



DELAWARE COUNTY PUBLIC HEALTH SERVICES

99 MAIN STREET, DELHI, NEW YORK 13753

Amanda Walsh, MPH Public Health Director

607-832-5200 Fax 607-832-6021

Early Intervention & Preschool Fax: 607-832-6022

Health Services Advisory Board Minutes

Meeting Date/Time:	January 27, 2022 10:08am	
Attendees/Title:		
Arthur Merrill, Town of Colchester Supervisor	Wayne Marshfield, Town of Hamden Supervisor	
Joseph Cetta, Town of Walton Supervisor	Betty Scott, Town of Masonville Supervisor	
Dr. Rohan Jayasena, Medical Director	Edward Bartos, District Office	
Terry Whitney, Office of the Aging	Christina Gardner, Accounting Supervisor	
Amanda Walsh, Public Health Director		

Topic:	Discussion:	Action:
Building Issues	Mandy shared with the committee that 99 Main Street has been experiencing issues with its heating system and it is currently 55 degrees in our office.	
	Art inquired if this advisory board meeting would go back to in-person meetings at some point. It was discussed that virtual meetings are more efficient and saves everyone travel time. The committee agreed that meetings will continue as virtual.	
Approval of Minutes	The December 2, 2021 minutes were approved as written.	
COVID Update	New York State is migrating away from contact tracing activities. Cases are declining but COVID has not gone away. Home testing has become more common. Not all home test results are self-reported to the health department and these results are not entered into the Electronic Clinical Laboratory Reporting System (ECLRS). People in our community are in various states of illness and not everyone who is symptomatic will get tested. It is still recommended that people continue to use universal precautions such as wearing their masks as you do not know if those you come into contact with are contagious.	



DELAWARE COUNTY PUBLIC HEALTH SERVICES

99 MAIN STREET, DELHI, NEW YORK 13753

Amanda Walsh, MPH Public Health Director

607-832-5200 Fax 607-832-6021

Early Intervention & Preschool Fax: 607-832-6022

	<p>NYS is implementing a self-management process for individuals in isolation or quarantine. This process can be complicated for some people. With self-management more responsibility will fall on entities and businesses to have wellness policies and to ensure policies are being adhered to. We are transitioning from pandemic to endemic or “living with this disease”. It will take some time to complete the transition to the endemic stage.</p> <p>Public Health staff are still following up on cases on a daily basis. We are still answering questions from businesses, schools and the public. We are still functioning on an emergency level but are beginning to transition staff from COVID emergency activities to regular public health work. We have many new staff with various lengths of time working prior to COVID with many staff who have only worked during the COVID pandemic. It is going to take some time to train our newer staff.</p> <p>Wayne inquired about our needs for clinic space once 97 Main street is no longer available to public health. Discussion followed regarding the vacant mental health building in Walton, new behavioral health and highway buildings. Mandy explained that we would not want to store our vaccine at a location away from our Delhi office due to required vaccine handling, storage and temperature monitoring. We would be open to a shared space but would need to have priority use during emergency when needed. Many of our emergency plans list schools as potential POD operations but those did not work during this emergency as schools were in session and operating and needed all available space to meet their distancing requirements. The committee asked that public health submit the specifications which would be needed for a potential clinic space. Mandy explained that we have multiple models for clinics and what is needed would be dependent on the disease we were dealing with. Mandy will submit specifications to this committee and Tina Mole`.</p> <p>Terri inquired about the status of vaccinations for homebound individuals. The County/Public Health no longer has a certified home care agency license (CHHA) that would allow us to provide homebound vaccinations. We had been utilizing the NYS Police Community</p>	
--	---	--



DELAWARE COUNTY PUBLIC HEALTH SERVICES

99 MAIN STREET, DELHI, NEW YORK 13753

Amanda Walsh, MPH Public Health Director

607-832-5200 Fax 607-832-6021

Early Intervention & Preschool Fax: 607-832-6022

	<p>Paramedicine program but that has been limited. We are in the process of trying to procure a contract with a Community Paramedicine provider.</p>	
Public Health Update	<p>The Community Health Assessment is due this year. This is a three year plan and large public health project that includes a lot of community outreach/data collection/collaboration with local hospitals. We are awaiting updated guidance from New York State regarding Community Health Assessment procedures.</p> <p>NYS just approved the use of electronic signatures within our Early Intervention program. This is very exciting and will make it much easier to obtain consents and paperwork within the program.</p>	
Environmental Health Update	<p>Ed shared that the sanitarian they were in the process of hiring fell through and they are once again looking to fill this position.</p> <p>They are training new staff and ensuring everyone is on the same page regarding how to perform inspections and interpret sanitary code.</p>	
3 rd Quarter 2021 Quality Assurance Report	<p>Mandy reviewed the 3rd quarter Quality Assurance report. The Quality Assurance report was approved by committee.</p>	
Staffing Update	<p>Public Health hired 1 PHN and 2 LPN's in the end of 2021.</p> <p>We are working to update a Health Education Program Coordinator job description and current job duties, which will be used to fill the local coordinator requirement of the Public Health Fellowship Program.</p> <p>Our Clerk is resigning to take a work opportunity elsewhere. We previously filled our Senior Clerk position with a Clerk title. We would like to try to find a Senior Clerk to replace the clerk. Committee approved the authorization to fill the Senior Clerk position.</p> <p>One staff member is on maternity leave prior to the vaccine mandate. She plans to return to work in April of 2022.</p>	



