6688  
Fx: (607) 274-6695

**CERTIFIED, REGULAR, & ELECTRONIC MAIL**

January 31, 2019

Kevin Griffin  
Casper's  
118 Main Street  
Groton, NY 13073

**Re: Tompkins County Board of Health Draft Resolution # EH-ENF-19-0003  
Casper's, Food Service Establishment, V-Groton**

Dear Kevin Griffin:

Enclosed is a copy of the Draft Resolution that the Tompkins County Board of Health will consider at its meeting on **Tuesday, February 26, 2019.**

On January 3, 2019, Health Department staff visited Casper's and observed the facility open to the public for food service without a valid operating permit from this office. Subpart 14-1.194 of the New York State Sanitary Code that states that operation of a food service establishment without a permit is a violation of this subpart. In addition, this is a violation of Board of Health Orders #EH-ENF-18-0009 that were adopted on April 25, 2018, requiring you to submit a complete renewal permit application at least 21 days prior to expiration of you existing permit.

You or a representative has the right to speak to the Board for a few minutes prior to them taking action. If you wish to speak to the Board, please contact Skip Parr or me at (607) 274-6688 at least one day before the meeting. If you plan to attend, please arrive by 12:00 p.m. (noon).

Sincerely,

C. Elizabeth Cameron, P.E.  
Director of Environmental Health

Enclosures – Draft Resolution, BOH Orders #EH-ENF-18-0009, and Case Summary

pc: F:\EH\FOOD (SF)\FSE (SF)\Facilities (SF-4)\Caspers\Enforcement\2019\Draft Resolution 19-0003.docx  
ec: Tompkins County Board of Health (via; Shelley Comisi, TCHD)  
CEO V-Groton; Mayor V-Groton; Glenn Morey, TC Legislature; TCHD: Elizabeth Cameron, P.E., Director of Environmental Health; Frank Kruppa, Public Health Director; Kristee Morgan; Skip Parr; Brenda Coyle  
scan: Signed copy to Accela

ENVIRONMENTAL HEALTH DIVISION  
www.tompkinscountyny.gov/health/eh

Ph: (607) 274-6688  
Fx: (607) 274-6695

**DRAFT RESOLUTION # EH-ENF-19-0003 FOR**

**Casper's  
Kevin Griffin, Owner/Operator  
118 Main Street, V-Groton  
Groton, NY 13073**

**Whereas**, the Owner/Operator of a Food Service Establishment must comply with the regulations established under Subpart 14-1 of the New York State Sanitary Code; **and**

**Whereas**, this subpart requires a Food Service Establishment Permit to operate a Food Service Establishment; **and**

**Whereas**, on April 25, 2018, the Tompkins County Board of Health adopted Resolution #EH- ENF-18-0009 requiring Casper's to submit a complete renewal application to obtain a Permit to Operate a Food Service Establishment at least 21 days before expiration of the existing permit during each year of operation; **and**

**Whereas**, on January 3, 2019, Tompkins County Health Department (TCHD) staff observed Casper's open to the public for food service without a valid permit issued by the TCHD; **and**

**Whereas**, on January 4, 2019, Casper's submitted the permit application along with the required fees to renew the Permit to Operate Casper's that expired on December 31, 2018, to the TCHD. The required workers' compensation insurance form was not submitted with the application but the insurance policy was verified with the insurance company by TCHD; **and**

**Whereas**, on January 4, 2019, the TCHD issued a short-term Permit to Operate to Kevin Griffin for Casper's with an effective date of January 4, 2019, and an expiration date of January 18, 2019, with the condition that the required insurance form must be submitted prior to the expiration date; **and**

**Whereas**, on January 9, 2019, Kevin Griffin submitted the required Workers' Compensation insurance form with an effective date of January 4, 2019, to the TCHD. The TCHD issued a new Permit to Operate to Kevin Griffin for Casper's with an effective date of January 9, 2019, and an expiration date of December 31, 2019; **and**

**Whereas**, TCHD will consider not renewing future permits to Casper's when timely submission of required information and payment are not made; **and**

**Whereas**, on January 3, 2019, Casper's violated these provisions of the New York State Sanitary Code and Board of Health Resolution #ENF-18-0009; **now therefore be it**

**Resolved, on recommendation of the Tompkins County Board of Health,  
That Kevin Griffin, Owner/Operator, is ordered to:**

1. Pay a penalty of \$500 for these violations, **due by April 15, 2019**. (**Do Not** submit penalty payment until notified by the Tompkins County Health Department.); **and**

2. Submit a complete renewal application to obtain a Permit to Operate a Food Service Establishment at least 21 days before expiration of the existing permit during each year of operation; **and**
3. Comply with all the requirements of Subpart 14-1 of the New York State Code for Food Service Establishments.





