

# Health Committee



## AGENDA - REGULAR MEETING

OSWEGO COUNTY, NEW YORK

**Date/ Time:** Tuesday, February 6, 2024 at 11:00 a.m.

**Location:** Conference Room E - Legislative Office Building 46 East Bridge Street Oswego

### COMMITTEE MEMBERS:

James Karasek, Chair	Legislator, 22 <sup>nd</sup> District
Michael Solowy, Vice Chair	Legislator, 23 <sup>rd</sup> District
Frank Castiglia	Legislator, 25 <sup>th</sup> District
Kevin Hill	Legislator, 15 <sup>th</sup> District
Marc Greco	Legislator, 24 <sup>th</sup> District
Richard Kline	Legislator, 12 <sup>th</sup> District
James Scanlon	Legislator, 16 <sup>th</sup> District

### CALL TO ORDER:

- Pledge of Allegiance

### APPROVAL OF MINUTES:

- Approval of the Minutes for the Health Committee's regular meeting on December 5, 2023.

### RESOLUTIONS:

- HE-1** Resolution Appointing a Member to the Oswego County Traffic Safety Board
- HE-2** Resolution Appointing a Legislative Member to the Oswego County Board of Health
- HE-3** Resolution Authorizing the Reclassification of One Position in the Health Department

### COMMITTEE REVIEW & DECISIONS:

- 2024 Rabies Clinic Schedule
- Approval of the September 14, 2023, Professional Advisory Committee Meeting Minutes

### REPORTING DEPARTMENTS:

- Health Department Updates

### ADJOURNMENT:

# Health Committee



## DRAFT

### MINUTES - REGULAR MEETING

OSWEGO COUNTY, NEW YORK

**Date/ Time:** Tuesday, December 5, 2023 at 11:00 a.m.

**Location:** Conference Room E - Legislative Office Building 46 East Bridge Street Oswego, New York 13126

#### COMMITTEE MEMBERS:

James Karasek, Chair	Legislator, 22 <sup>nd</sup> District	Present
Michael Solowy, Vice Chair	Legislator, 23 <sup>rd</sup> District	Present
Kevin Hill	Legislator, 15 <sup>th</sup> District	Present
Frank Castiglia	Legislator, 25 <sup>th</sup> District	Present
Marc Greco	Legislator, 24 <sup>th</sup> District	Present
Richard Kline	Legislator, 12 <sup>th</sup> District	Present
James Scanlon	Legislator, 16 <sup>th</sup> District	Present

#### STAFF AND GUESTS:

Jim Weatherup	Veronica Turner	Jennifer Walts	Savannah Wyckoff
Vera Dunsmoor			

#### CALL TO ORDER:

A Regular Meeting of the Health Committee was called to order at 11:05 a.m. by Committee Chairman James Karasek with Deputy Clerk of the Legislature present. The meeting commenced with the Pledge of Allegiance

#### APPROVAL OF MINUTES:

**Motion to amend and approve meeting minutes:** Legislator Kline

**Second:** Legislator Solowy

**Vote:** Unanimous, motion carried

The minutes for the Health Committee's Regular Meeting on October 31, 2023, and Special Meeting November 8, 2023, are approved.

#### RESOLUTIONS:

**HE-1** Resolution Authorizing Budgetary Modification Health Department- to Increase Funds in Preschool Other Supplies and Expense

**Motion to approve:** Legislator Greco

**Second:** Legislator Kline

**Vote:** Unanimous, motion carried

**HE-2** Resolution Authorizing Budgetary Modification Health Department – to Transfer Funds from the Insurance Recovery Fund to CP#134

**Motion to approve:** Legislator Greco

**Second:** Legislator Kline

**Vote:** Unanimous, motion carried

**HE-3** Resolution Authorizing the Increase of Budget in the Health Department- To increase Vaccine Administration Fees

**Motion to approve:** Legislator Kline

**Second:** Legislator Scanlon

**Vote:** Unanimous, motion carried

#### **COMMITTEE REVIEW & DECISIONS:**

- Approval of Health Department Professional Advisory Committee, June 8th, 2023, Minutes

**Motion to approve:** Legislator Kline

**Second:** Legislator Greco

**Vote:** Unanimous, motion carried

#### **REPORTING DEPARTMENTS:**

- Vera Dunsmoor provided a Health Department update (See handout).

