

~ **Final Approved Minutes** ~

Tuesday, April 18, 2023

4:00 p.m.

County Office Building, RM 117

ROLL CALL

Attendee Name	Present	Absent
Bonni Hodges, PhD - President	X	
Susan Williams – Vice President	X	
Marisa Clifford, DMD	x	
Cindy Johnson, MD	X	
Nicole Villapiano, MD		X
Mary Wright, RN	X	
Sandy Price - Legislative Member		X

Others in Attendance

Nicole Anjeski, Public Health Director; Lisa Perfetti, Deputy Public Health Director; Ngozi Mezu-Patel, M.D, Medical Advisor (via phone); Mike Ryan, Director Environmental Health; ReBecca Smith, Public Health Programs Manager; Suzanne Osterhoudt, Supervising Public Health Nurse; Cheryl Mrozowski, Secretary; Hannah Commins, Communications Public Health Fellow; Grace Bae, Epidemiology Public Health Fellow; Frank Cuva, SUNY Cortland Public Health Intern

PRESENTATION

Review of Board of Health Functions by Frank Cuva

Purpose:

1. Determine areas of improvement related to how the Board of Health (BOH) functions in Cortland County.
2. Better understand gaps in knowledge of the BOH related to the health department’s plans, policies, and programs.
3. Determine if the BOH meetings adequately address the functions of public health governance and the ten essential services of public health.
4. See if Health Departments in other counties could provide valuable insights into effective Board of Health functioning.
5. Identify measures for the Goal 3.3; Strategy #1 of the Health Department Strategic Plan “Enhance BOH Shared Decision Making.”

Assessments:

1. **Survey**-A survey, through Survey Monkey, was sent out via email to members of the Cortland County Board of Health.
 - a. The purpose of the survey was to assess the BOH members’ knowledge gaps related to health department plans, policies, and programs and better understand how the BOH feels about the functions of meetings.

- b. Survey included five questions related to different programs, services, and polices provided by the Health Department.
 - c. Four members completed the survey.
2. **Review of Board of Health Minutes**-assess the implementation of the 10 essential public health services and six functions of public health governance by the Board of Health and to identify any potential areas of improvement by reviewing the 2022 BOH minutes.

10 Essential Public Health Services:

1. Assess and monitor population health
 2. Investigate, diagnose, and address health hazards and root causes
 3. Communicate effectively to inform and educate
 4. Strengthen, support, and mobilize communities and partnerships
 5. Create champion and implement policies, plans, and laws
 6. Utilize legal and regulatory actions
 7. Enable equitable access
 8. Build a diverse and skilled workforce
 9. Improve and innovate
 10. Build and maintain
3. **Other Counties**-Attended other accredited County's Board of Health meetings to see how they function.
- a. Contacted 15 counties and attended BOH meetings at Albany, Cattaraugus, Livingston, and Seneca Counties.
4. **Interviews of Board of Health Members**-to further discuss and understand the results of the survey. Due to the low interests and limited timeframe the collections of this data was abandoned.

Results:

1. General disagreement with the overall productivity and adequacy of their orientation of the BOH meetings.
2. There is a general agreement that members review and understand the BOH reports before each meeting.
3. Not all members are aware of each of the Health Department policies and plans.
4. There are 34 programs within the Health Department, there is a lack of knowledge regarding 10 of the programs.
5. The most common function of governance identified in the 2022 BOH meeting minutes was resource stewardship.
6. The most common essential services identified was addressing health hazards.
7. The least common function of governance identified was oversight.
8. The least common essential services identifies was legal/regulatory and equity.
9. Most County Health Departments struggle with how to engage with their Board of Health.

10. The different County BOH meetings had guest speakers, graphs showing trends, specific program issues, updates on programs, plans, grants, and contracts with partner organizations, funding and budgets, and outreach were discussed.

Conclusions:

1. After each of the assessments the data source deemed the most valuable were the survey and review of meeting minutes.
2. In the future, individual interviews or discussion at the BOH meetings may be an effective way to look deeper into the understanding of the needs and ideas of the individual Board members.
3. It is recommended to adjust the language of CCHD’s Strategic Plan-Goal 3.3; Strategy #1 from “enhance BOH shared decision making” to Enhance BOH education on public health matters in Cortland County.”
4. It is recommended to add goals of:
 - a. By 2024 to have 100% of CCHD plans and policies known by all Board members.
 - b. By 2024 to have the number of programs not aware of by Board members to decrease from the 2023 baseline of 10 to 5.

As discussions continued about the report:

- It was suggested that we have a rotating overview of the different programs within in the department at each meeting.
- We will look to updating and formalizing BOH new member orientation.
- Needs to discuss further what should be the function of the Board.
- What items for discussion or on the reports are viable and of interest to the Board.
- What would be the best way to present data: visual, discussion, written?
- Other Boards are more feedback oriented would that be a better way of overview than highlights of reports?

MINUTES

Approve Minutes of March 21, 2023

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Ms. Williams
SECONDER:	Dr. Clifford

REPORTS April 2023

Health Education

ReBecca Smith reviewed highlights of the report:

1. Traffic Safety Program: Summer gearing up and the traffic program is out there conducting helmet checks and bike rodeos.

