



# 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

<b>Meeting Date/Time:</b>	June 15, 2023 10:10am	
<b>Attendees/Title:</b>		
Arthur Merrill, Town of Colchester Supervisor	Amanda Walsh, Public Health Director	
Betty Scott, Town of Masonville Supervisor	Wayne Marshfield, Town of Hamden Supervisor	
Dr. Rohan Jayasena, Medical Director	Edward Bartos, District Office	
Wayne Shepard, Office of the Aging	Christina Gardner, Accounting Supervisor	

<b>Topic:</b>	<b>Discussion:</b>	<b>Action:</b>
Approval of Minutes	The March 9, 2023 minutes were approved as written.	
Public Health Program Update	<p>Our Communicable Disease program is on alert for the possibility of an increase in TB case management and follow-up. Our counterparts who have asylum seekers within their counties have reported this trend. Asylum seekers may come from countries where TB is endemic and there is no latent TB therapy or treatment. Currently our program has one TB case and two that were recently closed. One priority of our health department is to prevent vaccine preventable diseases by providing vaccines to individuals who are uninsured, under-insured and at-risk populations. We are anticipating that we could see an increase in numbers at our vaccine clinics.</p> <p>Our Rabies program has noticed an increase in contact between humans and wildlife. Individuals feeding stray cats are inadvertently feeding the wildlife as skunks and raccoons will go to the food source. We are noticing an increase of wildlife in our villages and more populated areas. We have seen an increase in dogs who have had multiple bite reports. This has kept our rabies staff and the county dog control officers busy.</p> <p>Our Immunization program is looking for committee approval to promote the HPV “Start at 9” campaign. The CDC recommends the HPV vaccine between the ages of 9-26. The “Start at 9”</p>	



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	<p>campaign works with provider offices to start the conversation regarding the HPV vaccine at age 9. Betty shared that Bassett Healthcare is promoting the “Start at 9” campaign and is looking to start the conversation with families at age 9 so the series is started by age 10 and completed by age 12. The HPV vaccine has been controversial as some consider it an STD prevention vaccine rather than a cancer prevention vaccine. Dr. Jayasena reports that as the HPV vaccine is not required for school, only about 50% of families in his practice choose to get the vaccine. Sometimes children decide to get the vaccine when they are older. Dr. Jayasena endorses the “Start at 9” campaign as he would like to see more families opting to get the vaccine. The committee approved endorsing the “Start at 9” campaign.</p> <p>The Healthy Delaware IRT event is coming up in July. Public Health has worked closely with the military veterinary care services and with local healthcare systems. Public Health is providing the rabies vaccine for the event. Promoting the event and getting the word out to the public is now a critical factor in having a well-attended event.</p>	
<p>Environmental Health Update</p>	<p>Environmental staff have been very active in visiting vaping shops to ensure compliance. Some shops have creatively tried to hide their banned products but overall the program has been very successful in increasing compliance.</p> <p>There are a number of seasonal positions available for student aids and a secretarial position.</p> <p>New and evolving situations involving water supplies including emergent contaminates and Lead/Copper Rule guidelines were released.</p> <p>Oneonta District Office is working to spread the word about algae blooms and what to do if you spot them.</p> <p>Lead program staff have recently attended NYS Lead program trainings. One staff member is now 98% dedicated to the lead program.</p>	