#### **ADJOURNMENT:**

**Motion to adjourn at 11:33 p.m.** Legislator Castiglia

**Second:** Legislator Solowy

**Vote:** Unanimous, motion carried

**DRAFT**

Raven Ahart  
Deputy Clerk of the Legislature

**RESOLUTION NO.**

February 15, 2024

**RESOLUTION APPOINTING A MEMBER TO THE OSWEGO COUNTY  
TRAFFIC SAFETY BOARD**

By Legislator James Karasek:

WHEREAS, Local Law No. 2 of 1969 established the Oswego County Traffic Safety Board with members serving 3-year, staggered terms; and

WHEREAS, certain members of the Oswego County Traffic Safety Board have retired, and volunteers have come forth to fill those terms; and

NOW, on recommendation of the Health Committee of this body; be it

RESOLVED, that the following individuals be, and they hereby are, re-appointed and/or appointed to the Oswego County Traffic Safety Board for a term to expire as hereinafter set forth:

Brandon Lummis	Oswego City Police Department	12/5/2026
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**RESOLUTION PASSED/FAILED, WITH A VOICE/ROLL CALL VOTE**

**YES:**

**NO:**

**ABSENT:**

**ABSTAIN:**



OSWEGO CITY POLICE DEPARTMENT

WILLIAM J. BARLOW, JR. MAYOR

PHILLIP D. CADDY, POLICE CHIEF  
JOHN O'CONNOR, CONWAY MUNICIPAL BUILDING  
169 WEST SECOND STREET  
OSWEGO, NY 13126  
PHONE: (315) 342-8420  
FAX: (315) 342-8200  
WWW.OSWEGONY.ORG

November 29, 2023

To: Oswego County Traffic Safety Board  
From: Deputy Chief Damian Waters

After serving on the Oswego County Traffic Safety Board for several years, I would like to resign from this position and allow another member of my department the opportunity to serve our community.

I would like to recommend Ofc Brandon Lummis. Ofc Lummis is currently assigned to our administrative office with responsibilities that include, community outreach, neighborhood engagement, policy, and grant writing.

I think Ofc Lummis would be a great fit on the committee and would respectfully request he be considered and presented to the legislature as a new member.

Sincerely,

Damian Waters

# BRANDON LUMMIS

Oswego City Police Department  
169 W. 2nd St., Oswego, NY 13126  
Office: (315) 342-8204

## EDUCATION

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<b>David Sullivan – St. Lawrence County Law Enforcement Academy</b> Phase 2 Law Enforcement Academy	2020
<b>SUNY Potsdam Law Enforcement Training Institute</b> Phase 1 Law Enforcement Academy	January 2018 – May 2018
<b>State University of New York at Potsdam</b> B.A. – Law Enforcement and the Criminal Justice System <ul style="list-style-type: none"><li>• President's List</li><li>• 2017-2018 Criminal Justice Department Scholar</li><li>• Criminal Justice Achievement Award</li><li>• Final GPA: 3.94</li></ul>	January 2017 – May 2018
<b>Utica College</b> Economic Crime Investigation <ul style="list-style-type: none"><li>• High Honor Dean's List</li><li>• Dean's List</li></ul>	January 2013 - December 2016
<b>Long Island University - C.W. Post</b> Criminal Justice	September 2012 - December 2012

## WORK AND EXPERIENCE HISTORY

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<b>City of Oswego Police Department</b> Oswego, NY <i>Police Officer – Administrative Division</i>	January 2023 – Present
<ul style="list-style-type: none"><li>• Assigned to the Neighborhood Engagement Team, assisting with community-oriented policing functions, department social media management, and liaison for various community groups and organizations.</li><li>• Serves as Accreditation Manager, responsible for management of department NYS Law Enforcement Accreditation Program as well as CALEA Accreditation Program.</li><li>• Responsible for development and maintenance of department policies, procedures, and forms.</li><li>• Performs evidence and property clerk tasks as needed.</li><li>• Assists with department recruitment functions.</li><li>• Performs grant-writing and grant management.</li><li>• Responsible for management of our agency's involvement with the 1033 Federal Excess Property Program.</li><li>• Maintains statistical data for department and performs analysis as requested.</li><li>• Serves as department therapy dog handler.</li><li>• Conducts all below listed responsibilities of a police officer for the City of Oswego Police Department when assisting road patrol, criminal investigative division, or when otherwise necessary.</li><li>• <b>Specialized training:</b> <i>Field Training Officer, Accreditation Manager, Property/Evidence Room Management, Group Crisis Intervention, Crisis Intervention Team Training, Problem-Oriented Policing, TruNarc Certification, Basic Investigative Photography.</i></li></ul>	

