

Board of Health
September 24, 2013
12:00 Noon
Rice Conference Room

Present: Will Burbank; Brooke Greenhouse; James Macmillan, MD, President; Patrick McKee; and Janet Morgan, PhD

Staff: Liz Cameron, Director of Environmental Health; Sigrid Connors, Director of Patient Services; William Klepack, MD, Medical Director; Frank Kruppa, Public Health Director; Jonathan Wood, County Attorney; and Shelley Comisi, Keyboard Specialist

Excused: Michael McLaughlin, Jr.; Patricia Meinhardt, MD; Sylvia Allinger, Director of CSCN; and Brenda Grinnell Crosby, Public Health Administrator

Guests: Steven Kern, Sr. Public Health Sanitarian; and Skip Parr, Sr. Public Health Sanitarian

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

Dr. Macmillan called the regular meeting of the Board of Health to order at 12:03 p.m.

Approval of August 27, 2013 Minutes: Dr. Morgan moved to approve the minutes of the August 27, 2013 meeting as written; seconded by Mr. Greenhouse; and carried unanimously.

Financial Summary: Ms. Grinnell Crosby was not present for the meeting. In her absence, Mr. Kruppa reported Kevin Sutherland from County Administration has been working on the County budget so the Board's earlier suggestions were not incorporated in this month's report. When the budget process is completed, Mr. Sutherland will meet with the Board to discuss the possibilities for future financial reports. In response to the Board's request, Ms. Grinnell Crosby included a financial summary narrative in the packet. Mr. Kruppa summarized not much has changed since last month's report.

Mr. Greenhouse suggested financial reports be submitted on a quarterly basis rather than monthly. It requires careful thought and attention to read through all the data provided. Mr. McKee agreed he does not need all of the financial data currently being presented. He suggested focusing on one division at each meeting so the discussion could be in-depth, not limited to financial reporting. Dr. Macmillan questioned whether so many graphs are useful to the public.

Ms. Connors said she wheedled down her division's statistical sheets to two pages and continues to look at it. She also updated the financial summary report that reported two clients on directly observed therapy (DOT). One client completed therapy in July and was discharged.

Mr. Kruppa responded work will continue on reducing the financial summary piece. Regarding the other Division reports, his only concern is making sure the information is on the website for the public to view. The goal is to present useful information to the Board in a timely manner. He will discuss the financial piece with Ms. Grinnell Crosby and the reporting piece with Senior Leadership.

Administration Report: Mr. Kruppa reported County Department Heads recently completed an Emergency Operations Center (EOC) exercise at the Department of Emergency Response (DOER). He and Nina Saeli, Public Health Preparedness Coordinator, worked with DOER staff to organize the event. It was successful in engaging Department Heads on an issue that has not received comprehensive attention.

Mr. Kruppa answered questions from the Board:

- The scenario was a winter ice storm based on an event occurring a few years ago in the North Country.
- The main purpose of the exercise was to build capacity in the County EOC. During an emergency situation, the EOC is the central location for reporting information, gathering experts and coordinating the planning and response for the event.
- The Health Department has been proactive in being involved with emergency response. Staff who developed and/or participated in the EOC exercise will have a better foundation for writing the plans the Health Department is required to create: sheltering, mass prophylaxis and Strategic National Stockpile.

Medical Director's Report: Dr. Klepack reported there are more types of influenza vaccines available this year. The Centers for Disease Control (CDC) says it does not matter which type is administered; getting vaccinated is what matters.

In a discussion about the paper included in Dr. Klepack's report, Mr. Greenhouse wondered about increasing the Health Department's public relations profile. He suggested the Health Department consider hosting informational sessions on the Affordable Care Act (ACA).