Your Partner for a Healthy Community

Frank Kruppa  
Public Health Director  
55 Brown Road  
Ithaca, NY 14850-1247

ENVIRONMENTAL HEALTH DIVISION  
www.tompkinscountyny.gov/health/eh

Ph: (607) 274-6688  
Fx: (607) 274-6695

**RESOLUTION # EH-ENF-18-0009 FOR**

**Casper's  
Kevin Griffin, Owner/Operator  
118 Main Street, V-Groton  
Groton, NY 13073**

**Whereas**, the Owner/Operator of a Food Service Establishment must comply with the regulations established under Subpart 14-1 of the New York State Sanitary Code (NYSSC); **and**

**Whereas**, this subpart requires a valid Food Service Establishment Permit for lawful operation of a Food Service Establishment; **and**

**Whereas**, this subpart authorizes the permit-issuing official to order a facility operating without a valid permit, to close and cease all food operations immediately, and to remain closed until the establishment obtains a valid Food Service Establishment; **and**

**Whereas**, on February 28, 2017, the Tompkins County Board of Health adopted Resolution #EH- ENF-17-0001 requiring Casper's to submit a complete renewal application to obtain a Permit to Operate a Food Service Establishment at least 21 days before expiration of the existing permit during each year of operation; **and**

**Whereas**, on December 29, 2017, Casper's submitted the permit application along with the required fees to renew the Permit to Operate Casper's expiring on December 31, 2017; **and**

**Whereas**, on January 3, 2018, the Tompkins County Health Department (TCHD) issued a Permit to Operate to Kevin Griffin for Casper's with an effective date of January 1, 2018, and an expiration date of December 31, 2018; **and**

**Whereas**, on January 22, 2018, the TCHD was notified that the check submitted by Kevin Griffin of Casper's did not clear and fees have remained unpaid; **and**

**Whereas**, from January 22, 2018, through February 21, 2018, the TCHD has provided substantial opportunities for Kevin Griffin to submit alternative payment methods including the option for a payment plan to pay the outstanding fees for the Permit to Operate issued January 3, 2018; **and**

**Whereas**, Casper's has not paid the required fees for its current Permit to Operate yet continues its Food Service Operation; **and**

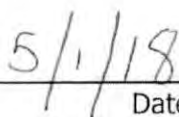
**Whereas**, based upon review of the Findings of Fact and Recommendations of the hearing held on April 5, 2018, presented to the Tompkins County Health Department by the Hearing Officer, the Board of Health finds that Kevin Griffin DBA Casper's is in violation of Board of Health Orders # EH-ENF-17-0001 and Subpart 14-1 of the NYSSC; **now therefore be it**

**Resolved, on recommendation of the Tompkins County Board of Health,  
That Kevin Griffin, Owner/Operator, is ordered to:**

1. Cease food service operations **effective April 25, 2018**, if outstanding fees are not paid; **and**
2. Pay the outstanding fees of \$845 before a new Permit to Operate a Food Service Establishment will be issued (Paid on April 23, 2018); **and**
3. Pay a penalty of \$500 for these violations, **due by June 15, 2018**, or prior to issuance of another Food Service Operating Permit, which ever date comes first; **and**
4. Submit all future payments made to the TCHD in the form of cash, money order or credit card payment. **Checks will not be accepted by TCHD** as a form of future payments; **and**
5. Submit a complete renewal application to obtain a Permit to Operate a Food Service Establishment at least 21 days before expiration of the existing permit during each year of operation; **and**
6. Comply with all the requirements of Subpart 14-1 of the New York State Code for Food Service Establishments.