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	<p>Wayne Marshfield commented on the costs of water sampling when the results are always non-detectable. Ed mentioned that sometimes some reduced monitoring can be approved but there will always be a monitoring component necessary for water sources to comply with all the regulations. Wayne commented that it is more cost effective for larger water supplies that can spread the costs over a larger number of homes but it is expensive for smaller towns and villages.</p>	
2022 Annual Report	<p>The committee reviewed and approved the 2022 Annual report.</p>	
Quality Assurance/ Incident Reports.	<p>The 2023 1<sup>st</sup> quarter quality assurance report and incident reports were reviewed and approved by the committee.</p>	
Preschool Related Service Rates	<p>The committee approved to keep the 2023-2024 related service rates at \$65 per half hour.</p>	
Policies	<p>Updated policies were approved as written. (see attached)</p>	
Fiscal	<p>Christina reviewed the fiscal report and 5yr comparison report. (see attached)</p> <p>Christina reviewed the 5 COVID grants that we have received. (see attached)</p> <ul style="list-style-type: none"><li>• COVID-19 Response – Received in 2020, very helpful and were able to utilize all of these grant funds.</li><li>• COVID-19 Enhanced Detection – Received in 2020, more restrictive and were not able to utilize all of these grant funds as we could not use existing staff. Hiring new full time staff during COVID was not very successful.</li><li>• COVID-19 School Reopening – Received in 2021, 85% of funds had to go to school districts. Funds were very restrictive and meant to support surveillance testing which was not a useful strategy in many of our smaller school districts.</li><li>• COVID Vaccination – Received in 2021, does not end until 2024 and will be used to promote flu and covid vaccinations.</li><li>• Public Health Fellowship – Received in 2021, one current staff member is funded through this grant and one PCG/NYS employee who works with our department is funded through this grant.</li></ul>	



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	<p>FEMA COVID-19 claim was submitted. FEMA asked for more information which has been sent. Awaiting final approval from FEMA.</p> <p>Whispering Pines Preschool has submitted rate adjustments from 2014-2015 school year through the 2021-2022 school year totaling \$7,991. With the rate adjustments we previously paid to Carousel Children's Program and these new rate adjustments we have exceeded the funds we encumbered to pay these and we are using our 2023 budget to pay these invoices.</p>	
<p>Sharing</p>	<p>Mandy shared with the committee the costs and benefits of purchasing Plan Street case management software. This software should be able to be claimed to the new Public Health Infrastructure grant we just received notice of. This software is cost effective and will greatly improve workflow efficiency. The committee approved the purchase of the Plan Street software.</p> <p>Two resolutions to transfer funds were approved to be presented to the board.</p> <p>Equipment Authorization to purchase tow trailer approved through the COVID-19 Enhanced Detection grant was approved.</p> <p>Three travel/training authorizations were approved.</p>	
<p>Meeting Adjourned at: 11:26am</p>		

Respectfully Submitted By,

Amanda Walsh, MPH  
Public Health Director

# Health Services Advisory Board Policy and Procedure List

Date: June 16, 2023

Approved	Need Corrections	Policy Name
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Accident Incident Reporting - update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Admission Plan of Care Medical Orders Discharge - update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Adverse Behavior in Workplace - update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Bag Technique - update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Communicable Disease Management and Daily Surveillance - update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Complete Medical Records - update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Compliance Officer Designee Duties & Responsibilities - new
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Confidentiality - update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Documentation Guidelines - update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	DOT for Active and or Suspected TB Cases - update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Health Commerce System -update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Immunization Clinics- update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Isolation Quarantine Monitoring of Facilities - update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Isolation Voluntary - update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Laboratory Response - update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Newborn Screening - update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	PSEP-CPSE Meeting & Coordination of Services - update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Reporting and Program Evaluation - update
<input type="checkbox"/>	<input type="checkbox"/>	1 of 1

ADDITIONAL NOTES:

# Health Services Advisory Board Policy and Procedure List

Date: June 16, 2023

Approved	Need Corrections	Policy Name
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Scale Care and Maintenance - update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Staff Training and Development - update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Standards of Service Provision - update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Vaccine Management and Quality Control - update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Vaccine for Adults - update
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ADDITIONAL NOTES:

**Delaware County Public Health Services  
Summary of Revenues & Expenditures  
January 1, 2022 - December 31, 2022**

	REVENUES			EXPENDITURES			BUDGETED	ACTUAL
	BUDGET	ACTUAL	%	BUDGET	ACTUAL	%	NET COST	NET COST
14012 PUBLIC HEALTH	1,113,582.86	1,164,151.38	105%	1,772,237.20	1,411,338.89	80%	658,654.34	247,187.51
14013 IMMUNIZATION	31,650.00	31,123.40	98%	14,300.00	(330.15)	-2%	(17,350.00)	(31,453.55)
14018 SUBSTANCE ABUSE	72,000.00	64,721.95	90%	37,715.00	37,598.07	100%	(34,285.00)	(27,123.88)
14019 PH EMERG PREPAREDNESS	50,100.00	22,289.01	44%	4,910.00	2,360.40	48%	(45,190.00)	(19,928.61)
14035 FAMILY HEALTH PLAN SERVICES	22,285.00	22,372.91	100%	6,725.00	6,262.39	93%	(15,560.00)	(16,110.52)
14042 RABIES CONTROL	15,500.00	17,082.30	110%	21,460.00	18,346.47	85%	5,960.00	1,264.17
14046 PHYSICALLY HANDICAPPED	2,575.00	666.99	26%	5,000.00	1,360.65	27%	2,425.00	693.66
14050 CHILDHOOD LEAD SCREENING	27,380.00	29,269.34	107%	3,700.00	2,964.71	80%	(23,680.00)	(26,304.63)
14051 CAR SEAT SAFETY PROGRAM	22,500.00	16,033.74	71%	30,500.00	28,486.46	93%	8,000.00	12,452.72
14054 SOCIAL HYGIENE	0.00	0.00	n/a	15,000.00	4,674.61	31%	15,000.00	4,674.61
14059 EARLY INTERVENTION PROGRAM	228,400.00	168,349.71	74%	495,340.00	433,634.64	88%	266,940.00	265,284.93
14060 CPSE 3-5	1,190,000.00	1,245,052.24	105%	2,818,783.00	2,725,022.10	97%	1,628,783.00	1,479,969.86
14070 CHILD HEALTH PROGRAM	1,000.00	735.00	74%	3,300.00	0.00	0%	2,300.00	(735.00)
14074 OTHER COMMUNICABLE DISEASES	0.00	0.00	n/a	3,000.00	231.36	8%	3,000.00	231.36
<b>TOTALS</b>	<b>2,776,972.86</b>	<b>2,781,847.97</b>	<b>100%</b>	<b>5,231,970.20</b>	<b>4,671,950.60</b>	<b>89%</b>	<b>2,454,997.34</b>	<b>1,890,102.63</b>

