

Ulster County Board of Health
Meeting Minutes January 11, 2010

Present: Thomas Stellato MD, President
Joan Authenrieth RN, Vice-President
Marc Tack, DO , Secretary
David Clegg, Esq
Dominique Delma MD
Elbert MacFadden MD

Absent: Marion Ostrander RN MS

Nereida Veytia, Director of Patient Services
Kevin DuMond, Acting Environmental Health Services Director
La Mar Hasbrouck, MD, MPH, Public Health Director
Douglas Heller, MD, Medical Examiner

The meeting was called to order by Dr. Stellato at 7:30 pm.

I. Old Business

The minutes to the November 16, 2009 meeting were moved for approval by Mr. Clegg and seconded by Dr. MacFadden. (There was not a quorum at the December 14, 2009 meeting.)

II. New Business

A. Medical Examiner's Report

Dr. Heller described his new duties as the Medical Examiner. Each case has to be handled differently. He noted that there have been quite a few suicides. There are no criminal investigations at this time. He advised that he is getting a feel for dealing with the families that are going through a traumatic experience. If there is a Primary Care Physician involved, that seems to make it easier for all parties. Dr. Hasbrouck inquired if Dr. Heller would benefit from CME training and Dr. Heller said he would.

B. Environmental Division – Update on Enforcement Process

There are three (3) parts to Mr. DuMond's presentation regarding the process.

- 1.) The process starts with the application and permit. Mr. DuMond noted that, in 2009, all operators got their permits.
- 2.) Inspections were done on all the permitted businesses in 2009 by staff. The risk category determines the amount of labor to prepare. They are defined as follows:
 - a.) Low: Hot dog carts, ice cream stands, etc...permitted yearly but Inspected every two years.
 - b.) Medium: Soup/salad restaurants, MacDonald's, Wendy's, etc... are inspected annually.

c.) High: Diners, restaurants

1. Minimum of two inspections per year
2. Informal hearings to see if violations were corrected
3. Goes to a formal hearing if violations still exist.

3.) Enforcement Policies and Procedures

The procedures for inspections and the informal preliminary procedures remains the same. However, the formal hearings will now be brought to Mr. Klein by the County Attorney's office. Mr. Klein will then forward the recommendations to the Board. The Board, in turn, will decide upon the amount of the fines to be levied. Mr. DuMond did advise that the County Attorney and the Environmental Division staff are still in the process of formalizing this process.

C. H1N1 Plan Update

Ms. Veytia reviewed the goals of the H1N1 plan:

- 1.) To vaccinate county residents
- 2.) To carry out the preparedness mandate to schools and the community
Ms. Veytia advised that five (5) school-based clinics were conducted the week of December 14-18, 2009. They were staffed by the Health Department, community volunteers and inter-department employees. (i.e. law enforcement housed vaccine, buildings & grounds to help in set-up/and take down, transportation provided by UCAT, information services to set up equipment.)
- 3.) Over 1400 people came through the PODS that week.
- 4.) After-action review was conducted to evaluate lessons learned and what could have been done better.
- 5.) There are upcoming clinics in the beginning of 2010. They will be in the same geographical areas but not necessarily schools, children need the follow-up vaccinations and weekend dates will be scheduled as well.

D. Comptroller's Report – Distributed and/or mailed at the 12/14/09 meeting
Dr. Stellato noted the following two (2) items in the report that need addressing:

- 1.) The report sites that the Board of Health was not overseeing anything- which Dr. Stellato advised that nothing was given to them.
- 2.) The audits conducted by the NYSDOH went directly to the previous Director and nothing was passed along to the Board. Dr. Stellato stated that he would like to see these reports.

Discussion continued with recommendations being made to correct the omissions of the past. Mr. Dumond advised that the NYSDOH has set up training sessions in the use of EHIPS and SIDWIS which will make all reporting electronic. Monthly and quarterly reports will be submitted to Dr. Hasbrouck and the Board of Health.

Dr. Tack recommended defining the risks within the community and drafting a plan for the Health Department to respond to it, as the hospitals do.

A compliance plan was discussed which addressed oversights not only within the department but as it pertained to the staff of the Health Department.

Dr. Hasbrouck outlined his strategy for correcting these items. He has met with the managers with the idea of “structure to follow function.” The County Executive has asked Dr. Hasbrouck to respond to several items within the Comptroller’s report:

- 1.) Lack of internal controls
- 2.) Define lines of communication
- 3.) Define the flow of supervision
- 4.) Outline the flow of responsibilities

An organizational chart is being developed that will define what the Health Department actually does and that will, in turn, educate the Board on what role they will be playing.

Also recommended is that all reports be memorialized in the minutes that will aid in the orientation of new members to the Board. A “job description” will be defined for the members with the help of Mr. Hein and Ms. Havranek’s help.

Dr. Hasbrouck advised that “state of the state” presentations are being given to the entire department by the Nursing Division and the Environmental Health Services Division.

At the conclusion of the discussion of the comptroller’s report, Dr. Tack moved that all audits and compliance recommendations be provided to the Board within one (1) month of receipt by the department. Seconded by Mr. Clegg and carried.

Next meeting is scheduled for Monday, February 8, 2010.

Motion to adjourn meeting at 8:32 made by Dr. Tack, seconded by Mr. Clegg and carried.

Respectfully submitted:

Karen L. Salzer
Account Clerk/Administration
February 2, 2010