

**AGENDA
Tompkins County Board of Health
Rice Conference Room
Tuesday, May 26, 2015
12:00 Noon**

12:00 I. Call to Order

12:01 II. Privilege of the Floor – Anyone may address the Board of Health (max. 3 mins.)

12:04 III. Approval of April 28, 2015 Minutes (2 mins.)

12:06 IV. Financial Summary (9 mins.)

12:15 V. Reports (15 mins.)

Administration

Children with Special Care Needs

Medical Director's Report

County Attorney's Report

Division for Community Health

Environmental Health

12:30 VI. New Business

12:30 ***Environmental Health*** (35 mins.)

Enforcement Action:

1. Resolution #ENF-15-0014 – Rodeway Inn and Suites, T-Ithaca, Violation of Part 14 and Subpart 7-1 of the New York State Sanitary Code (Food) (5 mins.)
2. Resolution #12.1.25 – Village of Dryden Public Water System, V-Dryden, Revised Resolution to Modify Deadlines (Water) (5 mins.)

Administrative Action:

1. Machlin Request for Waiver of OWTS Permit Fee, 555 Ellis Hollow Creek Road, T-Dryden (5 mins.)
2. Review of Proposed 2016 Environmental Health Division Fees including New Temporary Food Fee Structure (15 mins.)

Demonstration:

1. EH Accela Citizen Portal Demonstration (5 mins.)

1:05 ***Adjournment***

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Tompkins County Board of Health
April 28, 2015
12:00 Noon
Rice Conference Room

Present: Will Burbank; Edward Koppel, MD; Michael McLaughlin, Jr.; Susan Merkel; and Janet Morgan, PhD

Staff: Sylvia Allinger, Director of CSCN; Karen Bishop, Supervising Community Health Nurse; Liz Cameron, Director of Environmental Health; Sigrid Connors, Director of Patient Services; Brenda Grinnell Crosby, Public Health Administrator; William Klepack, MD, Medical Director; Frank Kruppa, Public Health Director; Jonathan Wood, County Attorney; and Shelley Comisi, Keyboard Specialist

Excused: David Evelyn, MD, MPH, Board of Health Member; Brooke Greenhouse, Board of Health Member; and James Macmillan, MD, President, Board of Health Member

Recognition: Mr. Kruppa announced Ms. Connors is attending her last Board of Health (BOH) meeting as the Division Director for Community Health. He recognized her for her dedication to both the Health Department and its clientele. During the 22 years of her service and leadership, there have been some amazing accomplishments at the Health Department; all occurring in the ever changing world of public health. On behalf of the Health Department and the BOH, he thanked her for her years of service and wished her the best of luck.

Call to Order: Mr. McLaughlin, Vice President, called the regular meeting of the Board of Health to order at 12:05 p.m.

Privilege of the Floor: No one was present for Privilege of the Floor.

Approval of March 24, 2015 Minutes: Dr. Morgan moved to approve the minutes of the March 24, 2015 meeting as written; seconded by Mr. Burbank. The minutes carried with one abstention (Mr. McLaughlin).

Financial Summary: Ms. Grinnell Crosby referred to her notes at the bottom of each program area in the financial summary.

- Preschool Special Education – With expenditures running high, the account is being monitored closely.
- Planning and Coordination – Expenditures are higher primarily due to the changes in posting fringes to the county books. In addition, the preparedness grant had significant expenditures. June 30th is year-end for that grant.
- Women, Infants and Children (WIC) – COLA funds were processed earlier than in past years.

DRAFT

- Division for Community Health – This ongoing situation is related to the ability to bill and receive revenues. Two positives worth noting: (1) the staff position responsible for billing has been filled, and (2) Visiting Nurse Service of Ithaca and Tompkins County (VNS) provides billing assistance.
- Medical Examiner Program – Case numbers and expenses continue to run high. Through March, there were 16 cases requiring autopsy and forensic labs.
- Early Intervention – Next year the expenditures and revenues will be more consistent with the State acting as the sole fiscal agent. Currently, the average of the prior two years is a blend of the County managing the program and the State taking over.

Administration Report: The Public Health Director's Report (Attachment 1) was distributed prior to the meeting. Mr. Kruppa expressed his appreciation for the support of Division Directors in meeting departmental needs as he splits his time between the Health and Mental Health Departments.

Mr. Kruppa was pleased to report the Point of Dispensing (POD) exercise was successful. More people walked through the POD than in previous exercises and staff assumed leadership roles with new responsibilities. Preparedness Coordinator Nina Saeli does a phenomenal job putting these exercises together. This year, she expanded the exercise by locating the Incident Command post at the Department of Emergency Response in order to test staff capability to manage an event off-site. In a real event, there would be multiple PODs located throughout the community so that may be the next step to incorporate into the exercise.

Medical Director's Report: Dr. Klepack provided updates:

- In addition to the FDA report indicating the milk supply is free of drug residues, there was an announcement that Tyson Foods is backing away from antibiotic use in poultry. A tipping point may have been reached in the food production system regarding antibiotic use and the public concern about drug-resistant bacteria. Many people and organizations, including members of Congress, have worked on the issue.
- The latest report shows influenza is still widespread throughout the State.

Division for Community Health Report: Ms. Connors:

- Explained the program's statistical highlights were not completed in time for the meeting. Staff members have been focused on orienting the newly hired billing supervisor and conducting interviews for a new WIC Director.
- Presented a medical dictionary printed in 1941 to Dr. Klepack. The dictionary, dated the year the Tompkins County Health Department was chartered in 1947, probably belonged to the first medical director.

Further Discussion:

- Ms. Bishop reported the format for the communicable disease report will be changing. Staff members are working with Dr. Klepack to prepare the new format for next month's Division report.

DRAFT

- Referring to the map on page 39 of the New York State Department of Health WIC report in the packet, Mr. Burbank asked why Tompkins County had a moderate rating for *Unmet Need*. Ms. Connors explained the State utilizes the census to determine the number of women, infants and children who might be eligible for services in each county and judges the county's performance based on that number. Recognizing there is a statewide decline in participation, the State is putting together initiatives to improve the program, e.g., the electronic card system for benefits that is targeted to be implemented in 2019.

Recognition: Mr. McLaughlin seconded and added to Mr. Kruppa's earlier remarks concerning Ms. Connors. On behalf of the Board members, he recognized Ms. Connors for her thorough, educational reports. Her passion for the job and the community is noteworthy. She will be missed.

Children with Special Care Needs Report: Ms. Allinger and her staff have been collaborating with representatives from the Child Development Council, Family Reading Partnership, Franziska Racker Centers and Tompkins Community Action to put an event together that will focus on providing information and resources on the development of the child from birth to age three. All CSCN nurses will be participating in the event, "Birth to Three – A to Z," to be held May 20, 2015 from 3 to 7 p.m. at Greenstar. Planners hope this will become an annual event in the community. Publicity is through the Human Services Coalition Listserv; *Ithaca Child* and *Ithaca Times* newspapers; and possibly a Public Service Announcement (PSA) on the radio. Mr. Kruppa mentioned the promotional materials for the event will be emailed to Board members when completed.

County Attorney's Report: Mr. Wood had nothing to report.

Environmental Health Report: Ms. Cameron reported:

- A hard copy of the *Environmental Health 2014 Annual Report* is available upon request.
- The format for enforcement actions listed in the monthly *Environmental Health Highlights* report of the packet has been changed in an effort to be concise. She asked Board members for their input.
- In February, Trumansburg experienced a water emergency causing concern that the Village would run out of water for the community. The main well has been redeveloped so that it is functioning at previous levels and the backup well did function throughout that process. The Village continues to pursue access to additional water from a well at Taughannock Falls State Park.
- Steve Maybee, P.E., attended a meeting on the Village of Dryden's public water system arsenic issue in State Senator James Seward's office. The Senator is trying to assist with funding to move forward on a solution to the problem.

Resolution #ENF-15-0013 – Bradford Apartments, T-Dryden, Violations of Subpart 5-1 of the New York State Sanitary Code and Board of Health Orders Dated December 2, 2014 (Water): Ms. Cameron reviewed the situation concerning this apartment building whose owner/operator has been nonresponsive. Mr. Bradford is

DRAFT

reportedly trying to sell the property. He has not submitted monthly operating reports or total coliform sampling results. Furthermore, he did not submit the annual nitrate sample. The fine was proposed based on his failure to submit the nitrate and bacterial samples as required for this quarter. A Boil Water Order is in place to alleviate the public health hazard.

Dr. Koppel moved to accept the resolution as written; seconded by Dr. Morgan; and carried unanimously.

Approval for revision to the Temporary Food Fee Structure: Ms. Cameron referred to the *Temporary Food Service Program Revised Permit Structure - Revised Draft* (Attachment 2) which is the revised version of the draft originally posted in the Board's packet. After the proposed permit structure was posted, New York State Department of Health (NYSDOH) representatives provided input on the "instant permit" category. According to NYSDOH, it is not the intent of the New York State Sanitary Code to permit those events described in that category. For now, the "instant permit" section has been removed pending further discussions with NYSDOH.

She noted the temporary food service program requires significant staff resources involving an educational component and inspection. The current fee structure recovers about 6% of the costs of these programs. Some events are complex and require more effort than others. Dividing the one temporary food permit into these different categories acknowledges the level of effort required to approve some of these events and helps recover resources. Staff members worked diligently to create categories that make sense to the public and to the Environmental Health Division.

Ms. Cameron requested input from the Board on proceeding with the proposed permit structure that would serve as the basis for establishing fees. According to a 2003 BOH policy, not-for-profit organizations are not charged fees for temporary food events. However, a change is being proposed to charge fees to organizations holding complex menu events because those events are time intensive for staff. Not-for-profits would have the option to scale down the event and not be charged a fee.

Dr. Koppel expressed concern about using language referring to foods from "native countries" that may make some groups feel singled out (section number 3a under *Proposed Permit Structure* discussing *1-day, Complex Menu*). Ms. Cameron explained this was written from the perspective of helping people understand which category applies to their event. The complexity relates to food preparation from the cooking, cooling and reheating of food items to be served. A discussion among members ensued regarding alternative language choices. Board members supported Ms. Cameron's proposal to rework the section by removing the "native countries" language, combining the last two sentences currently written in the paragraph, and listing examples of complex menu items.

Mr. McLaughlin summarized the Board's discussion as being in favor of defining different categories for temporary food permits and backing away from free permits for not-for-profit organizations when the event involves a complex menu. The Board could address waiving a fee on a case-by-case basis. Board members were in agreement with those guidelines.

Adjournment: At 12:52 p.m. Mr. McLaughlin adjourned the meeting.

**Public Health Director
Report
April 2015**

- Again this month my time was split between Public Health and Mental Health. It is busy, but has become more manageable with better scheduling. Recruitment for a new Mental Health Commissioner is underway.
- We held a successful point of dispensing exercise. We dispensed medication to over 200 people in 90 minutes. There are opportunities for improvement that will be captured in our after action report and improvement plan. Nina Saeli our Preparedness Coordinator once again put together an excellent exercise and we had staff step into leadership roles and perform excellent.
- The development of or new electronic health record system continues. The Community Health Services team is working with the vendor, Core Solutions, and is on track for our October 1st go live date.
- April 29th will be Sigrid Connors last day leading our Community Health Services Division. She will be retiring after 20 plus years serving at the Health Department. I thank her for her leadership and dedication over the years and hope she has a long and happy retirement. She will be staying on in a part time capacity for a few months as the project manager for the EHR project.



Frank Kruppa
Public Health Director
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ENVIRONMENTAL HEALTH DIVISION
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Date: April 27, 2015
Memo to: Tompkins County Board of Health
From: C. Elizabeth Cameron, P.E., Director of Environmental Health
Subject: Temporary Food Service Program Permit Structure–revised version

The NYSDOH reviewed our proposed Temporary Food Service Program Permit Structure and commented on the "instant permit" for incidental food service. NYSDOH representatives stated that it is not the intent of the NYS Sanitary Code to cover these types of events. At this time, the primary goal of the Environmental Health Division is to establish the structure for our 2016 fees. We did not intend to charge fees for the "instant permits." The "instant permit" section has been removed from the attached revised document pending further discussions with NYSDOH on this issue. A proposed "final" version and a version showing changes in track changes mode are attached.

ENVIRONMENTAL HEALTH DIVISION

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Rev draft April 22, 2015

TEMPORARY FOOD SERVICE PROGRAM REVISED PERMIT STRUCTURE –

REVISED DRAFT

BACKGROUND INFORMATION

The Temporary Food Service Program provides the opportunity for food service events of limited scope and duration to occur in a manner that protects public health. Typical events in Tompkins County include chicken barbeque fundraisers, vendors at festivals, and activities by Cornell University organizations. In 2014 we issued almost 400 permits. Many permit applications we received included highly ambitious schemes and menus for banquets with a significant number of guests.

STATE REGULATIONS AND GUIDANCE

Subpart 14-2 of the NY State Sanitary Code regulates Temporary Food Service Establishments. It includes the following definition of a temporary food service establishment:

“A ‘temporary food service establishment’ means a place where food is prepared or handled and served to the public, with or without charge, and which operates at a fixed location in conjunction with a single event or celebration of not more than 14 consecutive days duration.”

Subpart 14-2 requires that, *“A temporary food service establishment shall obtain and display a valid permit from an issuing official authorized by the State Commissioner of Health.”*

The NYS Department of Health (NYSDOH) has provided guidance stating that this can be interpreted as:

- 1) A specific event not exceeding 14 consecutive days;
- 2) Multiple specified dates when the operator prepares and serves a similar menu at the same location for multiple events during the year; or
- 3) Multiple specified dates and locations within the jurisdiction of the permit issuing official when the menu and the temporary food service establishment design and construction are not subject to change.

Further, the permit issuing official can issue one permit with non-consecutive dates for up to a one-year term. The total number of operating days can exceed 14 (as long as there are no more than 14 consecutive days). Permit terms are at the discretion of the permit issuing official and must take into account an operator's record of compliance and potential health risks.

CURRENT PERMIT STRUCTURE

The current Temporary Food Permit structure provides one permit type, allowing on-site food preparation and valid at one location for 1-14 days. This permit is issued for all temporary food service operations ranging from a straightforward, half-day chicken barbeque with baked beans and cole slaw to a four-day

Inclusion Through Diversity

Attachment 2

field kitchen installation at the GrassRoots Festival serving fried alligator, rice and multiple choices of side dishes.

The permit fee is the same (currently \$65) for all permits, and the fee is waived for not-for-profit operations. Cornell University groups are considered not-for-profit. Some of their events are the most complex and require the most Health Department education and oversight. We currently recover about 6% of the costs of the Temporary Food Service Program. This is the lowest recovery rate for any of our permitted programs that do not have state-mandated fees.

PROPOSED PERMIT STRUCTURE

The proposed structure was developed to allow for the additional education and oversight needed for the more complex temporary food events. The structure was also developed to be able to more equitably recover costs for this program while accommodating the not-for-profit and/or low-risk nature of many events. Not-for-profit organizations would continue to be fee exempt unless they had a complex menu.

1. **1 day, Simple Menu.** A Simple Menu is defined as an uncomplicated offering of limited ingredients in a manageable quantity. Examples include a festival vendor that serves cotton candy and fountain drinks, a chicken barbeque with coleslaw and a roll, or a Spaghetti Dinner Fundraiser. This category would also include serving delivered food with hot or cold holding requirements. We issued 304 permits meeting this definition in 2014.
2. **Multiple Non-Consecutive Days, Simple Menu.** This permit allows for multiple dates (up to 8) in any 120-day period for the same or similar menu at the same or similar venue - for example, the Rotary Club holding four chicken BBQs on different parking lots over the summer. The operating dates and locations would have to be specified upon permit application. Food must be prepared on-site or in an acceptable commissary, and food must be obtained the day of the event. No between-event storage of potentially hazardous food would be permitted. Development of this permit category is expected to eliminate the need for about 50 separate permits (based on permits issued in 2014).

Vendors operating on a routine basis at events such as the Ithaca Farmers market where they operate at least weekly for an extended period of time will be required to have a 14-1 Food Service permit.

3. **Multiple Consecutive Days, Simple Menu.** This category covers festival vendors at events like GrassRoots, Ithaca Festival, and Apple Harvest Festival. The extended duration of these events creates the need for food storage. Additional inspections may be required for some of these vendors. There were 27 permits meeting this definition in 2014.
 - a. **1-day, Complex Menu.** A Complex Menu is defined as an offering with numerous or difficult to prepare selections. An example might include a vendor with numerous menu items (potato pancakes, tofu scramble, various sandwiches, burgers, chili dogs, etc) or a cultural showcase where the event sponsors would like to prepare several food items from their native countries (sushi, noodle soups, kabobs, stews, etc.). Many times these events require cooking and cooling and reheating, resulting in more than one passage through the temperature danger zone.

TCHD staff time for these permits would generally involve a 1-hour preparation session with the event sponsors to ascertain that they will be able to prepare and serve the food safely for a large number of people. On-site inspection time could range from 20 minutes to an hour, compared to a quick 10 minutes for some other temporary food permits. Current examples of this type would be permits issued to the CU Indonesian Students Association and the CU Japan-US Association.

Attachment 2

Food service professionals also would require this type of permit if they operated only occasionally (e.g., Travelers Kitchen) or came into the county for special events (e.g., Stonecat Café or PDR's Catering). Total of professional and amateur food permits meeting this definition in 2014 was 31.

Considering the high level of TCHD time and expertise required for these events, it is recommended that this permit fee not be waived for non-profit applicants.

4. **Multi-day, Single Event, Complex Menu.** This category covers the same type of food preparation as the preceding category but the event operates up to 6 consecutive days. A single permit for non-consecutive days will not be issued for complex menus. Individual permits must be obtained.

For a 2-6 day "complex menu" permit for a single event or location, the TCHD work load would be higher because of the increased inspection burden of ascertaining that larger quantity, longer-term food storage would be adequate, as well as the potential for needed re-inspections. Twelve permits met this definition in 2014, including GrassRoots and 3 permits at Trumansburg Fair.

CONCLUSIONS

- The proposed structure reduces the number of permits we are issuing for Not-For-Profits conducting similar operations on multiple occasions throughout the year (Rotary Club Chicken BBQs). It will allow us to concentrate our efforts on events and operators that require more education.
- It increases the amount of revenue the program is generating. Temporary Food Permit fees recover only 6% of the cost of the Temporary Food Service Program based on the time spent inspecting and permitting.
- The new fee structure is more in-line with Food Service Establishment (FSE) permits with different levels for simple and complex events.
- The structure addresses the Temporary Food Service "culture" unique to Tompkins County that may not be as prevalent in other rural counties.
- The proposed structure imposes increased cost to some operators, particularly those with a complex menu.

REFERENCES

1. Subpart 14-2 of the NY State Sanitary Code regulates Temporary Food Service Establishments (1997)
2. NYSDOH Program Guidance (2011)
3. Tompkins County Risk-Based Inspection Matrix (insert date)

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STATE REGULATIONS AND GUIDANCE

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- 3) Multiple specified dates and locations within the jurisdiction of the permit issuing official when the menu and the temporary food service establishment design and construction are not subject to change.

Further, the permit issuing official can issue one permit with non-consecutive dates for up to a one-year term. The total number of operating days can exceed 14 (as long as there are no more than 14 consecutive days). Permit terms are at the discretion of the permit issuing official and must take into account an operator's record of compliance and potential health risks.

