



## NYSACHO Board of Directors Meeting

December 5, 2018

12:00 – 6:00 pm

A Quorum was established.

### Member Attendance:

**[11] Attendees:** President Paul Pettit (Genesee/Orleans), Vice-President Dan Stapleton (Niagara) Past President Carol Smith (Ulster), Frank Kruppa (Tompkins), Linda Beers (Essex), Heidi Bond (Otsego), Irina Gelman (Orange), Nancy McGraw (Sullivan), Kevin Watkins (Cattaraugus), Larry Eisenstein (Nassau)

**[1] Dial in attendees:** Indu Gupta (Onondaga)

**[5] NYSACHO Staff in attendance:** Sarah Ravenhall, Cristina Dyer-Drobnack, Robert Viets, Nancy Schiesel, Cheryl Gerstler

**[5] Other attendees:** CHMS Bookkeeping Staff, Rebecca Miller, Lora Santilli

Agenda Item	Discussion	Action Items
<b>Association Business</b> President Welcome Approval of Meeting Minutes Audit Committee and CMHS present 2018 YTD Financials & Proposed 2019 budget – VOTE ON 2018 BUDGET <ul style="list-style-type: none"> <li>Dental coverage</li> <li>Policy Intern Year Round</li> <li>Communications/PR Firm</li> </ul> NYS Sexual Harassment Guidelines Updated Personnel manual –VOTE ON MANUAL	<p>President Paul Pettit called the meeting to order at 1 p.m. Dr. Indu Gupta joined the call by phone/zoom.</p> <p>The board reviewed minutes from the following meetings: August 1, 2018, October 1, 2018 and October 29, 2018. The Board approved the minutes for each meeting with no corrections.</p> <p>There was discussion regarding the bylaws and the need to review them to assure that they bylaws are in compliance with all applicable laws and policies. The board agreed to review the bylaws in 2019. The Governance Committee will review the bylaws and make recommendations regarding changes, if needed.</p>	<p><i>A motion was made and seconded to approve the minutes from the August 1, 2018 Board Retreat, October 1, 2018 and October 29, 2018 Board Minutes. The motion passed unanimously.</i></p> <p><i>A motion was made and seconded to accept the changed meeting dates for the January and February 2019 meetings. The motion passed unanimously.</i></p> <p><i>A motion was made and seconded to approve the Sexual Harassment</i></p>