**This action was adopted by the Tompkins County Board of Health at its regular meeting on April 24, 2018.**

  
\_\_\_\_\_  
Frank Kruppa  
Public Health Director

  
\_\_\_\_\_  
Date

ENVIRONMENTAL HEALTH DIVISION  
www.tompkinscountyny.gov/health/eh

Ph: (607) 274-6688  
Fx: (607) 274-6695

**CASE SUMMARY – FOR RESOLUTION # EH-ENF-19-0003**

**Casper's  
Kevin Griffin, Owner/Operator  
118 Main Street  
Groton, NY 13073**

**January 2019**

| Date       | Action  |
|------------|---|
| 01/09/2018 | Workers Compensation insurance form received by TCHD with an effective date of 1/04/19. New permit issued by TCHD that expires 12/31/2019.  |
| 01/04/2019 | Application received by TCHD along with cash payment of \$425.00. Workers Compensation insurance form not received but insurance coverage and policy were verified by insurance company. A short-term permit was issued expiring 01/18/2019 with the condition of submitting an acceptable form for Workers Compensation insurance to the TCHD before that date.  |
| 01/03/2019 | Field visit by TCHD staff. <b>Facility was observed to be in operation without a permit.</b> Kevin Griffin called and stated that he had closed the Diner and was finalizing insurance.   |
| 01/02/2019 | Kevin Griffin contacted the TCHD and stated he would bring in with the application. Field visit by TCHD staff. Facility was not observed to be in operation.  |
| 12/31/2018 | TCHD staff contacted Casper's and spoke with Kevin Griffin regarding the need to submit permit application.   |
| 12/26/2018 | TCHD staff contacted Casper's and spoke with Kevin Griffin regarding the need to submit permit application.   |
| 12/18/2018 | Late notice mailed by TCHD requiring completed application, permit fee and late filing fee to be submitted by December 31, 2018. Notice stated that facility must remain closed until a permit is obtained.   |
| 10/30/2018 | Renewal notice sent by TCHD requiring completed application and permit fee to be submitted by December 3, 2018.   |
| 11/29/2018 | Inspection by TCHD: No critical violations observed.  |
| 06/16/2018 | A permit to operate effective 06/16/2018 and expiring on 12/31/2018 was issued to Kevin Griffin.  |
| 06/15/2018 | Enforcement penalty of \$500.00 from ENF-18-009 paid.   |
| 04/24/2018 | <b>Resolution EH-ENF-18-009 adopted by the BOH</b> requiring Kevin Griffin to pay a fine in the amount of \$500 due by 6/15/18 and submit future permit renewal applications to the Health Department at least 21 days before expiration of the existing permit. In addition, a revised short-term permit was issued to Kevin Griffin effective 04/24/2018 and expiring on 06/15/2018. The permit included a condition that the outstanding enforcement penalty from ENF-18-009 of \$500.00 must be paid by 06/15/2018. |
| 04/23/2018 | Outstanding fees totaling \$845.00 paid by Kevin Griffin.   |
| 4/6/2018   | TCHD received email from Kevin Griffin asking to make two payments. One payment on 4/9 in the amount of \$450 and an additional payment on 4/16 for the remainder. TCHD sent an email encouraging him to make the payments as proposed.   |

|            |   |
|------------|---|
|            | Email received from the hearing officer with a copy of his report supporting TCHD’s enforcement action.   |
| 4/5/2018   | <b>Hearing held at TCHD. Kevin Griffin did not attend the hearing.</b>  |
| 3/26/2018  | Postcard received by TCHD with Kevin Griffin’s signature that he received certified mailing with Notice of Hearing.   |
| 3/21/2018  | TCHD sent a Notice of Hearing to Kevin Griffin. Hearing scheduled for April 4, 2018.  |
| 2/21/2018  | TCHD sent a certified letter and email to Kevin Griffin stating that if payment is not received by March 9, 2018, revocation of the FSE operating permit would be sought. The letter also stated that a payment plan could be set up.   |
| 2/13/2018  | TCHD Admin sent 2 <sup>nd</sup> notice of returned check and that payment must be made by cash or money order.  |
| 1/22/2018  | Email notification sent to Kevin Griffin by TCHD (Kristee Morgan) advising him that check that he used to pay permit fee did not clear.   |
| 1/3/2018   | Permit to operate Casper’s reissued effective 1/1/18 valid through 12/31/18.  |
| 12/29/2017 | Application received along with check in the amount of \$825 by TCHD.   |
| 12/15/2017 | Late letter sent by TCHD to Kevin Griffin stating that he was in violation of Board of Health Orders because application was not submitted 21 days in advance of permit expiration and that an additional late fee of \$50 was due. Total amount due \$825 to issue new permit. |
| 10/26/2017 | Letter sent by TCHD to Kevin Griffin stating that penalty payment (\$400) and application fee (\$375) must be submitted before permit renewal would be issued.  |
| 4/20/2017  | Notice of Failure to Pay Penalty was sent to Kevin Griffin by TCHD. Penalty payment required by 5/5/17 or referral to collection will be pursued.   |
| 2/28/2017  | <b>BOH adopts Resolution # EH-ENF-17-0001</b> requiring a penalty in the amount of \$400 due by April 14, 2017, and submission of a renewal application at least 21 days before expiration of the existing permit during each year of operation.                                |
| 1/19/2017  | TCHD sent notice to Kevin Griffin that check #1206 dated 1/3/17, in the amount of \$420 for the permit and late fees was returned unpaid by the bank because the account was closed. A \$20 return check fee was assessed.  |
| 1/4/2017   | Permit application and fees submitted to TCHD. Permit issued by TCHD.   |
| 1/3/2017   | <b>Field visit by TCHD: Facility was observed to be open to the public for food service without an operating permit.</b>  |
| 12/30/2016 | TCHD staff contacted Casper’s and spoke with Kevin Griffin regarding the need to submit permit application.   |
| 12/28/2016 | TCHD staff contacted Casper’s and spoke with Kevin Griffin regarding the need to submit permit application.   |
| 12/15/2016 | Late notice mailed by TCHD requiring completed application, permit fee and late filing fee to be submitted by December 31, 2016. Notice stated that facility must remain closed until a permit is obtained.   |
| 10/29/2016 | Renewal notice sent by TCHD requiring completed application and permit fee to be submitted by December 1, 2016.   |
| 11/5/2015  | Permit to operate Casper’s issued.  |



