

## MINUTES

### **Tompkins County Board of Health**

**April 25, 2017**

**12:00 Noon**

**Rice Conference Room**

**Present:** Will Burbank; Brooke Greenhouse; Edward Koppel, MD; James Macmillan, MD, President; Michael McLaughlin, Jr.; Susan Merkel; and Janet Morgan, PhD

**Staff:** Karen Bishop, Director of Community Health; Liz Cameron, Director of Environmental Health; Brenda Grinnell Crosby, Public Health Administrator; Frank Kruppa, Public Health Director; Deb Thomas, Director of Children with Special Care Needs; and Shelley Comisi, Administrative Assistant II

**Excused:** David Evelyn, MD, MPH, Board of Health Member; William Klepack, MD, Medical Director; and Jonathan Wood, County Attorney

**Guests:** Susan Crowell, Tompkins County Community Mental Health Services Board; Samantha Hillson, Director of Health Promotion; and Skip Parr, Senior Public Health Sanitarian

**Call to Order:** Dr. Macmillan called the regular meeting of the Board of Health (BOH) to order at 12:00 p.m.

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

**Introductions:** Mr. Kruppa welcomed Susan Crowell of the Community Mental Health Services Board (CSB).

**Approval of March 28, 2017 Minutes:** Mr. McLaughlin moved to approve the minutes of the March 28, 2017 meeting as written; seconded by Mr. Burbank. The minutes carried with Dr. Morgan abstaining.

**Financial Summary:** Ms. Grinnell Crosby referred to the financial report for the 13th period of 2016. There will be a significant change to the Preschool program account when \$850,000 of revenue is posted to the 2016 books. The Finance Department is in the process of making some minor corrections before closing the 2016 books.

For 2017, the percentages for revenues (3.64%) and local share (34.75%) are related to the quarterly filing of state aid claims. The first quarter claim will be filed in the next several weeks once data is submitted from each division. Local share for Women, Infants and Children (4,903.78%) and Healthy Neighborhoods (603.90%) programs is based on filing grant claims according to contract terms. The numbers will decrease considerably when claims are filed. There will be a shift as soon as state aid is posted.

**Administration Report:** Mr. Kruppa announced he will be away for several weeks in May. In his absence, Ms. Grinnell Crosby will be overseeing the department. Any questions and concerns should be directed to her; otherwise, he will address them upon his return.

**Medical Director's Report:** Dr. Klepack was not present for the meeting.

**Division for Community Health Report:** Ms. Bishop directed attention to the *Community Health Services Clinical Statistics* spreadsheet. After reviewing the statistics for immunization clients being served, staff thought it would be more informative to separate clients into two age groups; one for adults and one for children. The numbers show staff see more adults than children. For the uninsured, the Vaccines for Adults program provides vaccines to eligible adults. Vaccines for Children is a federally-funded program that is distributed through the State. TCHD is the safety net for those children who do not have a medical provider.

**Children with Special Care Needs Report:** Ms. Thomas had nothing new to add to her report. Dr. Morgan commented there was a significant increase in the number of Early Intervention referrals in March compared to the previous two years. Ms. Thomas responded she was aware of the increase but did not have a definitive explanation for it.

**County Attorney's Report:** Mr. Wood was not present for the meeting.

**Environmental Health Report:** Ms. Cameron reported:

- Mikhail Kern, former Environmental Health (EH) Project Assistant, has been hired to fill the Public Health Sanitarian vacancy. He will be working in the temporary food and ATUPA programs.
- EH is purchasing digital thermometers to provide to operations, especially temporary food events that do not have one on-site.

**Discussion regarding the Borger Gas Compression Station Expansion:** Dr. Morgan referenced the *Environmental Health Highlights February 2017* report included in the March BOH packet. The report describes the Mothers Out Front organization and their concerns about the Borger Station expansion. After meeting with group members to discuss the potential for TCHD to be a part of a health study, Mr. Kruppa and Ms. Cameron concluded the research required was beyond the capabilities of the department. While attending a Town of Dryden board

meeting that discussed the expansion, Dr. Morgan heard comments about TCHD's lack of involvement with the health study. She wondered whether a letter expressing appreciation for the group's concerns about the environment and health of Tompkins County residents would be appropriate.

During the lengthy discussion that followed, Mr. Kruppa emphasized TCHD carefully evaluated the situation before reaching any conclusion about involvement in the study. There was a meeting with Mothers Out Front, additional research was conducted by Ms. Cameron, and efforts were made to contact the New York State Department of Environmental Conservation (NYSDEC) that regulates these facilities. In addition, Madison County Health Departments is conducting comprehensive testing and health surveys of people living in their county where a new gas compression station will be constructed. That data will give a better understanding of the impact these types of facilities have on human health. This is a complex research undertaking that needs to be large in scope in order to have valid results that TCHD can support. Our concerns were shared with Mothers Out Front through email correspondence; however, Mr. Kruppa indicated the department would look into an additional response as Dr. Morgan has suggested.

Dr. Morgan also recommended that EH staff put information in next month's report about their efforts to reach out to NYSDEC. It would be another way to communicate with the public that TCHD has been looking at this matter.