**City of Oswego Police Department** Oswego, NY

June 2020 – Present

*Police Officer*

- Patrols an assigned area while engaging in community-oriented policing.
- Responds to calls for service as dispatched.
- Investigates suspicious activities.
- Enforces, investigates, and makes arrests for violations of federal, state, and local laws and ordinances.
- Performs vehicle and traffic enforcement as well as traffic control duties.
- Provides direction and information to the public.
- Maintains records and completes reports of investigations.
- Performs grant-writing and grant management.
- **Awards:** *Officer of the Fall/Summer 2021*

**City of Ogdensburg Police Department** Ogdensburg, NY

December 2019 – June 2020

*Police Officer*

- Patrols an assigned area while engaging in community-oriented policing.
- Responds to calls for service as dispatched.
- Investigates suspicious activities.
- Enforces, investigates, and makes arrests for violations of federal, state, and local laws and ordinances.
- Performs vehicle and traffic enforcement as well as traffic control duties.
- Provides direction and information to the public.
- Maintains records and completes reports of investigations.

**Syracuse University** Syracuse, NY

March 2019 – January 2020

*Public Safety Officer II*

- Attended the Syracuse University Peace Officer Academy as a Public Safety Officer Recruit, graduating August 2019 as Valedictorian.
- Assigned to a post for Mayfest 2019, tasked with assisting security staff in limiting entrance to the adult beverage area, engaging with the community, and answering questions from attendees.
- Assigned a gate and field post for the 2019 Syracuse University Commencement, with approximately 15,000 students, faculty, parents, and guests in attendance.
- Performs various law enforcement, security, and other service duties as directed.
- Tasked with responding to and investigating violations of established University rules and regulations, ordinances on the local and county level, and state and federal crimes and violations as well as other incidents and traffic infractions as they may occur.
- Engages in patrol of specific zones and areas by foot and patrol vehicle, engaging in community-oriented policing and performing property checks as well as responding to calls for service.
- Trained to respond to calls for service for emergency medical assistance.
- Writes comprehensive reports detailing daily activities.

**State University of New York at Potsdam - University Police**

September 2017 - December 2017

Potsdam, NY

*Intern*

- Shadowed University Police Officers throughout their shifts and observed vehicle and traffic enforcement, the handling of complaints, report writing via the Spectrum Justice System (SJS), the arrest process, and other daily functions in a university setting.

**St. Lawrence County Correctional Facility** Canton, NY

August 2017 - December 2017

*Student*

- Student in the course "Corrections & Punishment" at SUNY Potsdam, where once a week, we visited the St. Lawrence County Correctional Facility and engaged first-hand with individuals incarcerated within the St. Lawrence County Correctional Facility. Topics discussed with those serving at the St. Lawrence County Correctional Facility included Addiction, Mental Health, and Re-Entry Planning.
- Worked in a team in developing a re-entry resource guide for those incarcerated within the St. Lawrence County Correctional Facility.

**Walmart** Potsdam, NY

May 2017

*Produce Associate*

- Greeted customers and answered questions, directing customers to the best available resource.
- Stocked produce in an organized fashion and culled produce as necessary.
- Assisted in unloading shipments of produce into the produce storage area and organizing them based upon type.

**Oxford Police Department** Oxford, NY

January 2013 - January 2017

*Police Clerk / Intern*

- Responded to walk-in complaints and requests in the office. Answered phones. Recorded complaints and requests into our Records Management System.
- Interacted with other members of local, county, and state law enforcement agencies. Assisted in locating and forwarding information to other law enforcement agencies in certain criminal investigations.
- Helped to organize community outreach events.
- Scheduled appointments for Chief of Police and other members of the department as necessary.
- Ordered office supplies, uniforms, and equipment.
- Acted as a grant writer and performed grant management.
- Prepared departmental monthly, quarterly, and annual reports for submission to the Village Board. Assisted the Chief of Police in collecting data required to submit Uniform Crime Reports.
- Issued press releases, with approval from the Chief of Police. Performed various other administrative duties.
- Developed and put in place a program where those suffering from addiction may enter the police station seeking help, turning in their drugs and paraphernalia without risk of arrest. Formed strategic partnerships with local, state, and national treatment centers as well as local harm reduction organizations and helped to coordinate several public outreach events concerning the heroin epidemic.
- Trained in the use of TraCS ticket reporting software as well as in the administration of TraCS software. Multiple years of experience troubleshooting and solving various issues with the TraCS software.
- Trained in the use and administration of the Spectrum Justice System Record Management System (SJS). Assisted in training officers in the use of SJS.
- Initiated and assisted in overseeing our agency's involvement in the New York State Federal Surplus Property Program, the 1033 Federal Excess Property Program, and the DOJ's Equitable Sharing Program.
- Assisted in working with the local school district and Village Board to establish a School Resource Officer Program within our local school district.

