



## TIOGA COUNTY BOARD OF HEALTH

### MEETING MINUTES November 20, 2025

#### **BOARD MEMBERS PRESENT (Attended In Person):**

T. Nytch, DVM, President  
W. Simmons, Vice President  
T. Hills, DVM  
T. Leary, FNP

#### **ABSENT:**

R. Kapur-Pado, DO  
W. Standinger III, Legislator  
J. Raftis, DO, FACEP

#### **OTHER(S) PRESENT:**

H. Vroman, Public Health Director  
A. Reigelman, Secretary  
S. Medina, Deputy Director of Public Health  
P. DeWind, Esq., Tioga County Attorney

**CALL TO ORDER:** at 7:26 a.m. by Dr. Nytch. Ms. Vroman indicated that Susan Medina is attending the meeting to provide third quarter quality assurance updates.

#### **OLD BUSINESS:**

- Dr. Nytch requested an update on Rabies Post Exposure Prophylaxis (RPEP) billing quality improvement project. Ms. Vroman stated that the group has met once so far to discuss current procedure and will be scheduling more meetings to be able to discuss changes.
- Enforcements: Inquiry made about Owego Convenience Store. Ms. Vroman stated that the facility has paid their stipulation and we have submitted information to Albany for them to make the decision if the facility will lose their tobacco license for six months. Noted that this is the same location as the previous Vaporking (under new name/ownership).
- Meeting Minutes (October 2025): Motion to approve prior minutes made by Mr. Simmons; seconded by Ms. Leary, all were in favor, none opposed, motion approved.

#### **NEW BUSINESS:**

- Membership Reappointment Recommendation for Dr. Hills- Ms. Vroman stated that Dr. Hills has indicated that he is willing to serve another six-year term on the Tioga County Board of Health which requires Board recommendation for his reappointment. Mr. Simmons motioned to recommend the reappointment of Dr. Hills for a six-year term on the Board of Health; seconded by Ms. Leary, all were in favor, none opposed, motion approved. Members present thanked Dr. Hills for his continued service.
- TCPH Audit Summary Third Quarter 2025 (hardcopy of summary shared with Board Members)- Ms. Medina provided update from the third quarter record audit. 117 records were audited. Have seen much improvement in programs.
  - Some highlighted items include:
    - Will be creating a record audit tool to audit charts for any potential Tuberculosis case we send to UHS (will be similar to what we do with Tioga Opportunities for contracted STI cases).
    - In Animal Bite/Rabies Exposure Investigations, we will need documentation to include follow-up regarding specimen results.
    - In Environmental Health managed lead properties, additional documentation of follow-up with property owners is needed and clarifying where things are documented.

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- In Food Service, need to document on inspection form the number of certified food handlers.
- Received eight returned satisfaction surveys, all positive comments for program areas.
- Quality Improvement Projects:
  - Have closed projects for Animal Bite Investigations and Environmental Health Forms.
  - Dental Security project is nearly finished. All security features are in place. To be able to communicate with schools while onsite dental staff are currently using walkie talkies. On paperwork side, we are updating policies and Memorandums of Understanding (MOUs) with school districts.
  - Communicable Disease Backup project is underway. We identified a need for a full backup in the program; created a comprehensive training plan. We currently have the assigned backup team member working through the training plan (in phase 3 now).
  - Preschool Transportation project is looking at better ways of communicating parent transportation needs.
  - In Weights and Measures program we are outlining policies and procedures and putting full list together of facilities.
  - RPEP billing and payments project is looking at better communication methods with hospitals and process needs to better streamline.
- Received one patient complaint this quarter, already briefed the Board on it. Complaint was fully investigated and brought to Quality Assurance Team. Mostly came down to communication with patient. Staff have completed training in effective communication, extra signage has been posted on the dental van and a new letter has been drafted to be sent to new clients of the Dental Van which will set expectations of their appointment. With these actions taken, we consider this resolved.
- No sharps injuries and incidents took place this quarter.
- Dr. Nytch inquired if the Board of Health should say thank you in some way to Dr. Sarnicola for his faithfulness to the program. All members present were in agreement. Ms. Vroman stated that they can do that in person at the following award ceremony after the Board of Health meeting.

Ms. Medina departed at 7:41 a.m.

- Dr. Nytch asked County Attorney DeWind if he had any comments and asked about the Owego encampment [if settled]. County Attorney DeWind stated that it has been settled.

**DIRECTOR'S REPORT:** Ms. Vroman distributed and shared her Director's Report for October.

**Public Health Information:**

- Federal funding update- No impacts to local public health at this time. Fully staffed officially (we did hire for the Early Intervention Service Coordinator position; a returning employee).
- Infant Botulism case count is up to 23 across 13 states, no cases in New York. We have been doing messaging on associated formulas.
- Maintaining less than 100 respiratory illness cases (only 6 Influenza A cases and 1 Influenza B). Have been doing a lot of outreach.

**Staffing Updates:**

- Again, fully staffed, but still show vacancy for part-time dentist and speech pathologist (ongoing recruitment).

**Accomplished Activities:**

- Submitted application to begin Project Public Health Ready. Our Public Health Emergency Preparedness Coordinator is taking lead.
- Hosted MRC meeting to teach volunteers about PODs.



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- Several staff participated in workforce development / training opportunities this past month. Feel this is helpful in retaining staff.
- Ms. Vroman was asked to serve as a mentor in NYSACHO's First Cohort of its Mentor Program. Will be mentoring the Director of Patient Services in Chenango County.

### In Progress Activities:

- Community Health Assessment is wrapping up. Currently reviewing first rough draft.
- Stay interviews are being conducted this month with team members. In last 2.5 years we have done well in staff retention. But we are hoping that conducting these interviews will help even more.
- Weights and Measures quality improvement project is slow moving with the Director in the program working less than part time. Ms. Vroman made Board aware of complaint call from New York State regarding program. She summarized complaint and let Board know that we are working with New York State to correct (Legislators and County Administrator are aware). Noted that New York State has expressed that they are happy we are taking action. Will continue to keep the Board updated.

### ADDITIONAL COMMENTS:

- Ms. Vroman asked the Board if they were happy with the proposed 2026 calendar. All agreed.
- Brief question and explanation of lead remediation and Environmental Management of properties.

Motion to adjourn meeting by Mr. Simmons, seconded by Ms. Leary, all in favor, none opposed, motion approved. Adjournment of meeting called 7:57 a.m.

Several members attended the following presentation by Squad 9 on the Tioga County Threat Advisory Committee and New York State Association of Rural Health (NYSARH) award ceremony highlighting Dr. John Sarnicola who was nominated for the New York State Rural Health Worker Award.

Minutes respectfully submitted by Abigail Reigelman

A handwritten signature in blue ink that reads "Thomas J. Nytch".  
Thomas Nytch, DVM, President

A handwritten signature in blue ink that reads "Abigail Reigelman".  
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Abigail Reigelman; Secretary

Minutes approved January 20, 2026