CURRENT PERMIT STRUCTURE

The current Temporary Food Permit structure provides one permit type, allowing on-site food preparation and valid at one location for 1-14 days. This permit is issued for all temporary food service operations ranging from a straightforward, half-day chicken barbeque with baked beans and cole slaw to a four-day

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field kitchen installation at the GrassRoots Festival serving fried alligator, rice and multiple choices of side dishes.

The permit fee is the same (currently \$65) for all permits, and the fee is waived for not-for-profit operations. Cornell University groups are considered not-for-profit. Some of their events are the most complex and require the most Health Department education and oversight.

~~Under our current agreement with NYSDOH, we are required to inspect 33% of our temporary food service operations, with inspections conducted based on the risk of the operation.~~ We currently recover about 6% of the costs of the Temporary Food Service Program. This is the lowest recovery rate for any of our permitted programs that do not have state-mandated fees.

PROPOSED PERMIT STRUCTURE

The proposed structure was developed to allow for the additional education and oversight needed for the more complex temporary food events. The structure was also developed to be able to more equitably recover costs for this program while accommodating the not-for-profit and/or low-risk nature of many events. Not-for-profit organizations would continue to be fee exempt unless they had a complex menu.

~~1. **Instant Permit.** This category addresses simple, self-serve, very low risk food service at a single or multi-day event. This would accommodate groups like the Downtown galleries doing First Fridays and other stores providing incidental items like wine and cheese and crackers for special promotions, refreshments provided at speaking events, and similar operations. Under the NYS Sanitary Code, these events are required to obtain a permit, a requirement that most operators do not currently meet or understand.~~

~~Our main concern with these events is being aware of them so we can provide education so the low-risk foods can be served safely. These permits would be issued immediately upon application with the requirement that specific conditions noting the limited nature of food served are met. We do not anticipate charging a fee for these permits and would only rarely conduct inspections at these events.~~

2.1. **1 day, Simple Menu.** A Simple Menu is defined as an uncomplicated offering of limited ingredients in a manageable quantity. Examples include a festival vendor that serves cotton candy and fountain drinks, a chicken barbeque with coleslaw and a roll, or a Spaghetti Dinner Fundraiser. This category would also include serving delivered food with hot or cold holding requirements. We issued 304 permits meeting this definition in 2014.

3.2. **Multiple Non-Consecutive Days, Simple Menu.** This permit allows for multiple dates (up to 8) in any 120-day period for the same or similar menu at the same or similar venue - for example, the Rotary Club holding four chicken BBQs on different parking lots over the summer. The operating dates and locations would have to be specified upon permit application. Food must be prepared on-site or in an acceptable commissary, and food must be obtained the day of the event. No between-event storage of potentially hazardous food would be permitted. Development of this permit category is expected to eliminate the need for about 50 separate permits (based on permits issued in 2014).

Vendors operating on a routine basis at events such as the Ithaca Farmers market where they operate at least weekly for an extended period of time will be required to have a 14-1 Food Service permit.

4.3. **Multiple Consecutive Days, Simple Menu.** This category covers festival vendors at events like GrassRoots, Ithaca Festival, and Apple Harvest Festival. The extended duration of these events creates

Attachment 2

the need for food storage. Additional inspections may be required for some of these vendors. There were 27 permits meeting this definition in 2014.

a. **1-day, Complex Menu.** A Complex Menu is defined as an offering with numerous or difficult to prepare selections. An example might include a vendor with numerous menu items (potato pancakes, tofu scramble, various sandwiches, burgers, chili dogs, etc) or a cultural showcase where the event sponsors would like to prepare several food items from their native countries (sushi, noodle soups, kabobs, stews, etc.). Many times these events require cooking and cooling and reheating, resulting in more than one passage through the temperature danger zone.

TCHD staff time for these permits would generally involve a 1-hour preparation session with the event sponsors to ascertain that they will be able to prepare and serve the food safely for a large number of people. On-site inspection time could range from 20 minutes to an hour, compared to a quick 10 minutes for some other temporary food permits. Current examples of this type would be permits issued to the CU Indonesian Students Association and the CU Japan-US Association.

Food service professionals also would require this type of permit if they operated only occasionally (e.g., Travelers Kitchen) or came into the county for special events (e.g., Stonecat Café or PDR's Catering). Total of professional and amateur food permits meeting this definition in 2014 was 31.

Considering the high level of TCHD time and expertise required for these events, it is recommended that this permit fee not be waived for non-profit applicants.

5.4. Multi-day, Single Event, Complex Menu. This category covers the same type of food preparation as the preceding category but the event operates up to 6 consecutive days. A single permit for non-consecutive days will not be issued for complex menus. Individual permits must be obtained.

For a 2-6 day "complex menu" permit for a single event or location, the TCHD work load would be higher because of the increased inspection burden of ascertaining that larger quantity, longer-term food storage would be adequate, as well as the potential for needed re-inspections. Twelve permits met this definition in 2014, including GrassRoots and 3 permits at Trumansburg Fair.

CONCLUSIONS

- The proposed structure reduces the number of permits we are issuing for Not-For-Profits conducting similar operations on multiple occasions throughout the year (Rotary Club Chicken BBQs). It will allow us to concentrate our efforts on events and operators that require more education ~~and inspection~~.
- It increases the amount of revenue the program is generating. Temporary Food Permit fees recover only 6% of the cost of the Temporary Food Service Program based on the time spent inspecting and permitting.
- The new fee structure is more in-line with Food Service Establishment (FSE) permits with different levels for simple and complex events.
- The structure addresses the Temporary Food Service "culture" unique to Tompkins County that may not be as prevalent in other rural counties.
- The proposed structure imposes increased cost to some operators, particularly those with a complex menu.

REFERENCES

1. Subpart 14-2 of the NY State Sanitary Code regulates Temporary Food Service Establishments (1997)

Attachment 2

2. NYSDOH Program Guidance (2011)
3. Tompkins County Risk-Based Inspection Matrix (insert date)

Dashboard Display thru April 2015

	Expenditures	Revenues
Health Department		
Mandates		
Non-Mandates		
Preschool Special Education (2960)		
Plng. & Coord. (Health) (4010)		
Women, Infants & Children (4012)		
Occupational Hlth.& Sfty. (4013)		
Medical Examiner (4014)		
Vital Records (4015)		
Division For Community Health (4016)		
Medical Examiner Program (4017)		
Plng. & Coord. Of C.S.N. (4047)		
Phys.Handic.Chil.Treatmnt (4048)		
Early Intervention (0-3) (4054)		
Environmental Health (4090)		
Public Health State Aid (4090)		

LAST REFRESH: May 08, 2015

EXPENDITURES

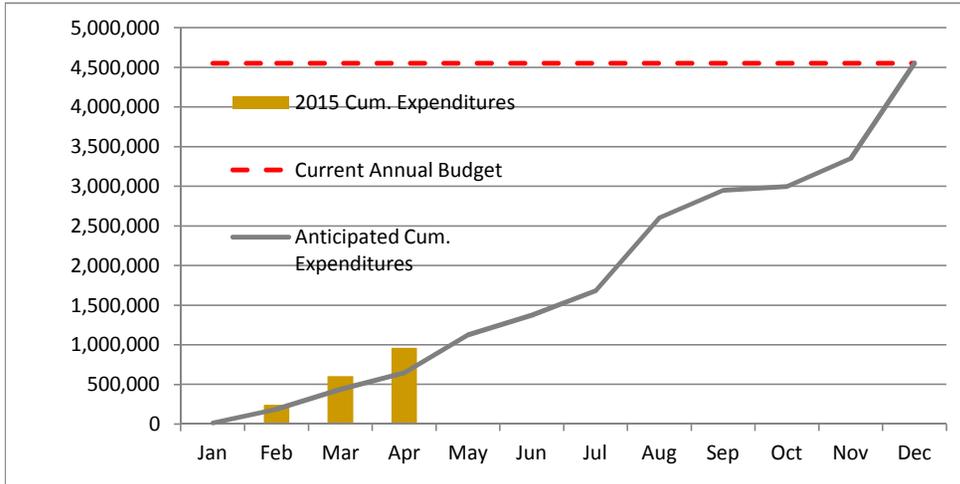
Cumulative to date compared to budget (over budget by more than 25% = Red, between 110% and 125% of budget = Yellow, below 110% of budget = Green)

REVENUES

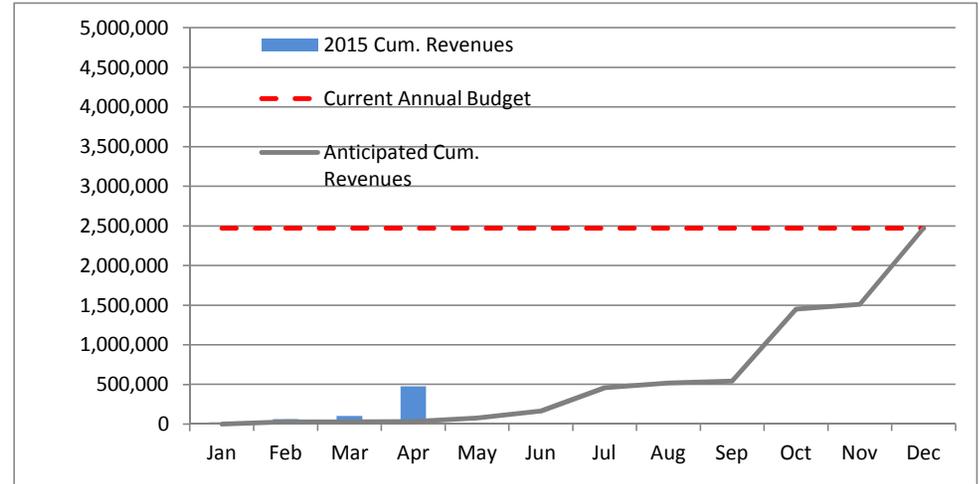
Cumulative to date compared to budget (over = Green, above 90% of budget = Yellow, below 90% of budget = Red)

Health Dept - Preschool Special Education (2690)

Cumulative Expenditures thru April 2015



Cumulative Revenues thru April 2015

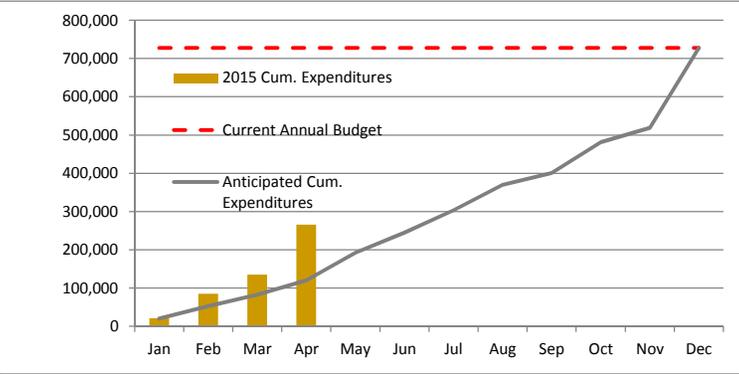


The "Anticipated Cum." line in each graph is derived by calculating the ratio of the average of the prior two years actuals for any given month to the total average actual for those two years and then applying that ratio to the current year's budget.

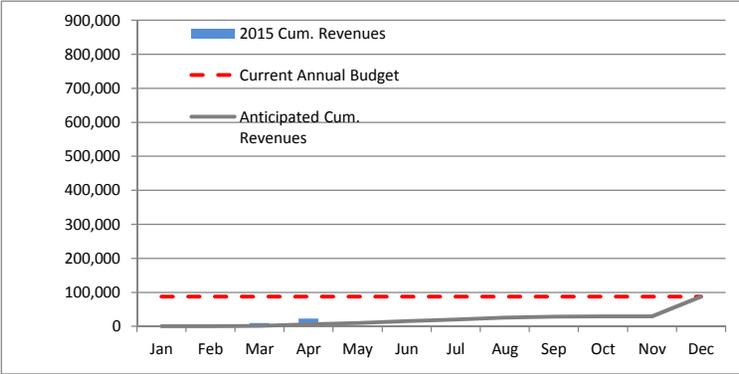
Notes: Expenditures are running high due to number of children in tuition based programs and number of related services ordered in home based programs. In addition CPSE Administrative funds werepaid to some of the school districts earlier this year. This program is being monitored monthly by staff.

Health Dept - Planning & Coordination (4010)

Cumulative Expenditures thru April 2015



Cumulative Revenues thru April 2015



Data Lapse:
30 days

Appropriations

- Cumulative to date compared to budget
- Current month compared to budget
- Current cumulative compared to last year
- Consider review of adopted budget amount

Revenues

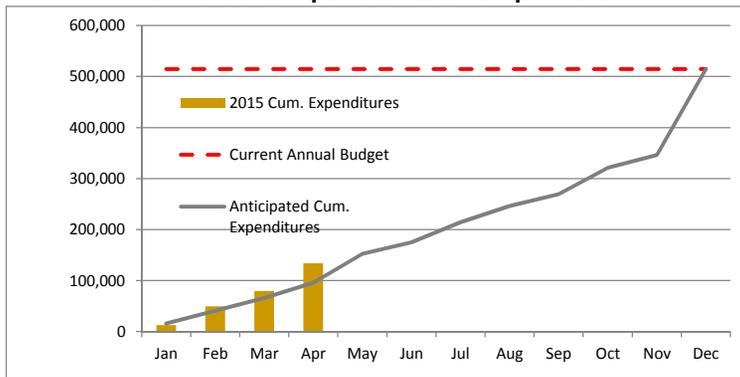
- Cumulative to date compared to budget
- Current month compared to budget
- Current cumulative compared to last year
- Consider review of adopted budget amount

The "Anticipated Cum." line in each graph is derived by calculating the ratio of the average of the prior two years actuals for any given month to the total average actual for those two years and then applying that ratio to the current year's budget.

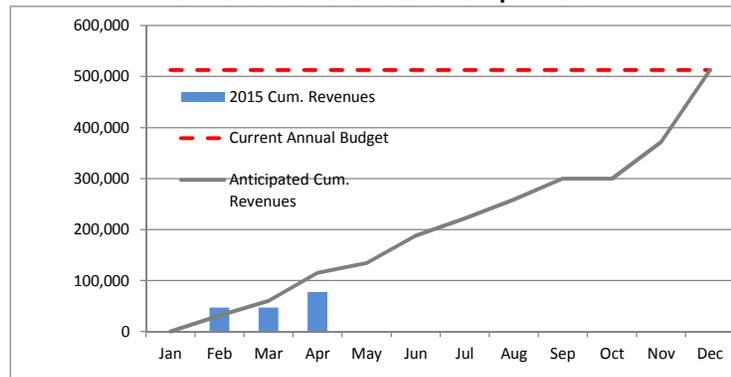
Notes: Expenditures reflected for 2015 are higher primarily due to posting of fringes to the county books. Fringes were not posted for the period thru April for 2013 and 2014.

Health Dept - Women, Infants & Children (4012)

Cumulative Expenditures thru April 2015



Cumulative Revenues thru April 2015



Data Lapse:
30 days

Appropriations

- Cumulative to date compared to budget
- Current month compared to budget
- Current cumulative compared to last year
- Consider review of adopted budget amount

Revenues

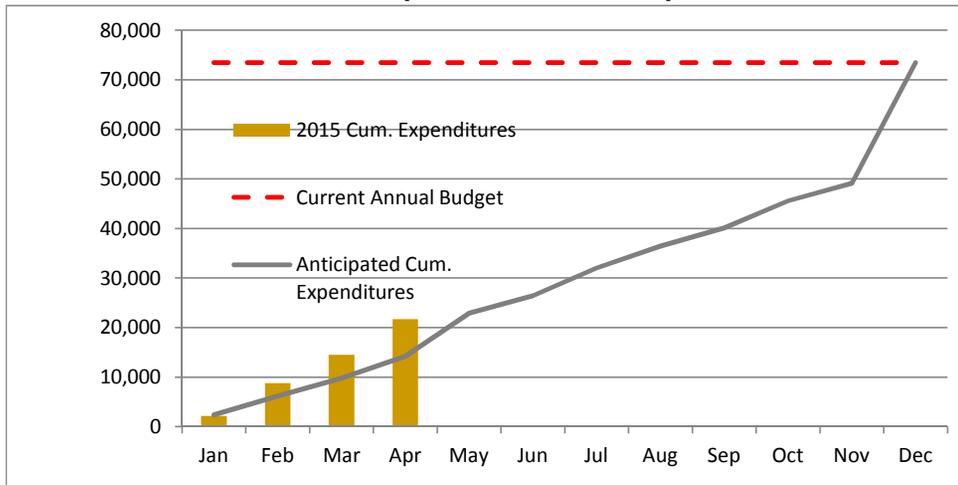
- Cumulative to date compared to budget
- Current month compared to budget
- Current cumulative compared to last year
- Consider review of adopted budget amount

The "Anticipated Cum." line in each graph is derived by calculating the ratio of the average of the prior two years actuals for any given month to the total average actual for those two years and then applying that ratio to the current year's budget.

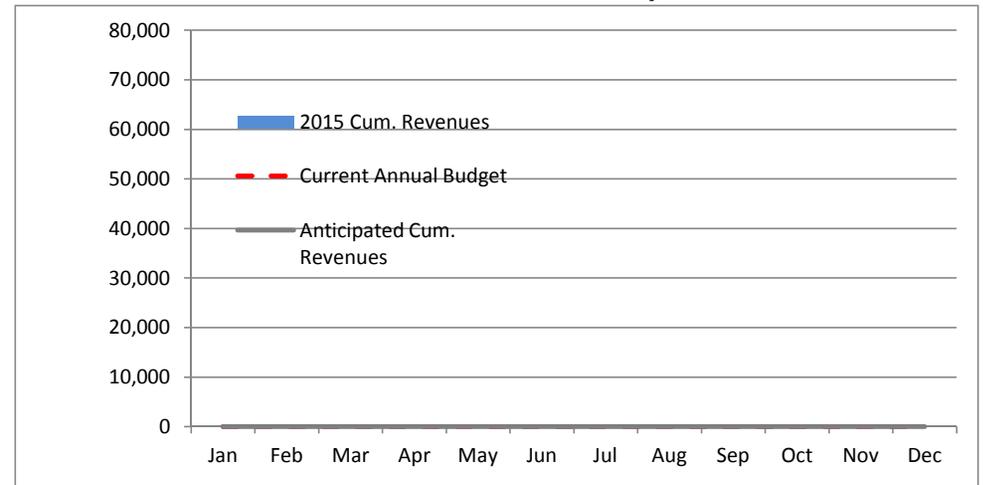
Notes: Expenditures reflected for 2015 are higher primarily due to posting of fringes to the county books. Fringes were not posted for the period thru April for 2013 and 2014. Expenditures are within budget. Revenues are always a month behind and COLA funds were received late last year. The program is 100% grant funded.

