

ERIE COUNTY BOARD OF HEALTH MEETING MINUTES

Location: Conference room
Date: 10/28/2024
Time: 5:00 pm

Present:

Mary Jean Taylor, PhD
Dr. Carla Pircardo, MD, MPH
Dr. Timothy Pelkowski, MD
Timothy Zieziula, JD

Excused:

Dr. Richard Ortoski, MD

In Attendance:

Erin Mrenak
Amy Machinski
David Bruce, Times News
Ellen Schauerman, County Council

1. **Call to order**

Dr. Cara Picardo, Board Vice Chairperson, called the meeting to order at 5:07pm.

2. **Public Comments**

None

3. **Approval of Minutes:**

The Board of Health meeting minutes from August 5, 2024, were approved on a motion from Dr. Timothy Pelkowski and seconded by Timothy Zieziula.

4. **Presentations:**

- a. Community Health Services presentation by Colleen Wallace: reviewed programs and initiatives

5. **Board Updates:**

- a. Division Reports – Provided by Erin Mrenak

- (a) Administration –

- (i) New Fiscal Analyst: The Fiscal Analyst position was filled internally with a long-time team member, adding significant experience to our fiscal team.

- (ii) Workforce Analysis: We are participating in the national PHWINs survey to assess our public health workforce needs and interests.

- (b) Community Health Services –

- (i) Refugee TB Services: Streamlining processes to improve follow-up TB services for refugees at ECDH.
 - (ii) Back-to-School Immunizations: Completed a high-demand back-to-school immunization season successfully.
 - (iii) Staffing: Nursing positions remain vacant, though we recently filled the Project Funding Coordinator role to support the Nurse-Family Partnership program and manage fiscal needs for the TB grant.
- (c) Environment Health Services
- (i) New Fee Schedule: A new fee schedule for services was approved by County Council. This schedule had not been updated for several years.
 - (ii) Seasonal Wrap-Up: The beach and mosquito seasons are now complete, and staff are currently focused on completing annual school inspections.
- (d) Health Improvement and Preparedness
- (i) National Night Out: Participated in 9 National Night Out events.
 - (ii) Lead Screening: Conducted lead screening in Corry in August in collaboration with the Erie Family Center.
 - (iii) Community Outreach: Attended several community events throughout the summer and early fall to promote lead screenings, immunizations, and the Community Health Needs Assessment (CHNA).
 - (iv) Hired new staff funded by Opioid settlement dollars to develop and facilitate Erie County's Overdose Fatality Review Team.
 - (v) Preparedness Month: Featured a Public Health Preparedness display at the Blasco Library in September.
 - (vi) Special Needs Registry: The update to the Special Needs Registry and the companion awareness campaign has been highly successful, with strong support from EMS staff and the 911 center, in partnership with the Department of Public Safety.

6. Director's Report:

- a. Community Health Needs Assessment Survey –
 - (a) Survey Response: A significant number of responses have been collected from various areas in Erie County. The survey will remain open throughout 2024 for data analysis.
 - (b) Focus Groups: Several focus groups are being conducted in collaboration with a local university, including diverse community representatives to gather qualitative insights.
- b. 2025 Budget Review
 - (a) The budget has been submitted for Council review. Erin Mrenak and Nicole Bolash met with County Council and members of County Administration on 10/23/24 to provide an overview to Council and answer questions. Most bureaus are grant-funded, reducing reliance on the General Fund. The Council will review and vote on the budgets on 11/21/24.
 - (b) Four positions have been consolidated into two due to workload considerations, with no job losses expected.

(c) A budget overview will be provided at the first meeting in 2025.

7. Old Business:

- a. Vacant Board Position – (Dr. Mary Jean Taylor)
 - (a) Board members will start the vetting process to find a replacement for the vacant board position.

8. New Business:

- a. Fiscal Analyst position filled- Kim Sayre
- b. On a motion from Dr. Timothy Pelkowski and seconded by Timothy Zieziula the following dates were elected for the 2025 Erie County Board of Health Meetings at the Erie County Department of Health Second Floor Conference Room. Virtual links will be provided for all meetings.
 - (a) January – 1/27/2025
 - (b) April – 4/28/2025
 - (c) July – 7/28/2025
 - (d) October – 10/27/2025

9. Adjournment:

The meeting adjourned at 6:01 pm on a motion by Dr. Timothy Pelkowski and seconded by Dr. Carla Picardo.