



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:	March 13, 2025 10:06 am	
Attendees/Title:		
Arthur Merrill, Town of Colchester Supervisor	Amanda Walsh, Public Health Director	
Joseph Cetta, Town of Walton Supervisor	Wayne Marshfield, Town of Hamden Supervisor	
Dr. Rohan Jayasena, Medical Director	Rebecca Walley, Town of Deposit Supervisor	
Elizabeth Green, Community Member	Wayne Shepard, Office of the Aging	
Christina Gardner, Accounting Supervisor		

Topic:	Discussion:	Action:
Approval of Minutes	The January 9, 2025 minutes were approved as written.	Moved: Joe Second: Becky Vote: Ayes-4, Noes-0
Public Health Programs Update/ Community Health Assessment Update	Our Community Health Assessment is due December 31, 2025. This plan will be a 6-year assessment. This assessment includes a large amount of data and collaboration with local hospitals, county departments, community agencies and provides a detailed assessment of our county's health and well-being. Many agencies use this document for grant applications and other community projects. This year we are fortunate that we can utilize Public Health Infrastructure grant funding to work with the healthcare analytics and consulting company, DataGen, Inc. They will perform data mining and analysis, facilitate planning sessions, coordinate community and professional surveys and draft the Community Health Assessment and Community Health Improvement Plan. When complete the Community Health Assessment will be brought to this committee for approval. Joe inquired about how the DVH expansion project is involved in this process. Mandy explained that Public Health has participated in DVH planning meetings, DVH has a representative involved in our Community Health Assessment	



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and all three hospital systems will complete Community Service Plans which are integrated into the Community Health Assessment documents.

National Public Health week is April 7th-13th, 2025. We will present a resolution at the March 26th board meeting in recognition of Public Health week. National Public Health Week 2005 will focus on five key priorities:

- Making public health a priority
- Championing climate resilience
- Advancing health equity
- Strengthening the public health workforce
- Amplifying voices for public health advocacy

The 2025 Rabies clinic schedule is being finalized. Some locations have changed due to our new electronic paperless system and Wi-Fi requirements. The public was very supportive and appreciative of the electronic clinics system instituted last year, especially the ability to pre-register for a clinic appointment. This system has made our clinics more efficient and is good practice for our staff as it's the same NYS system we utilize for clinics during an emergency. Once final the clinic schedule will go out to all towns, a press release will be sent out and we will post on social media.

NYS is waiting until after the state budget is passed to send out more information pertaining to the JUUL settlement funds.

Our communicable disease program handled the human exposure aspect associated with a report of a flock of birds positive for Avian Flu. When a wild bird is identified, DEC would be the lead agency. When a flock of domestic birds is identified, Ag & Markets leads the response. In this case, the owner noticed that some of the birds were sick and dying and notified Ag & Markets. Once NYSDOH identified that the flock was positive for Avian Flu our agency was notified to monitor for potential human exposure. In these investigations, Ag & Markets remains the lead agency and conducts any depopulation and sanitization necessary, while our



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	role is to monitor and prevent the spread of disease to humans and provide the public with information about Avian Flu and how to protect themselves and their animals.	
Children's Program Update	<p>Our Early Intervention program is still in a period of transition with the new NYSDOH software system, EI-Hub. System improvements have been made but it still takes a lot of time for staff to work between the new software system and agency paper charts. We have hired a new program coordinator, Stacy Hyduk, who starts Monday March 17th. We are excited to have a new addition to our Early Intervention program, however this program requires a lot of training time to learn and become comfortable with.</p> <p>Our Preschool program continues to have 10 vehicles (7 is typical) on the road to provide transportation to area centered-based preschool programs. We continue to have children on waitlists for center-based preschool programs. Our transportation consultant, VMC, continues to assist us with routing and helping to keep our costs low as preschool transportation remains to be our largest budget requirement.</p> <p>The NYS budget contains a Maternal Child Health Block grant of federal funding that funds our EI Administration and Children and Youth with Special Health Care Needs grants. We are waiting to see if there are any changes that would impact our funding. NYSDOH previously accepted all 5 years of Public Health Infrastructure grant funding so that grant is secure through November 30, 2027.</p>	
Quality Assurance/ Incident Reports	The 2024 4 th quarter quality assurance report and incident reports were reviewed and approved by the committee.	Moved: Becky Second: Art Vote: Ayes-4, Noes-0
Staffing Update	Our newest Program Coordinator, Stacy Hyduk, starts Monday March 17, 2025. This latest hire leaves us with just one vacant SLP position and one vacant part-time SLP position. These will be more difficult positions to fill. We continue to advertise with iHire for the SLP position.	
Public Health Infrastructure Grant	We anticipate that the allocation of our year 3 funds will be approved shortly. The largest new item funded with year 3 funds is the contract with DataGen, Inc. to assist with our Community Health Assessment and Community Health Improvement Plan. Year 3 also includes continued	