Frank Kruppa  
Public Health Director  
55 Brown Road  
Ithaca, NY 14850-1247

ENVIRONMENTAL HEALTH DIVISION  
www.tompkinscountyny.gov/health/eh

Ph: (607) 274-6688  
Fx: (607) 274-6695

**CERTIFIED, REGULAR, & ELECTRONIC MAIL**

February 5, 2019

David Shanks  
Core Life of Ithaca, LLC.  
27 Central Avenue  
Cortland, NY 13045

**Re: Tompkins County Board of Health Draft Resolution # EH-ENF-19-0004  
Corelife Eatery, Food Service Establishment, C-Ithaca**

Dear David Shanks:

Enclosed is a copy of the Draft Resolution that the Tompkins County Board of Health will consider at its meeting on **Tuesday, February 26, 2019**. On June 26, 2018, the Tompkins County Board of Health adopted Resolution EH-ENF-18-0016 requiring you to provide an adequate amount of refrigeration storage to maintain potentially hazardous food at or above a temperature of 140°F at all times during hot holding.

On January 17, 2019, the Tompkins County Health Department observed critical violations of Subpart 14-1 of the New York State Sanitary Code where potentially hazardous foods were observed at temperatures below 140°F during hot holding and hot holding equipment was not functioning properly. This is also a violation of Board of Health Orders.

You or a representative has the right to speak to the Board for a few minutes prior to them taking action. If you wish to speak to the Board, please contact Skip Parr or me at (607) 274-6688 at least one day before the meeting. If you plan to attend, please arrive by 12:00 p.m. (noon).

Sincerely,

C. Elizabeth Cameron, P.E.  
Director of Environmental Health

Enclosures – Draft Resolution, Resolution # EH-ENF-18-0016, and Case Summary

pc: F:\EH\FOOD (SF)\FSE (SF)\Facilities (SF-4)\Corelife\Enforcement\2019\Draft Resolution 19-0004.docx  
ec: Tompkins County Board of Health (via; Shelley Comisi, TCHD)  
Mike Niechwiadowicz, Ithaca Building Department; Mayor Svante Myrick; Leslyn McBean-Clairborne, TC Legislature;  
TCHD: Elizabeth Cameron, P.E., Director of Environmental Health; Frank Kruppa, Public Health Director;  
Kristee Morgan; Skip Parr; Brenda Coyle  
scan: Signed copy to Accela

ENVIRONMENTAL HEALTH DIVISION  
www.tompkinscountyny.gov/health/eh

Ph: (607) 274-6688  
Fx: (607) 274-6695

**DRAFT RESOLUTION # EH-ENF-19-0004 FOR**

**Corelife Eatery  
Corelife of Ithaca LLC., David Shanks, Owner/Operator  
740 South Meadow Street, C-Ithaca  
Ithaca, NY 14850**

**Whereas**, the owner/operator of a Food Service Establishment must comply with the regulations established under Part 14-1 of the New York State Sanitary Code (NYSSC); **and**

**Whereas**, it is a critical violation of Part 14-1 of the NYSSC to fail to maintain hold holding equipment to keep hot foods above a temperature of 140°F; **and**

**Whereas**, it is a critical violation of Part 14-1 of the NYSSC to fail to maintain potentially hazardous foods at or above a temperature of 140°F; **and**

**Whereas**, on June 26, 2018, Tompkins County Board of Health Resolution #EH-ENF-18-0016 ordered Corelife of Ithaca LLC to maintain potentially hazardous food temperatures at or above 140°F at all times; **and**

**Whereas**, on January 17, 2019, the Tompkins County Health Department (TCHD) observed critical violations of Subpart 14-1 of the NYSSC including failure to maintain potentially hazardous foods at or above 140°F during hot holding and failure to maintain hot holding equipment to maintain hot foods above 140°F. Tofu, diced beef and diced chicken were observed at temperatures between 115°F and 130°F on prep and service lines. In addition, quinoa was observed at temperatures between 72°F and 75°F in hot holding due to equipment failure; **and**

**Whereas**, on January 17, 2019, Corelife of Ithaca LLC, Owner, violated these provisions of the New York State Sanitary Code and Board of Health Orders #EH-ENF-18-0016; **now therefore be it**

**Resolved, on recommendation of the Tompkins County Board of Health,  
That Corelife of Ithaca LLC, is ordered to:**

1. Pay a penalty of \$800 for these violations, **due by April 15, 2019**. (**Do Not** submit penalty payment until notified by the Tompkins County Health Department.); **and**
2. Maintain all potentially hazardous food temperatures at or above 140°F at all times during hot holding; **and**
3. Provide proof of repair of the existing steam unit at the end of the service counter nearest the wall or provide proof of purchase of replacement equipment that is commercial grade and meets NSF (National Sanitation Foundation) standards to the Health Department no later than **March 8, 2019**; **and**
4. Maintain temperatures logs in accordance with the issued waiver that allows for time to be used as a public health control; **and**
5. Comply with all the requirements of Subpart 14-1 of the New York State Code for Food Service Establishments.



