

SENIOR STAFF MEETING MINUTES

December 15, 2014

TOPIC: Introduction

DISCUSSION:

Dr. Gupta introduced Kristi Smiley to Senior Staff and welcomed her to our family. Ellen will be missed but will always be a part of the family.

Dr. Gupta reviewed the Mission, Vision and Values of the Health Department.
Mission: To protect and improve the health of all Onondaga County residents.
Vision: A community of partners working together for physical social and emotional well-being of all.
Values: REACH: Respect, Excellence, Accountability, Collaboration and Health Equity.

Dr. Gupta asked Directors to submit exceptional employees or teams to submit to the Public Health Honor Roll. The deadline for submission is January 12. Administration will complete the paperwork which will include a story and a brief bio.

TOPIC: Fiscal

DISCUSSION:

Beginning in the New Year, Michelle will convene a group of grant writers to develop a standard grant writing process. The group will discuss how to best utilize grants gateway, consider writing needs and best practices for grant review and submission.

Dr. Gupta stressed the importance of planning ahead when submitting COLA requests to Administration for approval. She asked that Bureaus make a wish list at the beginning of the year so that funds may be used in a more impactful way. When spending funds please think of what is needed rather than wanted and think of this as your own money.

TOPIC: NACCHO Logic Model Grant Update

DISCUSSION:

The Onondaga County Health Department received a \$15,000 grant to be used to develop a performance management system for the department. Rebecca handed out the project proposal that showed how programs could use logic models as a way to measure outcomes. She will send Directors a link to a You Tube video explaining the process along with the scope of work. Once quotes are received from possible facilitators, we will know how many programs will be able to go through the process. Rebecca recommended choosing the most complicated programs to do with the Facilitator and then using what we learn to apply the process to the less difficult programs.

TOPIC: QI Summit

DISCUSSION:

The QIMC meeting was held last week. This week there will be a meeting with the QI Champions which Dr. Gupta will attend. Rebecca will convene a meeting between QIMC and staff from Environmental Health and Healthy Families to determine what type of support is necessary for the tablet projects. People seem to feel more comfortable presenting QI projects in the different formats that are available, which include posters, lightning round and an oral presentation.

TOPIC: Flu Update

DISCUSSION:

December 11 the New York State Commissioner of Health declared a prevalence of flu. Health care workers must wear face masks if they are not vaccinated for influenza

and we have to report the number of staff that are vaccinated and unvaccinated. There is one employee in Family Planning Services and two in WIC that are not vaccinated. Locally we have 15 cases of flu as of last week. The strain of flu being seen is mostly A, everyone still needs to receive a flu shot.

TOPIC:

Collaboration

DISCUSSION:

Onondaga County Health Department collaborates with many partners within the County and in the community. Dr. Gupta suggested a database to alleviate confusion and highlight cross over collaborative efforts. Directors were asked to complete three lists: intra-agency (within OCHD), inter-agency (within County government), and community collaborators. Sheila will send the three spreadsheets to senior staff and directors should email those back to her to be saved to a shared folder by January 5. A combined alphabetical document should include a complete list of all the active collaborating partners and will be considered for posting on our website in the future.

TOPIC:

Clinic Updates

DISCUSSION:

The plumbing has been fixed at Slocum Avenue. Healthy Families will have their last clinic at Slocum and will move the clinic on Friday. The clinic will be held Wednesdays, starting January 7 from 9am to noon. Posters should be placed throughout the Civic Center.

Family planning closed the walk-in clinic on December 16th for services for Sharon Coe. Heartfelt sympathy to all staff, family and friends.

TOPIC:

Medical Records

DISCUSSION:

Sara asked for a list of all staff who redact and certify records. Beth and Suzanne train employees to certify records. Sara will create a database once she receives the names.

To all the members of OCHD and their family, we wish a warm and wonderful holiday seasons and a peaceful and healthy new year.

The next Senior Staff meeting will be held Monday, January 5 at 11am in the 9th floor conference room.