Health Dept - Occupational Health & Safety (4013)

Cumulative Expenditures thru April 2015



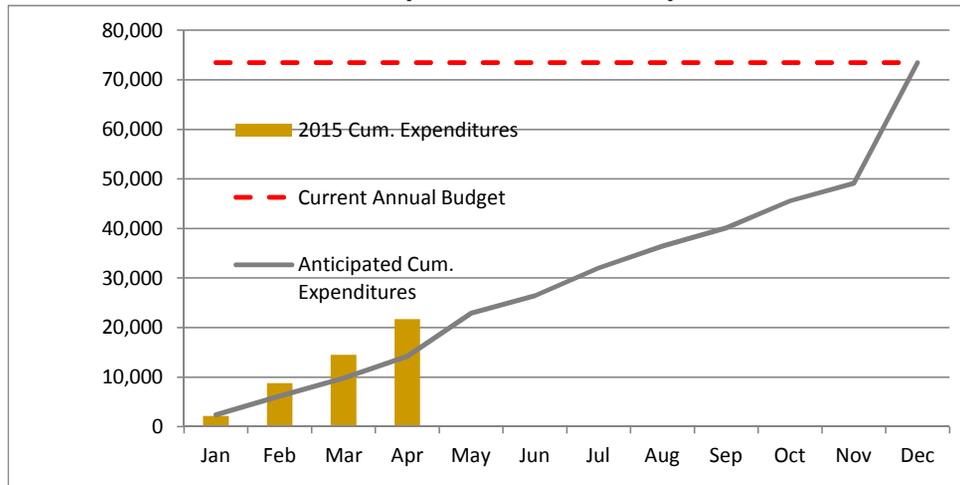
Cumulative Revenues thru April 2015



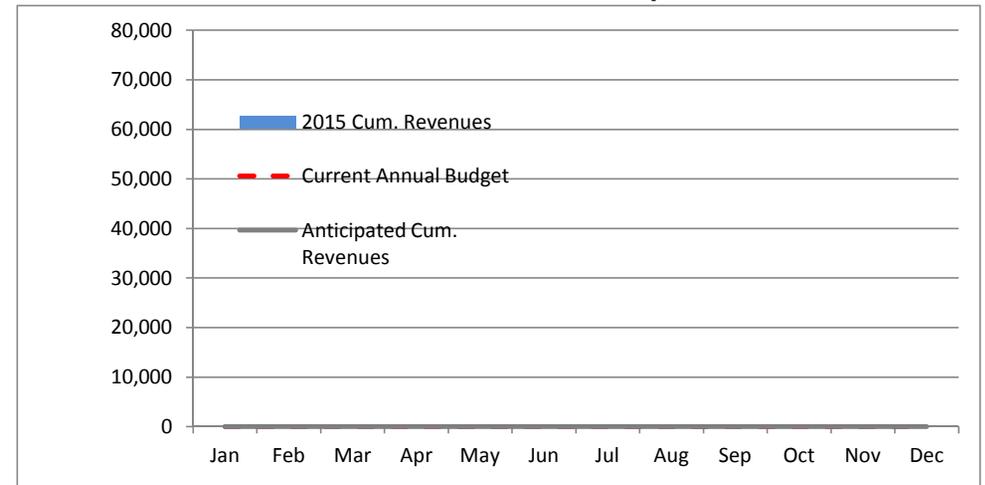
The "Anticipated Cum." line in each graph is derived by calculating the ratio of the average of the prior two years actuals for any given month to the total average actual for those two years and then applying that ratio to the current year's budget.

Health Dept - Medical Examiner (4014)

Cumulative Expenditures thru April 2015



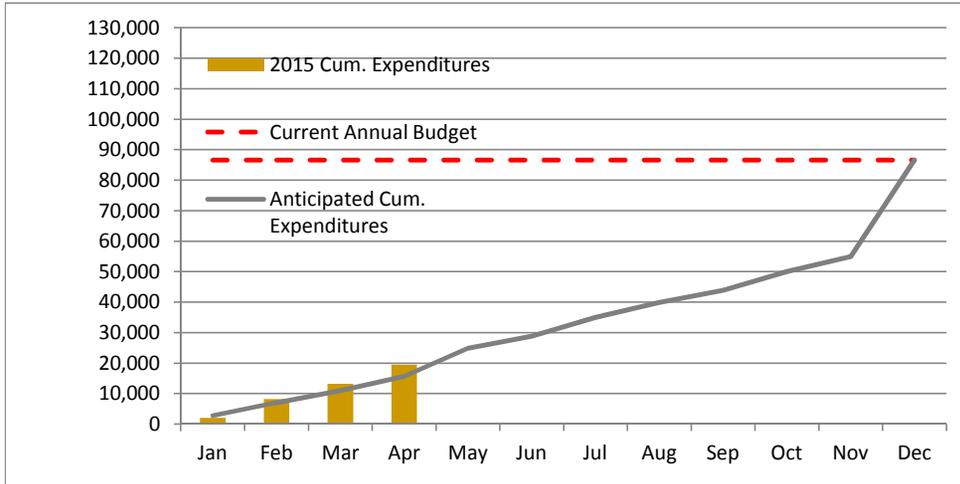
Cumulative Revenues thru April 2015



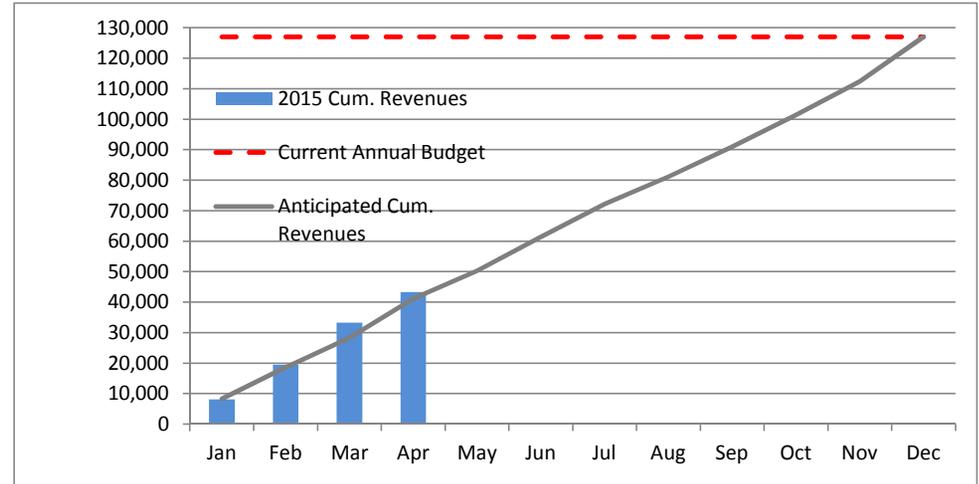
The "Anticipated Cum." line in each graph is derived by calculating the ratio of the average of the prior two years actuals for any given month to the total average actual for those two years and then applying that ratio to the current year's budget.

Health Dept - Vital Records (4015)

Cumulative Expenditures thru April 2015



Cumulative Revenues thru April 2015

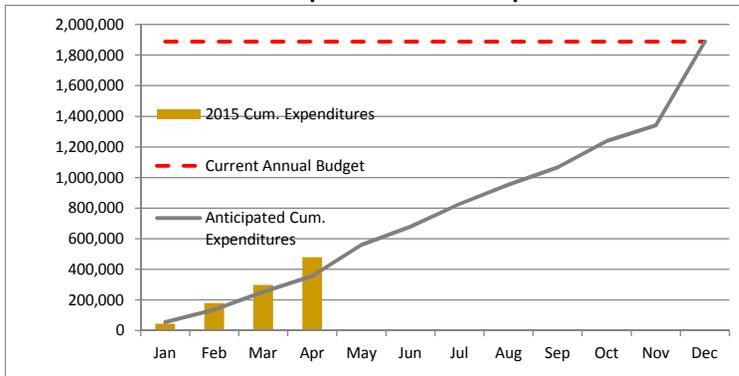


The "Anticipated Cum." line in each graph is derived by calculating the ratio of the average of the prior two years actuals for any given month to the total average actual for those two years and then applying that ratio to the current year's budget.

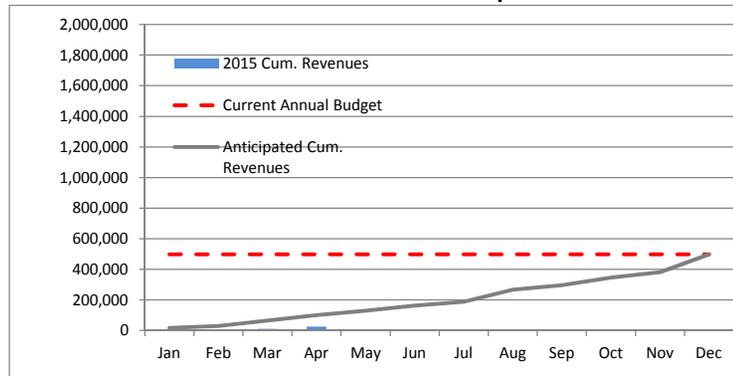
Notes: Expenditures reflected for 2015 are higher primarily due to posting of fringes to the county books. Fringes were not posted for the period thru April for 2013 and 2014.

Health Dept - Division For Community Health (4016)

Cumulative Expenditures thru April 2015



Cumulative Revenues thru April 2015



Data Lapse:
30 days

Appropriations

- Cumulative to date compared to budget
- Current month compared to budget
- Current cumulative compared to last year
- Consider review of adopted budget amount

Revenues

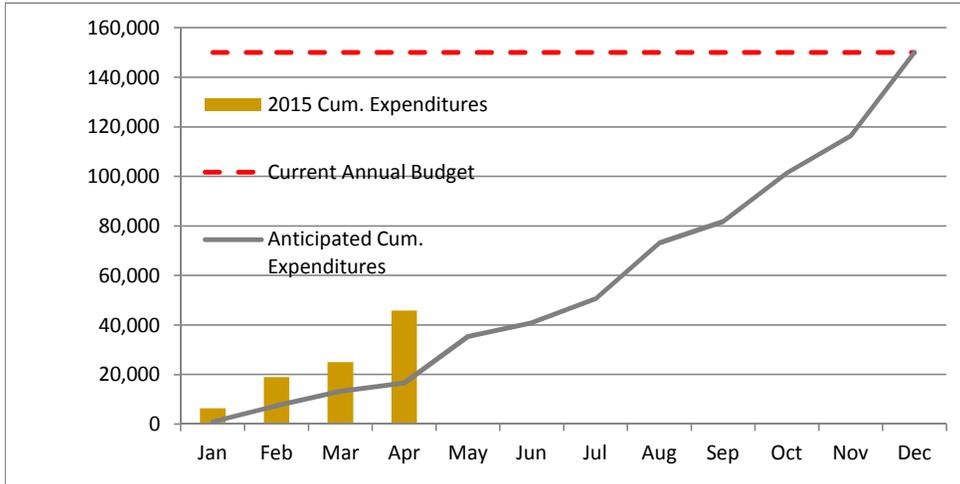
- Cumulative to date compared to budget
- Current month compared to budget
- Current cumulative compared to last year
- Consider review of adopted budget amount

The "Anticipated Cum." line in each graph is derived by calculating the ratio of the average of the prior two years actuals for any given month to the total average actual for those two years and then applying that ratio to the current year's budget.

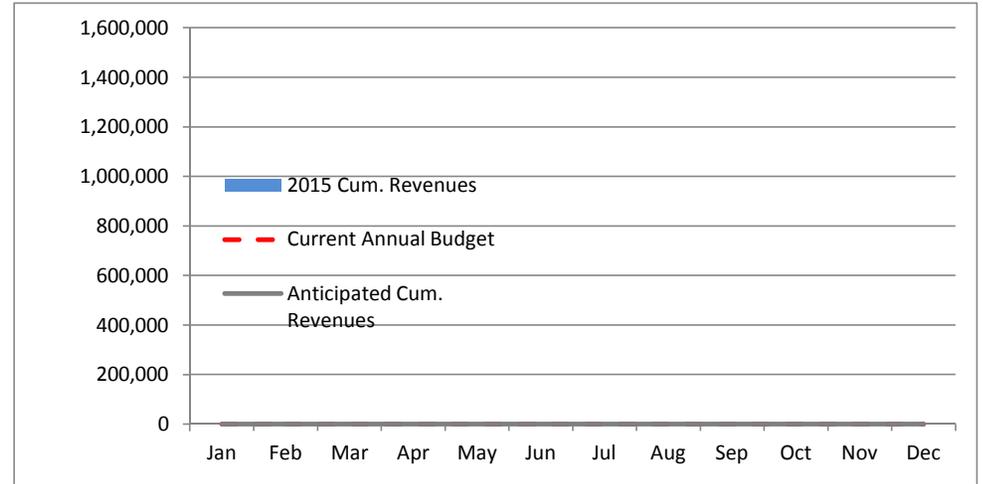
Notes: Expenditures reflected for 2015 are higher primarily due to posting of fringes to the county books. Fringes were not posted for the period thru April for 2013 and 2014. The average of the prior two years includes when the department billed Medicaid directly for MOMS services (this is contracted out to VNS late 2014 and 2015). Other increased revenues in the two year average include a grant payment and flu billing that was processed late. Revenues in 2014 and 2015 are lower due to timely processing of flu billing and LHCSA billing now processed through VNS. Orientation and training of the new billing supervisor continues.

Health Dept - Medical Examiner Program (4017)

Cumulative Expenditures thru April 2015



Cumulative Revenues thru April 2015

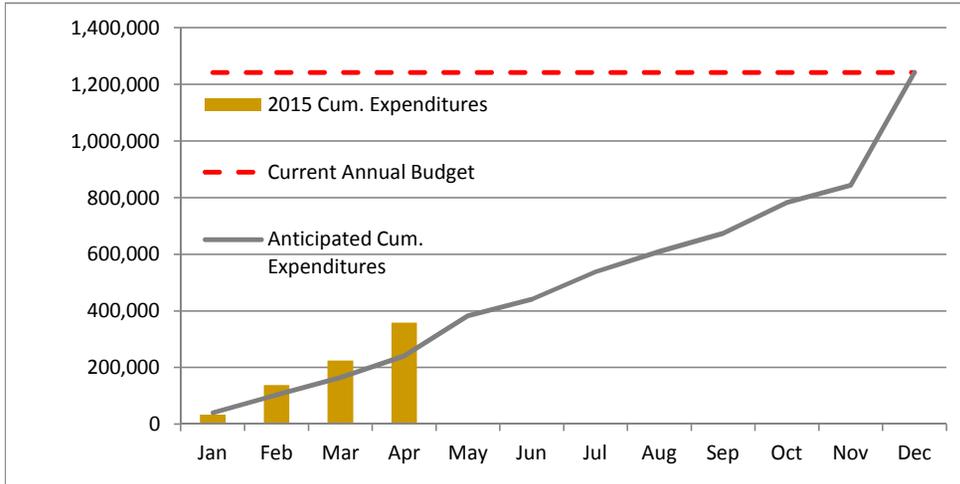


The "Anticipated Cum." line in each graph is derived by calculating the ratio of the average of the prior two years actuals for any given month to the total average actual for those two years and then applying that ratio to the current year's budget.

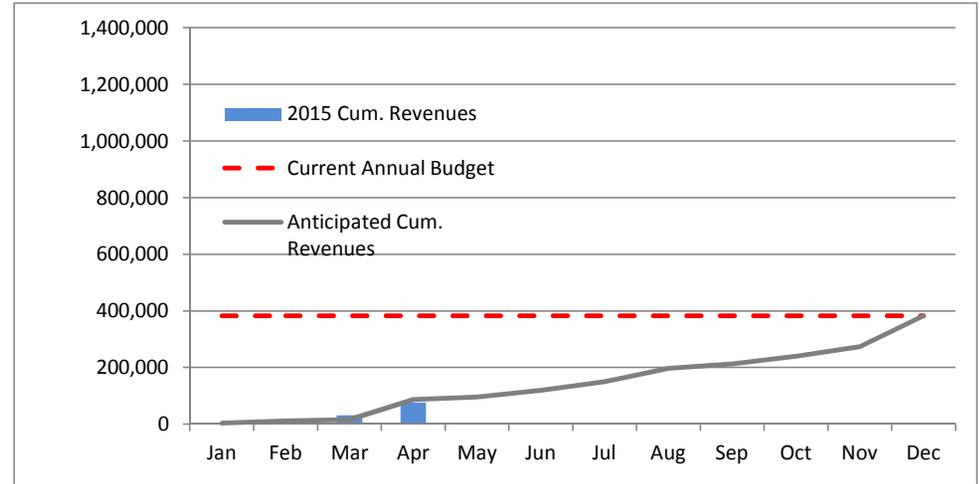
Notes: The number of cases with expenses responded to thru April 2015 (19) are higher than the prior two years (10 each year). Expenses are often delayed pending final autopsy report.

Health Dept - Png. & Coord. Of C.S.N. (4047)

Cumulative Expenditures thru April 2015



Cumulative Revenues thru April 2015

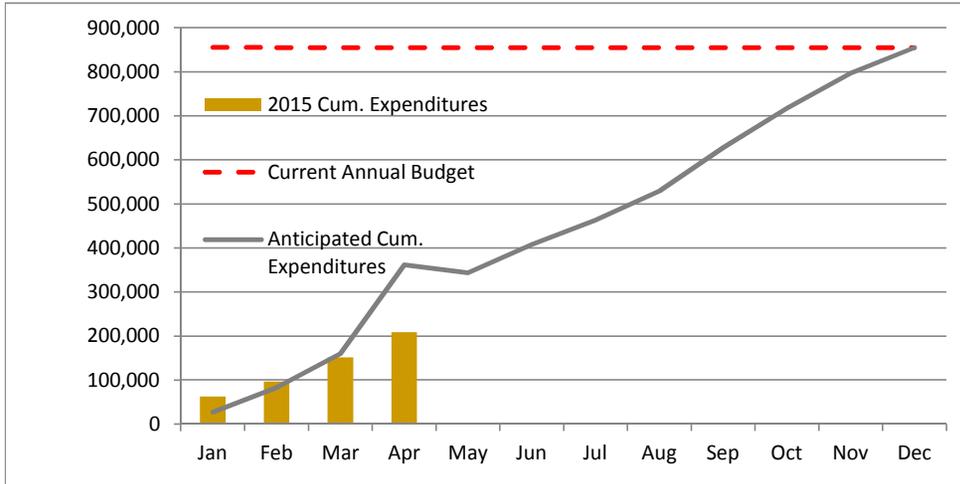


The "Anticipated Cum." line in each graph is derived by calculating the ratio of the average of the prior two years actuals for any given month to the total average actual for those two years and then applying that ratio to the current year's budget.

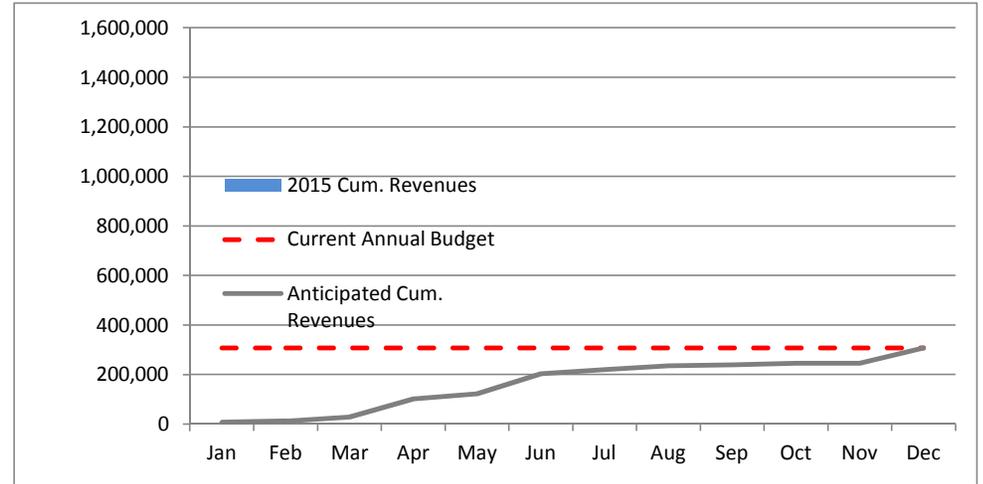
Notes: Expenditures reflected for 2015 are higher primarily due to posting of fringes to the county books. Fringes were not posted for the period thru April for 2013 and 2014.