<p>NYSACHO Social Media Guidelines – VOTE ON GUIDELINES</p>	<p>Personnel Manual changes: The sexual harassment policy guidelines were updated to be in compliance with NYS law. The change takes the language directly from the state guidelines.</p> <p>Q: Did you have this section before?</p> <p>A: Yes, but it was a more general workplace discrimination policy and needs to be updated per NYS law.</p> <p>Q: Can training be a video training?</p> <p>A: No, per the law it has to be an in-person training.</p> <p>There was discussion about available modes of training. Training must be held before October 2019. Sarah will reach out to NYSACHO's attorney to find out who has to be trained. It may include Board members. She will see if training that Board members complete for their local departments will also satisfy training requirements for NYSACHO Board members.</p> <p>CHMS Staff joined the meeting at 1:10 p.m. to discuss the current financial reports and the 2019 Budget. (Jeff Boss and Sarah D'Orio).</p> <p>Financial Statements (see attachments).</p> <p>CHMS answered all Audit committee questions satisfactorily. This included questions regarding time tracking, allocation of salaries across grants, potential impact of loss of grant funding, as well as reorganization of investments. The Audit committee was satisfied with the report and responses to questions. Sarah and staff are able to move expenses to grants, which helps bottom line for dues.</p> <p>Q: Can you clarify the difference in net income related to the Communications/Media cost? That was a large cost. Also, please clarify the change in the consultant cost.</p> <p>A: Communications/Media was the website upgrade cost. The consultant was a grant contract cost for the short-term ImmuNYze contract.</p>	<p><i>Policy. The motion passed unanimously.</i></p> <p><i>A motion was made and seconded to provide dental coverage to staff. The motion passed unanimously.</i></p> <p><i>A motion was made and seconded to approve Dental plan option 2, and a motion was made and seconded to amend Option 2 to remove the proposed clause related to staff with the grandfathered health benefit employee share.</i></p> <p><i>Six votes in favor. Carol Smith, Kevin Watkins, Nancy McGraw and Irina Gelman opposed. The motion carried.</i></p> <p><i>A motion was made and seconded to approve the 2019 budget as proposed. The motion passed unanimously.</i></p>
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	<p><b>2019 NYSACHO Proposed Budget:</b></p> <p>In terms of income, the NYSPHA conference additional fee will skew up numbers in terms of income and expenses.</p> <p>Audit committee reviewed budget line by line and recommends that the Board moves this budget forward.</p> <p>Q: On NYSPHA, they charge a lot of money for their conference, so what is our financial expectation?</p> <p>A: We are not looking to make money this year. The conference is one of NYSPHA's main sources of income. NYSACHO will cover attendance by our members, for those who choose to incorporate that cost into their 2019 dues. Over half of the members chose to do so. NYSACHO will have funding to cover expense of membership attendance and this will be paid directly to the vendor for the conference.</p> <p>NYSACHO staff are not actively serving as part of the conference fundraising for NYSPHA. We may assist them in identifying potential exhibitors/sponsors.</p> <p>If LHD staff are attending, they will have to pay NYSPHA registration fees.</p> <p>Q: If county didn't pay the fee and then decides to go, can they still pay NYSACHO?</p> <p>A: Yes, that is still an option.</p> <p>New staff: NYSACHO will likely be adding new program managers who will be fully funded by the HCV contract. The Development committee looked at workplan for that contract. These positions will be contract funded only.</p> <p>Line 5220: Sarah and Nancy have provided a proposal for a dental option plan for NYSACHO staff, and the budget figure encompasses the dental coverage.</p>	
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	<p>Intern: The budget includes additional funding to cover 3 internship positions so that NYSACHO can hire policy interns year round. This is critical to advocacy work year round. We cannot use contracts to fund policy/advocacy internships. U-Albany interns are competitive because there are a many paid internship positions offered in the Albany area. These interns are high-level and capable of doing great work.</p> <p>Communications consultant: The budget proposes six months of funding. It does not need to be current consultant used for one month in 2018.</p> <p>Strategic plan funding is also included.</p> <p>Q: For staff salaries, what are coming from grants? It appears that staff are doing different contract work and work on multiple grants.</p> <p>A: The majority of staff are allocated across multiple grants. New positions would be solely HCV funded. Currently, the Environmental Health associate is also a sole source funded staff position.</p> <p>Dental proposal: NYSACHO consulted with the New York Council of Nonprofits regarding a dental option for staff. Two options are presented for Board consideration.</p> <p>Option 1 is 100% NYSACHO funded. This is high estimate assuming that all would opt for family or higher level plans.</p> <p>Option 2 mirrors current health insurance policy for coverage. If the Board is interested in that option, which includes an employee share, they may want to model after the medical plan benefit.</p> <p>The board expressed support for offering dental coverage. There was discussion regarding whether or not a new benefit needed to mirror the employee share policy provided for medical coverage,</p>	
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	<p>including that grandfather clause for long-term staff where NYSACHO covers 90% of the cost, regardless of plan selected.</p> <p>There was further discussion that any plan provided should provide quality coverage. Some available dental plans do not cover many expenses. For option 2, NYSACHO contribution would be about \$4,000.</p> <p>Nancy shared what the Delta Dental plan would cover for staff. Sarah and Nancy have reviewed the plan and shared the coverage options with staff.</p> <p>Some board members expressed support for covering 100 of coverage costs.</p> <p>A motion was made and seconded to provide dental coverage to staff. The motion passed unanimously.</p> <p>A motion was made and seconded to approve option 2.</p> <p>Comment: The grandfather clause related to medical coverage was put in because there were staff with preexisting coverage and the board at that time did not want to reduce their existing benefits. This is a new benefit, so it's not appropriate to apply same grandfathering. Offer amendment to remove grandfathering clause for new coverage.</p> <p>The amendment was seconded and accepted by the original maker of the motion.</p> <p>The motion is now to provide dental coverage as recommended in option 2, with the removal of the grandfathering clause.</p> <p>Six in favor. Four opposed to option 2: Carol Smith, Kevin Watkins, Nancy McGraw, Irina Gelman. The motion carried.</p> <p>A motion was made and seconded to approve the 2019 budget as proposed. The motion passed unanimously.</p>	
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	<p>Cusack Audit Letter: This letter is notification to the Board that the annual audit will take place in March 2019.</p> <p>Social Media Guidelines:</p> <p>There was a recommendation to amend the proposed guidelines related to who is posting and how posts are reviewed, and include a more specific policy on how to handle comments.</p> <p>Comment: Executive Director oversees staff, interns are supervised and it is the current routine to review work to make sure that what is posted is acceptable.</p> <p>Sarah can include the guidelines in employee orientation and have a sign-off on policy by new staff/interns.</p>	
<p><b>Development Committee: New funding, programs and NYSACHO work plan deliverables</b></p>	<p>Sarah reviewed the status of current and new contracts. The Development committee has reviewed the proposed workplans for the new contracts related to HCV and the Senate Lyme Task Force funding and provide valuable feedback, which was incorporated.</p> <p>In the consolidated contract, Sarah was able to remove some of the contract requirements related to meeting sessions.</p> <p>Q: Is IAP in 2019 Budget?</p> <p>A: Yes, this is a new five year contract. NYSACHO has had this contract for several years.</p> <p>Tickborne Illness Contract – This contract will support a regional lecture series around the state. The committee had several good ideas related to this workplan. This work has to be completed by March 31, 2019.</p>	