**Long Island University - C.W. Post Public Safety** Brookville, NY

September 2012 - November 2012

*Administrative Assistant*

- Operated a helpdesk, issuing campus ID cards to students and faculty daily.
- Answered various questions regarding campus operations.
- Filed paperwork.

**Oxford Police Department** Oxford, NY

January 2012 - August 2012

*Work Experience*

- Shadowed the Chief of Police on patrol.
- Recorded calls for service in PD Manager (our Record Management System at the time).



- Updated NYS law books and local law books when new inserts arrived.
- Solved several issues our agency was experiencing with TraCS ticket reporting software as they arose.

**RESOLUTION NO.**

February 15, 2024

**RESOLUTION APPOINTING A LEGISLATIVE MEMBER TO THE  
OSWEGO COUNTY BOARD OF HEALTH**

By Legislator James Karasek:

WHEREAS, a vacancy has occurred as a result of a term expiration of a certain member of the Oswego County Board of Health; and

WHEREAS, in order to conform to the bylaws of the Board of Health, it is necessary to appoint a current serving legislator for a two-year term; and

NOW, on recommendation of the Health Committee of this body, be it

RESOLVED, that the following individual be, and hereby is, appointed to the Oswego County Board of Health for a two-year term to expire as follows:

**James Karasek**

**March 1, 2024 - February 28, 2026**

**RESOLUTION PASSED/FAILED, WITH A VOICE/ROLL CALL VOTE**

**YES:**

**NO:**

**ABSENT:**

**ABSTAIN:**

**PRESOLUTION NO.**

February 15, 2024

**RESOLUTION AUTHORIZING THE RECLASSIFICATION OF ONE POSITION  
IN THE HEALTH DEPARTMENT**

By Legislator James Karasek:

WHEREAS, to comply with updated state regulations, specifically Title 18 of the New York Codes, Rules, Regulations (18 NYCRR) SubPart 521-1, a county-wide Corporate Compliance Officer is necessary to implement the new county-wide Corporate Compliance Plan; and

WHEREAS, a review of workload, staffing, and succession planning needs has been Conducted; and

NOW, upon recommendation of the Health Committee and with approval of the Finance and Personnel Committee of this body, be it

RESOLVED, that position #401008001, Compliance Program Administrator, SG30, in the Management Compensation Plan be reclassified to Corporate Compliance Officer, SG40, Step 4, \$58,137, in the same Management Compensation Plan. This position will remain eligible for partial reimbursement through Article 6 for Health Department related to core activities; and be it further

RESOLVED, that certified copies of this resolution delivered to the County Treasurer, Budget Officer, and Director of Human Resources shall be their authority to make such changes.

**RESOLUTION PASSED/FAILED, WITH A VOICE/ROLL CALL VOTE**

**YES:**

**NO:**

**ABSENT:**

**ABSTAIN:**

# OSWEGO COUNTY

VERA DUNSMOOR, DIRECTOR OF PUBLIC HEALTH  
PHONE 315.349.3545



# HEALTH DEPARTMENT

70 BUNNER STREET, OSWEGO, NEW YORK 13126-3357  
FAX 315.349.3435

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## INFORMATIONAL MEMORANDUM

- Subject:** Reclassification in the Health Administration Division
- Purpose:** Request for reclassification of one position in the Health Administration Division.
- Summary:** In the past, the corporate compliance program resided completely within the health department. To meet growing needs, a county-wide Corporate Compliance Officer will be necessary. This position will remain within the health department but will chair a county-wide compliance committee. This committee will meet at least quarterly, develop a compliance plan for the county, and will review and investigate any violations or complaints, as well as make recommendations, as appropriate. The Corporate Compliance Officer will collaborate with compliance officers from other county departments as well as the county attorney. This position will remain eligible for partial reimbursement through Article 6 for Health Department work related to core activities. Any additional duties added with this reclass are ineligible for Article 6.
- Fiscal Impact 2024:** A4010 Salaries and FICA increase a total of \$3,195, offset by vacancies in the Preventive Division.
- Fiscal Impact 2025:** A4010 Salaries and FICA will increase based on annual contracted pay increase percentages.
- Recommended Action:** The Health Committee to approve and recommend the reclassification of position # 401008001 from Compliance Program Administrator to Corporate Compliance Officer and the corresponding budget modification.