Health Dept - Early Intervention (0-3) (4054)

Cumulative Expenditures thru April 2015



Cumulative Revenues thru April 2015

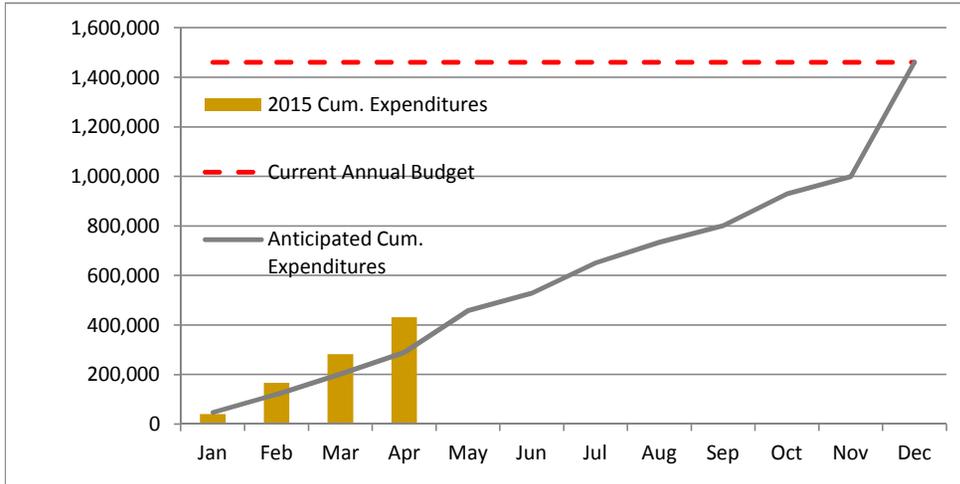


The "Anticipated Cum." line in each graph is derived by calculating the ratio of the average of the prior two years actuals for any given month to the total average actual for those two years and then applying that ratio to the current year's budget.

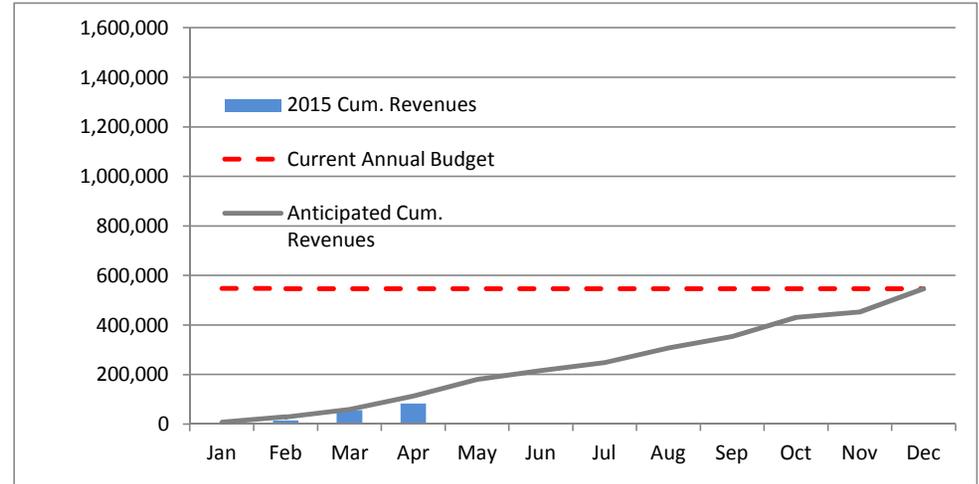
Notes: Early Intervention expenditures and revenues are now budgeted more in line with how the program is operating with the state as the fiscal agent. The average of the prior two years continues to be a blend of when the county managed the contracts, billing and invoices and the state takeover.

Health Dept - Environmental Health (4090)

Cumulative Expenditures thru April 2015



Cumulative Revenues thru April 2015



The "Anticipated Cum." line in each graph is derived by calculating the ratio of the average of the prior two years actuals for any given month to the total average actual for those two years and then applying that ratio to the current year's budget.

Notes: Expenditures reflected for 2015 are higher primarily due to posting of fringes to the county books. Fringes were not posted for the period thru April for 2013 and 2014. Revenues are lower thru April due to late processing of water fees (the department was waiting for the Accela project).

**Public Health Director
Report
May 2015**

- Again this month my time was split between Public Health and Mental Health. Recruitment for a new Mental Health Commissioner continues with a second round of interviews scheduled.
- I participated in my new role as Board Member of Care Compass Network, the nine county regional DSRIP project. The regions valuation based on Medicaid covered lives was announced as approximately \$225,000,000. That is the maximum available to us if we achieve all the milestones laid out in our application.
<http://carecompassnetwork.org/home/>
http://www.health.ny.gov/health_care/medicaid/redesign/dsrrip/
- The Health Department hosted students from Newfield High School as part of the County's annual introduction to career opportunities. The students heard a short presentation about what we do and then toured the building and heard from staff about their work and career paths.
- I managed to take four days off this month to visit family in Michigan. It was a great trip and helped recharge my energy.

**Medical Director's Report
Board of Health
May 2015**

I regret I will miss the Board meeting this month due to being out of town.

NYS Law on Public Health Emergencies

Attended webinar sponsored by the Medical Society of the State of New York covering this review of New York State Laws and how they apply when a public health emergency is being declared.

Media Coverage Regarding Lyme Disease

I have been collaborating with department staff with regard to media releases and as part of that spoke on WHCU on April 16th about ticks and Lyme disease prevention. Additional information was rolled out to area practitioners on the prevalence of ticks, as well as the infectious agent for Lyme disease and other pathogens so that they have timely information.

Management of Thrombosis Risk and Bleeding Risk in the Time Before and After Surgery

The organization of IPRO distributes a newsletter called Health Care Quality Watch. IPRO is very active in trying to affect change in the quality of medical services in New York State, as well as providing services to area practices and hospitals in that area. One of their recent publications involved two drug safety tools which are focused on managing (anticoagulation that which affects the blood clotting system) in the time before and after surgeries. One of the publications is a tool to help access the very important and problematic area of balancing the risk of bleeding versus that of thrombosis (clotting of the blood) in the time before and after surgery. The weighing of the risks and benefits of starting and stopping anticoagulation, the timing of doing so, and advising the patient of their risk is problematic and multifactor. In reviewing this document from IPRO I concluded that it would be of use to the general medical community in order to address this important public health issue. Accordingly I asked for it to be distributed to area practitioners for their consideration and use.

Pandemic Flu Bioterrorism - Further Development of Points of Dispensing

Meetings with Karen Bishop and Nina Saeli have been held to further develop the protocols for the points of dispensing. We have been working to reconcile suggestions from the State regarding web based screening forms with practical issues of available medications supplies at the POD's and changing status of those supplies as the POD would be conducted. Working to create new protocols that would reflect the need to shift the allocation of resources as the POD goes on in order to insure that no shortages are experienced in medications that are needed.

General Activities:

- Reviewed documents related to departmental programs.
- Attended TCHD department wide management meeting.

Health Promotion Program

Theresa Lyczko, Director

Tobacco Control Program – Ted Schiele – Planner/Evaluator

- City of Ithaca Mayor’s Municipal Drug Policy Committee – worked on final draft of prevention pillar submission. Met with committee chairs to review our submitted document, April 27
- Developed PowerPoint slides for Susan Dunlop’s presentation at the Healthy Neighborhoods meeting for 11 county grantees.
- Smoke-free housing media campaign – planned media schedule, finalized print ads and radio spots, formatted print for various media for Tompkins, Cortland and Chemung Counties
- Phone call with e-cigarette complainant and associated discussions with EH staff
- Monthly tri-county grant staff meeting in Cortland April, 24.
- Community Coalition for Healthy Youth (CCHY) exec committee, April 13.

TCHD Participation and Support

- TCHD 2012 – 2014 report – collected and processed data for presentation on paper or on the website, i.e. information into charts with a uniform design. Ted Schiele. Organized information and wrote narratives to illustrate TCHD activity. Theresa Lyczko
- Provided blood borne pathogen training to 2 new TCHD employees, April 20. Susan Dunlop – Community Health Nurse.
- Attended Immunization Coalition meeting, April 7. Theresa Lyczko
- Attended Peace of Mind (POM) coalition meeting, April 9. Theresa Lyczko
- Attended Lead Poisoning Prevention Program coalition meeting, April 16. Theresa Lyczko
- Presented “An Overview of Asthma Awareness Management,” to 35 people from 11 counties who provide the Healthy Neighborhoods grant program organized by EH staff, April 21. Susan Dunlop. Theresa Lyczko attended.
- Participated in the TCHD all staff meeting, April 30. Theresa Lyczko, Susan Dunlop, Ted Schiele
- Edited and sent Water Week press release, Theresa Lyczko
- Emergency Preparedness - Attended after Action Report meeting on Ebola Virus Disease January 8 exercise, April 16. Theresa Lyczko, Ted Schiele
- Emergency Preparedness – Attended County Public Information Officer meeting, April 16. Theresa Lyczko
- Met with Cornell Senior to discuss careers in public health related to health promotion and communications, April 24. Theresa Lyczko

Web site postings

- Redesign of TCHD home page
- Updates to Health Promotion Program page, Temporary Food page, Rabies clinic dates, WIC calendars, Water Week page

Community Health Assessment (CHA) and Community Health Improvement Plan (CHIP)

- Participated in selection of the Tompkins County Population Health Improvement Plan (PHIP) coordinator who will be employed by the Human Services Coalition. The PHIP coordinator will work closely with the Health Promotion Program on this two- year data collection and analysis project, April 15, 22. Theresa Lyczko

Community Outreach

- Creating Healthy Places (CHP) - Health Consortium Joint Committee on Plan Structure and Design - attended monthly meeting as a visitor from the Owning Your Own Health Committee, April 2. Ted Schiele
- CHP - Health Consortium Owning Your Own Health Committee attended monthly meeting as committee member, April 15. Ted Schiele
- CHP - TCHD Wellness Committee, April 16. Ted Schiele
- CHP – Attended Friends of Stewart Park board meeting and as Secretary, recorded and submitted minutes, April 14. Theresa Lyczko
- Facilitated the Diabetes Prevention Program (DPP) for 6 Cornell University employees, April 1, 8, 15, 22. Susan Dunlop
- Facilitated DPP monthly session for 7 participants at Dryden Family Medicine, April 23. Make-up session for 2 participants, April 24. Theresa Lyczko
- Prepared DPP marketing/informational materials for worksite promotion. Theresa Lyczko
- Presented “Women and Heart Disease” to 12 members of the First Presbyterian Church in Ithaca. Prior to the session, provided an overview of TCHD programs to 30 members of the church community. Two people self-referred to Healthy Neighborhoods Program, April 21. Theresa Lyczko

Meetings and Trainings

- American Heart Association Heartsaver Course, April 14. Ted Schiele, Theresa Lyczko
- Health Planning Council board meeting, April 13. Theresa Lyczko
- NYSACHO monthly meeting call – worksite wellness session, April 2. Theresa Lyczko
- Participated in the “learning collaborative” monthly technical assistance call on DPP offered by the NYSDOH – Prevention Agenda initiative, April 7. Theresa Lyczko, Susan Dunlop

Division for Community Health
May 26, 2015 Board of Health Meeting

ADMINISTRATION REPORT
Karen Bishop, Director of Community Health
May 2015 Report

Agenda – none

DCH Transition– Sigrid Connors retired on April 29 after twenty one years of service. She has continued on in a part-time temporary role as project lead in the implementation of the Core Solutions Software project. The Public Health Director Frank Kruppa promoted the following staff effective May 4:

- Karen Bishop to Director of Community Health with responsibility for the Community Health Services (CHS) and WIC programs,
- Melissa Gatch to Community Health Nurse Supervisor for CHS, and
- Lori Sibley to Senior Community Health Nurse in CHS.

Administration – The DPS:

- Core Solutions Software Implementation
 - Met with TCHD/Information Technology Services – Core Solutions Software Team to continue system configuration in preparation for new software implementation. Focused on billing configuration, clinical workflows and completion of the Statement of Work, May 6, 7, 12, 13, 18, 21, 27.
 - Project Assistant Deidre DeMatteo completed transfer of ~5000 Certified Home Health Agency (CHHA) client records to Laser Fiche storage for the required 10 years retention period. She is now creating PDF files of Tuberculosis (TB) client records (both active TB and latent TB infection).

- The Director:

- Transitioned to Director position on May 4.
- Served as interim WIC Director May 4-26.
- Participated in emergency preparedness planning meeting with Nina Saeli and Dr. Klepack on May 5 to review and revise our emergency medication dispensing protocols.
- Completed one month evaluation of Suzi Munoz, the new Administrative Coordinator in CHS and Christine Landon, the new Nutrition Educator II in WIC.
- Worked with Melissa Gatch and Dr. Klepack on the revised Communicable Disease statistical reports. Noteworthy disease incidence will be explained in the narrative report.
- Completed quarterly Immunization Action Plan Grant and Lead Poisoning Prevention Grant reports. Both grants will be transitioned to Melissa Gatch, Supervising Community Health Nurse.

Other Meetings – Peace of Mind Partnership, May 14; BOH, May 26.

Division Statistical Highlights – See attached Program and Clinic stats for January – March 2015.

WIC Transition

New WIC Program Director, Cathy Sinnott was hired to start on May 26. Cathy served as WIC Program Director in Broome County for the previous 16 months.

Community Health Services Report
Melissa Gatch, Community Health Nurse Supervisor

Communicable Disease (CD) Highlights: See attached Communicable Disease Statistical Report for disease specific information for January through April 2015. The format is a New York State report available to local county health department's for their county specific case data. For efficiency sake, we will utilize this report format on a monthly basis instead of transferring the data into an excel spreadsheet.

Influenza: During the week ending May 2, 2015, influenza activity level was categorized as geographically **widespread** with laboratory confirmed influenza reported in **40 counties** plus New York City. Year to date, there have been 6 influenza-associated pediatric deaths reported to NYS. CHS will continue to offer flu vaccine at immunization clinics until supply exhausted, or up through end of June.

Ebola: CHS has been monitoring two travelers from Guinea and Liberia, West Africa. Both have been asymptomatic to date.

Pertussis: One Pertussis case in April-college student, fully vaccinated. Family and close contacts received prophylactic treatment. Student improved and resumed class attendance after completing treatment/isolation.

Rubella: The World Health Organization (WHO) recently announced that Rubella and congenital Rubella had been eliminated from the America's; there have been a few sporadic cases imported from other countries since 2008.

Tuberculosis (TB): Active TB Disease (1 case)

Pulmonary TB– 25 year old male, foreign born, currently in college. History of + QFT and abnormal chest x-ray/CT scan. No co-morbidities. Smear negative (3/18/15); positive culture (4/15/15). Initial 4-drug therapy commenced 4/17/15. Drug sensitivities in 5/5/15- no resistance to first line medications- transitioned to 3-drug treatment. Plan: Directly Observed Therapy (DOT) for the balance of a 6-month treatment.

Latent TB Infection (LTBI): 21 Tuberculin Screening Tests (TST) placed during the month of April; there were no positive results.

Mentoring: One TC3 nursing student completed a three week rotation in CHS with primary observation of maternal child home visits as her experience.

Division for Community Health
PROGRAM Statistical Highlights for Board of Health - 2015

Community Health Services Maternal Child - MOMS Services	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD 2015	Total 2014	Total 2013
Cumulative Undup Client Count	91	117	146	168									522	519	513
# of Client Admissions	33	26	29	22									110	321	354
# of Client Discharges	32	33	39	28									132	357	351
Maternal & Infant Office Visit	15	4	3	0									22	355	382
Maternal & Infant Home Visit	20	21	23	23									87	758	980
On Call Visits															
Maternal & Infant On Call Visits	0	0	0	0									0	0	5
Rabies On Call Vaccinations	1	0	0	0									1	37	30
TB DOT On Call Visits	0	0	0	3									3	11	3
Total # On-Call Visits													0	48	38
Total # Home, Office, On-Call Visits	35	25	26	23	0	109	1161	1400							
Childbirth Education															
# of Childbirth Education Classes	1	2	1	0									4	16	15
# of Childbirth Education Moms*	10	5	4	0									19	54	49

Community Health Services Public Telephone Contact Log	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total 2015	Total 2014	Total 2013
Communicable Disease (including STD, HIV, Rabies and TB)	59	132	135	112									438	593	1934
Immunization Appointments	45	78	90	89									302	381	1853
Maternal Child/Family/MOMS	251	437	302	218									1208	1729	3520
Miscellaneous	25	56	56	67									204	249	543
Total	380	703	583	486	0	2152	2952	7850							

* CBE = total is duplicated count

DOT = Direct Observe Therapy Visits

MOMS = Medicaid Obstetrical and Maternal Services

UA = Unavailable at this time

All current statistics are considered preliminary as data is continually collected and updated.