	<p>Q: What about change in political leadership?</p> <p>A: Rebecca will loop in with new leadership, will invite key players.</p> <p>Sarah sent a letter thanking Senator Hannon for his work over the years.</p> <p>Comment: On tick-borne illness, every region is different and a number have held forums with local experts/speakers. When doing planning, recommend that staff should connect with LHDs to see what resources they are using and how to enhance that.</p> <p>Sarah will make sure to connect with LHDs on this during the planning period.</p> <p>Opioid funding is settling into place locally. There has been no new information regarding NYSACHO deliverables.</p> <p>There was discussion generally regarding Opioid funding and influence of OASAS on how new money is spent. Decisions at the top are still being made in silos, despite work at the local level to work across and with multiple agencies and community partners.</p> <p>DOH is funding providers to bring drug health hubs into communities and into MAT process. There are issues coming up related to OASAS licensing for treatment providers which is starting to be an issue between agencies.</p> <p>HCV funding: The recommendation was to hire NYSACHO staff to work across the state on this, rather than a less equitable distribution of funds to just some counties. This is a better approach for all LHDs. This contract is \$375,000 per year.</p>	
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<p>Cooling Tower Compliance Plan Article 28 Regulations Review/NYSACHO Proposed Statutory Changes NYSACHO Public Policy Priorities - NYSACHO lobbyist Becky Miller invited to join</p> <ul style="list-style-type: none"> <li>• NYSACHO 2019 State Budget Ask <ul style="list-style-type: none"> <li>○ State Aid Reimbursement</li> <li>○ Strike Force Proposal</li> <li>○ Revenue Offset and Waiver</li> </ul> </li> <li>• Regulated Marijuana – MSSNY Resolution</li> <li>• Early Intervention</li> <li>• Environmental Health updates: NYSACHO Comment on Proposed Regulations to Subpart 14 re: Liquid Nitrogen, S9131 Lowering actionable BLL to 5</li> <li>• NYSAC Resolutions for January Meeting</li> <li>• Other emerging issues/key priority areas</li> <li>• Communication Press Release/Issue Paper BVS Communications</li> </ul>	<p>Cooling Tower Compliance Plan: NYSDOH has provided second draft protocol for greater LHD involvement on checking cooling tower registry regarding compliance. The draft protocol appears to require more LHD work to conduct these activities. The Environmental Health Committee wants to give a strong response back to state on amount of work required, particularly for large counties, and stress the need more resources. We will move forward with a subcommittee that includes several LHDs to develop a response for Executive Committee and membership to answer state on this. SDOH has not answered any of the concerns raised last year.</p> <p>There was additional discussion regarding concerns raised by the committee including sample collection issues related to training and employee safety, and overall resource demands.</p> <p>The Environmental Health Committee also discussed the proposed rulemaking regarding liquid nitrogen and dry ice use at point of service. The Committee recommends that NYSACHO make public comment in support of the proposed rulemaking.</p> <p>Legislation to lowering Actionable BLL to 5. This is a similar bill to one supported last year. The committee will recommend to membership to support w/concerns. The concern are that resources will be needed to expand response as there will be more children with elevated BLLs.</p> <p>Circling back to article 6 gives us a direction and focus. Will want to put a lot of effort into the article 6 ask and education.</p> <p>Comment: Should we put out an editorial/opinion piece? In a positive tone, we could publish an article on the value of article 6 and why they should increase funding on this. We hope the new senate will consider the roll of public health, Zika, Ebola, water quality, flu, opioids, etc.</p>	
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	<p>Comment: Another option is to contact the senate health committee chair and ask how we craft the message so we get better buy in. People like to know ahead of time on what's coming out and might want to provide feedback. We say we need your help. Having them help us craft the message is an option.</p> <p>Becky: Now is a good time for an education campaign on article 6 but as well as educate on who NYSACHO is and our role, and the need for your input into public health policy decisions.</p> <p>Comment: We can use the framework from the strike force proposal is all the same as the article 6.</p> <p>Comment: This message should be about public health. We have failed at structural change. Sen Hannon didn't feel there would be any traction on article 6. We could use it in a positive way, We hope they will make the necessary structural change at the state level to make the changes needed for public health and hope they will partner with us. We're looking forward to working with them.</p> <p>Comment: In this age of a whole new slate of elected officials, not only article 6 but a social media video of what is NYSACHO/what is public health. NACCHO had good videos on this is public health.</p> <p>Comment: This aligns with emerging issues and it should be comprehensive and all inclusive.</p> <p>Sarah is working with Bill Van Slyke on a press release and will bring this back to him. We have also discussed a media contact list. Maybe all the membership can send in their media contacts.</p> <p>Becky: That is a traditional approach. Twitter and FB also get a lot of attention from politicians and we should increase that presence. A lot of the content is already out there. A blurb with a link to a document is huge.</p> <p>Discussion ensued regarding possibly using Twitter.</p>	