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	wellness benefits for staff and funding for iHire, Track with Jack and DocuSign software. Case management software was previously approved but with the recent NYS software changes we have yet to move forward with the purchase of case management software but hope to do so soon. Upgrading and purchasing software that makes work easier and more efficient for staff is a major objective of the Public Health Infrastructure grant.	
Updated Policies	Updated policies were approved as written. (see attached)	Moved: Joe Second: Becky Vote: Ayes-4, Noes-0
Fiscal	Christina reviewed the fiscal report. (see attached) The expenditures listed on this report are final for 2024 but the revenues are not yet complete. The preschool expenses in 2024 did exceed the original budget but we had funds remaining in other programs that we were able to transfer into preschool to cover these overages.	
Meeting Adjourned at: 11:12 am		

Respectfully Submitted By,

Amanda Walsh, MPH
Public Health Director

Health Services Advisory Board Policy and Procedure List

Date: March 13, 2025

Approved	Need Corrections	Policy Name
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Accident Incident Reporting - update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Case Management of LPPP - update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	EI-HUB Roles and Responsibilities
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Lead Billing - update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Lead Program Data Retrieval and Documentation - update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Non-Patient Specific Orders and Protocol for Mantoux TST - update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Physical Safeguards - update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Reporting and Program Evaluation PH - update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Service Coordination - update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	TB Reports, Evaluation and Management - update
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ADDITIONAL NOTES:

Delaware County Public Health Services
Summary of Revenues & Expenditures
January 1, 2024 - December 31, 2024

	REVENUES				EXPENDITURES			BUDGETED NET COST	ACTUAL NET COST
	BUDGET	ACTUAL	%		BUDGET	ACTUAL	%		
14012 PUBLIC HEALTH	1,538,455.39	659,146.13	43%		1,774,864.20	1,013,968.09	57%	236,408.81	354,821.96
14013 IMMUNIZATION	31,650.00	31,356.57	99%		13,675.00	5,993.08	44%	(17,975.00)	(25,363.49)
14018 SUBSTANCE ABUSE	0.00	0.00	n/a		235.00	196.77	84%	235.00	196.77
14019 PH EMERG PREPAREDNESS	52,100.00	21,883.35	42%		12,490.00	4,782.00	38%	(39,610.00)	(17,101.35)
14035 FAMILY HEALTH PLAN SERVICES	54,575.00	42,814.02	78%		16,645.00	11,685.06	70%	(37,930.00)	(31,128.96)
14042 RABIES CONTROL	15,500.00	15,309.36	99%		22,315.00	11,626.97	52%	6,815.00	(3,682.39)
14046 PHYSICALLY HANDICAPPED	2,575.00	0.00	0%		5,000.00	0.00	0%	2,425.00	0.00
14050 CHILDHOOD LEAD SCREENING	32,900.00	31,788.43	97%		6,340.00	4,594.39	72%	(26,560.00)	(27,194.04)
14051 CAR SEAT SAFETY PROGRAM	23,000.00	16,364.83	71%		31,000.00	20,916.19	67%	8,000.00	4,551.36
14054 SOCIAL HYGIENE	0.00	0.00	n/a		15,000.00	6,864.50	46%	15,000.00	6,864.50
14059 EARLY INTERVENTION PROGRAM	198,100.00	100,286.53	51%		488,543.13	446,718.07	91%	290,443.13	346,431.54
14060 CPSE 3-5	1,243,650.00	1,018,458.80	82%		3,328,654.00	3,289,471.09	99%	2,085,004.00	2,271,012.29
14070 CHILD HEALTH PROGRAM	500.00	70.00	14%		3,300.00	60.78	2%	2,800.00	(9.22)
14074 OTHER COMMUNICABLE DISEASES	0.00	0.00	n/a		1,625.00	10.25	1%	1,625.00	10.25
TOTALS	3,193,005.39	1,937,478.02	61%		5,719,686.33	4,816,887.24	84%	2,526,680.94	2,879,409.22