

**MADISON COUNTY BOARD OF HEALTH**  
**Monday, March 24, 2025**  
**Madison County Public Health Department, Wampsville, NY – In-Person**

**BOARD OF HEALTH MEMBERS PRESENT**

Marla Velky-Reger, LCSW-R – President  
Gerry Edwards, MD  
Jennifer Meyers, MD  
Kurt Gormley, DDS  
Rachel Elder, MD (via Zoom)  
Siubhan Bongiovanni, DVM  
Mary Cavanagh, Board of Supervisors Representative

**EXCUSED**

Wendy Cary – Vice President

**OTHERS PRESENT**

Erica Bird, Deputy Director of Public Health  
Seelan Newton, M.D. – Medical Director  
Aaron Lazzara, Director of Environmental Health  
Rebecca LaPorte, Director of Community Health Services  
Shelly DeGroat, Director of Children with Special Health Care Needs  
Deanna Matt, Confidential Secretary to the Director of Public Health

Board President Marla Velky-Reger called the meeting to order at 6:30pm.

The Board reviewed the February 2025 minutes. A motion to approve the minutes was made by Dr. Edwards, second by Dr. Bongiovanni, and approved by all.

**Audit of Claims**

The February 2025 record of claims was distributed for review and discussion:

- Metopio contract went through – this is a data analytics software used for the Community Health Assessment. The cost is being split three ways between this department, Community Memorial, and Oneida Health. Record of claims reflects the full amount upfront and will seek reimbursement from the hospitals.
  - Onboarding taking place tomorrow
- TB medication purchased – the department is seeing two patients currently
- Services from October coming through – due to delay in getting notes in because staff was newly hired.

Motion to approve the audit of claims was made by Supervisor Cavanagh, second by Dr. Edwards, and approved by all.

**Reports**

- County Report – Mary Cavanagh
  - HHS meeting tomorrow – resolution going through to reappoint Dr. Edwards, Dr. Gormley, Dr. Elder, and Wendy Cary to the BOH for another term (expires in 2030)

- Director's Report – Erica Bird, on behalf of Eric Faisst
  - Building Construction
    - Bid received, and resolution to accept is going to HHS tomorrow for the 4/8 BOS meeting
      - Adding 2 walls to enclose 2 offices
      - Kitchen renovation
      - With opportunity to bid for additional enclosed conference space if funds still available after current construction is started
  - JUUL Settlement
    - Eric & Erica attended a meeting with School Superintendents in February and had an opportunity share the plan for distribution of JUUL funds
    - Teen Assessment Project (TAP) Survey also discussed at this meeting
      - The department is working with the Madison County Youth Bureau to revise questions that compare to the national survey
      - Received support from superintendents to increase frequency of the survey to 2 years from 4 years
  - Healthy Housing Coalition
    - Continuing to prepare for the April 15<sup>th</sup> pre-session, as well as the strategic planning session coming up May 14<sup>th</sup>
  - Chairman of the Board is looking to create an evaluation team to look into small modular reactors (type of nuclear energy) & potential health impacts – Eric will be a part of the team
  - Community Health Assessment (CHA)
    - Continuing to work on data gathering and drafting plan for focus groups
  - Developing short format documents (“data brief”) to disseminate health information and local data with goals to make them easy to read, and to give the department the ability to release more publications annually based on priority areas/emerging issues
    - Available on our website & creating short videos for social media
- City of Oneida – No Report
- President's Report – No Report
- Medical Director's Report – Dr. Newton
  - Upper Respiratory Infections are going down
    - Seeing some flu, and some RSV – COVID is decreasing
  - Measles are on the rise in the US – mainly Texas and New Mexico – with over 200 cases currently reported
  - QA/QI meeting occurring April 28<sup>th</sup>.

### **Old Business**

- Annual Ethics & Disclosure forms due – please make sure to get them handed in, if not done so already
- IRB Update
  - Erica was notified that our IRB status needs to be updated
    - Discussion: We have had the IRB for almost 2 years, and have not needed to use it. It is no longer required for Public Health Accreditation to have one. Question posed as to whether this board would like to continue with the IRB status.

- Group feedback relayed was that it is difficult to commit the time for trainings, particularly if it is not being used
  - If the department is contacted for IRB need, it is suggested to partner with an academic institute
    - Note: there is potential to partner with Syracuse University as we are building a relationship with their MPH program
    -

Motion to disband the IRB made by Dr. Elder, second by Dr. Edwards, and approved by all.

### **New Business**

- Hearing Decision and Fine Development
  - Docket # VS24-016 – Madison County Department of Health against Chittenango Convenience Store – Rawid Alrashi, regarding violations dating from October 29, 2024. The Court ruled in favor of Madison County Public Health, therefore the Board of Health is responsible for determining the fine to be imposed.
    - Discussion: allowed range of fine is \$100 per unit of vape in premise, as well as fees
    - This location/owner has a history of numerous unsatisfactory inspections

Motion to impose the maximum fine possible made by Dr. Elder, second by Dr. Edwards, and approved by all.

Motion to adjourn made by Supervisor Cavanagh, second by Dr. Gormley, and approved by all – 7:12pm.

**Next Meeting April 28, 2025 at 6:30pm – IN-PERSON –  
At Madison County Public Health Department, Building 5 – Wampsville**

*Respectfully submitted by Deanna Matt*