Frank Kruppa  
Public Health Director  
55 Brown Road  
Ithaca, NY 14850-1247

ENVIRONMENTAL HEALTH DIVISION  
www.tompkinscountyny.gov/health/eh

Ph: (607) 274-6688  
Fx: (607) 274-6695

**RESOLUTION # 18-0016 FOR**

**Corelife Eatery  
Corelife of Ithaca LLC., David Shanks, Owner/Operator  
740 South Meadow Street, C-Ithaca  
Ithaca, NY 14850**

**Whereas**, the owner/operator of a Food Service Establishment must comply with the regulations established under Part 14-1 of the New York State Sanitary Code; **and**

**Whereas**, on April 13, 2018, and April 24, 2018, the Tompkins County Health Department observed critical violations which included failure to maintain potentially hazardous foods at or above 140°F during hot holding. Various foods including cooked chicken, cooked steak, cooked tofu chili and BBQ were observed at temperatures between 100°F and 129°F on the buffet line; **and**

**Whereas**, David Shanks, Operator, signed a Stipulation Agreement with Public Health Director's Orders on May 25, 2018, agreeing that Corelife Eatery violated these provisions of the New York State Sanitary Code; **now therefore be it**

**Resolved, on recommendation of the Tompkins County Board of Health,  
That Corelife of Ithaca LLC., Owner, is ordered to:**

1. Pay a penalty of \$400 for these violations, **due by August 15, 2018; and**
2. Maintain all potentially hazardous food temperatures at or above 140°F at all times during hot holding; **and**
3. Comply with all the requirements of Subpart 14-1 of the New York State Code for Food Service Establishments.

**This action was adopted by the Tompkins County Board of Health at its regular meeting on June 26, 2018.**

for Brenda L. Gunnelf Crush \_\_\_\_\_ 6/27/2018  
 Frank Kruppa Date  
 Public Health Director

ENVIRONMENTAL HEALTH DIVISION  
www.tompkinscountyny.gov/health/eh

Ph: (607) 274-6688  
Fx: (607) 274-6695

**CASE SUMMARY – FOR RESOLUTION # EH-ENF-19-0004**

**Corelife Eatery**  
**CoreLife of Ithaca LLC., David Shanks, Operator**  
**740 South Meadow Street, C-Ithaca**  
**Ithaca, NY 14850**

**January 2019**

| Date       | Action   |
|------------|--|
| 01/17/2019 | Inspection by TCHD: <b>Violations:</b> Potentially hazardous foods were not kept at or above 140°F in hot holding. Product in hot holding was observed to be at 115-130°F. The facility was not fulfilling the conditions of the waiver agreement, temperature log sheets were not being maintained.   |
| 09/19/2018 | Re-inspection by TCHD: Violations observed during inspection of 08/20/2018 were corrected.   |
| 08/20/2018 | Inspection by TCHD. <b>Violations:</b> Potentially hazardous foods were not kept at or above 140°F in hot holding. Product in hot holding was observed to be at 100-118°F. The facility was not fulfilling the conditions of the waiver agreement.   |
| 06/26/2018 | Tompkins County BOH adopts resolution #EH-ENF-18-0016.   |
| 05/25/2018 | TCHD approves an application submitted by CoreLife Eatery for using Time as a Public Health Control. A revised Permit to Operate was issued to include the waiver.   |
| 05/16/2018 | TCHD sent Stipulation Agreement to CoreLife Eatery and scheduled office conference for May 30, 2018.   |
| 04/24/2018 | Re-inspection by TCHD. <b>Violations:</b> Enough hot holding equipment was not maintained so that foods were kept above 140°F. Product in a hot holding unit was observed to be at 129-136°F.  |
| 04/13/2018 | Inspection by TCHD. <b>Violations:</b> Potentially hazardous foods were not kept above 140°F in hot holding. Products in hot holding on the service line were observed to be at 100-129°F. Enough hot holding equipment was not maintained so that foods were kept above 140°F. Product in a hot holding unit was observed to be at 126-128°F. |
| 07/17/2017 | Re-inspection by TCHD. Violation 6A cited previously was corrected. No violations were observed.   |
| 06/07/2017 | Re-inspection by TCHD. <b>Violations:</b> Potentially hazardous foods were not kept above 140°F in hot holding. Cooked chicken in hot holding on the service line and in a hot holding unit were observed to be at 125-130°F. All other products in the hot holding unit were observed to be above 140°F.                                      |
| 05/19/2017 | Inspection by TCHD. <b>Violations:</b> Potentially hazardous foods were not kept below 45°F in cold holding. Product in cold holding was observed to be at 48-50°F. Enough hot holding equipment was not maintained so that foods were kept above 140°F in hot holding. Cooked steak in a hot holding unit was observed to be at 132°F.        |
| 04/07/2017 | Preoperational inspection by TCHD. Permit to Operate issued to CoreLife of Ithaca LLC.   |