In the public relations effort, Mr. Kruppa noted the following: (1) marketing and outreach is a part of the Strategic Plan, (2) the monthly local radio spot is a place for staff to discuss a variety of health topics, and (3) the Health Planning Council (Frank Kruppa, Vice Chair; Theresa Lyczko, Board of Directors) received a grant to be navigators for Tompkins County for the individual part of the ACA. Two weeks ago, the Health Department hosted a meeting for human service partners within the community. A representative from the New York State Department of Financial Services explained the navigation process and health exchange to the 75-80 people who attended the presentation. The Health Department will also distribute informational materials and is looking into becoming Certified Application Assistors (CAA) to help educate people on the process.

Dr. Morgan inquired about the availability of the handout, *A Day in the Life of Public Health*, which illustrates how public health affects daily life. Dr. Klepack will include it with his next report.

Division for Community Health Report: Ms. Connors distributed a document, *Notice of Privacy Practices*, (NPP), to be given to every client served by home care and clinic services. The NPP stems from the Health Insurance Portability and Accountability Act (HIPAA) of 1996.

The first privacy practices notice was put in place in 2003. With major changes to HIPAA for transactions handled electronically, policies and procedures need to be updated. The document is easy to read and understand and has been posted on the Health Department's website.

Ms. Connors announced the WIC Director has resigned her position to move into the role of WIC Nutrition Educator. The opening for the WIC Director has been posted. Until the position is filled, Ms. Connors will be the interim Director. Every five years the Health Department must reapply to sponsor the WIC program. Since this is the last year of the grant, a new application must be submitted this fall. As a part of the process, the Request for Application (RFA) will be brought before the Board.

Ms. Connors noted there are a number of pound (#) signs in the WIC statistics that was caused by the font size being too large. As a result, the numbers did not capture. A correction has been made.

Children with Special Care Needs Report: Ms. Allinger was not present for the meeting.

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

Environmental Health Report: Ms. Cameron reported:

- The hydrilla found in Fall Creek was treated with endothall and the hydrilla found in the southeast corner of Cayuga Lake was removed by hand.
- Sarah Caputi was hired to fill the Public Health Sanitarian vacancy created by Skip Parr's promotion to Senior Sanitarian. With experience gained from her summer job at the Geneva District Office, she is quickly learning the duties of her new position.

Establish Board of Health Nominating Committee: Mr. Kruppa reported the physician vacancy on the Board has been advertised. He also thanked Dr. Klepack for actively recruiting his colleagues. Those efforts have resulted in ten physicians expressing interest and three of them submitting applications. The next step is to establish a nominating committee to review applications and interview candidates.

With Dr. Macmillan asking for volunteers, the discussion brought forth the names of people willing to participate: Mr. Greenhouse, Mr. McLaughlin, Dr. Macmillan and possibly Dr. Meinhardt. Mr. Greenhouse stressed there is a responsibility to emphasize to each applicant the time commitment required to serve on the Board.

Mr. Kruppa stated the other vacancy is the one held by Mr. McLaughlin who is interested in continuing to serve. After some discussion, it was confirmed that he is the City representative. According to the Charter, the County Legislature appoints a City representative from a list of three persons submitted by the Mayor or other administrative head of the City of Ithaca. Mr. Kruppa said he would follow up on that step of the process. Mr. Greenhouse asked about the Board making a recommendation. Although the Charter does not require it, Mr. Kruppa agreed the Board would want to make a recommendation.

Mr. Greenhouse moved that the Board seeks Mr. McLaughlin to continue another term; that the notice sent to the Mayor state that Mr. McLaughlin has been a good representative, that the Board welcomes his continued participation and that the mayor has the opportunity to submit two additional names for consideration if he wishes. Dr. Morgan seconded the motion. The vote was unanimous.

Approval of new policy and procedure – Influenza Vaccination and Prevention

Requirements: Ms. Connors presented the new policy and procedure to assist staff in complying with New York State Department of Health (NYSDOH) regulations requiring staff having direct patient contact to be vaccinated or to wear a mask if they have a medical exception or decline the vaccine. The process assures staff is protecting patients and coworkers. Anyone working in the clinic service area is included in the mandate. During the influenza season, the vaccination status of personnel is reported to NYSDOH; it is an aggregate report rather than names of individuals.