Division for Community Health
CLINIC Statistical Highlights for Board of Health - 2015

Community Health Services																		
Immunization Clinics	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD 2015	Total 2014	Total 2013			
# of Immunization Clients	27	13	18	25									83	319	272			
# of Immunizations Administered	43	24	24	45									136	534	434			
Children 0 - 19 yrs.	34	14	15	34									97	423	321			
Adults 20 yrs. & over	8	10	9	11									38	111	113			
# of Influenza Immunizations	7	4	1	2									14	917	971			
Rabies Vaccination Program																		
Post-Exposure Clients	5	8	4	2									19	106	91			
Post-Exposure Clinic Vaccinations	8	9	4	2									23	267	210			
Tuberculosis Program																		
Cumulative Active TB clients	3	2	2	1									8	4	3			
Active TB Admissions	0	0	0	1									1	4	1			
Active TB Discharges	1	0	2	0									3	2	3			
TB Direct Observe Therapy Home Visits	75	54	56	29									214	269	251			
# of Tuberculosis Screening Tests*	6	10	9	6									31	421	532			
Anonymous HIV Counseling & Testing Clinics																		
# of HIV Clinics - including Walk-Ins	10	10	10	7									37	99	71			
# of Clients Counseled & Tested	7	11	14	6									38	96	84			
HIV Positive Eliza & Western Bloc	0	0	0	0									0	0	0			
WIC																		
	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD 2015	Total 2014	Total 2013			
Newly Enrolled**	66	51	64										181	430	UA			
Total Participants Served	560	504	547										1611	4889	UA			
Participants w/Active Cks - Total=Avrg**	1331	1333	1373										1341	1386	1507			
Total Enrolled - Total=Average**	1557	1547	1585										1564	1689	1797			
No-Show Rate (%) - Total=Average	14.5%	13.8%	13.4%										14.2%	18.3%	15.3%			
% Active Participation - Total=Average	66.6%	66.7%	68.7%										67.1%	69.3%	75.6%			
% Caseload Target (FY15=2000)Total=Avrg	77.9%	77.4%	79.3%										78.2%	84.4%	UA			

UA = Unavailable at this Time

*TST's - formerly described as PPD's (Purified Protein Derivative)

**New in March 2014, Information taken from the WICIS CM015T Final Report; YTD represents the average number

All current statistics are considered primary as data is continually collected and updated

N.Y.S. Department of Health
 Division of Epidemiology
 Communicable Disease Monthly Report*, DATE: 05MAY15
 Through April
 Rates are defined as: Cases/100,000 population/Month

County=TOMPKINS

Disease	2015		2014		2013		2012		Ave (2012-2014)	
	Freq	Rate	Freq	Rate	Freq	Rate	Freq	Rate	Freq	Rate
AMEBIASIS	0	0.0	0	0.0	1	2.9	0	0.0	0	0.0
CAMPYLOBACTERIOSIS**	7	20.3	8	23.2	6	17.4	7	20.3	7	20.3
CRYPTOSPORIDIOSIS**	1	2.9	6	17.4	3	8.7	2	5.8	4	11.6
EHEC, SEROGROUP NON-O157	3	8.7	1	2.9	0	0.0	0	0.0	0	0.0
ENCEPHALITIS, OTHER	0	0.0	0	0.0	0	0.0	1	2.9	0	0.0
GIARDIASIS	3	8.7	3	8.7	2	5.8	8	23.2	4	11.6
HAEMOPHILUS INFLUENZAE, NOT TYPE B	1	2.9	0	0.0	0	0.0	1	2.9	0	0.0
HEPATITIS A	0	0.0	1	2.9	0	0.0	0	0.0	0	0.0
HEPATITIS B,CHRONIC	1	2.9	1	2.9	1	2.9	2	5.8	1	2.9
HEPATITIS C,ACUTE	1	2.9	2	5.8	0	0.0	3	8.7	2	5.8
HEPATITIS C,CHRONIC	29	84.0	37	107.1	23	66.6	21	60.8	27	78.2
HERPES INF, INFANT =< 60 DAYS	0	0.0	0	0.0	0	0.0	3	8.7	1	2.9
INFLUENZA A, LAB CONFIRMED	286	828.0	167	483.5	86	249.0	48	139.0	100	289.5
INFLUENZA B, LAB CONFIRMED	58	167.9	21	60.8	59	170.8	4	11.6	28	81.1
INFLUENZA UNSPECIFIED, LAB CONFIRMED	0	0.0	0	0.0	1	2.9	0	0.0	0	0.0
LEGIONELLOSIS	0	0.0	0	0.0	0	0.0	1	2.9	0	0.0
LISTERIOSIS	0	0.0	0	0.0	0	0.0	1	2.9	0	0.0
LYME DISEASE** ****	1	2.9	5	14.5	7	20.3	6	17.4	6	17.4
MALARIA	1	2.9	0	0.0	0	0.0	0	0.0	0	0.0

MENINGITIS, ASEPTIC	0	0.0	0	0.0	0	0.0	1	2.9	0	0.0
PERTUSSIS**	0	0.0	0	0.0	3	8.7	41	118.7	15	43.4
SALMONELLOSIS	5	14.5	3	8.7	5	14.5	3	8.7	4	11.6
SHIGELLOSIS	0	0.0	1	2.9	0	0.0	0	0.0	0	0.0
STREP, GROUP A INVASIVE	0	0.0	1	2.9	0	0.0	4	11.6	2	5.8
STREP, GROUP B INVASIVE	3	8.7	4	11.6	1	2.9	1	2.9	2	5.8
STREP, GROUP B INV, EARLY/LATE ONSET	0	0.0	1	2.9	1	2.9	1	2.9	1	2.9
STREP PNEUMONIAE, INVASIVE	2	5.8	1	2.9	5	14.5	0	0.0	2	5.8
TUBERCULOSIS***	1	2.9	2	5.8	0	0.0	2	5.8	1	2.9
VIBRIO - NON 01 CHOLERA	1	2.9	0	0.0	0	0.0	0	0.0	0	0.0
SYPHILIS TOTAL.....	2	5.8	2	5.8	0	0.0	0	0.0	1	2.9
- P&S SYPHILIS	2	5.8	2	5.8	0	0.0	0	0.0	1	2.9
GONORRHEA TOTAL.....	27	78.2	7	20.3	12	34.7	12	34.7	10	29.0
- GONORRHEA	27	78.2	7	20.3	12	34.7	11	31.8	10	29.0
- GONORRHEA, DISSEMINATED	0	0.0	0	0.0	0	0.0	1	2.9	0	0.0
CHLAMYDIA	108	312.7	96	277.9	88	254.8	100	289.5	95	275.1

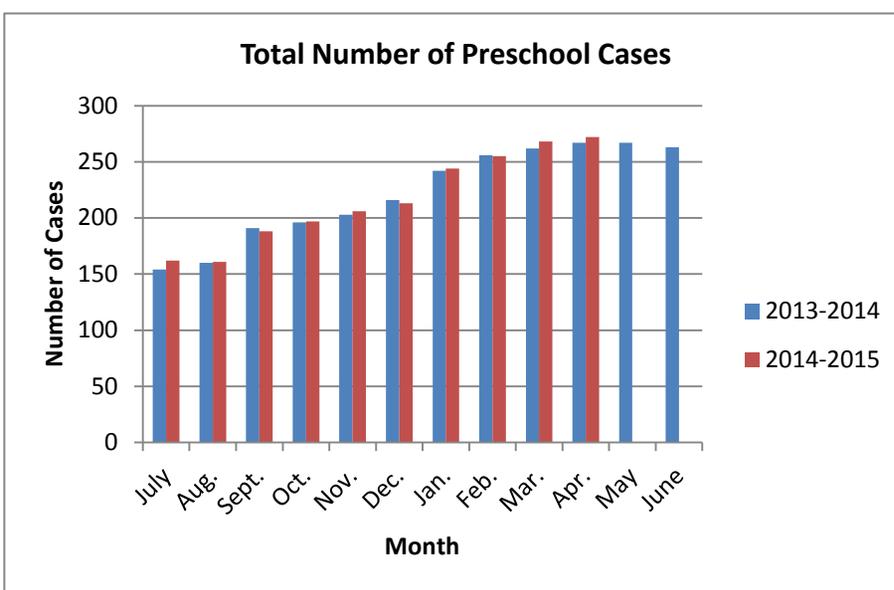
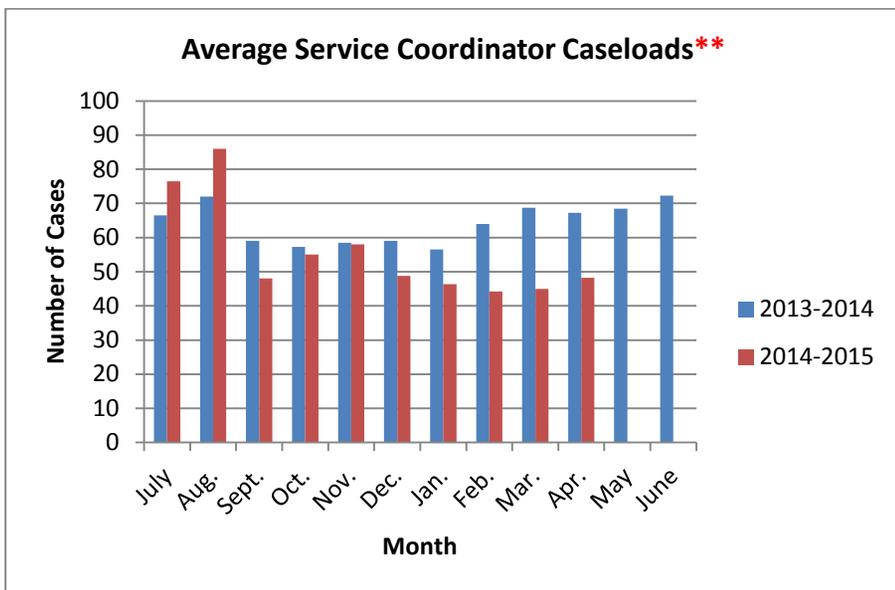
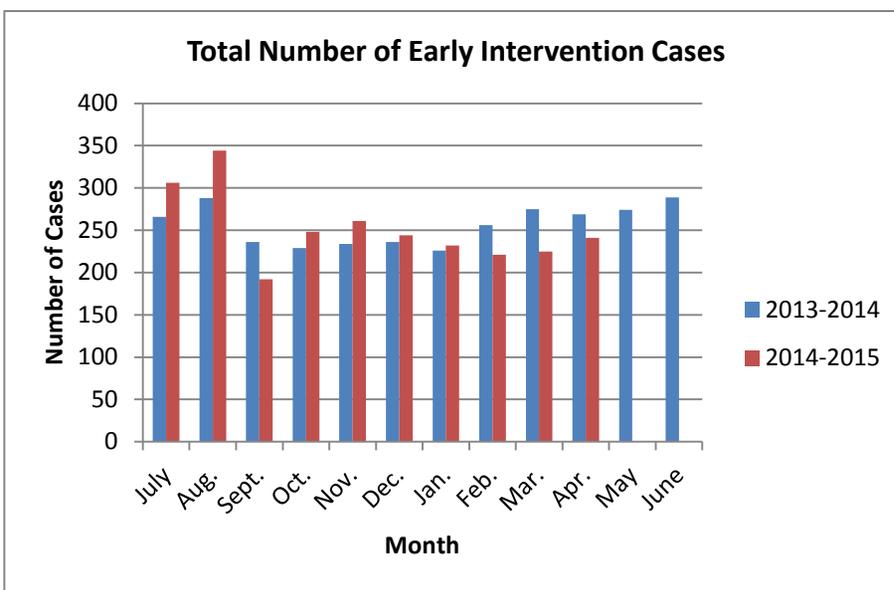
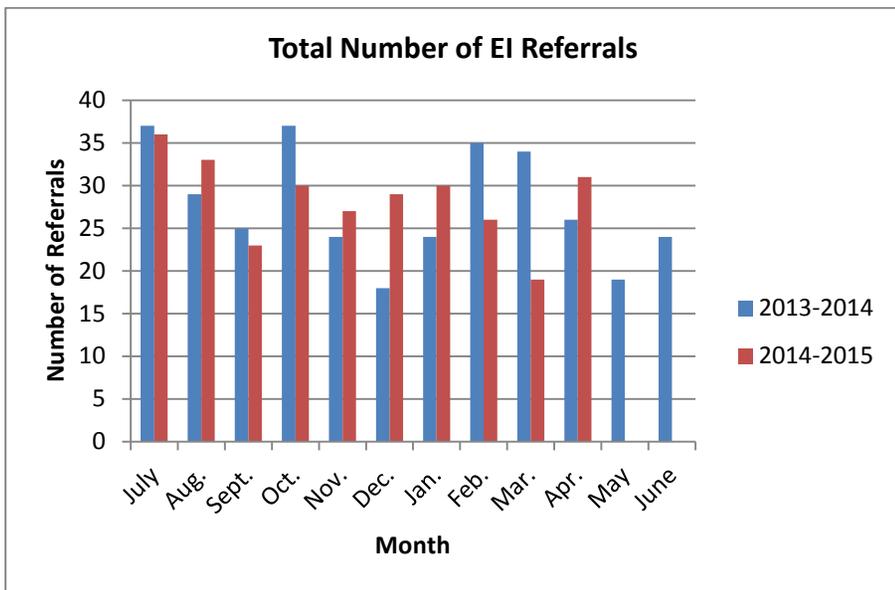
*Based on month case created, or December for cases created in Jan/Feb of following year

**Confirmed and Probable cases counted; Campylobacter confirmed and suspect

***Not official number

**** From 2012-2015, 18 counties investigated a sample of positive laboratory results.

Statistics Based on Program School Year



****Beginning December 2014, the number of full-time Service Coordinators increased from 4 to 5.**

Children with Special Care Needs Division

Statistical Highlights 2015

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	2015 Totals	2014 Totals
Early Intervention Program														
Number of Program Referrals	30	26	19	31	0	0	0	0	0	0	0	0	106	340
Initial Concern/reason for referral:														
-- DSS Founded Case				3									3	4
-- Gestational Age													0	9
-- Gestational Age & Hearing													0	1
-- Global Delays				1									1	9
-- Hearing													0	1
-- Physical														
-- Feeding	1	2	1	1									5	14
-- Gross Motor	7	2	4	5									18	73
-- Gross Motor & Feeding													0	1
-- Gross Motor & Fine Motor													0	2
-- Gross Motor & Social Emotional													0	1
-- Fine Motor													0	2
-- Social Emotional	4	2		2									8	10
-- Social Emotional & Adaptive													0	1
-- Speech	15	16	7	13									51	138
-- Speech & Adaptive													0	1
-- Speech & Cognitive				1									1	1
-- Speech & Feeding													0	8
-- Speech & Fine Motor			2										2	3
-- Speech & Hearing													0	1
-- Speech & Gross Motor	1	1	3	2									7	19
-- Speech & Sensory				2										
-- Speech & Social Emotional	1	1	1	1									4	15
-- Adaptive													0	0
-- Adaptive/Feeding													0	2
-- Adaptive/Sensory	1												1	1
-- Vision													0	1
-- Qualifying Congenital / Medical Diagnosis		1	1										2	3
-- Child Find (At Risk)		1											1	14
Total # of clients qualified and receiving svcs	189	193	195	210										
Total # of clients pending intake/qualification	43	28	30	31										
Total # qualified and pending	232	221	225	241	0	0	0	0	0	0	0	0		
Average # of Cases per Service Coordinator	46.4	44.2	45	48.2	0	0	0	0	0	0	0	0		
# of Family/Client visits														
-- Intake visits	28	15	22	27									92	285
-- IFSP Meetings	49	44	54	36									183	545
-- Amendments	20	12	15	12									59	170
-- Core Evaluations	34	29	25	22									110	248
-- Supplemental Evaluations	0	5	10	5									20	50
-- DSS Visit	2	0	3	4									9	2
-- EIOD visits	5	8	8	10									31	27
-- Observation Visits	4	14	23	21									62	299
-- CPSE meetings	1	3	8	2									14	91
-- Program Visit	0	0	3	2									5	9
-- Family Training/Team Meetings	0	1	3	0									4	9
-- Transition meetings	15	16	9	5									45	122

ENVIRONMENTAL HEALTH DIVISION

<http://www.tompkins-co.org/health/eh>

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ENVIRONMENTAL HEALTH HIGHLIGHTS

April 2015

Outreach and Division News

Healthy Neighborhoods Program Meeting: On April 21, Tompkins County Healthy Neighborhoods Program (HNP) staff sponsored an all-day meeting that was attended by 11 counties across New York State and representatives from the NYSDOH Central Regional Office. NYSDOH-Albany called in for part of the meeting. The purpose of the meeting was to network, brainstorm and share ideas about the HNP. Presentations covered Asthma and COPD, Web Focus reporting, HNP Home Visit 101, Essentials for Healthy Homes Practitioners, and Outreach Strategies and Social Media. Thanks to Samantha Hillson for her hard work pulling together this successful program!

Scott Morgan Duplex: The Environmental Health Division is the lead agency on a proposed project in the Town of Dryden - the Scott Morgan proposed duplexes including 8 buildings (16 apartments) with private water and sewage. It is in an Agricultural District and over 2.5 acres would be disturbed (25% of 10 acres). The project is an Unlisted Action which requires review under the SEQOR Act. The developer is anxious to start the project; however, we have received comments expressing environmental and aesthetic concerns. We are extending the public comment period from May 15 to May 25 in response to a request prior to making our SEQOR determination. It is rare that the Division is the lead agency for SEQOR, and we will be meeting with Tompkins County Planning and the Tompkins County Attorney to ensure that our actions and review are appropriate in this controversial project.

Accela: Pool and Beach permits were added to Accela and Accela Citizen Access (ACA) in early April. Onsite Wastewater Treatment System (OWTS) Permit applications were added to ACA later in April. OWTS technical staff and EH Support Staff received a demonstration on how to search for records using the GIS feature in Accela.

Village of Dryden Water: The Village of Dryden asked that a representative from Tompkins County Environmental Health attend a meeting with State Senator Seward in Albany on April 23 to discuss proposed public water system improvements including finding a new source to replace the Jay Street well which exceeds the MCL for arsenic, and replacement of both water storage tanks. The main purpose of the meeting was to find help with funding these important projects. In addition to the Village, representatives from the State DOH, NYS Homes and Community Renewal, and New York State EFC attended. Stephen Maybee, P.E., Public Health Engineer represented the Tompkins County Health Department.

Personnel Changes: Sarah Caputi submitted her resignation effective May 15. Coupled with Steven Kern's retirement earlier this year, we will be short two Sanitarians during our busy summer season. Retired Senior Sanitarian Audrey Balander will be returning in a temporary position to work on Childrens Camp permits. We are also looking at hiring a short-term Public Health Technician. We are evaluating other options for covering the additional needs created by Sarah's resignation.

Training

- Tompkins HNP hosted a statewide meeting on April 21 at the Tompkins County Health Department, 11 of the 13 counties that have the contract were represented, 34 people attended. Presentations were held by Carrie Westlake (Respiratory Therapist at Cayuga Medical Center) and Susan Dunlop (TCHD Public Health Nurse) about asthma; Joe LaQuatra from Cornell presented an abbreviated session of the Essentials of Healthy Homes course. Tom Carroll from the NYS DOH called in to the meeting to provide State updates and a history of HNP, which began in 1984.

- Steve Maybee, Adriel Shea, and Liz Cameron, attended an all-day training in Waterloo sponsored by the American Water Works Association (AWWA). The training covered drinking water regulations for small water systems.

Rabies Control Program

There were three confirmed cases of rabies in Tompkins County during April 2015. Two rabid raccoons were killed by two dogs, both dogs with severely lapsed vaccinations. Both dogs were placed under six month quarantines. A rabid coyote interacted with a vaccinated dog. The dog involved with the rabid coyote had a current rabies vaccination and required only a rabies booster shot.

It is impossible to predict when or where the next rabid wildlife animal will appear, so it is important to keep all pets currently vaccinated for rabies, including indoor only animals.

Key Data Overview				
	This Month	YTD 2015	YTD 2014	TOTAL 2014
Bites¹	14	55	32	167
Non Bites²	0	1	7	86
Referrals to Other Counties	2	10	9	43
Submissions to the Rabies Lab	12	39	35	190
Human Post-Ex Treatments	1	7	12	103
Unvaccinated Pets 6-Month Quarantined³	2	2	0	0
Unvaccinated Pets Destroyed⁴	0	0	0	0
Rabid Animals (Laboratory Confirmed)	3	3	2	12

¹"Bites" include all reported bites inflicted by mammals and any other wounds received while saliva is present.

²"Non-bites" include human exposures to saliva of potentially rabid animals. This also includes bats in rooms with sleeping people or young children where the bat was unavailable for testing.

³When an otherwise healthy, unvaccinated pet has contact with a rabid animal, or suspect rabid animal, that pet must be quarantined for 6 months or euthanized. Quarantine must occur in a TCHD-approved facility (such as a kennel) at the owner's expense. If the pet is still healthy at the end of 6 months, the exposure did not result in rabies and the pet is released.

⁴ Pets must be euthanized if they are unvaccinated and have been in contact with a rabid or suspect rabid animal and begin to display signs consistent with rabies. Alternatively, a pet is euthanized if a prescribed 6-month quarantine cannot be performed or the owners elect euthanasia instead of quarantine.