Frank Kruppa  
Public Health Director  
55 Brown Road  
Ithaca, NY 14850-1247

ENVIRONMENTAL HEALTH DIVISION  
www.tompkinscountyny.gov/health/eh

Ph: (607) 274-6688  
Fx: (607) 274-6695

Date: February 1, 2019  
Memo to: Members of the Tompkins County Board of Health  
From: C. Elizabeth Cameron, P.E., Director of Environmental Health

**Subject: TCHD Discretion to Waive OWTS Replacement Fees**

An Onsite Wastewater Treatment System (OWTS) permit is issued for 2 years and can usually be renewed for another two years. The Environmental Health Division assesses an \$80 fee to re-issue the permit. A situation that is occasionally encountered by the OWTS Program is a request to renew an OWTS permit shortly after it has expired. Since the Tompkins County Sanitary Code (TCSC) only allows renewal of a permit once for 2 years if the renewal is requested before the permit expires, this circumstance technically requires the applicant to reapply for a permit and pay the full permitting fee. We are requesting a general waiver from the TCSC to have the discretion to allow for the renewal of a permit when the request is received up to one month after the original permit expiration date. Renewal would require payment of the renewal fee.

The Environmental Health Division would also like to be able to waive the renewal fee, at our discretion, in cases where the applicant wants to extend the permit for a maximum of one month. The most common situation where this is encountered is where an OWTS is under construction when the permit actually expires. Sometimes we are not aware that a system is being constructed with an expired permit until we are called for the final inspection. We would waive the fee but only extend the permit for up to a month, not the full two-year renewal period.

We request the Board's approval for TCHD discretion in these two situations. Thank you for your consideration of this request.

Attachment: 2019 fee schedule  
F:\EH\SEWAGE (SSW)\Procedures (SSW-1P)\BOH request for discretion - 1 month permit extensions.docx