# POSITION REQUEST/DELETE BUDGET FORM

**DEPARTMENT:** Health

**DIVISION/UNIT**

A4010

## A. NEW POSITION REQUEST

1. Position Title Requested:

2. Bargaining Unit: ☐ CO-OP ☐ Highway ☐ Silver Star ☐ Deputies ☐ OCPA ☐ Mgmt.

3. a. Bargaining Unit – Hourly Rate from Grade plan: \_\_\_\_\_ Grade: \_\_\_\_\_

b. Management or OCPA – Salary Requested: \_\_\_\_\_ Grade: \_\_\_\_\_

4. Percent of Federal and or State Reimbursement: \_\_\_\_\_ Fringe Reimbursed: ☐ Yes ☐ No

5. Justification of Need (Use additional sheets as necessary):

6. Complete New Position Duties Statement (p. 3 & 4).

## B. RECLASSIFICATION REQUEST

1. Present Title: Compliance Program Administrator 2. Position 401008001

3. Present Salary/Hourly Rate: 55169.00 Grade: SG30

4. Requested Title: Corporate Compliance Officer

5. Requested Salary: \_\_\_\_\_

a. Bargaining Unit: \_\_\_\_\_ Hourly Rate: \_\_\_\_\_ Grade: \_\_\_\_\_

b. Management or OCPA – Salary Requested: 58,137 Grade: 40

6. Percent of Federal and/or State Reimbursement: 40% Fringe Reimbursed: ☒ Yes ☐ No

7. Justification of Need (use additional sheets as necessary): *To meet growing comply with updated state regulations, specifically Title 18 of the New York Codes, Rules, Regulations (18 NYCRR) SubPart 521-1 needs, a county-wide Corporate Compliance Officer will be necessary to implement the new county-wide Corporate Compliance Plan. While this position will remain within the health department, the job duties will expand to include chairing a county-wide compliance committee.*

8. Complete New Position Duties Statement (p. 3 & 4).

**C. POSITION DELETION**

1. Title to be Deleted:

2. Position #

3. Salary Savings:

4. Reason for Deletion:

**Civil Service Law: Section 22. Certification for positions.** Before any new positions in the service of a civil division shall be created or any existing position in such service shall be reclassified, the proposal therefore, including a statement of the duties of the position, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed position or the position to be reclassified. Any such new position shall be created or any such position reclassified only with the title approved and certified by the commission.

**OSWEGO COUNTY HUMAN RESOURCES  
DEPARTMENT**

**NEW POSITION DUTIES STATEMENT**

Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit. Forward two typed copies to this office.

<b>1. DEPARTMENTS/SCHOOL DISTRICT/TOWN OR VILLAGE</b> Health	<b>DIVISION, UNIT, OR WORK SECTION</b> A4010	<b>LOCATION OF POSITION</b> Bunner St Complex
<b>2. DESCRIPTION OF DUTIES:</b> Describe the work in sufficient detail to give a clear word picture of the job. Use a separate Paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.  Title requested: <i>Corporate Compliance Officer</i>		
<b>PERCENT OF WORK TIME</b>		
10%	<i>Establish and direct implementation of standard policies, procedures and best practices which define compliance expectations, promote understanding of compliance requirements and prevent inaccurate billings and inappropriate practices in the Medicaid Program and/or illegal, unethical or improper conduct relative to HIPAA or other legal mandates, which includes the implementation and maintenance of the Corporate Compliance Program;</i>	
10%	<i>Periodically reviews and updates the Compliance Program in response to changes within the agency, County, and/or government regulations or laws;</i>	
10%	<i>Develops, implements, reviews and updates internal policies and procedures designed to promote effective dissemination and understanding of compliance requirements, identify compliance deficiencies, and provide a systematic response to investigate and correct non-compliance</i>	
10%	<i>Develops, coordinates and provides periodic in-service compliance training and provides information related to compliance issues and risk areas;</i>	
10%	<i>Establishes a policy of non-intimidation and non-retaliation for good faith participation in the compliance program;</i>	
10%	<i>Responds to alleged violations of rules, regulations, policies, procedures, by evaluating, investigating and recommending corrective action;</i>	
10%	<i>Implements and monitors a system to identify compliance vulnerability including identification of providers excluded from participation in the Medicare, Medicaid and other related programs;</i>	
10%	<i>Collaborates with the human resources department and/or county attorney's office to identify appropriate channels for investigation and to ensure the implementation of consistent disciplinary actions in cases of serious or on-going compliance violations;</i>	
10%	<i>Coordinates the implementation of public health standards to improve quality and performance and obtain accreditation;</i>	
10%	<i>Reviews contractual agreements to ensure regulatory compliance standards are met, other duties assigned.</i>	
	<b>(Attach additional sheets if more space is needed)</b>	