Reports by Animal Type												
	Bites				Animals sent to the NYS Rabies Laboratory				Rabid Animals			
	Mo	YTD 2015	YTD 2014	Total 2014	By TCHD	By Cornell	Totals		Mo	YTD 2015	YTD 2014	Total 2014
							Mo	YTD				
Cat	3	16	14	58	0	0	0	4	0	0	0	0
Dog	10	38	17	94	2	0	2	3	0	0	0	0
Cattle	0	0	0	0	0	0	0	0	0	0	0	0
Horse/Mule	0	0	1	1	0	0	0	0	0	0	0	0
Sheep/Goat	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Raccoon	1	1	0	0	0	0	0	1	0	0	0	0
Raccoon	0	0	0	1	3	0	3	4	2	2	1	3
Bats	0	0	0	6	4	1	5	24	0	0	1	5
Skunks	0	0	0	2	0	0	0	0	0	0	0	3
Foxes	0	0	0	0	0	0	0	0	0	0	0	0
Other Wild	0	0	0	5	0	2	2	3	1	1	0	1
Totals	14	55	32	167	9	3	12	39	3	3	2	12

Food Program

The results of food service establishment inspections conducted in Tompkins County can be viewed directly on the Environmental Health website (<http://www.tompkinscountyny.gov/health/eh/food/index>). Inspections can be sorted to meet the needs of the viewer (by facility, date, etc.) by clicking on the column heading of interest. This is a valuable tool for easily providing information to the public.

***Routine facility inspections** are conducted to protect public health. The inspections are made without advance notice to ensure that food processes are adequate, safe, and meet code requirements. It is important to keep in mind that inspections are only a "snapshot" in the entire year of a facility's operation and they are not always reflective of the day-to-day operations and overall condition of the operation.*

The following inspections were conducted with no critical violation(s) noted:

Arby's Roast Beef, V-Lansing	ICSD-Ithaca High School, C-Ithaca
Asia Cuisine, C-Ithaca	Ithaca Bakery, V-Lansing
Atlas Bowl, V-Trumansburg	JJ's Café, V-Cayuga Heights
Bella Pizza, C-Ithaca	Joe's Restaurant, C-Ithaca
Benn Conger Inn, V-Groton	Just a Taste Wine & Tapas Bar, C-Ithaca
BOCES-Darwin Smith, T-Ithaca	Kelly's Docksides Kafe, C-Ithaca
Bookers Backyard BBQ, T-Lansing	Lakewatch Inn, V-Lansing
Café Dewitt, C-Ithaca	Main Street Pizzeria, V-Groton
Carriage House Café, C-Ithaca	Maxie's Supper Club, C-Ithaca
Circus Truck, Throughout Tompkins	Moosewood Restaurant, C-Ithaca
CU-Becker House, C-Ithaca	Ned's Pizza, V-Cayuga Heights
CU-Cook House, C-Ithaca	New Roots School, C-Ithaca
CU-Flora Rose Dining, C-Ithaca	Newfield Elementary School, V-Newfield
CU-Jansen's at Bethel House, C-Ithaca	Newfield Middle/High School, V-Newfield
CU-Keeton House Dining, C-Ithaca	Northeast Pizza & Beer Co., V-Lansing
Dinosaur BBQ, Throughout Tompkins	Pizza Aroma, C-Ithaca
DP Dough, C-Ithaca	St. Catherine Greek Orthodox Church, C-Ithaca
De Tasty Hot Pot, C-Ithaca	Saigon Kitchen, C-Ithaca
Dryden Middle School, T-Dryden	Sal's Pizzeria, C-Ithaca
Fraternal Order of Eagles, C-Ithaca	Salvation Army, C-Ithaca
Gorgers, C-Ithaca	Serendipity Catering, T-Ithaca
Groton Elementary School, V-Groton	Sicilian Delight, V-Lansing
Hawi Ethiopian Cuisine, C-Ithaca	State Diner, C-Ithaca
Hazelnut Kitchen, V-Trumansburg	Sunset Grill, T-Ithaca
Heights Café, V-Cayuga Heights	Teatime Ithaca, C-Ithaca
Hotel Ithaca-Max's, C-Ithaca	Trumansburg Elementary School, V-Trumansburg
IC-Egbert Dining, T-Ithaca	Trumansburg Middle School, V-Trumansburg
IC-Towers Dining, T-Ithaca	Wendy's, C-Ithaca
ICSD-Arts Café, C-Ithaca	Word of Mouth Catering, V-Trumansburg
ICSD-Beverly J. Martin, C-Ithaca	

The Hazard Analysis Critical Control Point (HACCP) Inspection is an opportunity for the establishment to have the health department review food processes in the facility to make sure that all potential hazards are identified and to assure that the best food safety practices are being used.

No HACCP inspections were conducted this month.

***Re-Inspections** are conducted at any establishments that had a critical violation(s) to ensure that inadequate or unsafe processes in a facility have been corrected.*

The following re-inspections were conducted with no violations noted

Cinnamon Shoppe & Deli, T-Lansing

Cornell Vet School, T-Ithaca

Denny's, C-Ithaca

Dryden Queen Diner, V-Dryden

Foodnet Central Kitchen, V-Lansing

Fork & Gavel, C-Ithaca

Gimme Coffee!, V-Trumansburg

Groton Junior/Senior High School, V-Groton

The Haunt, C-Ithaca

ICSD-Cayuga Heights Elementary, V-Cayuga Heights

Mate Factor, C-Ithaca

McGraw House Dining, C-Ithaca

Napoli Pizzeria, C-Ithaca

Redder's Bar & Grill, T-Ulysses

Souvlaki House, C-Ithaca

Critical violations may involve one or more of the following: the condition of food (e.g. food that may be at improper temperatures on delivery or damaged by rodents), improper food cooking and storage temperatures (e.g. food cooked to and/or held at improper temperatures), improper food preparation practices (e.g. preparing ready-to-eat foods with bare hands), and water and/or sewage issues (e.g. low disinfection levels in the water system). These critical violations relate directly to factors that could lead to food related illness.

Critical Violations were found at the following establishments:**Jin Wu Restaurant, C-Ithaca**

Enough refrigerated storage was not maintained so that potentially hazardous foods were kept at or below 45°F during cold holding. Products in a refrigerated storage unit were observed to be at 50-52°F. The products were moved to a functioning unit to be chilled to 45°F or less before use.

Potentially hazardous foods were not kept at or above 140°F in hot holding. Product was observed to be at 110°F, the product was discarded during the inspection.

Mate Factor, C-Ithaca

Potentially hazardous foods are not kept at or below 45°F during cold holding. Products in a cold holding unit were observed to be between 50°F and 55°F. The products were voluntarily discarded during the inspection.

Denny's, C-Ithaca

Potentially hazardous foods were not kept at or above 140°F during hot holding. Product in hot holding was observed to be at 130°F. The product was discarded during the inspection.

The Haunt, C-Ithaca

Enough refrigerated food storage was not maintained so that potentially hazardous foods were kept at or below 45°F during cold holding. Product in a cooler was observed to be at 50-51°F. The product was discarded during the inspection.

Groton Jr/Sr High School, V-Groton

Enough refrigerated food storage was not maintained so that potentially hazardous foods were kept at or below 45°F during cold holding. Product in a refrigerated storage unit was observed to be at 52°F. The product was moved to the walk-in cooler to be chilled to 45°F or less before use.

Tompkins Cortland Community College, T-Dryden

Enough refrigerated storage equipment is not maintained so that all potentially hazardous foods are kept at or below 45°F. Product being held in an open air cooler was observed to be at 48-52°F. The product was removed from service and rapidly chilled to 45°F or less before use.

Casper's, V-Groton

Prepared foods were subject to cross-contamination from raw foods. Storage was rearranged during the inspection.

Toxic chemicals were stored so contamination of food could occur. The storage was rearranged during the inspection.

Sangam Restaurant, C-Ithaca

Potentially hazardous foods were not kept at or below 45°F during cold holding. Product in cold holding was observed to be at 51-54°F, product in cold holding in a second location was observed to be at 58°F. The products were rapidly chilled to 45°F or less before use.

Jin Wu, C-Ithaca

Potentially hazardous foods were not kept at or above 140°F during hot holding. Product with a waiver for time as a public health control was observed to be at 130°F. Temperature logs for the product were not maintained. The product was discarded during the inspection. This was a re-inspection and will be referred to the Board of Health.

Madeline's Restaurant, C-Ithaca

Toxic chemicals were improperly stored so that contamination of food could occur. Storage was rearranged during the inspection.

ZaZa's Cucina, C-Ithaca

Shellfish tags were not retained for 90 days as required.

Temporary Food Service Operation Permits are issued for single events at one location. The Food Protection Program issued 54 temporary permits.

Temporary food operation inspections are conducted to protect public health. The inspections are made without advance notice to ensure that the food processes at the event are adequate, safe, and meet code requirements. The operation must correct Critical Violations during the inspection. When a Temporary Food Operation has Critical Violation/s, a re-inspection is conducted when the event is longer than one day.

The following inspections were conducted with no violation(s) noted:

Asha Cornell, C-Ithaca

Cornell Hawaii Club, C-Ithaca

Cornell Filipino Association, C-Ithaca

Cornell Plantations, T-Ithaca

Cornell EzRoots, C-Ithaca

McLean Community Council, T-Groton

Trumansburg Rotary, V-Trumansburg

Critical Violations were found at the following establishments:**CU-Japan-U.S. Association, Cornell University**

Potentially hazardous foods were found at an improper temperature. Products were observed to be at 58°F and were rapidly chilled to 45°F or less before use.

Utensils were not used to eliminate bare hand contact with cooked or prepared foods. Workers were observed handling products with bare hands. The products were discarded during the inspection.

Alpha Zeta Art of Ag, Cornell University

Potentially hazardous foods were found at an improper temperature. Product for service was observed to be at 110°F. The product was discarded.

Alpha Sigma Phi, Cornell University

Potentially hazardous food was kept at an improper temperature. Products in hot holding were observed to be at 85°F. The products were rapidly reheated to 165°F or above before service.

Pre-Operational inspections are conducted, following a thorough review of proposed plans, at new or extensively remodeled facilities to ensure code compliance prior to opening to the public.

The following pre-operational inspections were conducted:

That's How I Roll, Throughout Tompkins

CU-Trillium Bus Stop, C-Ithaca

Plans Approved:

Jade Garden, C-Ithaca

New Permits Issued:

There were no new permits issued this month.

*The Food Protection Program **received and investigated five complaints** related to issues and/or problems at permitted food service establishments.*

Engineering Plans Approved

- Sunset West Circle – 3 lots, 330 gpd sewage systems, Dryden-T
- Hilton Garden Spa and Pool Treatment Modifications, Ithaca-C
- Peaceful Space Duplex, 660 gpd sewage system, Dryden-T
- Cayuga Cabins, 220 gpd and 330 gpd sewage systems, Lansing-T
- Coddington Road Watermain Replacement, 9640' of 8" DI Pipe, Ithaca-T

One plan for cross-connection control to protect municipal water systems from hazardous connections was approved this month.

Problem Alerts/Emergency Responses

BWOs remain in effect at:

- 14-01-15 Bradford Apartments, T-Dryden. BWO issued 7/29/14 due to lack of chlorine in the distribution system. Currently under Board of Health Orders.
- 14-01-05 Upstate NY Nazarene Camp, T- Caroline. BWO issued 5/29/14 due to inadequate chlorine and unapproved modifications to a well. Engineer developing plans. Seasonal operation. Will correct by next operating season.

Healthy Neighborhoods Program

HEALTHY NEIGHBORHOODS PROGRAM	MONTH	YTD 2015	YTD 2014	Total 2014*
# of Initial Home Visits	25	106	116	413
# of Revisits	13	53	42	98
# of Asthma Homes (initial)	3	17	15	67
# of Homes Approached	60	161	246	2034

*Covers the calendar year (January through December)

Updates

- Tompkins HNP hosted a statewide meeting on April 21. The meeting was well attended and received positive feedback.
- April marks the first month of the new grant year. The budget and work plan were updated and sent to the State for approval.
- The year-end report will be submitted on May 5.

Outreach

- On April 18, Pat and Samantha set up a table at the Senior Living Expo, sponsored by Ithaca College Gerontology and the Office for the Aging. The event took place at the Ithaca High School cafeteria and was a large turnout. (100 reached, 8 visits)
- On April 25, Samantha conducted targeted outreach at the Southside Community Center Food Pantry (20 reached).

Childhood Lead Program

CHILDHOOD LEAD PROGRAM	MONTH	YTD 2015	YTD 2014	TOTAL 2014
A: Active Cases (total referrals):				
A1: # of Children w/ BLL>19.9ug/dl	0	0	0	0
A2: # of Children w/ BLL 10-19.9ug/dl	1	1	3	5
B: Total Environmental Inspections:				
B1: Due to A1	0	0	2	3
B2: Due to A2	1	1	3	8
C: Hazards Found:				
C1: Due to B1	0	0	0	0
C2: Due to B2	1	1	3	6
D: Abatements Completed:	0	1	0	0
E: Environmental Lead Assessment Sent:	0	0	2	5
F: Interim Controls Completed:	0	0	0	3
G: Complaints/Service Requests (w/o medical referral):	4	16	18	55
H: Samples Collected for Lab Analysis:				
- Paint	0	0	0	0
- Drinking Water	0	0	0	0
- Soil	0	0	2	2
- XRF	0	0	3	6
- Dust Wipes	0	1	3	6
- Other	0	0	1	1

Summary of Open BOH Enforcement Actions:

Date of BOH Action	Facility	Owner/ Operator	Basis for Action	Penalty Assessed	Next BOH Order Deadline	Status
4/28/15, 12/2/14, 8/26/14	Bradford Apartments	Jeremiah Bradford	Public Water System Violations – Chlorine, Reporting & Monitoring	\$1500 (paid 12/5/14) \$3000 (due 1/15/15) \$1200 (due 6/15/15)	BOH deadlines not met.	Referred to Collection for \$3000 penalty. Boil Water Order remains in effect until compliance is achieved.
3/24/15	Upstate District Nazarene	Stanley McLain	Violation of BOH Orders (Water) – Modifications without Approval	N/A	Comprehensive report due June 15, 2015.	Awaiting Compliance
1/27/15	Argos Inn	Avi Smith	Violation of BOH Orders (Temporary Residence) – Operating without a permit	\$750 (due 3/15/15; \$500 paid 2/24/15)	Complete renewal application at least 60 days prior to permit expiration.	Awaiting Payment. Notice of failure to pay outstanding balance of \$250 sent 3/24/15.
1/27/15	Travelers Kitchen	Eric Bean	Temporary Food Service – Temperature Violations	\$800 (paid 4/16/15)	Must attend Serv-Safe course and maintain temperature logs prior to issuance of permit.	Awaiting Certificate for Serv-Safe Course prior to issuance of new permit.
12/10/13	Ulysses WD #3	Town of Ulysses	Public Water System Violations – Disinfection Byproducts	N/A	Complete construction of TTHM reduction project or implement operational changes by 9/15/15.	Awaiting Compliance
12/11/12	Village of Dryden PWS	Village of Dryden	Public Water System Violations – Arsenic and Storage Tank Replacement	N/A	Revised engineering study due 6/15/15.	Awaiting Compliance

ENVIRONMENTAL HEALTH DIVISION
<http://www.tompkins-co.org/health/eh>

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CERTIFIED, REGULAR, & ELECTRONIC MAIL

May 15, 2015

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Ithaca, NY 14850

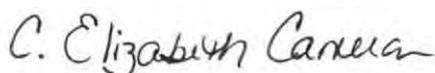
**Re: Tompkins County Board of Health Draft Resolution # ENF-15-0014
Rodeway Inn and Suites, Temporary Residence, T-Ithaca**

Dear Mr. Ahir:

Thank you for signing the Stipulation Agreement on May 9, 2015, for the Rodeway Inn and Suites.

Enclosed is a copy of the Draft Resolution that the Tompkins County Board of Health will consider at its meeting on **Tuesday, May 26, 2015**. You or a representative has the right to speak to the Board for a few minutes prior to them taking action. If you wish to speak to the Board, please contact Skip Parr or me at (607) 274-6688 at least one day before the meeting. If you plan to attend, please arrive by 12:00 p.m. (noon).

Sincerely,



C. Elizabeth Cameron, P.E.
Director of Environmental Health

Enclosures – Draft Resolution, Stipulation Agreement and Orders, and Case Summary

pc: F:\EH\TEMPORARY RESIDENCE (TR)\Facilities (TR-4)\Rodeway Inn and Suites\Enforcement\Draft Resolution 15-0014.docx
ec: Tompkins County Board of Health (via; Shelley Comisi, TCHD)
CEO T-Ithaca; Supervisor T-Ithaca; Will Burbank, TC Legislature; TCHD: Elizabeth Cameron, P.E., Director of Environmental Health; Frank Kruppa, Public Health Director; Kristee Morgan; Sarah Caputi; Skip Parr; Brenda Coyle
scan: Signed copy to Accela

ENVIRONMENTAL HEALTH DIVISION
<http://www.tompkins-co.org/health/eh>

Ph: (607) 274-6688
Fx: (607) 274-6695

DRAFT RESOLUTION # ENF-15-0014 FOR

**Rodeway Inn and Suites
Jamna Hospitality, Inc., Pratik Ahir, Owner/Operator
654 Elmira Road
Ithaca, NY 14850**

Whereas, an owner of a temporary residence must comply with regulations established by the NYS Sanitary Code, Subpart 7-1, Section 11; **and**

Whereas, this code section requires a plan to be approved by the Health Department for food service facilities and require the food service operation to be constructed, maintained and operated to comply with Part 14 of NYS Sanitary Code; **and**

Whereas, April 15, 2015, the Tompkins County Health Department found violations of NYS Sanitary Code, Subparts 7-1 and 14-1 for operating a food service establishment without a valid permit; **and**

Whereas, Pratik Ahir, Operator, signed a Stipulation Agreement with Public Health Director's Orders on May 9, 2015, agreeing that Rodeway Inn and Suites violated this provision of the New York State Sanitary Code; **now therefore be it**

**Resolved, on recommendation of the Tompkins County Board of Health,
That Pratik Ahir, Operator, is ordered to:**

1. Pay a penalty of \$500 for these violations, **due July 15, 2015**. (**Do Not** submit penalty payment until notified by the Tompkins County Health Department.); **and**
2. Submit applicable fees with an approvable food service plan for review by the Tompkins County Health Department and obtain an updated permit with the appropriate condition for food service issued by the Tompkins County Health Department prior to serving food to customers that requires preparation or temperature control; **and**
3. Only provide self-service food requiring no preparation or temperature control to customers until a revised permit is issued; **and**
4. Comply with all the requirements of Subpart 7-1 and Subpart 14-1 of NYSSC.



Your Partner for a Healthy Community

Frank Kruppa
Public Health Director
55 Brown Road
Ithaca, NY 14850-1247

ENVIRONMENTAL HEALTH DIVISION

http://www.tompkins-co.org/health/eh

Ph: (607) 274-6688

Fx: (607) 274-6695

STIPULATION AGREEMENT AND ORDERS # ENF-15-0014

**Rodeway Inn and Suites
Jamna Hospitality, Inc., Pratik Ahir, Owner/Operator
654 Elmira Road
Ithaca, NY 14850**

I, Pratik Ahir, as a representative for the Rodeway Inn and Suites, agree that on April 15, 2015, I was in violation of Subparts 7-1 and 14-1 of New York State Sanitary Code (NYSSC) for operating a food service establishment without a valid permit.

I agree to pay a penalty not to exceed \$500 for this violation following adoption of a resolution by the Board of Health. (**Do not** submit penalty payment until notified by the Tompkins County Health Department.)