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	<p>Staff suggested that they could highlight social media posts/activities from LHDs through Twitter to highlight the wonderful work going on at the local level. with our FB pages, we are following LHD FB pages and share what you are doing.</p> <p>Comment: Social Media is a fantastic idea, but you need to be careful what you put out. A lot of counties have very clean postings. The NY Times op-ed is a great idea. Membership perspective and BOD perspective are important and it needs to be thoughtful. Maybe an essay and welcome to the new elected officials.</p> <p>There was discussion on the process and if all LHDs might be able/willing to sign on. The op-ed should only be facts. There was also discussion about the need to measure response from any press.</p> <p>Becky – you have such great content this is just the new way to engage. Need to determine what our priorities are. Try two tweets a week.</p> <p>Comment: One concern with twitter is if we don't have many followers, the politicians might not might not give weight to our messages.</p> <p>Staff reviewed the spreadsheet the compared a potential restoration of revenue offset vs. a base grant increase in terms of what would be most beneficial to the majority of members. The majority of counties would benefit from a base grant increase.</p> <p>Sarah needs to get back to Frank Walsh on fringe using revenue offset.</p> <p>There was discussion regarding the challenges of explaining revenue offset and that fringe eligibility is likely a non-starter due to NYC costs.</p> <p>Both options should remain on the table.</p>	
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	<p>There was discussion regarding the last base grant increase and that the subsequent administrative cuts in revenue offset essentially zeroed out the cost of that to the state.</p> <p>The Board discussed the MSSNY resolution and agreed that they would send recommended edits to MSSNY. No membership vote is needed, as it is up to MSSNY to decide if they want to move forward with the NYSACHO recommendations.</p> <p>The Board discussed EI Capacity concerns. Concerns include overall shortage in the professions that also serve the EI population, lack of rate increase at state level, provider retirements. Tuition reimbursement to attract more to the needed professions might be an option to pursue. Another issue is that LHDs are providing services, but not necessarily at the higher level that could benefit the child more.</p> <p>What topics do you want us to put forward to NYSAC?</p> <p>Regulated Marijuana, highlighting the workload concerns.</p> <p>Article Six - Continue our focus on our original ask with Article 6. Highlight impact of new mandates and potential new mandates, such as the unregulated contaminants in drinking water.</p> <p>Article Six NYSAC Resolution: There are restrictions at county level, so one issue that state legislators often raise is how can you guarantee new money won't be supplanted? Will new money add to the public health workforce or just supplant county contribution? If we're going to be successful, we need to answer that question.</p> <p>This could be addressed at NYSAC. If state is going to give funding, we need their help that we have assurance that state funds can be used.</p> <p>Resolutions generate the conversation. Should ask for refreshing of committee membership at NYSACHO with more elected officials to</p>	
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	them engaged on these topics. We need NYSAC to be the voice on this with county leadership.	
<b>NYSACHO Swag and Conference Venues for 2019 (Retreat &amp; Summit) –Cheryl to join</b>	<p>Cheryl reviewed costs and options. There is funding in the 2019 budget. The Board recommended that this be presented to members.</p> <p>2019 Board Retreat and Summit Evaluation. Harbor Hotel still popular with Harbor Hotel, High Peaks came in close second.</p>	<i>Cheryl will pursue the Harbor Hotel as the site for the 2019 Annual Summit and the High Peaks Resort as the site for the August Board Retreat/Member Meeting.</i>
<b>OPHP Introduction to Lora Santilli</b>	<p>New Director OPHP – Prevention Agenda. A.6.</p> <p>Lora shared her background in field of public health and stressed that communication will be important. She will send out many emails to make sure you're informed. She hopes to get out locally within travel restrictions as much as possible. She wants to hear early from you when issues are percolating and wants to tackle issues together. She understands the Article Six funding concerns and the concerns regarding workload demand increases while resources are flat or diminished.</p> <p>Q: Other states have campaign in health in all policies, aging component. Public health did great job in getting people to have more years of life, but not as good at prevention for healthier aging.</p> <p>A: Group out of health care side has started to talk about aging issues and drawing public health in to address social determinants, etc. Health Across All Policies and Healthy Aging – Healthiest state in nation for people of all ages with focus on older adults.</p> <p>Services not prepared to keep up with growth in that population. All commissioners are charged with looking at this issue. We will be looking at policies, programs, and procurements to see how to frame current work to look at healthy aging. Example: complete streets. Be synergistic with what you're doing.</p>	