3. Names and titles of person supervising (general, direct, administrative, etc.).

NAME	TITLE	TYPE OF SUPERVISION
Vera Dunsmoor	Director of Public Health	Direct

4. Names and titles of persons supervised by employee in this position.

NAME	TITLE	TYPE OF SUPERVISION

5. Names and titles of persons doing substantially the same kind and level of work as will be done by the incumbent of this new position.

NAME	TITLE	LOCATION OF POSITION

6. What minimum qualifications do you think should be required for this position?

Education: ☐ High School \_\_\_\_\_ years

☒ College 4 years, with specialization in Health or Science related field

☐ Other \_\_\_\_\_ years, with specialization in \_\_\_\_\_

**Experience (list amount and type):** *The ability to provide training and guidance to others; establish effective working relationships with management and staff; develop and implement a regulatory compliance program; communicate effectively, both orally and in writing; read, analyze and interpret regulations, policies and procedures; organize documentation system and records; perform duties with a high degree of integrity and adherence to ethical standards.*

**Essential knowledge, skills and abilities:** *the principles and practices of managing a compliance program, regulatory compliance concepts and techniques; Medicaid and Medicare reimbursement requirements; trends in health care financing, documentation, and communications; auditing procedures; research methods and techniques; statistical techniques involved in administrative analysis.*

Type of license or certificate required:

7. The above statements are accurate and complete.

Date: 1.18.24

Title: Director of Public Health

Signature: Vera J. Dunsmoor

**CERTIFICATE OF OSWEGO COUNTY PERSONNEL OFFICER**

8. In accordance with the provisions of Civil Service Law (Section 22), the Oswego County Personnel Officer certifies that the appropriate civil service title for the position described is:

POSITION CLASS TITLE:

JURISDICTIONAL CLASS:

Date:

Signature:

7/23/19

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**For additional Backup, regarding the Oswego County  
Corporate Compliance Plan and Policies, please view  
GC-5 in the Government Courts and Consumer Affairs  
Committee agenda/packet dated February 5, 2024.**

## 2.15.24

Department Head	Date	County Administrator	DATE
Director of Human Resource	Date	Chairperson	DATE
		County Treasurer	DATE

## 2024 Draft Rabies Clinic Schedule

3/27/24	SCRIBA(County)
5/01/24	FULTON (Fulton Community, Ice Arena)
5/15/24	PARISH(County)
6/12/24	WEST MONROE(Town)
7/17/24	PULASKI(County)
8/07/24	BRISTOL HILL(County)
9/18/24	HANNIBAL(Town)
10/16/24	OSWEGO TOWN(County)

All clinics will be held on Wednesdays from 6-8pm.

**PROFESSIONAL ADVISORY COMMITTEE**

September 14, 2023

**ATTENDANCE:**

Jodi Martin, Deputy Director of Public Health, OCHD  
Vera Dunsmoor, Director of Public Health, OCHD  
Diane Oldenburg, Associate PHE, OCHD  
Betty Dunsmoor, Healthy Families Program Manager, OCHD  
Jennifer Walts, Principal Accountant, OCHD  
Amanda Barbera, Program Coordinator, PCHC, Reach CNY  
Natalie Reeser, Patient Care Representative, Lincare  
Christina Liepke, MD, OCHD

Jennifer Purtell, SPHN, OCHD  
Jeanne King, Compliance Officer, OCHD  
Cali Sweeting, Coordinator of Health Access Services, OCO  
Cathy Hogan, Clinical Director, Staffings  
Brenda Hillman, Administrative Secretary, OCHD

**1. Call to Order**

Jodi Martin called the meeting to order at 1:32 PM.

**2. Approval of Minutes**

Jodi Martin asked for a motion to accept the minutes of the June 8, 2023 PAC meeting.  
Motion to accept was made by Jennifer Purtell; seconded by Diane Oldenburg.  
All voted in favor. Motion passed.