I also agree to comply with the following Orders when signed by the Tompkins County Public Health Director:

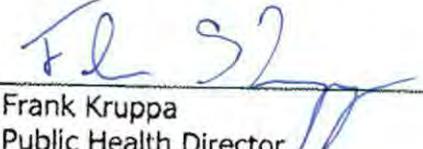
1. Submit applicable fees with an approvable food service plan for review by the Tompkins County Health Department and obtain an updated permit with the appropriate condition for food service issued by the Tompkins County Health Department prior to serving food to customers that requires preparation or temperature control; **and**
2. Only provide self-service food requiring no preparation or temperature control to customers until a revised permit is issued; **and**
3. Comply with all the requirements of Subpart 7-1 and Subpart 14-1 of NYSSC.

I understand this agreement is offered as an alternative to a formal administrative hearing and that I am subject to further action if I fail to comply with the orders.

Signed: 

Date: 5/9/15

Pratik Ahir is hereby ordered to comply with these Orders of the Public Health Director.

Signed: 
Frank Kruppa
Public Health Director

Date: 5/10/15



ENVIRONMENTAL HEALTH DIVISION
<http://www.tompkins-co.org/health/eh>

Ph: (607) 274-6688
Fx: (607) 274-6695

CASE SUMMARY

**Rodeway Inns & Suites
Jamna Hospitality, Inc.
Pratik Ahir, Manager
654 Elmira Road
Ithaca, NY**

May 2015

Rodeway Inns and Suites is a facility permitted by the TCHD to operate a Temporary Residence. The current permit does not include operation a food service establishment.

Date	Action
April 15, 2015	TCEH conducts a field visit at the Rodeway Inns & Suites in response to an anonymous complaint. TCEH observes approximately 12 egg and cheese omelets in the glass front refrigerator in the breakfast area available for service to guests. TCEH also observes 5 single serving tubs of cream cheese, stored at room temperature, available for service to guests. The temperature of the cream cheese was observed to be 52° F. The omelets and the cream cheese were removed from service.
November 25, 2014	A Notice of Violation is sent via certified mail to Kanji Ahir (signed for by Karan Ahir) regarding the the violation of the terms of their Temporary Residence permit by serving milk to guests.
October 27, 2014	TCEH conducts their annual inspection. A carton of milk is observed in the small glass front refrigerator in the breakfast area for service to guests. Milk is a potentially hazardous food that requires temperature control which is prohibited by the conditions of the operating permit.
November 1, 2013	TCEH receives correspondence from Pratik Ahir, General Manager, stating that the following food items will be deleted from their menu immediately: egg and cheese omelets and cream cheese. TCEH issues a permit to Rodeway Inns and Suites to operate a Temporary Residence with the condition that the permit only allows for the provision of self service food requiring no preparation or temperature control to customers.
October 28, 2013	Owner, Kanji Ahir, contact TCEH and states that he will not move forward with renovations due to cost. They will instead limit their menu items to eliminate the need for an FSE permit.
October 23, 2013	TCEH meets with Kanji and Pratik Ahir. The food service and food storage area are viewed. A potential spot for food service is located and the installation of a three bay sink and the removal of carpeting in the area is discussed.
October 17, 2013	TCEH conducts the annual inspection of the Temporary Residence. An annotation is made to the bottom of the inspection report stating that they "may only serve pre-packaged food items".

Rodeway Inns & Suites Case Summary

Page 2 of 2

October 8, 2013	TCEH conducts an evaluation of the food service at the Rodeway Inns & Suites. TCEH observes a waffle making machine, milk, eggs and cheese omelets (stored at room temperature), muffins, bagels, cream cheese (stored at room temperature), dry cereal and juice. The dry storage, cleaning and sanitizing and preparation is being conducted in the owner's personal living quarters on-site. A Notice of Violation is hand delivered on 10/8/13 to the facility along with an FSE plan review packet.
-----------------	--



Frank Kruppa
Public Health Director
55 Brown Road
Ithaca, NY 14850-1247

ENVIRONMENTAL HEALTH DIVISION
<http://www.tompkins-co.org/health/eh>

Ph: (607) 274-6688
Fx: (607) 274-6695

CERTIFIED, REGULAR & ELECTRONIC MAIL

May 15, 2015

Village of Dryden
Reba Taylor, Mayor
PO Box 820
Dryden, NY 13053

Re: Tompkins County Board of Health DRAFT Revised Resolution # 12.1.25 – rev #3

Dear Mayor Taylor:

We have prepared a Draft Revised Resolution and Time Table of Compliance (TTOC) in response to your request to remove the requirement for submission of the Map, Plan and Report (MPR) for the potential formation of a water district for connections to the Southern Cayuga Lake Intermunicipal Water Commission (SCLIWC) water supply. We support suspending the deadline for submission of the MPR based on the additional information you have submitted; however, neither the information nor time available for review were sufficient to support removing the requirement. More complete technical information will be included in the engineering study due on June 15. As noted in the attached draft TTOC, we have proposed suspending submittal of that report pending the submission and our review of the engineering study.

Enclosed is a copy of the Draft Revised Resolution that the Tompkins County Board of Health will consider at its meeting on **Tuesday, May 26, 2015**. You or your representative has the right to speak to the Board for a few minutes prior to them taking action. If you wish to speak to the Board, please contact me at (607) 274-6688 at least one day before the meeting. If you plan to attend, please arrive by 12:00 p.m. (noon).

If you have any questions, please contact me at the Environmental Health Division at (607) 274-6688.

Thank you for your cooperation in this matter.

Sincerely,

C. Elizabeth Cameron, P.E.
Director of Environmental Health

Enclosures – Draft Resolution and Time Table of Compliance; Dryden Request dated 4/30/15

pc: Ron Moore (V) Dryden; F:\EH\WATER (SW)\Public Water (SW)\Facilities (SW-4)\Dryden (V) PWS\Enforcement\Dryden Draft Revised Res #12.1.25-rev #3.docx
ec: Reba Taylor, Mayor; Dryden Village Clerk; Bill Davis, MRB Group; Clement Chung, MRB Group; Michael Lane, TC Legislature; John Strepelis, P.E., NYSDOH; TCHD: Elizabeth Cameron, P.E.; Frank Kruppa, Public Health Director; Skip Parr, Brenda Coyle
scan: Signed copy to Accela (Record #EH-ENF-15-007)

ENVIRONMENTAL HEALTH DIVISION
<http://www.tompkins-co.org/health/eh>

Ph: (607) 274-6688
Fx: (607) 274-6695

DRAFT REVISED RESOLUTION # 12.1.25 (Rev #3) FOR

**Village of Dryden, PWS
Reba Taylor, Mayor, Village of Dryden Representative
PO Box 820
Dryden, New York 13053**

Whereas, the Jay Street Well exceeds the maximum contaminant level for arsenic of 10 ug/l, which is a violation of Subpart 5-1.52 of the New York State Sanitary Code; **and**

Whereas, the Lee Road Finished Water Reservoir is outdated and cannot reliably be protected from contamination by animals, insects, and excessive dust, which is a violation of Subpart 5-1. Appendix 5-A Recommended Standards for Water Works, Part 7.0.3 states: "*All finished water storage structures shall have suitable watertight roofs which exclude birds, animals, insects, and excessive dust;*" **and**

Whereas, on December 11, 2012, the Board of Health adopted Resolution #12.1.25 with tasks and deadlines established in the Time Table of Compliance dated November 30, 2012; **and**

Whereas, in response to requests from the Village of Dryden, the Board of Health modified Resolution #12.1.25 to allow additional time to evaluate options for addressing these violation; **and**

Whereas, on April 30, 2015, Village of Dryden Public Water System requested modification of the resolution to remove the requirement to submit a Map, Plan and Report (MPR) for the potential formation of a water district for connections to the Southern Cayuga Lake Intermunicipal Water Commission (SCLIWC) water supply; **and**

Whereas, the Engineering Report evaluating options must be submitted and reviewed prior to removing the requirement to submit the MPR; **and**

Whereas, if additional delays or changes occur, the Village of Dryden Public Water System must notify the Tompkins County Health Department a minimum of 45 days in advance of the deadline or additional enforcement may occur; **now therefore be it**

Resolved, on recommendation of the Tompkins County Board of Health, that the Village of Dryden, is ordered to:

1. Meet the requirements of the attached Revised Time Table of Compliance dated May 15, 2015.

Dryden Village Public Water System Time Table of Compliance

11/30/2012, rev #3 5/15/15 **DRAFT**

System Modifications	To be Completed By	Notes
Submit the updated engineering study report to the TCHD.	12/30/2012 (COMPLETE)	<i>The updated report shall include a recommended alternative for resolving the arsenic violation, and replacement of the Lee Road Reservoir and the Ferguson Road water storage tank, and proper abandonment of the old Jay Street well.</i>
Submit quarterly progress reports to the TCHD that summarize progress made to remediating the violations, including the status of funding, Village Board reviews and approvals, environmental documents, and preliminary and final design documents.	Beginning 1/15/13 and then every three months until the project is completed	<i>Progress reports must address compliance with the TTOC schedule and identify any schedule issues.</i>
Inspect the Ferguson Road water storage tank and submit the report to the TCHD.	5/15/2013 (COMPLETE)	<i>Interim repairs will also be needed.</i>
Submit a revised engineering study to the TCHD containing an evaluation of the options for resolving the arsenic violation, and replacement of the Lee Road Reservoir and the Ferguson Road water storage tank, and proper abandonment of the old Jay Street well.	6/15/2015	The revised engineering report shall evaluate use of the two wells located south of the Village as a source of water for the Village and the option for connecting to SCLIWC PWS. The revised report must identify the preferred option, consider phased implementation of parts of the project (such as earlier replacement of water storage tanks) and contain a preliminary schedule.
Submit the Map, Plan and Report (MPR) as prepared by the Town of Dryden for the potential formation of a water district in the Town for connection to SCLIWC PWS.	To Be Determined	
Submit preliminary plans to the TCHD for the Jay Street well to reduce arsenic below the MCL of 10 ppb and for replacement of the Lee Road reservoir.	2/15/2016	<i>Options to reduce arsenic include treatment, blending, and/or replacement of the source with new wells and/or connection to the SCLIWC PWS.</i>
Submit the final plans to the TCHD for the Jay Street well to reduce arsenic below the MCL of 10 ppb and for replacement of the Lee Road reservoir.	6/15/2016	
Submit certification that the bid for construction has been awarded	12/15/2016	
Submit certification that construction has commenced.	4/1/2017	
Complete construction of the arsenic reduction project and replacement storage tank.	4/1/2018	

Dryden Village Public Water System Time Table of Compliance

11/30/2012, rev #3 5/15/15 **DRAFT**

Lee Road Reservoir	To be Completed By	Notes
Inspect the Lee Road structure weekly. Openings shall be repaired/remedied within 24 hours. Document the inspections, findings, and repairs in the monthly operating report (MOR).	Monthly with the MOR	<i>The inspector shall identify any holes and openings and shall verify the chlorine residual in the tank.</i>

Arsenic Violation	To be Completed By	Notes
Conduct quarterly monitoring of the Jay Street well as long as the running annual average for arsenic concentrations in the well exceeds the MCL of 10 ppb.	Quarterly	
Provide notification of the arsenic violation and to all users in compliance with Tier 2 public notification requirements.	Quarterly beginning 9/25/2012	<i>Annual due dates: 1/15; 4/15; 7/15; and 10/15</i>



Frank Kruppa
Public Health Director
55 Brown Road
Ithaca, NY 14850-1247

ENVIRONMENTAL HEALTH DIVISION

<http://www.tompkins-co.org/health/eh>

Ph: (607) 274-6688

Fx: (607) 274-6695

Date: May 15, 2015
Memo to: Members of the Tompkins County Board of Health
From: C. Elizabeth Cameron, P.E., Director of Environmental Health 
Subject: Request to Waive OWTS Permit Application Fee

Lisa Machlin is requesting that the replacement sewage system permit application fee of \$335 be waived due to financial hardship. The Division received an email request from Ms. Machlin on May 13, 2015 (see attached).

The existing sewage system serving Ms. Machlin's home at 555 Ellis Hollow Creek Road in the Town of Dryden (Tax Map #65.-3-19, 20 & 21) appears to be failing and needs to be investigated by a sewage contractor to determine if it needs to be repaired or replaced. The existing system is less than ten years old; it was installed on June 26, 2006. A notice of violation was sent out to Ms. Machlin on January 12, 2015, requiring abatement of the violation. Ms. Machlin is currently working with the contractor that initially installed the system but needs to obtain a permit in order for the contractor to dig into the system to diagnose the problem.

Ms. Machlin does not meet the income requirements to waive the fee as outlined in the Division's Fee Waiver Policy without Board of Health approval.

We are in support of the application fee being waived.

Attachment

F:\EH\SEWAGE (SSW)\Facilities (SSW-7)\Dryden\555 Ellis Hollow Creek Rd\Fee Waiver Request.docx

5/13/15

To: Skip Parr, Senior Public Health Sanitarian, TCHD

From: Lisa Machlin

Dear Skip,

Per your suggestion, I am writing to request a waiver for the application fee to check out our septic system.

We are a family of 6, with 4 children, and both my husband and I work. While we do not qualify for any public assistance, money is always scarce. We are the working middle class that is often stuck. There is a steady baseline of stress to make ends meet, and in the past year, we have had at least \$3,000 in unexpected expenses, which makes things that much more stressful. Not to mention whatever the expenses will be when it is determined if/what the septic issues are.

Thank you for considering this request.

Sincerely,

Lisa Machlin

ENVIRONMENTAL HEALTH DIVISION

Ph: (607) 274-6688

<http://www.tompkins-co.org/health/eh>

Fx: (607) 274-6695

Date: May 14, 2015
Memo to: Members of the Tompkins County Board of Health
From: C. Elizabeth Cameron, P.E., Director of Environmental Health
Subject: **Suggested Environmental Health Division Fees for 2016**

Information concerning fees proposed for 2016 is attached for your review. Based on the proposed fees, the sources of estimated revenue for 2016 are:

Estimated Revenue:	
Operating/permit fees	\$346,760
Plan review/other fees	\$12,275
<u>Fines/penalties/late fees/other</u>	<u>\$9,900</u>
Subtotal*:	\$368,935
<u>Less credit card processing cost</u>	<u>\$9,961</u>
Total Estimated EH Revenue*:	\$358,974
* Does not include revenue from grants and State Aid.	
(2013 EH Expenses:	\$1,821,928)

The Environmental Health Division will experience significant changes in our program and financial operations during the remainder of 2015 and continuing through 2016. Many of these changes are related to the phased implementation of the Accela electronic permit management system and the ability to accept credit and debit card payments. Proposed fee changes are summarized below.

1. As discussed at the April Board of Health meeting, we are changing the permit structure for our Temporary Food Service Program. The fees for the new structure, shown in Table 3, range from the current fee of \$65 for a 1 day, simple menu permit to \$150 for a complex menu. A significant change is that we are proposing to charge all applicants, including non-profit organizations, for a permit for an event with a complex menu. This is a change from the fee policy adopted by the Board of Health in 2003. Non-profit applicants would have the option of changing to a simpler menu where no fee would be charged. We have also added a rush fee for applicants received 3 days or fewer before the event.
2. The plan review fee for existing Mass Gatherings (the GrassRoots Festival) was increased from \$1050 to \$2000 to make cost recovery for this service more consistent with other programs. Given that the only data we have for issuing this permit is from 2014 when the permit was first issued, it continues to be difficult to estimate our costs. This fees will be closely re-evaluated annually as more information is available.

No other fee changes are proposed.

The following information is attached for your review:

- Table 1. Proposed Environmental Health Fee Schedule 2016
- Table 2. Proposed Operating or Permit Fees Detail Sheet 2016
- Table 3. Proposed Permit Fees Detail – Temporary Food Service 2016
- Table 4. Proposed Plan Review Fees Detail Sheet 2016
- Table 5. Estimated vs. Actual Revenue and Expenses

Inclusion Through Diversity



Your Partner for a Healthy Community

ENVIRONMENTAL HEALTH DIVISION

55 Brown Road, Ithaca, NY 14850

PH: (607) 274-6688

Revised Draft for BOH Review

May 19, 2015

Effective January 1, 2016

Table 1 - 2016 Proposed Environmental Health Fee Schedule

2016 OPERATING PERMIT, PLAN REVIEW, AND OTHER FEES	
Food Service Establishment Operating Permit	
High Risk	\$400 <input type="checkbox"/>
Medium Risk	\$375 <input type="checkbox"/>
Low Risk	\$235 <input type="checkbox"/>
Additional Mobile Unit	\$85 <input type="checkbox"/>
Temporary Food Service Establishment	
See Temp Food Fee Structure attached (Table 3)	
Food Service Establishment Plan Review	
High & Medium Risk	\$210 <input type="checkbox"/>
Low Risk	\$150 <input type="checkbox"/>
Push Cart	\$100 <input type="checkbox"/>
Mobile Home Park Operating Permit	
\$130 plus \$3.35 per unit/lot	<input type="checkbox"/>
Mobile Home Park Plan Review	
\$460 plus \$30 per unit/lot	<input type="checkbox"/>
Temporary Residence Operating Permit	
\$150 plus \$3.50 per unit/site	<input type="checkbox"/>
Campground Operating Permit	
\$130 plus \$3.35 per unit/site	<input type="checkbox"/>
<i>Sliding scale for per unit/site fee for seasonal operation:</i>	
up to 1 month operation	20% <input type="checkbox"/>
over 1 month and less than 4 months operation	40% <input type="checkbox"/>
over 4 months and less than 6 months operation	60% <input type="checkbox"/>
over 6 months and less than 8 months operation	75% <input type="checkbox"/>
Campground Plan Review	
	\$200 <input type="checkbox"/>
TOTAL FEES - pg 1	
TOTAL FEES - pg 2	
TOTAL FOR OPERATING, CONSTRUCTION AND PLAN REVIEW FEES (pg 1 and 2)	
Recreational Aquatic Facility Operating Permit	
Swimming Pool/Bathing Beach	\$335 <input type="checkbox"/>
Slide and Wave Pool/Spray Park/Other Aquatic Facility	\$360 <input type="checkbox"/>
Recreational Aquatic Facility Plan Review	
Swimming Pool/Bathing Beach/Other Aquatic Facility	
Up to 5,000 square feet	\$360 <input type="checkbox"/>
Slide and Wave Pool/Spray Park/Other Aquatic Facility	
Over 5,000 square feet	\$770 <input type="checkbox"/>
Children's Camp Operating Permit	
	\$200 <input type="checkbox"/>
Agricultural Fairground Operating Permit	
	\$330 <input type="checkbox"/>
Mass Gathering Operating Permit (New Event Per day)	
	\$4,100 <input type="checkbox"/>
Mass Gathering Operating Permit (Existing Events)	
	\$1,550 <input type="checkbox"/>
Mass Gathering Plan Review* (New Event)	
	\$6,100 <input type="checkbox"/>
Mass Gathering Plan Review* (Existing events)	
	\$2,000 <input type="checkbox"/>
(*plus \$80/staff-hr for incident response if needed)	
OTHER FEES	
Late Application Fee (May be waived at TCHD discretion)	\$45 <input type="checkbox"/>
Duplicate Rabies Certificate	\$10 <input type="checkbox"/>
<i>(Covers multiple certificates per occurrence)</i>	
Waiver/Variance Request	\$75 <input type="checkbox"/>
<i>(Requiring Board of Health action)</i>	
Copies (Cost per page)	\$0.25 <input type="checkbox"/>
Electronic copies of oversized files (up to 10 pages)	\$20 <input type="checkbox"/>
Each additional 10 pages	\$10 <input type="checkbox"/>
Sanitary Codes	\$1.00 <input type="checkbox"/>
Refund Request (within 6 months of receipt)	\$25 <input type="checkbox"/>
Environmental Impact Statement Review	
<i>(Where Tompkins County is the lead Agency fee assessed as allowed by 6NYCRR 617.7)</i>	
Notes:	
1. A check mark indicates the fee applies to your facility.	
2. Fees are additive for all operations at a facility.	
3. Checks should be made payable to: Tompkins County Health Department.	
4. There will be a \$20 service charge on all returned checks.	
5. Acceptable payment methods: visa, master card, discover, check, cash, or money order.	