**ENVIRONMENTAL HEALTH DIVISION**

55 Brown Road, Ithaca, NY 14850

Ph: (607) 274-6688; Fx: (607) 274-6695

On-line Services - <https://permits.tompkins-co.org/CitizenAccess/>

Draft for BOH Review February 2019

Effective January 1, 2019

**Table 1 - 2019 Proposed Environmental Health Fee Schedule**

| 2018 OPERATING PERMIT, PLAN REVIEW, AND OTHER FEES   |                                  |
|--|----------------------------------|
| <b>Agricultural Fairground Operating Permit</b>  | \$400 <input type="checkbox"/>   |
| <b>Campground Operating Permit</b><br>\$140 plus \$2.25 per unit/site  | <input type="checkbox"/>         |
| <b>Campground Plan Review</b>  | \$200 <input type="checkbox"/>   |
| <b>Children's Camp Operating Permit</b>  | \$200 <input type="checkbox"/>   |
| <b>Mass Gathering Operating Permit*</b> (New Event Per day)  | \$4,100 <input type="checkbox"/> |
| <b>Mass Gathering Operating Permit*</b> (Existing Event)   | \$1,650 <input type="checkbox"/> |
| (*Plus \$80 per staff/hr for incident response, if needed)   |                                  |
| <b>Mass Gathering Plan Review</b> (New Event)  | \$6,100 <input type="checkbox"/> |
| <b>Mass Gathering Plan Review</b> (Existing Event)   | \$2,250 <input type="checkbox"/> |
| <b>Mobile Home Park Operating Permit</b><br>\$150 plus \$3.50 per unit/lot   | <input type="checkbox"/>         |
| <b>Mobile Home Park Plan Review</b><br>\$460 plus \$30 per unit/lot  | <input type="checkbox"/>         |
| <b>Recreational Aquatic Facility Operating Permit</b>  |                                  |
| Swimming Pool/Bathing Beach  | \$335 <input type="checkbox"/>   |
| Slide and Wave Pool/Spray Park/Other Aquatic Facility  | \$360 <input type="checkbox"/>   |
| <b>Recreational Aquatic Facility Plan Review</b>   |                                  |
| Swimming Pool/Bathing Beach/Other Aquatic Facility<br>Up to 5,000 square feet  | \$360 <input type="checkbox"/>   |
| Slide and Wave Pool/Spray Park/Other Aquatic Facility<br>Over 5,000 square feet  | \$770 <input type="checkbox"/>   |
| <b>Temporary Residence Operating Permit</b><br>\$150 plus \$3.50 per unit/site   | <input type="checkbox"/>         |
| <b>Food Service Establishment Operating Permit</b>   |                                  |
| High Risk  | \$430 <input type="checkbox"/>   |
| Medium Risk  | \$375 <input type="checkbox"/>   |
| Low Risk   | \$235 <input type="checkbox"/>   |
| Additional Mobile Unit   | \$85 <input type="checkbox"/>    |
| <b>Food Service Establishment Plan Review</b>  |                                  |
| High & Medium Risk   | \$210 <input type="checkbox"/>   |
| Low Risk   | \$150 <input type="checkbox"/>   |
| Push Cart  | \$100 <input type="checkbox"/>   |
| <b>Temporary Food Service Establishment - Simple Menu</b>  |                                  |
| 1 Day Event  | \$65 <input type="checkbox"/>    |
| Multiple Events; Consecutive or Non-Consecutive Days<br>(up to 8 days in 120 days)   | \$100 <input type="checkbox"/>   |
| <b>Temporary Food Service Establishment - Complex Menu</b>   |                                  |
| 1 Day or Multiple Days; Single Event   | \$150 <input type="checkbox"/>   |
| <b>Late Application - Received less than 2 weeks before event</b>  | \$25 <input type="checkbox"/>    |
| <b>Additional Expedited Permit Processing Fee - 3 days or less</b>   | \$25 <input type="checkbox"/>    |
| <b>OTHER FEES</b>  |                                  |
| <b>Late Application/Water Fee</b> (May be waived at TCHD discretion)   | \$50 <input type="checkbox"/>    |
| <b>Additional Expedited Permit Processing Fee - 3 days or less</b>   | \$50 <input type="checkbox"/>    |
| <b>Duplicate Rabies Certificate</b> (multiple certificates per occurrence)   | \$10 <input type="checkbox"/>    |
| <b>Waiver/Variance Request</b> (Requiring Board of Health Action)  | \$75 <input type="checkbox"/>    |
| <b>Waiver from NYS Appendix 75-A (OWTS)</b><br>(Unless due to TCHD referral)   | \$75 <input type="checkbox"/>    |
| <b>Copies</b> (Cost per page)  | \$0.25 <input type="checkbox"/>  |
| <b>Electronic copies of oversized files</b> (up to 10 pages)   | \$20 <input type="checkbox"/>    |
| Each additional 10 pages   | \$10 <input type="checkbox"/>    |
| <b>Sanitary Codes</b>  | \$1.00 <input type="checkbox"/>  |
| <b>Refund Request</b> (within 6 months of receipt)   | \$25 <input type="checkbox"/>    |
| <b>Environmental Impact Statement Review</b><br>(Where Tompkins County is the lead Agency fee assessed as allowed by 6NYCRR 617.7) | <input type="checkbox"/>         |
| <b>TOTAL FEES - PAGE 1</b>   |                                  |
| <b>TOTAL FEES - PAGE 2</b>   |                                  |
| <b>TOTAL FEES DUE - PAGE 1 &amp; 2</b>   |                                  |

**Notes:**

1. A check mark indicates the fee applies to your facility. Fees are additive for all operations.
2. Checks should be made payable to: Tompkins County Health Department.
3. There will be a \$20 service charge on all returned checks.
4. Payment methods: check, cash, money order, or online w/credit card (Visa, MC, Discover).

Preparer/Date: \_\_\_\_\_  
pc: Support Staff



**ENVIRONMENTAL HEALTH DIVISION**

55 Brown Road, Ithaca, NY 14850

Ph: (607) 274-6688; Fx: (607) 274-6695

On-line Services - <https://permits.tompkins-co.org/CitizenAccess/>

**Draft for BOH Review February 2019**

Effective January 1, 2019

**Table 1 - 2019 Proposed Environmental Health Fee Schedule**

**2018 WATER SYSTEM OPERATING, ON-SITE WASTEWATER TREATMENT, AND DEVELOPMENT FEES**

**On-Site Wastewater Treatment System Construction Permit**

|                                       |       |                          |
|---------------------------------------|-------|--------------------------|
| New Construction/Conversion           | \$425 | <input type="checkbox"/> |
| w/ Engineer Plans; no Site Evaluation | \$325 | <input type="checkbox"/> |
| Replacement System                    | \$335 | <input type="checkbox"/> |
| w/ Engineer Plans; no Site Evaluation | \$235 | <input type="checkbox"/> |
| Septic Tank/Pump Chamber Replacement  | \$105 | <input type="checkbox"/> |
| *Holding Tank Permit Renewal          | \$50  | <input type="checkbox"/> |