**3. Nursing Dashboard Review & Branch Summaries****Preventive/LHCSA/D&T-Jennifer Purtell****MCH – Jennifer Purtell**

- End of quarter 11, 27 total served, 31 referrals, 18 admits, 13 non-admits, 16 discharged. Average length of stay is 56.63.
- Staffing –1 FT LPN, 1 FT PHN, Typist; Vacant – 1 PT RN, 1 FT RN, 1 Sr. PHN, 1 Sr LPN.
- Referrals –Continuing outreach. Extending services to additional providers. PHN obtaining CLC to offer breastfeeding assistance.
- Lead – Cases continue to climb, SPHN acting as Case Coordinator resigned June 2023. F/T RN hired in July to assume duties.

**D&TC – Jennifer Purtell**

- Immunizations – Weekly clinics for routine and COVID-19 vaccines. Offering monthly visits to OCJ and migrants as they arrive.
- Communicable Disease Increased enteric investigations. COVID-19 cases remained low throughout quarter but now rising.

**Lead – Jennifer Purtell**

- End of Quarter – 96, Total served 100, Referrals 10, Admissions 9, 1 Non-Admits, 4 Discharges.

**PCA-Jennifer Purtell**

- Dashboard – 54 end of quarter census, served 56, 6 referrals, 6 admits, 0 non-admits, 2 discharged. Average length of stay went to 1,380.
- Staffing –1 FT RN.
- Visits – In home visits made. Quarterly meeting with DSS regarding cases/issues. Receiving referrals for new cases through New York Independent Assessor (NYIA) program.

#### Hospice-Jodi Martin

- Dashboard – End of quarter census is 0, 0 total served, 0 number of referrals, 0 admission, 0 non-admits, 0 discharges and the average length of stay is 0.
- Last bereavement case will be closed by the end of September.
- Staffing –1 Senior Typist – no open positions at this time due to closure.

#### Healthy Families Oswego County – Betty Dunsmoor

- Dashboard – End of quarter census is 25, 25 total served, 16 number of referrals, 8 admissions, 8 non-admits, 0 discharge.
- Staffing: Program Manager, FSS, Vacant FSS and Supervisor FRS positions available.
- Effective 9/18/23 OCHD will assume all aspects of the program. Thank you to CCE for all its help and dedication over the past several years and helping make the program what it is today.

#### QAPI Committee – Jeanne King

- QAPI committees meet quarterly. Branch subcommittees meet to discuss details of nursing programs. Participants include: Hospice, LHCSA, Preventive, D&T Center, Healthy Families and Finance.

#### PIPs

- LHCSA/Preventive – Jeanne King
  - Plan of Care (tags 404 & 408) – 100%
  - Current orders signed/requested – 100%
  - Change of plan/treatment orders signed/requested – 100%
  - All orders signed within 30 days of date of order – 71%
  - HealtheConnections Consent – N/A
  - MCH Satisfaction Surveys – 6, submitted, 35%. 100 % Excellent.
- D&TC – Jeanne King
  - Annual Mandatory Staff Trainings – Tag T2107 – All mandatory trainings are up to date
  - Policy and Procedure Review – Tag 2079 – N/A Will monitor 4<sup>th</sup> Quarter 2023
  - Advance Directives – Tag Y4360 – 100%
  - D&T Center Survey – 27, 100% Excellent
  - Expedited Partner Therapy – 100%
- Healthy Families – Betty Dunsmoor
  - 9 of 12 Performance Targets achieved 93%
  - Program Capacity 63%, NYS target performance is 85%
  - Retention rate at 1 year 55%, NYS target performance is 50%
  - Creative Outreach Percentage of Families not on 100%, NYS target performance is 90%
  - Home Visit Rate 89%, NYS target performance is 75%
  - 1<sup>st</sup> Home visit prior to 3 months after birth 96%, NYS target performance is 95%
  - Prenatal enrollment 44%, NYS target performance is 50%
  - Assessment (FROG) done within 30 days 100%, NYS target performance is 75%
  - Follow-up forms completed on time 100%, NYS target performance is 75%
  - Use of CHEERS Check-in 100%, NYS target performance is 90%
  - Trainings for orientation, core, shadowing, prenatal and FGP 100%
  - Wraparound trainings for 3, 6, & 12 month 100%
  - Protected supervision 100%, NYS target performance is 75%
  - Supervisor Observations 1 per quarter 100%
  - Initial Service Plan Completion within 14 days 100%
  - In-Depth Discussion Service Plan Quarterly 75%