- a. Virgil Youth Roots is nearing the end of their bike curriculum and we fit seven helmets. They are bringing bikes/scooters to do a ride around the track at end of the school year.
 - b. We held a Car Seat Safety Technician class in April. To become a technician they must attend 32 hours of lecture, to renew a certificate they must spend 8 hours showing they know how to properly install a seat.
 - c. Several car seat checks will be held in June.
 - d. Grant reporting occurs every 6 months. The first half of the grant year we often do not have a lot to report on as schools do not invite us in very often.
2. Youth Bureau:
- a. 2020 zeroed out RAP resources allocation agreement. OCFS Sports allocation applications are taking a little bit longer due to the State changing requirements.
 - i. The agreements with local programs are shorter so they go through quicker.
 - ii. This July we will send out applications for 23/24 funding.
 - b. HealthyNow ends May 5th and will restart when college comes back.
 - i. We had success this year with 16 kids in attendance. We were able to do presentation in classrooms and not just relying on local Dr. offices to make referrals.
 - c. Virgil Youth Roots goes right into the summer M/W/F

Approve **April 2023** Health Education Report

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Ms. Wright
SECONDER:	Dr. Clifford

Environmental Health

Mike Ryan reviewed highlights of the report:

1. ATUPA Update: The department closed the 2022-2023 program year for ATUPA/CIAA. Youth compliance checks were completed at all 42 registered facilities for the first time since the beginning of the Covid-19 pandemic resulting in no underage purchases. No sales occurred.
 - a. Starting on the next grant year's deliverables.
 - b. Now able to work with youth who are 19-20 years old. There are less requirements when working with youth in this age range.
2. Vector-borne Illness Update: In the fall of 2022, as part of annual surveillance efforts, 52 adult blacklegged deer ticks were collected to monitor for tick-borne pathogens. Of the 52 specimens tested, half were positive for the bacteria that causes Lyme disease and one tick was positive for causative agent of Anaplasmosis).
3. Division Administration: The resolution for our Rabies Vaccination Clinic and Specimen Preparation Contract and Hearing Officer Contract both received full legislative approval.
 - a. We've had several questions regarding the rabies contracts but no interest once the draft of the contract is reviewed by potential contractors.
 - b. We are currently awaiting the fully executed contract with a new Hearing Officer to come back.

4. Water Penalties of \$50.00.

Approve **April 2023** Environmental Health report and approval of **March 2023** penalties

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Ms. Williams
SECONDER:	Dr. Johnson

Nursing

Lisa Perfetti reviewed highlights of the report:

1. Two nurses attended the NYS Immunization Conference. The conference included detailed training on objectives of the Immunization Action Plan grant deliverables.
 - a. Speakers included:
 - i. Associate Professor of Pediatrics at SUNY Upstate speaking on vaccine communication strategies with a focus on HPV vaccine.
 - ii. Two counties spoke about their outreach activities for COVID-19. vaccinations; vax bus and COVID-19 clinic at an outdoor concert in a micro-brewery.
 - iii. A panel spoke on the challenges of vaccinating hard to reach communities: Amish, homeless, and Orthodox/Hasidic Jewish population.
2. Infection Control Committee meeting took place. All 3 clinic nurses, Deputy Public Health Director, and Dr. Mezu-Patel were in attendance.
 - a. Clinic infection control policy reviewed.
 - b. Infection control audit done of the clinic area.
3. Daycare immunization review (requirement of imms program grant) to makes sure they are following the rules and students are up-to-date on immunizations.
 - a. We conduct the review then give the results to NYSDOH who follows-up with the daycare.
 - i. In this daycare they have a protocol and policies in place and only one student out of compliance.

Approve **April 2023** Nursing report.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Ms. Wright
SECONDER:	Dr. Clifford

Children with Special Needs Program

Lisa Perfetti reviewed highlights of the report:

1. CYSHCN Coordinator, Jennifer Hull started 3/6/23. She has been meeting with community partners such as out to schools, daycares and pediatrician offices to establish ongoing relationships for information sharing. CYSCHN is an information and referral program. We will see a lot of growth of this program as Jenny gets established in the community.
 - a. Jenny will now be the person to take referrals for all three Child with Special Needs programs.

- b. There is a new online referral form that is filled out even if a referral comes over the phone.
- 2. The Child Find Program has started the process of being revamped. Currently the program monitors development through communication with the pediatricians. We are brainstorming ways to improve both the effectiveness of this program and expand the reach.
- 3. EI provider team statistics-we are working on presenting data in the reports to help track transitions, evals and outside provider services.

Approve **April 2023** Children with Special Needs report.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Ms. Williams
SECONDER:	Dr. Clifford

Administration

Nicole Anjeski reviewed the highlights of the report:

- 1. The Health Department has a blog and staff is liking the project.
- 2. 2023 budget-There are issues on the State level with the Governor’s budget. Medicaid costs are likely to be past to the county and what that means.
 - a. 99% of our services are mandated. Some of the un-mandated services are grant funded.
 - b. CSEA contract negotiations are also happening and how that will affect the budget.
 - c. We will present our full budget and then see what cuts are recommend by the County Administrator and Legislature. There is currently much speculation about how they will proceed with the increases to the budget.

Approve **April 2023** Administration report.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Ms. Wright
SECONDER:	Dr. Johnson

Causes of Death

Dr. Mezu-Patel reviewed the Causes of Death report:

- 1. 32 reported deaths this month.
- 2. 10 cardio vascular deaths.
- 3. 7 deaths from COPD but only 3 from tobacco.

Approve **April 2023** Causes of Death Report.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Ms. Williams
SECONDER:	Ms. Wright

OLD BUSINESS

NEW BUSINESS

Dr. Johnson announced that she is retiring and the end of June and will not finish her Board term. Dr. Matt Noble has agreed to serve on the Board.

ADJOURNMENT

The meeting was adjourned at 5:07p.m. by President Bonni C. Hodges, PhD.

The next regular meeting of the Board of Health is scheduled to be held Tuesday, May 16, 2023 at 4:00 p.m. in room 302 at the County Office Building.

Cortland County Board of Health Final Approved Minutes April 18, 2023. Respectfully,
submitted by Cheryl Mrozowski, Secretary Board of Health.

Approved: 5/16/2023

Mailed: 5/17/2023