**Delaware County Public Health Services  
Summary of Actual/Budgeted Net Cost  
5 Year Comparison**

	2018		2019		2020		2021		2022	
	BUDGETED NET COST	ACTUAL NET COST	BUDGETED NET COST	ACTUAL NET COST	BUDGETED NET COST	ACTUAL NET COST	BUDGETED NET COST	ACTUAL NET COST	BUDGETED NET COST	ACTUAL NET COST
14012 PUBLIC HEALTH	486,200.83	325,586.30	478,842.95	314,467.25	501,621.00	264,635.76	557,813.59	170,049.03	658,654.34	247,187.51
14013 IMMUNIZATION	(19,350.00)	(24,032.36)	(12,582.98)	(19,519.65)	(21,500.00)	(30,160.42)	(11,850.00)	(33,122.75)	(17,350.00)	(31,453.55)
14018 SUBSTANCE ABUSE	0.00	0.00	0.00	0.00	0.00	0.00	(24,035.00)	(15,870.27)	(34,285.00)	(27,123.88)
14019 PH EMERG PREPAREDNESS	0.00	0.00	0.00	0.00	0.00	0.00	(39,215.00)	(49,888.61)	(45,190.00)	(19,928.61)
14035 FAMILY HEALTH PLAN SERVICES	(11,175.00)	(10,520.26)	(10,825.00)	(15,218.10)	(10,750.00)	(8,354.07)	(6,350.00)	(12,358.80)	(15,560.00)	(16,110.52)
14042 RABIES CONTROL	17,500.00	(3,215.30)	10,400.00	(5,016.86)	10,200.00	536.08	5,960.00	(2,189.63)	5,960.00	1,264.17
14046 PHYSICALLY HANDICAPPED	4,700.00	0.00	2,425.00	749.36	2,425.00	995.28	2,425.00	1,081.12	2,425.00	693.66
14050 CHILDHOOD LEAD SCREENING	(23,798.00)	(29,174.40)	(23,879.00)	(24,268.48)	(23,229.00)	(16,247.09)	(23,679.00)	(19,383.89)	(23,680.00)	(26,304.63)
14051 CAR SEAT SAFETY PROGRAM	2,050.00	3,844.85	6,850.00	9,353.62	8,000.00	8,592.24	7,980.00	8,608.16	8,000.00	12,452.72
14054 SOCIAL HYGIENE	18,000.00	6,892.58	15,000.00	8,797.76	15,000.00	574.80	15,000.00	4,090.71	15,000.00	4,674.61
14059 EARLY INTERVENTION PROGRAM	300,485.22	274,900.05	326,765.98	243,660.76	325,914.00	327,622.94	338,733.65	335,428.14	266,940.00	265,284.93
14060 CPSE 3-5	1,525,740.00	1,424,176.98	1,589,512.00	1,284,119.96	1,687,349.00	963,457.42	1,701,377.35	1,426,476.79	1,628,783.00	1,479,969.86
14070 CHILD HEALTH PROGRAM	4,100.00	357.48	2,300.00	23.60	2,300.00	(277.16)	2,300.00	156.51	2,300.00	(735.00)
14074 OTHER COMMUNICABLE DISEASES	2,050.00	80.31	2,000.00	646.35	12,000.00	1,777.90	4,000.00	684.54	3,000.00	231.36
<b>TOTALS</b>	<b>2,306,503.05</b>	<b>1,968,896.23</b>	<b>2,386,808.95</b>	<b>1,797,795.57</b>	<b>2,509,330.00</b>	<b>1,513,153.68</b>	<b>2,530,460.59</b>	<b>1,813,761.05</b>	<b>2,454,997.34</b>	<b>1,890,102.63</b>
Budget - Actual Net Costs		337,606.82		589,013.38		996,176.32		716,699.54		564,894.71

Year	Actual Net Costs
2018	\$ 1,968,896.23
2019	\$ 1,797,795.57
2020	\$ 1,513,153.68
2021	\$ 1,813,761.05
2022	\$ 1,890,102.63



		COVID-19 Response <i>Ends 12/31/2021</i>	COVID-19 Enhanced Detection <i>Ends 12/31/2023</i>	COVID-19 School Reopening <i>Ends 7/31/2023</i>	COVID Vaccination <i>Ends 6/30/2024</i>	Public Health Fellowship Program <i>Ends 6/30/2024</i>
2020	Beginning Budget	\$ -	\$ -			
	Funds Received	\$ 95,373.00	\$ 253,688.00			
	Actual	\$ 95,373.00	\$ 19,643.57			
	Carry-Over	\$ -	\$ 228,385.59			
2021	Beginning Budget	\$ -	\$ 228,385.59	\$ -	\$ -	\$ -
	Funds Received	\$ -	\$ 312,079.00	\$ 1,383,725.00	\$ 176,662.14	\$ 719,282.00
	Actual	\$ -	\$ 202,582.98	\$ 98,590.43	\$ 19,222.71	\$ -
	Carry-Over	\$ -	\$ 343,493.67	\$ 1,283,209.63	\$ 157,439.43	\$ 719,282.00
2022	Beginning Budget		\$ 343,493.67			
	Funds Received		\$ -	\$ 1,283,209.63	\$ 157,439.43	\$ 719,282.00
	Actual		\$ 43,168.13	\$ 392,039.20	\$ 91,837.47	\$ 43,509.78
	Carry-Over		\$ 300,372.32	\$ 893,095.37	\$ 65,601.96	\$ 675,772.22
2023	Beginning Budget		\$ 300,372.32	\$ 893,095.37	\$ 65,601.96	\$ 675,772.22
	Funds Received		\$ -	\$ -	\$ -	\$ -
	Actual		\$ 9,360.21	\$ 115,479.43	\$ 298.40	\$ 14,186.67
	Carry-Over					