	<p>Comment: Relationship is vital to success of what we do. We know our communities so well and have unique issues. Local health departments have incredible expertise and would like state and Lora to take us up on that expertise. Have us be part of creation with policies, rather than reacting to policies. Local health officials also serve both county elected officials and state health department and that is not often in alignment. Help us be successful.</p> <p>Comment: In NYSDOH grants, note that should all have recommendation from LHDs prior to submission. Sometimes grants are duplicative of work we're already doing. We need to maximize funding, use it for unmet needs.</p> <p>Reach out to Lora when you have any questions and aren't sure who to contact.</p>	
<b>NYSACHO BOD Term and Membership Engagement</b> <b>Review Membership Tracking Spreadsheet and BOD Election Terms for 2019-2020</b>	<p>Membership engagement discussion deferred until next meeting due to time.</p> <p>The board will review the current status of open Board seats for 2019. Those eligible to run again can reach out to Sarah or Linda Beers to let them know if they are interested in running again.</p>	<p>Christine Schuyler, Mary Fran Wachunas and Linda Beers will be invited to serve as the 2019 Nominating Committee.</p>
<b>Executive Session</b>	<p>The board convened an Executive Session to discuss personnel matters.</p>	<p>A motion to provide 2018 holiday bonuses in the amount of 1% of total salary to all eligible staff was made and passed.</p>
<b>Adjournment</b>		<p>Next meeting scheduled for: [date]</p>