- Home Visit Dates on Implementation Portion of Service Plan 0%
- Specific Plan for Each Portion of FROG in Service Plan 0%

#### **4. Compliance Report – Jeanne King**

##### Incidents

- Client Falls
  - Preventive/LHCSA/D&T
- Medications
  - Preventive - 2
- Employee Incident
  - Preventive – None
- Other
  - Preventive - None

##### Complaints

- Preventive/LHCSA/D&T Center
  - None
- Hospice
  - None
- Administrative
  - None

#### **5. Public Health Education/Public Health Emergency Planning – Diane Oldenburg**

Public Health Educator activities in the last quarter included:

- New Public Health Educator started September 5 and have an offer for new Health Educator
- Immunization billboards are up around the County
- Immunization commercial under development
- Diabetes Self-management class at The Gardens
- Stepping-On class at Springside
- Suicide prevention programs available for schools and community groups
  - Staff development days at Fulton and Phoenix School Districts
- More opportunities for tabling events

#### **6. Emergency Preparedness – Diane Oldenburg**

- Updates submitted for the Continuity of Operations Plan (COOP)
- Pandemic Flu Plan updates are ongoing
- Participated in Radiological drill with EMO
- Submitting an abstract for the 2024 PHEP Summit (combined with EMO)

#### **7. OD2A – Overdose Data to Action – Diane Oldenburg**

- New Public Health Educator for program
- Finish spending down grant
- Continue to offer Narcan training
- Working with community partners on “leave behind kits”

#### **8. New York State Public Health Corps – Diane Oldenburg**

- Current positions:
  - 2 Epidemiologist – filled
  - 3 Health Education Assistants – 2 filled
  - 1 Sr, Account Clerk - filled
  - 1 Public Information Specialist - filled

- 1 Public Health Educator (vacant)
- Fellows continue eCornell training and projects
- One fellow is taking additional training through the Fellowship BEAM training (administration, finance)
- One fellow taking PIO training via NYSDOH and FEMA
- Site visit happening this month
- Abstract for NYSPHC Summit has been accepted

#### 9. Accreditation – Jeanne King

- Applied for Accreditation through PHAB, Public Health Accreditation Board
- Strategic Plan is being created
- Policies are being reviewed and created
- Beginning to complete mandatory changes
- State-wide accreditation group

#### 10. Oswego County Trauma Informed Collaborative (OCTIC)

- Showing Resilience movie on October 17 at 1:30 – 3:00. More information to follow.

#### 11. Policies & Procedures

A motion to approve the policies and procedures was made by Cathy Hogan and seconded by Christina Chamberlain.

All were in favor.

#### 12. Community Updates

**Christina Chamberlain** – It is the beginning of the school year and busy trying to keep kids in school by having them get updated with their vaccines. Developed a partnership with OCO and in the process of starting a school-based clinic, which has been approved. There will be a new Superintendent starting on Monday.

**Amanda Barbera** – Breastfeeding groups were virtual and now back to in person. Going to try hybrid at Fulton in September. Looking for more participation and referrals. Still have Perinatal and Infant Health Work Group. Have had two meetings so far and those are quarterly. Amanda has flyers to share if anyone wants any.

**Cali Sweeting** – OCO OPTIONS program is down a staff position but have several applications. Current staff is trained on Circle of Security. The newest hire is currently working on CLC. Insurance navigation is down a staff member. The busy season is starting with open enrollment is soon. Migrant services is winding down. Health homes is down a staff member.

**Natalie Reeser** – Lincare now provides the public with wound vacs and dressings. Also do enteral feeding and pumps, kangaroo pumps, home coumadin and warfarin testing and power mobility scooters. These can be delivered to their home or they can come to pick them up.

**Cathy Hogan** – Referrals are up. Staffing is starting to slowly improve.

**Darcy Daniszewski** – Update via email – Just received and started administering this season's Flu shots on 9/1. They were approved to get the upcoming seasons COVID vaccine. It is still being discussed what manufacturer the hospital will go with. Once decided, an order will be put in and the vaccine will made available to administration soon thereafter.

#### 13. Closing and Adjournment

Motion to adjourn at 2:35 pm by Jennifer Purtell and seconded by Jeanne King.

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The PAC will meet next on Thursday, December 14, 2023 at 1:30 PM in the Training Room at Oswego County Health Department