



# 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>	January 25, 2024 10:06am	
<b>Attendees/Title:</b>		
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	Tristan Sharratt, Medical Advisor	
Elizabeth Green, Community Member	Wayne Shepard, Office of the Aging	
Christina Gardner, Accounting Supervisor	Sara Anderson, Health Education Program Coordinator	
Emma Hynes, Program Coordinator		

<b>Topic:</b>	<b>Discussion:</b>	<b>Action:</b>
Introductions	Recently appointed Medical Advisor, Tristan Sharratt, and new employees, Sara Anderson and Emma Hynes, were introduced to the committee.	
Approval of Minutes	The November 9, 2023 minutes were approved as written.	Moved: Art Second: Wayne Vote:Ayes-3,Noes-0
Public Health Programs Update	As of December 20, 2023 RSV and Varicella are New York State reportable diseases. Previously, local health departments were notified when clusters these illnesses emerged. Now every positive lab report will be reported to our office. In the time frame 12/20/2023 – 12/31/2023 69 cases of RSV were reported in Delaware County. There were 989 reportable cases and over 4,000 lab reports received in 2023. Dr Jayasena inquired how RSV tests performed in an office setting instead of a lab will be reported. Mandy explained that NYS will eventually clarify the reporting process. As of right now, only tests conducted by a lab are reported to the ECLRS system. Art inquired about home covid tests and if they are included in the covid statistics. Mandy explained that home tests are no longer reported to the health department and therefore are not included in our statistics. Tristan mentioned that there is	



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	<p>interest in phasing out older methods of reporting to the health department. The 2023 communicable disease report was reviewed.</p> <p>There were 321 rabies reports received in 2023 and 277 of these reports were human to animal exposures. One dog was quarantined. Three animals tested positive for rabies, 1 skunk and 2 raccoons. 34 people received PEP treatment, mostly due to bat exposures. Towns with the most reports included Sidney, Walton and Delhi followed by Middletown, Hancock and Deposit.</p> <p>With our new staff on board we will ramp up Community Health Assessment and Community Health Improvement Plan activities. We are in the process of submitting our 2024 State Aid Application and planning out annual state aid activities.</p>	
<p>Environmental Health Update</p>	<p>Ed Bartos was unable to attend the meeting. Environmental office staff have been working closely with our staff on elevated Lead cases. There were 2 boil water alerts issued recently.</p>	
<p>Children's Program Update</p>	<p>Early Intervention Program will have a municipal monitoring review February 20, 2024. There is a new auditing agency, Acentra Health, and they will be onsite conducting interviews and reviewing documentation. We are in the process of gathering the requested documentation to be sent prior to the review.</p> <p>We continue to canvass for our vacant SLP and OT therapist positions. Speech remains the service with the largest deficit. Virtual services are utilized when possible but are not always appropriate for all services and children. We still have an open Program Coordinator position, so we are without a 3<sup>rd</sup> person to provide service coordination for the Early Intervention program and assistance with other public health programs. Dr Jayasena inquired about the licenses and requirements for our therapy positions. Mandy explained that therapists are required to be licensed by NYS in their area of expertise. Often newly licensed individuals prefer to work in a facility with oversight from other more experienced therapists, but we have contracted with experienced therapists in the past to provide oversight and mentor newly licensed individuals.</p>	



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Quality Assurance/ Incident Reports	The 2023 3 <sup>rd</sup> quarter quality assurance report and incident reports were reviewed and approved by the committee.	Moved: Joe Second: Art Vote:Ayes-3,Noes-0
Updated Policies	Updated policies were approved as written. (see attached)	Moved: Wayne Second: Art Vote:Ayes-3,Noes-0
Staffing Update	New hires: Sara Anderson, Health Education Coordinator and Emma Hynes, Program Coordinator. Stacey Green, Program Coordinator has left our employment. There are funds in our Public Health Infrastructure grant to be utilized for recruitment campaigns and we plan to focus on filing our therapist positions. The College of Saint Rose is closing and many local speech language pathologists graduated from here. This was one of the colleges we would reach out to when looking for speech pathologists.	
Public Health Infrastructure Grant	<p>Our Public Health Infrastructure grant has been approved by NYSDOH. We are now able to implement our targeted plans for staff recruitment, staff wellness incentives, additional staff trainings, software, office enhancements, furniture, organization and storage.</p> <p>Case management software options for local health departments are very limited. There are EMR (Electronic Medical Records) options that are utilized by hospital and clinical systems. Some larger counties have opted to use EMR systems. These tend to be expensive and geared towards optimizing medical billing more than case management, which doesn't meet our needs. We have been looking at PlanStreet case management-based software. This is currently utilized by Essex County Health Department (county size similar to ours). NYSACHO is holding an open discussion for health departments regarding software specialized needs and potential options for local health departments as not a lot of software packages exist to serve the needs of local health department programs. The county attorney's office has determined this to be considered specialized software therefore a formal bid process would not be required, however appropriate quotes will be obtained per the county procurement policy. In response to Joe Cetta's question, Mandy explained that the Public Health Infrastructure grant will pay for case</p>	