**Report on the Community Services Board (CSB) Meeting:** Mr. McLaughlin shared his observations of the CSB meeting he attended on April 3, 2017. The agenda included an informative presentation by Harry Merryman from Lakeview Health Services who described his organization's plans for a housing project in Ithaca. The guest speaker answered questions about the project and asked for input from CSB members about the housing needs of the community. Mr. McLaughlin found the dynamics of the CSB interesting. Each board member sits on a subcommittee. As advocates, they bring front-line issues to their meetings on behalf of the group of people they represent. Mr. McLaughlin concluded by encouraging other BOH members to attend a meeting.

**Resolution #EH-ENF-17-0011 – Apollo Restaurant, C-Ithaca, Violation of BOH Orders #EH-ENF-16-0027 and Subpart 14-1 of the New York State Sanitary Code (Food):** Ms. Cameron reminded Board members the Apollo Restaurant was brought before the BOH in February. During a subsequent inspection, EH staff observed food temperature violations. In this resolution, a requirement has been added that the facility have two employees trained in ServSafe with at least one of them on-site during hours of operation.

Mr. Burbank asked whether there is a language barrier. Ms Cameron noted Skip Parr and Kristee Morgan from the food program have met with the owner. In this case it is not a language issue. The owner does understand the requirements. The barrier may be the communication from the owner to his staff.

Mr. McLaughlin wondered where food workers can find information about taking a local ServSafe training course. In addition to online courses, Ms. Cameron said EH receives notifications from various entities that provide training opportunities. That information is sent

out to staff to share with food service facilities. It may be possible to put information on our Facebook page and in the cover letter to the owner.

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

To Mr. Burbank's point about language barriers, Mr. Kruppa mentioned that the Office of Human Rights will be speaking at the upcoming All Staff meeting to give a presentation on the Limited English Proficiency policy for Tompkins County. That will be another opportunity to ensure staff awareness about providing language assistance to clientele.

**Public Health and Mental Health Fiscal Administration:** Mr. Kruppa briefed the Board on the plans that have emerged during a review of the administrative structure within the dual department head model. In 2019, the Legislature is going to evaluate and decide whether or not to continue with this structure. In light of that coming decision, it is prudent to plan for both possibilities. In the packet, there are three organizational charts related to the dual department head structure.

The first chart shows the current staff positions who report directly to the Department Head. It is a large number of direct reports. With the upcoming retirement of the Mental Health Fiscal Officer at the end of the year, there is an opportunity to reorganize.

Chart two shows the changes in the core positions that would be affected in the reorganized structure. The new Fiscal Administrator title replaces the Mental Health Fiscal Officer title. It is a position that requires a stronger skill set to position the Mental Health Department for the changes in billing processes, the preparation of fiscal reports to the State, and general compliance with rules and regulations. This is an opportunity to bring a level of expertise to the organization that is focused on fiscal administration. If the Legislature reauthorizes the current dual department head scenario, it is envisioned the Fiscal Administrator will assume fiscal responsibility for both departments. Advertising for the position has started due to the impending retirement.

Continuing with the vision to reorganize, the second chart shows the new title of Deputy Public Health Director that replaces the Public Health Administrator title currently held by Ms. Grinnell Crosby. In her position, Ms. Grinnell Crosby has fiscal responsibilities that include the county budget and state aid. She acquired additional programmatic oversight duties when the dual department head structure was implemented. In the new scenario, the Fiscal Administrator takes on the fiscal responsibilities for both departments and a Deputy Public Health Director is hired who has a public health education and/or background. Subsequently, Division Directors at Public Health would report directly to the Deputy thereby decreasing the number of direct reports to the Department Head. These changes would occur as staff retired.

The third chart shows the new arrangement of Department Head Direct Reports with the Deputy Mental Health Commissioner, Mental Health Medical Director, Fiscal Administrator, Public Health Medical Director, Deputy Public Health Director, and Administrative Assistant. This is the vision for the future if the Legislature chooses to maintain the dual department head role.

Regardless of the Legislature's decision in 2019, there is an immediate need to hire an individual with the necessary fiscal and administrative skills for Mental Health. The job description for the Fiscal Administrator is posted on the County website.

Highlights from Mr. Kruppa's responses to questions regarding the Fiscal Administrator:

- The Fiscal Administrator's role is to be a strategic planner who will eventually direct the fiscal activities of both departments. The workload is not unprecedented in the County as the Department of Social Services is larger in staff and total budget than Mental Health and Public Health departments combined. It will be important to provide sufficient support staff underneath to handle the day-to-day billing responsibilities.
- With the Fiscal Administrators' guidance, job descriptions for support staff will be redefined. It is essential that they have the necessary skills to manage the significant changes in the billing environment. In addition, there will begin departmental cross training to enable staff to offer support and/or backup as needed.
- Mental Health and Public Health budgets will remain distinct items because of the monies coming from different sources. Initially, the Fiscal Administrator will be working and funded through the Mental Health Department. If the Legislature approves the dual Department Head role, then the new structure will be implemented. If it is not approved, then Mental Health will have a highly skilled Fiscal Administrator overseeing its fiscal operations.

Before the meeting adjourned, Ms. Crowell from the CSB shared that she found the BOH meeting to be informative. She hopes the two boards will learn more about each other and suggested the possibility of a retreat in the future.

**Adjournment:** At 1:17 p.m. Dr. Macmillan moved to adjourn the meeting.