



**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

## Health Services Advisory Board Minutes

<b>Meeting Date/Time:</b>	September 12, 2024 10:04am	
<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	
Rebecca Walley, Town of Deposit Supervisor	Tristan Sharratt, Medical Advisor	
Dr. Rohan Jayasena, Medical Director	Elizabeth Green, Community Member	
Tasha Amadon, DSS	Christina Gardner, Accounting Supervisor	

<b>Topic:</b>	<b>Discussion:</b>	<b>Action:</b>
Approval of Minutes	The June 13, 2024 minutes were approved as written.	Moved: Art Second: Joe Vote:Ayes-4,Noes-0
Public Health Programs Update	<p>Rabies has been very busy this summer. Staff have fielded many calls regarding bats, especially in older homes including Airbnb's. We are noticing a trend of individuals taking in feral/stray cats/animals without updating or getting them rabies vaccinations. When a domestic animal is exposed to a rabid animal and has no rabies vaccination records, this results in a quarantine of the animal(s). We currently have 2 quarantines in progress, 1 dog and 1 involving multiple cats.</p> <p>In accordance with NYSDOH, our communicable disease program is currently reviewing plans for H5N1 avian influenza. H5N1 has been found in domestic poultry and wild birds. Currently the risk to humans is low and NYSDOH is monitoring the disease.</p>	



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	<p>NYSDOH was conducting syphilis investigations for the 17-county region that Delaware County is a part of. These investigations will be the responsibility of (LHD) local health department staff beginning in January. Staff are currently undergoing training.</p> <p>Our Immunization program has a full schedule for our monthly immunization clinic, tomorrow. This is typical as children go back to school and need to up to date on required vaccinations.</p>	
<p>Children's Program Update</p>	<p>Early Intervention will be transitioning to a new statewide data system, EI-Hub. All staff/providers/agencies will need to complete training. The transition to a new system will be a big project as our staff will be learning the new system at the same time as trying to assist providers and agencies. Staff will be very busy as we continue to be down a staff member with a role of EI service coordinator.</p> <p>Preschool has a high caseload at this time. Last year in September we had a caseload of 66. Currently we have a caseload of 84 with 38 students going to center-based programs. We are seeing a trend of kids born during the pandemic who were not part of the Early Intervention program and are now entering preschool needing multiple services and high needs.</p> <p>Our CYSHCN program provided a sensory safe space at the Delaware County fair. This was a phenomenal success, serving a variety of age groups receiving wonderful feedback. We plan to host mini versions of this room in different locations throughout the year.</p>	
<p>PH Infrastructure Grant</p>	<p>The Public Health Infrastructure grant is a 5-year grant running through 2027. This grant will not fund capital improvements but can be used to improve our workspace to increase employee retention. The committee reviewed the furniture plan done in 3 phases and approved the first phase purchase authorization.</p>	<p>Moved: Art Second: Joe Vote:Ayes-4,Noes-0</p>
<p>LHCSA</p>	<p>In 2012 when the Certified Home Health Agency (CHHA) was sold we were required to obtain a Licensed Home Care Services Agency (LHCSA) license per PHL Article 36 for nursing visits in our lead, maternal and infant health and directly observed therapy for TB. Public Health Law</p>	



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	<p>Article 36 was amended to allow local health departments to relinquish their article 36 licenses while still attending to their core public health functions.</p> <p>The committee approved moving forward with the process to relinquish the agency LHCSA license.</p>	<p>Moved: Joe Second: Wayne Vote:Ayes-4,Noes-0</p>
Updated Policies	Updated policies were approved as written. (see attached)	<p>Moved: Wayne Second: Joe Vote:Ayes-4,Noes-0</p>
Fiscal Report	<p>Christina reviewed the fiscal report. (see attached) This report contained at least one error as USL does not allow us to spend over 100% of our budgeted expenses as 4018 showed. Christina reported having difficulty with the accuracy of this report at the end of 2023 and then again in 2024. This information was reported to both Fiscal Affairs and IT.</p> <p>The 4035 1<sup>st</sup> quarter grant claim was posted to the year 2023 due to a date error. Therefore 4035 revenue will be understated in 2024.</p>	
2025 Budget	The 2025 budget proposal was reviewed. The committee approved submitting the 2025 budget proposal presented.	<p>Moved: Wayne Second: Art Vote:Ayes-4,Noes-0</p>
Other	<p>The committee approved two travel authorizations.</p> <p>Progress of building capital improvements was discussed.</p>	<p>Moved: Joe Second: Becky Vote:Ayes-4,Noes-0</p>
Meeting Adjourned at: 11:23am		

Respectfully Submitted By,

Amanda Walsh, MPH  
Public Health Director

# Health Services Advisory Board Policy and Procedure List

Date: September 12, 2024

Approved	Need Corrections	Policy Name
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Abuse Neglect Human Trafficking - update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Accident Incident Reporting - update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Advanced Directives - update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Adverse Behavior in the Workplace - update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Bag Technique - update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Behavioral Management Guidelines for EI Providers - update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Complaints - update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Compliance Officer Designee Duties - update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Compliance Program Overview - update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Compliance Reporting - update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Compliance Risk Audit and Self Evaluation - update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Content Retention and Disposal of EI Records - update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	CYSHCN Coordination of Community Resources - update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	CYSHCN and CYSHCNSS Reporting and Program Evaluation - update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	CYSHCNSS Dental Treatment Program Guidelines - update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	CYSHCNSS Diagnostic and Evaluation Program Guidelines - update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	CYSHCNSS Medical Treatment Program Guidelines - update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Disposable Particulate Respirator Fit Testing and Use - update
<input type="checkbox"/>	<input type="checkbox"/>	1 of 3

ADDITIONAL NOTES:

# Health Services Advisory Board Policy and Procedure List

Date: September 12, 2024

Approved	Need Corrections	Policy Name
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Dress Code for Agency Staff - update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Emergency Disaster - update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fire Safety and Emergency Evacuation - update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Free Animal Rabies Vaccination Clinics - update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Health Commerce System (HCS) - update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	IFSP - update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Intake Referral - update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Nurse Competencies - update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	On Call Coverage - update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Orientation - update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Patients Rights - update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	QA Program for PH - update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Quality Assurance Plan for EI - update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Scale Care and Maintenance - update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Service Coordinaton - update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Social Media Use - update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Staff Recruitment and Retention Including Incentives - update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Staff Training and Development - update
<input type="checkbox"/>	<input type="checkbox"/>	2 of 3

ADDITIONAL NOTES:

# Health Services Advisory Board Policy and Procedure List

Date: September 12, 2024

Approved	Need Corrections	Policy Name
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Standards of Service Provision - update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Time and Effort - update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Transition Planning - update
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ADDITIONAL NOTES:

**Delaware County Public Health Services  
Summary of Revenues & Expenditures  
January 1, 2024 - September 12, 2024**

	REVENUES			EXPENDITURES			BUDGETED	ACTUAL
	BUDGET	ACTUAL	%	BUDGET	ACTUAL	%	NET COST	NET COST
14012 PUBLIC HEALTH	1,563,455.39	274,387.19	18%	1,871,359.33	648,935.05	35%	307,903.94	374,547.86
14013 IMMUNIZATION	31,650.00	12,729.74	40%	13,675.00	3,827.47	28%	(17,975.00)	(8,902.27)
14018 SUBSTANCE ABUSE	0.00	0.00	n/a	235.00	324.46	138%	235.00	324.46
14019 PH EMERG PREPAREDNESS	52,100.00	12,877.89	25%	12,490.00	3,846.32	31%	(39,610.00)	(9,031.57)
14035 FAMILY HEALTH PLAN SERVICES	54,575.00	9,927.70	18%	36,645.00	12,123.90	33%	(17,930.00)	2,196.20
14042 RABIES CONTROL	15,500.00	8,069.11	52%	22,315.00	10,764.32	48%	6,815.00	2,695.21
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	13,197.17	40%	6,340.00	4,325.08	68%	(26,560.00)	(8,872.09)
14051 CAR SEAT SAFETY PROGRAM	23,000.00	7,954.43	35%	31,000.00	12,532.13	40%	8,000.00	4,577.70
14054 SOCIAL HYGIENE	0.00	0.00	n/a	15,000.00	4,052.33	27%	15,000.00	4,052.33
14059 EARLY INTERVENTION PROGRAM	198,100.00	56,400.76	28%	583,548.00	305,846.75	52%	385,448.00	249,445.99
14060 CPSE 3-5	1,243,650.00	421,258.16	34%	3,142,154.00	1,890,088.72	60%	1,898,504.00	1,468,830.56
14070 CHILD HEALTH PROGRAM	500.00	0.00	0%	3,300.00	66.85	2%	2,800.00	66.85
14074 OTHER COMMUNICABLE DISEASES	0.00	0.00	n/a	1,625.00	18.43	1%	1,625.00	18.43
<b>TOTALS</b>	<b>3,218,005.39</b>	<b>816,802.15</b>	<b>25%</b>	<b>5,744,686.33</b>	<b>2,896,751.81</b>	<b>50%</b>	<b>2,526,680.94</b>	<b>2,079,949.66</b>