Dr. Morgan moved to accept the policy as written; seconded by Mr. Greenhouse.

Dr. Macmillan asked about the experience of vaccinating staff at the Health Department. Ms. Connors responded 100 percent of her Community Health Services (CHS) team and the three facilities workers who clean the clinic area have been vaccinated if they were able. From time to time there has been an exemption but not a declination. Mr. Kruppa added everyone is encouraged to get vaccinated, but the clinic area was clearly identified to avoid having everyone in the building subject to wearing masks if they were not vaccinated. The Health Department is trying to meet the intent of the rule and comply while making it operation friendly.

For clarity, Mr. Greenhouse suggested the sentence in Appendix C, eighth bullet, be amended to read: "...required to wear surgical or procedure masks in areas where clients or residents may be present during the influenza season **as defined by the *Influenza Vaccination & Prevention Requirements Policy and Procedure.***"

The vote to approve the policy as amended was unanimous.

Resolution #13.1.12 – Ithaca City Public Water System, C-Ithaca, Violation of Subpart 5-1 of the New York State Sanitary Code (Water): Ms. Cameron reported there were issues with the City of Ithaca's cross connection control program. The City was approving construction and issuing building permits before receiving the required approval from the Health Department for the cross connection control devices. After a joint meeting to discuss the issue, the City is changing the way the program is managed. The City's Building Department has invited Skip Parr, Senior Sanitarian, and Stephen Maybee, Public Health Engineer, to continue attending meetings of the City Building Department.

Mr. Greenhouse moved to accept the resolution as written; seconded by Dr. Morgan.

A discussion ensued regarding the situation. Ms. Cameron explained buildings designed for multi-residences generally need to have a cross connection control device in place to prevent the backflow of water from the building into the City's water supply. The City determines when cross connection control measures are required to protect the water supply from "aesthetically objectionable and hazardous facilities" like dental offices, hair salons, etc. In this enforcement case, staff believes the correct devices were installed and the issue was primarily a matter of documentation and record keeping. With the City moving cross connection responsibility to a different department, documentation should be controlled more easily in the future. In response to questions concerning the fine, Ms. Cameron noted the significant amount of time EH staff has spent on this matter.

The vote on the resolution as written carried unanimously.

Resolution #13.40.18 – Trumansburg Shur Save, V-Trumansburg, Violation of Adolescent Tobacco Use Prevention Act (ATUPA): Mr. Greenhouse moved to accept the resolution as written; seconded by Mr. McKee.

Mr. Burbank asked how the discovery was made. Ms. Cameron answered the law requires EH to conduct routine inspections of businesses selling tobacco products to determine whether they are selling to minors. The minor participating in the program is hired and instructed to tell the truth if asked about identification or date of birth. Staff is present in the store to observe the interaction as the minor attempts to buy cigarettes. Mr. Kern added notices are sent to businesses every year outlining their obligations. Mr. Wood stated in the beginning there were a number of hearings every year, but the law is accepted now and there are not as many violations.

The vote on the resolution as written carried unanimously.

Resolution #13.11.19 – Al’s Concession, T-Ulysses, Violation of Part 14-2 of the New York State Sanitary Code (Temporary Food Service): Mr. Greenhouse moved to accept the resolution as written; seconded by Dr. Morgan; and carried unanimously.

Other Business:

- Mr. Greenhouse requested any statistical reports including year-to-date totals also have a column providing the numbers of the prior year for the purpose of comparison.
- Dr. Morgan asked when Wi-Fi will be available. Mr. Kruppa responded he does not know because Information Technology Services (ITS) has been working on several projects including the ITS project in Environmental Health (EH) which is dependent upon wireless access. Ms. Cameron said EH may need wireless by the end of October. Mr. Kruppa expects to have wireless in the next few months and hopes to have coverage throughout the building.

Adjournment: At 1:08 p.m. Dr. Macmillan adjourned the meeting.