**OWTS Permit/Application Renewal or Transfer**

|   |      |                          |
|---|------|--------------------------|
| *Permit Renewal (may be renewed 1x prior to expiration)     | \$80 | <input type="checkbox"/> |
| Permit Transfer (prior to expiration)                       | \$80 | <input type="checkbox"/> |
| Application Renewal (may be renewed 1x prior to expiration) | \$80 | <input type="checkbox"/> |
| Application Transfer (prior to expiration)                  | \$80 | <input type="checkbox"/> |

**On-Site Wastewater Treatment System Plan Review by Design Professional**

|   |       |                          |
|---|-------|--------------------------|
| 0 – 499 gpd design rate                   | \$210 | <input type="checkbox"/> |
| 500 – 999 gpd design rate                 | \$260 | <input type="checkbox"/> |
| 1,000 – 1,999 gpd design rate             | \$375 | <input type="checkbox"/> |
| 2,000+ gpd design rate                    | \$600 | <input type="checkbox"/> |
| Holding Tank Plan Review & Initial Permit | \$160 | <input type="checkbox"/> |

**Collector Sewer - 6" and larger (DEC & Health Dept Projects)**

|          |       |                          |
|----------|-------|--------------------------|
| < 5,000' | \$150 | <input type="checkbox"/> |
| > 5,000' | \$250 | <input type="checkbox"/> |

**Preliminary Development Review (where soil testing is required)**

\$400   
*(Preliminary Development fees are applied to the Realty Subdivision fee upon full plan submittal when submitted within 12 months)*

**Realty Subdivision Development Review**

|   |       |                          |
|---|-------|--------------------------|
| Plus \$12.50 per lot NYS filing fee                 | \$800 | <input type="checkbox"/> |
| Add \$35 per lot with individual water              |       | <input type="checkbox"/> |
| Add \$55 per lot with individual sewage             |       | <input type="checkbox"/> |
| <i>(Subtract Preliminary Development fees paid)</i> | -     | <input type="checkbox"/> |

**Realty Subdivision Approval Renewal**

\$200

**Other Engineering Review (May be waived at TCHD discretion)**

\$160

**TOTAL FEES - PAGE 2**

Preparer/Date: \_\_\_\_\_

pc: Support Staff

**Water System Operating Fee**

**Community Water System (with sources)**

|                      |         |                          |
|----------------------|---------|--------------------------|
| Groundwater System   | \$200   | <input type="checkbox"/> |
| Surface Water System | \$1,800 | <input type="checkbox"/> |

**Non-Community Water System (with sources)**

Bottled/Bulk Haulers, Ice Plants \$360

**Water System Construction Permit and Plan Review**

|  |       |                          |
|--|-------|--------------------------|
| Community Water System (Part 5, NYSSC) | \$450 | <input type="checkbox"/> |
| Non-Community Public Water System      | \$210 | <input type="checkbox"/> |

**Distribution Water Main - 6" or larger**

|          |       |                          |
|----------|-------|--------------------------|
| < 5,000' | \$300 | <input type="checkbox"/> |
| > 5,000' | \$400 | <input type="checkbox"/> |

**Cross-Connection Control**

\$160 plus \$50/device

**Water Storage Tank > 500,000 gal**

\$230

**Other Water System Modification**

\$160

*(May be waived at TCHD discretion)*

**OTHER FEES**

|   |        |                          |
|---|--------|--------------------------|
| Late Application/Water Fee (May be waived at TCHD discretion)                             | \$50   | <input type="checkbox"/> |
| Additional Expedited Permit Processing Fee - 3 days or less                               | \$50   | <input type="checkbox"/> |
| Duplicate Rabies Certificate (multiple certificates per occurrence)                       | \$10   | <input type="checkbox"/> |
| Waiver/Variance Request (Requiring Board of Health Action)                                | \$75   | <input type="checkbox"/> |
| Waiver from NYS Appendix 75-A (OWTS)  | \$75   | <input type="checkbox"/> |
| <i>(Unless due to TCHD referral)</i>  |        |                          |
| Copies (Cost per page)  | \$0.25 | <input type="checkbox"/> |
| Electronic copies of oversized files (up to 10 pages)                                     | \$20   | <input type="checkbox"/> |
| Each additional 10 pages  | \$10   | <input type="checkbox"/> |
| Sanitary Codes  | \$1.00 | <input type="checkbox"/> |
| Refund Request (within 6 months of receipt)   | \$25   | <input type="checkbox"/> |
| Environmental Impact Statement Review   |        | <input type="checkbox"/> |
| <i>(Where Tompkins County is the lead Agency fee assessed as allowed by 6NYCRR 617.7)</i> |        |                          |

**Notes:**

1. A check mark indicates the fee applies to your facility. Fees are additive for all operations.
2. Checks should be made payable to: Tompkins County Health Department.
3. There will be a \$20 service charge on all returned checks.
4. Payment methods: check, cash, money order, or online w/credit card (Visa, MC, Discover).

\*Some renewal fees may be waived at TCHD discretion.