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	<p>management software. The committee supported moving forward with the process to purchase case management software.</p> <p>New time tracking software, Track with Jack, has been purchased with infrastructure grant funds. This system provides a more efficient way for staff to account for daily activities and produces reports used for state aid and grant claims.</p> <p>Infrastructure grant funds will be available for 5 years so not only will the initial purchase of software systems be covered but the annual subscription fees associated with the software will also be reimbursed for the 5-year grant period. After this time these annual subscriptions would need to be included in our county budget.</p> <p>Additional training for staff is included in our approved budget. The committee may see more travel/training requests than seen previously due to this funding.</p>	
Fiscal Report	Christina reviewed the fiscal report. (see attached)	
Other	<p>Five travel/training authorizations were approved.</p> <p>Building maintenance issues discussed. This committee will ask to meet with the Shared Services Committee to discuss current building maintenance requests/issues at the 99 Main Street building.</p>	<p>Moved: Wayne Second: Art Vote:Ayes-3,Noes-0</p>
Meeting Adjourned at: 11:16am		

Respectfully Submitted By,

Amanda Walsh, MPH  
Public Health Director

# Health Services Advisory Board Policy and Procedure List

Date: January 25, 2024

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"/>	County Care Assignment & Mileage Claims - update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	CYSHCN Referral & Enabling Services (Care Coordination) - update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	CYSHCNSS Diagnostic & Evaluation Program Guidelines - update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	CYSHCNSS Medical Treatment Program Guidelines - update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	EI-PSEP Provider Child Abuse Register Data Base Inquiry - new
<input checked="" type="checkbox"/>	<input type="checkbox"/>	EI Provider Agency Services Auditing - update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Grant Equipment Management - update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Personnel Requirements (Records, Health & Performance Evaluations) - update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Physical Safeguards - update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	QA Program - update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Rabies Specimen Handling and Submission for Testing - update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Staff Recruitment and Retention, Including Incentives
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Supervision of Professionals - 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"/>	1 of 1

ADDITIONAL NOTES:

**Delaware County Public Health Services  
Summary of Revenues & Expenditures  
January 1, 2023 - December 31, 2023**

	REVENUES			EXPENDITURES			BUDGETED NET COST	ACTUAL NET COST
	BUDGET	ACTUAL	%	BUDGET	ACTUAL	%		
14012 PUBLIC HEALTH	2,656,573.12	968,307.79	36%	2,984,085.19	1,393,382.92	47%	327,512.07	425,075.13
14013 IMMUNIZATION	31,650.00	37,222.97	118%	13,800.00	4,308.25	31%	(17,850.00)	(32,914.72)
14018 SUBSTANCE ABUSE	72,000.00	51,437.63	71%	38,265.00	27,484.64	72%	(33,735.00)	(23,952.99)
14019 PH EMERG PREPAREDNESS	50,100.00	29,809.99	60%	14,935.00	12,578.54	84%	(35,165.00)	(17,231.45)
14035 FAMILY HEALTH PLAN SERVICES	54,575.00	43,038.58	79%	38,925.00	30,813.80	79%	(15,650.00)	(12,224.78)
14042 RABIES CONTROL	15,500.00	15,910.28	103%	21,460.00	20,712.72	97%	5,960.00	4,802.44
14046 PHYSICALLY HANDICAPPED	2,575.00	812.00	32%	5,000.00	1,419.82	28%	2,425.00	607.82
14050 CHILDHOOD LEAD SCREENING	27,380.00	22,537.27	82%	6,700.00	4,928.62	74%	(20,680.00)	(17,608.65)
14051 CAR SEAT SAFETY PROGRAM	23,500.00	18,644.77	79%	31,500.00	16,776.71	53%	8,000.00	(1,868.06)
14054 SOCIAL HYGIENE	0.00	0.00	n/a	15,000.00	4,238.57	28%	15,000.00	4,238.57
14059 EARLY INTERVENTION PROGRAM	231,329.50	96,603.41	42%	556,953.50	472,105.68	85%	325,624.00	375,502.27
14060 CPSE 3-5	1,144,844.25	957,915.45	84%	3,357,464.25	3,215,370.06	96%	2,212,620.00	2,257,454.61
14070 CHILD HEALTH PROGRAM	1,000.00	70.00	7%	3,300.00	0.00	0%	2,300.00	(70.00)
14074 OTHER COMMUNICABLE DISEASES	0.00	0.00	n/a	3,000.00	(16.97)	-1%	3,000.00	(16.97)
<b>TOTALS</b>	<b>4,311,026.87</b>	<b>2,242,310.14</b>	<b>52%</b>	<b>7,090,387.94</b>	<b>5,204,103.36</b>	<b>73%</b>	<b>2,779,361.07</b>	<b>2,961,793.22</b>
<b>Minus COVID Grants</b>	<b>2,010,810.87</b>	<b>475,747.21</b>		<b>2,045,012.94</b>	<b>582,519.27</b>			
	<b>2,300,216.00</b>	<b>1,766,562.93</b>	<b>77%</b>	<b>5,045,375.00</b>	<b>4,621,584.09</b>	<b>92%</b>		