DELAWARE COUNTY PUBLIC HEALTH SERVICES

99 MAIN STREET, DELHI, NEW YORK 13753

Amanda Walsh, MPH Public Health Director

607-832-5200 Fax 607-832-6021

Early Intervention & Preschool Fax: 607-832-6022

	Our Speech Language Pathologist position remains vacant. We have not received any applications for this position to date.	
Equipment	In 2021, we ordered a 2022 Chevy Malibu. As of the last update from the vendor, this vehicle has not yet begun to be built. Per instruction from the highway garage we have removed two of our vehicles from the road so our fleet is smaller than usual. As the pandemic has reduced our current need to travel and our SLP has left our employment we are currently ok with our smaller fleet but when we fill the SLP positions and begin to travel again and have more required trainings and projects we will be short on vehicles for staff to use. We have approval from the CDC to purchase a vehicle to tow a trailer in our COVID Enhanced Detection grant but still working out access to current vehicle bid system. The OGS bid site has been updated and not all departments have access. Clerk of Board could not provide assistance. The committee suggested we reach out to DPW to ask how to procure the tow vehicle.	
Policies	Updated policies were approved as written. (see attached)	
Training Authorization	1 training authorization request was approved.	
Fiscal	Our fiscal reporting remains behind schedule. Staff are diligently working to catch our grant reporting up to date. Many of our new COVID grants allow us to claim expenses prior to the grant funding date. This requires staff to look at past periods to find allowable expenses and claim to the grant. This process requires many journal entries to change previous expenses to grant funded accounts. It takes a lot of time but is worth the work to obtain as much reimbursement as possible.	
Other	Wayne inquired if Eric Wilson has been contacted about this committee. Eric Wilson will be a new member to the HSAB, the 2022 Committee List was just distributed to departments yesterday afternoon. Mandy will contact Eric with introduction email to HSAB. The November 20, 2022 meeting date listed on the agenda is incorrect as that day is a Sunday. This will be corrected to November 10, 2022 for our next meeting.	



Public Health
Prevent. Promote. Protect.

DELAWARE COUNTY PUBLIC HEALTH SERVICES

99 MAIN STREET, DELHI, NEW YORK 13753

Amanda Walsh, MPH Public Health Director

607-832-5200 Fax 607-832-6021

Early Intervention & Preschool Fax: 607-832-6022

	<p>Wayne requested that Public Health continue with distributing COVID statistics on their dashboard including a total death count. Mandy explained that many counties are beginning to migrate from daily statistics to referring individuals to the NYS website. This site contains a county COVID statistics. As counties migrate away from daily monitoring to the self-management process this requires Public Health to streamline the data reporting process. The county dashboard is still publicized weekly but has a condensed format, this includes total deaths for the year. Death statistics will always be available in our Annual Reports. As we transition from pandemic to endemic our statistics will transition to our Annual Report numbers.</p>	
Meeting Adjourned at: 11:25 am		

Respectfully Submitted By,

Amanda C. Walsh, MPH
Public Health Director

Health Services Advisory Board Policy and Procedure List

Date: January 27th, 2022

Approved	Need Corrections	Policy Name
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Child Illness and Emergencies
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Content, Retention, and Disposal of Early Intervention Records - update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	County Car Assignment & Mileage Claims - update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	EI Assistive Technology Devices Acquisition Process - update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	EI Billing, Reconciliation, & Escrow Process - update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	PSEP-CPSE Meeting and Coordination of Services
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Reporting and Program Evaluation of the Immunization Program - update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Toy and Play Item Use and Maintenance - update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Lead Program Data Retrieval and Documentation – update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Rabies Specimen Handling & Submission for Testing -update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Rabies Billing Process – update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Rabies Post-Exposure Prophylaxis - update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Rabies Reporting and Program Evaluation - update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Disposable Particulate Respirator Fit Testing & Use - update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Lead Reporting and Program Evaluation - update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Adverse Event and Anaphylaxis Reaction and Treatment including Non-Patient Specific Orders and Protocol – update (approved by Dr. Jay 1/3/2022)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Abuse-Neglect-Human Trafficking -update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cash/Check Safeguard - update
<input type="checkbox"/>	<input type="checkbox"/>	

ADDITIONAL NOTES:

Health Services Advisory Board Policy and Procedure List

Date: January 27th, 2022

Approved	Need Corrections	Policy Name
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Retention and Disposal of IIHI - update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Advanced Directives - update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Time and Payment Records - update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Emergency Disaster Policy - update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Health Commerce System Coverage - update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fire Safety and Emergency Evacuation - update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Communication/Interpretation - update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Dress Code for Agency Staff - update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Role Based Access for Workforce Members – update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	EI Provider Agency Services Auditing -update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Evaluation Responsibilities of EIO/D – update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	IFSP - update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Provider Illness, Unavailability, Termination of Services - update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Standards of Service Provision - update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Data Entry & Billing Processes for PSEP - update
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Page 2 of 2

ADDITIONAL NOTES: