



# 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>	November 14, 2024 10:05am	
<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	
Betty Scott, Town of Masonville Supervisor	Rebecca Walley, Town of Deposit Supervisor	
Dr. Rohan Jayasena, Medical Director	Tristan Sharratt, Medical Advisor	
Wayne Shepard, Office of the Aging	Christina Gardner, Accounting Supervisor	
Kyra Shew, Special Education Coordinator/Compliance Officer		

<b>Topic:</b>	<b>Discussion:</b>	<b>Action:</b>
Approval of Minutes	The September 12, 2024 minutes were approved as written.	Moved: Wayne Second: Joe Vote: Ayes-5, Noes-0
Public Health Programs Update	<p>As of November 1<sup>st</sup> the NYSDOH website has been updated to include this year's seasonal Influenza surveillance reporting. This gives the public access to weekly influenza reports and allows them to track the prevalence of influenza in their area. NYSDOH and CDC are monitoring the Marburg virus, a rare hemorrhagic fever. A travel alert for Rwanda has been issued.</p> <p>The upcoming 2025-2030 Community Health Assessment is a large report that involves collaboration with our three hospital systems, multiple community partners and community surveys. We are in the process of interviewing consultants to assist with data mining and the report process. The NYS Prevention Agenda and community health assessment guidance is being revised to align with the Healthy People 2030. The current community health assessment is available on our website and is often used by community partners for grant applications.</p>	



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	<p>We are in the process of submitting our letter to NYSDOH to relinquish our LHCSA license. A records retention plan will be included in the request. Once submitted, NYSDOH reviews the request and attestation and contacts the agency with the final end date.</p> <p>Public Health has been designated to coordinate the JUUL settlement funds coming from the office of the Attorney General. These funds are being distributed to counties and BOCES regions throughout NYS. The settlement funds are required to be used for evidence-based measures to combat underage vaping and e-cigarette addiction. We will utilize the existing opioid settlement committee as it contains the appropriate membership to review and approve allowable activities. Joe offered an invitation to all committee members to attend an opioid settlement committee meeting. Meetings are scheduled as requests for funds are received.</p> <p>The Public Health Infrastructure grant 2<sup>nd</sup> year funding allocation has been approved. Items included in this allocation are the new quarterly wellness benefit, furniture to improve staff workspace, continuation with year one software purchases (Track with Jack, DocuSign), and case management Software. Case management software has been put on hold now as staff are adjusting to new software systems from NYS. This grant also includes a subscription to iHire, which provides recruitment services, allows one job posting to go out to multiple job boards and provides resume searching within industry specific communities of job seekers. We have three job slots available and if successful in filling our positions we could use our slots to advertise other county vacancies.</p>	<p>Mandy will send out links to JUUL settlement allowable activities to committee members.</p>
<p>Children's Programs Update</p>	<p>Early Intervention has a new EI-Hub data system that was rolled out in October. The transition to the new system has not been very smooth with data migration and system issues. Staff have been very busy learning the new system. We are attending weekly calls with NYS BEI in regard to resolving systematic issues. The Early Invention caseload is currently 52 with 6-8 children awaiting evaluations to determine if they are eligible for the program.</p>	



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	<p>Our preschool caseload is higher than usual for this time of year at 90 children enrolled. There are approximately 40 children attending center-based programs. All of the area center-based programs are full at this time and have children on waitlists.</p>	
Staffing	<p>We recently hired a part-time Occupational Therapist, Jean Downin. She has 35 years of experience working with children in the EI and Preschool programs. She will be working for us two days a week and has already begun seeing children.</p> <p>Bonnie Hamilton, our previous director, started in September as a part-time public health nurse. She has many years of knowledge and experience and will be working with our Early Intervention program.</p> <p>We have a new Program Coordinator starting this month, Isabella Ziolkowski, interviewed for the NYS fellowship program but was interested in our program coordinator position and was willing to relocate to our area from Buffalo.</p>	
Corporate Compliance Annual Report	<p>Kyra Shew, Compliance Officer, presented the annual compliance report summary. Staff will complete the annual compliance training this month. Office of Medicaid Inspector General (OMIG) self-assessment form was reviewed. Early Intervention municipality was reviewed by NYSDOH in February with zero findings. A complaint was received through CYSHCNSS program that identified NYS rate issue. Kchecks monitored providers list was reviewed and updated. A couple of timely invoicing issues were addressed with contracted providers. DocuSign software is being utilized by all public health programs. All staff completed the required cyber security training. Quarterly compliance meetings were held.</p>	
Quality Assurance/ Incident Reports	<p>The 2024 2<sup>nd</sup> Quarter quality assurance report and incident reports were reviewed and approved by the committee.</p>	<p>Moved: Joe Second: Art Vote: Ayes-5, Noes-0</p>
Updated Policies	<p>Updated policies were approved as written/ (see attached)</p>	<p>Moved: Joe Second: Betty Vote: Ayes-5, Noes-0</p>



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Annual Policy Binder Approval	The committee approved the annual review attestation for the Public Health policies contained within the Public Health Policy and Procedure books.	Moved: Art Second: Wayne Vote:Ayes-5,Noes-0
Fiscal Report	Christina reviewed the fiscal report. (see attached) There is an open ticket with IT regarding this USL report, which does not show accurate data. Christina has verified that this report shows accurate revenue amounts but incorrect expense amounts. Christina asked the committee if there is another report they would like to see at these meetings. With no other report recommendations, we will continue to follow up with the open ticket regarding this USL report.	
Other	OT in Lieu of Comp Time Request was approved.	Moved: Art Second: Joe Vote:Ayes-5,Noes-0
2025 Meeting Dates	The 2025 meeting schedule will be as follows: January 9, 2025 March 13, 2025 June 12, 2025 September 11, 2025 November 13, 2025 All meetings will be held at 10:00 am at the OFA conference room, 97 main st, Delhi, NY 13753 and via zoom.	
Meeting Adjourned at: 10:59am		

Respectfully Submitted By,

Amanda Walsh, MPH  
Public Health Director

# Health Services Advisory Board Policy and Procedure List

Date: November 14, 2024

Approved	Need Corrections	Policy Name
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Child Find Follow-Up - update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Confidentiality for Medical Record Information - update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Confidentiality EI-PSEP - update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	EI Assistive Technology Devices Acquisition Process - update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	EIP Billing Reconciliation - update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Grant Equipment Management - update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Medical Records System, Record Retention and Disposal if IIHI - update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Office Retention of Paper and Electronic Documents Guidelines - new
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Provider Illness, Unavailability, Termination of Services - update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	PSEP-CPSE Meeting & Coordination of Services - update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Service Coordination - update
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Transfer-Discharge - update
<input type="checkbox"/>	<input type="checkbox"/>	
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<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, 2024 - November 13, 2024**

	REVENUES			EXPENDITURES			BUDGETED NET COST	ACTUAL NET COST
	BUDGET	ACTUAL	%	BUDGET	ACTUAL	%		
14012 PUBLIC HEALTH	1,563,455.39	500,041.80	32%	1,871,359.33	778,452.86	42%	307,903.94	278,411.06
14013 IMMUNIZATION	31,650.00	22,777.03	72%	13,675.00	5,373.15	39%	(17,975.00)	(17,403.88)
14018 SUBSTANCE ABUSE	0.00	0.00	n/a	235.00	355.01	151%	235.00	355.01
14019 PH EMERG PREPAREDNESS	52,100.00	12,877.89	25%	12,490.00	4,002.77	32%	(39,610.00)	(8,875.12)
14035 FAMILY HEALTH PLAN SERVICES	54,575.00	29,680.85	54%	36,645.00	12,204.52	33%	(17,930.00)	(17,476.33)
14042 RABIES CONTROL	15,500.00	13,292.70	86%	22,315.00	11,536.00	52%	6,815.00	(1,756.70)
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	21,594.92	66%	6,340.00	4,443.89	70%	(26,560.00)	(17,151.03)
14051 CAR SEAT SAFETY PROGRAM	23,000.00	16,364.83	71%	31,000.00	12,607.13	41%	8,000.00	(3,757.70)
14054 SOCIAL HYGIENE	0.00	0.00	n/a	15,000.00	4,884.85	33%	15,000.00	4,884.85
14059 EARLY INTERVENTION PROGRAM	198,100.00	83,420.97	42%	583,548.00	368,291.03	63%	385,448.00	284,870.06
14060 CPSE 3-5	1,243,650.00	441,253.90	35%	3,142,154.00	2,179,154.94	69%	1,898,504.00	1,737,901.04
14070 CHILD HEALTH PROGRAM	500.00	35.00	7%	3,300.00	66.85	2%	2,800.00	31.85
14074 OTHER COMMUNICABLE DISEASES	0.00	0.00	n/a	1,625.00	20.69	1%	1,625.00	20.69
<b>TOTALS</b>	<b>3,218,005.39</b>	<b>1,141,339.89</b>	<b>35%</b>	<b>5,744,686.33</b>	<b>3,381,393.69</b>	<b>59%</b>	<b>2,526,680.94</b>	<b>2,240,053.80</b>

→ Really

\$ 776,808.72 42%

\$ 4,906.86 36%

\$ 136.86 58%

\$ 3510.47 28%

etc....