Preparer/Date: _____

pc: Support Staff



Your Partner for a Healthy Community

ENVIRONMENTAL HEALTH DIVISION

55 Brown Road, Ithaca, NY 14850

PH: (607) 274-6688

Revised Draft for BOH Review

May 19, 2015

Effective January 1, 2016

Table 1 - 2016 Proposed Environmental Health Fee Schedule

2016 WATER SYSTEM OPERATING, ON-SITE WASTEWATER TREATMENT, AND DEVELOPMENT FEES	
Water System Operating Fee	
Community Water System (with sources)	
Groundwater System	\$185 <input type="checkbox"/>
Surface Water System	\$1,800 <input type="checkbox"/>
Non-Community Water System (with sources)	
Bottled/Bulk Haulers, Ice Plants	\$360 <input type="checkbox"/>
Water System Construction Permit and Plan Review	
Community Water System (Part 5, NYSSC)	
New Public Water System (new source)	\$410 <input type="checkbox"/>
Non-Community Public Water System	
New Water System (new source)	\$210 <input type="checkbox"/>
Distribution Water Main - 6" or larger	
< 5,000'	\$300 <input type="checkbox"/>
> 5,000'	\$400 <input type="checkbox"/>
Cross-Connection Control	
\$160 plus \$50/device	<input type="checkbox"/>
Water Storage Tank > 500,000 gal	\$230 <input type="checkbox"/>
Other Water System Modification (May be waived at TCHD discretion)	\$160 <input type="checkbox"/>
On-Site Wastewater Treatment System Construction Permit	
New Construction/Conversion (< 1,000 gpd)	\$425 <input type="checkbox"/>
Replacement System	\$335 <input type="checkbox"/>
Permit Renewal (may only be renewed 1x prior to expiration)	\$80 <input type="checkbox"/>
Permit Transfer (prior to expiration)	\$80 <input type="checkbox"/>
Septic Tank Replacement	\$105 <input type="checkbox"/>
Expedited Record Search (In less than 5 business days unless abating a health hazard)	\$25 <input type="checkbox"/>
Application Renewal (may only be renewed 1x prior to expiration) Plus increase in permit fee for current year	\$80 <input type="checkbox"/>
Application Transfer (prior to expiration) Plus increase in permit fee for current year	\$80 <input type="checkbox"/>
On-Site Wastewater Treatment System Plan Review by Design Professional	
0 – 499 gpd design rate	\$210 <input type="checkbox"/>
500 – 999 gpd design rate	\$260 <input type="checkbox"/>
1,000 – 1,999 gpd design rate	\$375 <input type="checkbox"/>
2,000+ gpd design rate	\$600 <input type="checkbox"/>
Collector Sewer - 6" and larger (DEC & Health Dept Projects)	
< 5,000'	\$150 <input type="checkbox"/>
> 5,000'	\$250 <input type="checkbox"/>
Preliminary Development Review (where soil testing is required)	
\$400 plus \$55 per lot (Preliminary Development fees are applied to the Realty Subdivision fee upon full plan submittal when submitted within 12 months)	<input type="checkbox"/>
Realty Subdivision Development Review	
Plus \$12.50 per lot NYS filing fee	\$800 <input type="checkbox"/>
Add \$35 per lot with individual water	<input type="checkbox"/>
Add \$55 per lot with individual sewage	<input type="checkbox"/>
(Subtract Preliminary Development fees paid)	<input type="checkbox"/>
Realty Subdivision Approval Renewal	
	\$200 <input type="checkbox"/>
Other Engineering Review (May be waived at TCHD discretion)	
	\$160 <input type="checkbox"/>
TOTAL FEES - pg 2 (See notes on pg 1.)	

Preparer/Date: _____

pc: Support Staff

Draft for BOH Review - May 2015
Table 2 - Environmental Health Division
Proposed Operating or Permit Fees Detail Sheet 2016

PROGRAM	FEES			# FACILITIES				STAFF TIME (days)		COST PER FACILITY			PROGRAM COST		REVENUE		REVENUE / PROGRAM COST	
	2016 PROPOSED	2015 FINAL	2014 FINAL	2016-EST TOTAL	2016-EST INVOICED	2014 TOTAL	2014 INVOICED	2016 ESTIMATE	2014 FINAL	2016-EST TOTAL	2016-EST INVOICED	2014 FINAL	2016 ESTIMATE	2014 FINAL	2016 ESTIMATE	2014 FINAL	2016 ESTIMATE	2014 FINAL
FOOD SERVICE ESTABLISHMENTS (FSE)																		
High Risk Renewal	\$400	\$400	\$375	195	165	194	164	260	264	\$764	\$903	\$922	\$149,033	\$151,268	\$66,000	\$61,500	0.44	0.41
Medium Risk Renewal	\$375	\$375	\$375	270	220	272	218	155	155	\$329	\$404	\$407	\$88,847	\$88,732	\$82,500	\$81,750	0.93	0.92
Low Risk Renewal	\$235	\$235	\$235	75	72	84	72	40	39	\$306	\$318	\$310	\$22,928	\$22,298	\$16,920	\$16,920	0.74	0.76
Additional Mobile Unit	\$85	\$85	\$80	6	6	6	6								\$510	\$480		
Temporary (See attached sheet)		\$65	\$60	351	126	386	80	105	152	\$171	\$477	\$1,091	\$60,141	\$87,299	\$15,321	\$6,750	0.25	0.08
TEMPORARY RESIDENCE	\$150	\$150	\$125	31	31	31	31	75	91	\$1,387	\$1,387	\$1,686	\$42,990	\$52,276	\$11,223	\$9,801	0.26	0.19
Per unit/site fee or Total # units/sites	\$3.50	\$3.50	\$3.25	1,878	1,878	1,878	1,878								\$6,573			
CAMPGROUNDS	\$130	\$130	\$125	5	5	5	5	20	26	\$2,293	\$2,293	\$3,004	\$11,464	\$15,018	\$2,255	\$1,443	0.20	0.10
Per unit/site fee or Total # units/sites	\$3.35	\$3.35	\$3.25	479	479	432	432								\$1,605			
MOBILE HOME PARKS	\$130	\$130	\$125	39	39	39	39	100	100	\$1,470	\$1,470	\$1,462	\$57,320	\$57,034	\$11,787	\$11,414	0.21	0.20
Per unit/lot fee or Total # lots/units	\$3.35	\$3.35	\$3.25	2,005	2,005	2,005	2,005								\$6,717			
AGRICULTURAL FAIRGROUND	\$330	\$330	\$320	1	1	1	1	2	3	\$1,146	\$1,146	\$1,892	\$1,146	\$1,892	\$330	\$320	0.29	0.17
MASS GATHERING (NEW)	\$4,100	\$4,100	\$4,000	0	0	0	0			\$0	\$0	\$0	\$0	\$0	\$0	\$0		
MASS GATHERING (EXISTING)	\$1,550	\$1,550	\$1,500	1	1	1	1	15	32	\$8,598	\$8,598	\$18,572	\$8,598	\$18,572	\$1,550	\$1,500	0.18	0.08
CHILDREN'S CAMPS	\$200	\$200	\$200	35	3	35	3	95	87	\$1,556	\$18,151	\$16,566	\$54,454	\$49,697	\$600	\$600	0.01	0.01
SWIMMING POOLS/ BATHING BEACHES	\$335	\$335	\$325	58	57	58	57	115	112	\$1,137	\$1,156	\$1,129	\$65,918	\$64,371	\$19,095	\$18,525	0.29	0.29
PUBLIC WATER SYSTEMS				155	146	155	146	585	579	\$2,163	\$2,297	\$2,276	\$335,324	\$332,240	\$27,295	\$26,430	0.08	0.08
Community Water System																		
Groundwater System	\$185	\$185	\$180	86	86	86	86	500	500	\$3,333	\$3,333	\$3,333	\$286,602	\$286,602	\$15,910	\$15,480	0.06	0.05
Surface Water System	\$1,800	\$1,800	\$1,750	3	3	3	3	25	14	\$4,777	\$4,777	\$2,736	\$14,330	\$8,208	\$5,400	\$5,250	0.38	0.64
Non-Community Water System	\$105	\$105	\$100	66	57	66	57	60	65	\$521	\$603	\$657	\$34,392	\$37,430	\$5,985	\$5,700	0.17	0.15
ON-SITE WASTEWATER SYSTEMS (OWTS)				265	255	272	272	650	654	\$1,406	\$1,461	\$1,379	\$372,582	\$374,990	\$91,375	\$94,925	0.25	0.25
New Construction	\$425	\$425	\$415	125	120	120	120								\$51,000	\$49,850		
Replacement System	\$335	\$335	\$325	120	115	132	132								\$38,525	\$42,925		
Septic Tank/Pump Chamber Replacement	\$105	\$105	\$100	10	10	11	11								\$1,050	\$1,100		
Permit Transfer/Renewal	\$80	\$80	\$75	5	5	9	9								\$400	\$675		
Application Transfer/Renewal	\$80	\$80	\$75	5	5	0	0								\$400	\$0		
Plus increase in permit fee for current year	\$0	\$10	\$0	0	0	0	0								\$0	\$0		
—Expedited Record Search	\$0	\$25	\$25	0	0	15	15								\$0	\$375		
OPERATING PERMITS									2,875				\$1,270,747	\$1,315,686	\$346,760	\$332,357	0.27	0.25
PLAN REVIEWS															\$12,275	\$13,723		
OTHER REVENUE															\$9,900	\$18,231		
TOTAL ALL PROGRAMS														\$1,650,820	\$368,935	\$364,311		0.22
ESTIMATED OFFICIAL PAYMENTS CREDIT CARD PROCESSING COST															\$9,961	\$0		
TOTAL ALL PROGRAMS															\$358,974	\$364,311		0.22

NOTES:

2013 EH Cost \$1,821,928; Staff Time 3178.6 days Staff Cost = \$573.20 per day \$81.89 per hr
PWS - Surface Water Staff Time is calculated by facility only. This is an underestimate of the total program costs.

Draft for BOH Review - May 2015
Table 3 - Environmental Health Division
Proposed Permit Fees Detail - Temporary Food Service 2016

PROGRAM	FEES			# FACILITIES				Time/Facility (min)	STAFF TIME (days)		COST PER FACILITY*		PROGRAM COST		REVENUE		REVENUE / PROGRAM COST**	
	2016 PROPOSED	2015 FINAL	2014 FINAL	2016-EST TOTAL	2016-EST INVOICED	2014 TOTAL	2014 INVOICED		2016 ESTIMATE	2014 FINAL	2016-EST TOTAL	2014 EST.	2016 ESTIMATE	2014 ESTIMATE	2016 ESTIMATE	2014 ESTIMATE	2016 ESTIMATE	2014 FINAL
TEMPORARY FOOD SERVICE ESTABLISHMENTS (TFSE)		\$65	\$60	351	126	386	80		105	152	\$171	\$226	\$60,141	\$87,299	\$15,321	\$7,160	0.25	0.08
Simple Menu																		
- 1 day event	\$65	\$65	\$60	269	67	316		110	70		\$150		\$40,384		\$4,371		0.11	
- Multiple, Non-consecutive Days (up to 8 days in 120)	\$100	\$65		28	5			110	7		\$150		\$4,203		\$500		0.12	
- Multiple Consecutive Days	\$100	\$65	\$60	27	27	27		181	12		\$247		\$6,670		\$2,700		0.40	
Complex Menu															\$0			
- 1 day event	\$150	\$65	\$60	15	15	31		250	9		\$341		\$5,118		\$2,250		0.44	
- Multiple days, Single Event	\$150	\$65	\$60	12	12	12		230	7		\$314		\$3,767		\$1,800		0.48	
Temporary Permit Late Fees				133	133	150	150								\$3,700	\$2,360		
Expedited Processing (less than 2 weeks, more than 3 da	\$25	\$20	\$15	118	118	118	118								\$2,950	\$2,360		
Rush Processing (2 or 3 working days before the event)	\$50	NA	NA	15	15	32	32								\$750			

NOTES:

2013 EH Cost \$1,821,928; Staff Time 3178.6 days

Staff Cost = \$573.20 per day \$81.89 per hr

* Costs were calculated using 2013 as the base (2014 costs not currently available)

**Does not include credit card processing fees

Draft for BOH Review - May 2015
Table 4 - Environmental Health Division
Proposed Plan Review Fees Detail Sheet 2016

PROGRAM	FEES			# PLANS			LAST YEAR PLANS REVIEWED	ESTIMATED HOURS PER PLAN	COST PER PLAN REVIEW	PROGRAM COST	REVENUE		REVENUE / PROGRA	
	2016 PROPOSED	2015 FINAL	2014 FINAL	2016-EST INVOICED	2014 APPROVED	2014 INVOICED					2014-or ESTIMATE	2016 ESTIMATE		2016 ESTIMATE
PUBLIC WATER SYSTEMS											\$3,644	\$3,140	\$3,625	0.86
Community Water System	\$410	\$410	\$400	1	0	1	2014	7.5	\$614	\$614	\$410	\$400	\$400	0.67
CWS Water Main Ext < 5,000'	\$300	\$300	\$300	3	2	3	2014	3.0	\$246	\$737	\$900	\$900	\$900	1.22
≥ 5,000'	\$400	\$400	\$400	0	0	0					\$0	\$0	\$0	
Cross-Connection Control	\$160	\$160	\$150	7	6	7	2014	2.5	\$205	\$1,433	\$1,120	\$1,650	\$1,650	0.78
Add per device	\$50	\$50	\$50								\$0	\$0	\$0	
Non-Community Water System	\$210	\$210	\$200	0	0	0	2013	3.0	\$246	\$0	\$0	\$0	\$0	
Water Storage Tank	\$230	\$230	\$225	1	1	1	2014	3.0	\$246	\$246	\$230	\$225	\$225	0.94
Other Water System Modification	\$160	\$160	\$150	3	3	3	2014	2.5	\$205	\$614	\$480	\$450	\$450	0.78
FOOD SERVICE ESTABLISHMENTS											\$4,422	\$3,880	\$3,800	0.88
High and Medium Risk	\$210	\$210	\$200	13	11	11	2014	3.0	\$246	\$3,194	\$2,730	\$2,200	\$2,200	0.85
Low Risk	\$150	\$150	\$150	7	10	10	2014	2.0	\$164	\$1,146	\$1,050	\$1,500	\$1,500	0.92
Push Cart Medium/Low Risk	\$100	\$100	\$100	1	1	1	2014	1.0	\$82	\$82	\$100	\$100	\$100	1.22
MOBILE HOME PARKS	\$460	\$460	\$450	0	0	0	2007				\$0	\$0	\$0	
Add per unit/lot	\$30	\$30	\$30								\$0	\$0	\$0	
CAMPGROUNDS	\$200	\$200	\$150	0	1	1	2014	2.0	\$164	\$0	\$0	\$150	\$150	
SWIMMING POOLS/BATHING BEACHES	\$360	\$360	\$350	0	1	1	2014	5.0	\$409	\$0	\$0	\$350	\$350	
Swimming Pools > 5,000 sf	\$770	\$770	\$750	0	0	0	2008	12.0	\$983	\$0	\$0	\$0	\$0	
MASS GATHERING (NEW)	\$6,100	\$6,100	\$6,000	0	0	0	na	110.0	\$9,007	\$0	\$0	\$0	\$0	
MASS GATHERING (EXISTING)	\$2,000	\$1,050	\$1,000	1	1	1	2014	35.0	\$2,866	\$2,866	\$2,000	\$1,000	\$1,000	0.70
ON-SITE WASTEWATER TREATMENT SYSTEMS											\$4,053	\$3,255	\$3,525	0.80
0 - 499 gpd Design Rate	\$210	\$210	\$200	10	10	12	2014	3.5	\$287	\$2,866	\$2,100	\$2,400	\$2,400	0.73
500 - 999gpd Design Rate	\$260	\$260	\$250	3	2	3	2014	3.5	\$287	\$860	\$780	\$750	\$750	0.91
1,000 - 1,999 gpd Design Rate	\$375	\$375	\$375	1	0	1	2014	4.0	\$328	\$328	\$375	\$375	\$375	1.14
2,000+ gpd Design Rate	\$600	\$600	\$600	0	0	0	2013	5.0	\$409	\$0	\$0	\$0	\$0	
Collector Sewer < 5,000'	\$150	\$150	\$150	0	0	0	2013	2.0	\$164	\$0	\$0	\$0	\$0	
≥ 5,000'	\$250	\$250	\$250	0	0	0					\$0	\$0	\$0	
REALTY SUBDIVISIONS	\$800	\$800	\$800	0	0	0	2013	5.0	\$409	\$0	\$0	\$0	\$0	
Add per lot NYS filing fee	\$12.50	\$12.50	\$12.50								\$0	\$0	\$0	
with Individual Water	\$35	\$35	\$35					1.0	\$82	\$0	\$0	\$0	\$0	
with Individual OWTS	\$55	\$55	\$55					1.0	\$82	\$0	\$0	\$0	\$0	
Subdivision Renewal	\$200	\$200	\$200	0	0	0	2013	2.0	\$164	\$0	\$0	\$0	\$0	
Preliminary Development Review	\$400	\$400	\$400	1	1	1	2014	5.0	\$409	\$409		\$1,273	\$1,273	
Add per lot	n/a	n/a	\$55					1.0	\$82	\$0	\$0	\$0	\$0	
REALTY SUBDIVISION TOTAL										\$409	\$0	\$1,273	\$1,273	0.00
OTHER PLAN REVIEW	\$160	\$160	\$150	0	0	0	2010	2.0	\$164	\$0	\$0	\$0	\$0	
TOTAL PLAN REVIEWS											\$15,395	\$12,275	\$13,723	0.80
ESTIMATED OFFICIAL PAYMENTS CREDIT CARD PROCESSING COST											\$331	\$0		
TOTAL ALL PROGRAMS											\$11,944	\$13,723	0.78	

NOTES:

2013 EH Cost \$1,821,928; Staff Time 3178.6 days Staff Cost = \$573.20 per day \$81.89 per hr
Hours per plan are estimated - actual time for each submittal varies significantly.

**Table 5 - Environmental Health Division
Estimated vs Actual Revenue and Expenses**

YEAR	ACTUAL			ESTIMATED			ACT REV / EST REV	ACT EXP / EST EXP
	REVENUE	EXPENSE	REV / EXP	REVENUE	EXPENSE	REV / EXP		
2009	\$257,632	\$1,503,757	17%	\$250,105	\$1,162,759	22%	103%	129%
2010	\$262,917	\$1,610,262	16%	\$244,158	\$1,472,405	17%	108%	109%
2011	\$280,858	\$1,638,700	17%	\$277,658	\$1,503,757	18%	101%	109%
2012	\$324,796	\$1,741,256	19%	\$321,941	\$1,610,262	20%	101%	108%