

State Camp Safety Advisory Council (SCSAC) February 28, 2018 Meeting Minutes

Members

Present: Jordan Dale, Eric Bacon, Dawn Ewing, Gordon Felt, Meir Frischman, Robert Scheinfeld, and Dr. Thomas Welch

Members

Absent: Douglas Pierce

Department of Health Staff

Present: Michael Cambridge, Roger Sokol, Brian Miner, Timothy Shay, Megan Mutolo, Dan Lang, and James Maurer

Chairperson, Jordan Dale called the meeting to order at 10:30 a.m. at the New York State Museum, Conference Room A/B, 260 Madison Avenue, Albany, New York. Doug Pierce was absent. A quorum was present.

Council Administrative Business

Mr. Shay reported that Jordan Dale and Dawn Ewing's terms on the Council had expired on January 1, 2018. Mr. Dale has decided not to seek another term on the Council representing not for profit camps. This will be his last meeting after over 16 years of service. Ms. Ewing has expressed interest in continuing on the Council and is in the process of being reappointed. Mr. Shay also noted that there remains one vacant position for a representative of a for-profit camp.

The minutes from the November 2, 2017 meeting were approved unanimously.

Mr. Dale called for the Council Chairperson and Vice-Chairperson elections. There were no volunteers for Council Chairperson. Ms. Ewing agreed to evaluate what the position entails and would consider accepting the role. Mr. Bacon was nominated and elected as the Council Vice-Chairperson. Mr. Bacon stressed that while he agreed to be the Council Vice-Chairperson, he was not interested in the Chairperson position due to other commitments.

As a follow-up to the last Council meeting, the Department researched the potential use of remote meeting locations. The value of in-person meetings was discussed and it was agreed, that as a standard practice, the Council would continue to meet in-person. Remote meeting locations could be established to ensure a quorum, if an emergency meeting was needed and Council members could not travel to Albany. Because of the need to identify and equip remote meeting locations including providing adequate notice to the public, it is not possible to use remote locations on short notice such as for inclement weather.

Camp Incident Statistics

Mr. Shay reported that since the last Council meeting, the Children's Camps Incident Summary Reports for years 2013 – 2015 have been released and that a programming error occurred within the DOH incident database system, which prevented the 2016 and 2017 data from being finalized at this time. The Department is working to resolve the issue and it

is expected that the reports will be completed prior to the next meeting. Mr. Shay reviewed incident trends from the 2015 report with the Council. A comment was made regarding the number of injuries associated with playground activities and organized games. Mr. Shay indicated the Department will be looking more closely at these types of incidents and would report back with any findings.

Mr. Shay asked if there were any other specific requests for trends and/or data analysis not represented. None were identified.

Medication Administration

The Department is in the very early stages of assessing medication administration at camps to determine if there are additional options for administering “as needed” medications such as topicals and other over-the-counter medications when the camp does not have an on-site physician or nurse, or during extended wilderness or other trips. Mr. Shay reviewed the State Sanitary Code (SSC), past Council discussions, and State Education requirements regarding medication administration. He highlighted that the SSC does not grant an individual authority to perform duties that are beyond his/her certification or license and that medication administration requirements and limitations are part of State Education Law.

Mr. Shay reviewed Office of Children and Family Services (OCFS) regulation, which allow child day care facilities meeting certain conditions including having specially trained staff to administer medications. OCFS was able to develop these regulations due to an amendment to State Education Law specific to their regulated facilities. The Department has had very preliminary discussions with OCFS regarding their medication administration program and the Medication Administration Training (MAT) they developed for day care staff. OCFS staff reported the medication administration program has been successful and made medication administration safer at their facilities.

The Department asked for input and feedback from the Council before exploring legislative and/or regulatory changes similar to OCFS to allow specially trained staff to administer medications including whether the ability was appropriate for both day and overnight camps.

The Council discussed the issues and concluded that it was in favor of the Department exploring options to allow specially trained staff administer medications for both types of camps, but questioned if such a change was to occur if it should be voluntary or mandatory. The Department responded that its intent was for it to be an optional program for camps. The Council also expressed interest in reviewing more details about what the content of OCFS’s MAT course.

Minimum Floor Area Requirements for Sleeping Quarters

Mr. Shay informed the Council that the Department of State (DOS) issued interpretive guidance for Code Enforcement Officials, which clarifies that the State Sanitary Code standards for minimum floor area per person in sleeping quarters supersedes the Uniform Code at regulated camps. This interpretation eliminates discrepancies between the Uniform Code and the State Sanitary Code for sleeping quarters constructed prior to July 2011. The interpretive guidance does not impact Department of Health oversight at children’s camps, but should help to eliminate camps being held to the more stringent Uniform Code standard by local code enforcement officials.

Key Camp Staff Departures Midseason

Mr. Scheinfeld introduced a concern that came to his attention regarding a camp aquatics director who left a camp mid-season last year leaving the camp without a qualified individual to oversee swimming. Mr. Scheinfeld questioned if camp operators are required to notify local health departments of key camp staff departures to ensure adequate safeguards are in place and new qualified staff are hired. The issue was discussed and it was agreed that the Department would provide guidance regarding the need to notify local health departments of key staff departures during a camp's operation. Camps with such departures should immediately discontinue any activity that does not have appropriately certified and/or qualified staff. Local health departments should work with the camp to ensure policies and procedures are in place to safeguard campers and that staff are replaced with a qualified individual.

Children's Camp Safety Plan Template Update

Mr. Shay stated that the Department had hoped to release a revised Children's Camp Safety Plan Template by January 15, 2018, but was not able to do so. The Department is continuing to finalize the template and will make it available as soon as possible. Mr. Shay stressed that the Department does not require use of the template. It can be utilized by new camps or camps that need or want to update their safety plan or add activities.

Camps for Children with Developmental Disabilities

The Council was notified of two updates for Camps for Children with Developmental Disabilities (enrollment of 20% or more campers with developmental disabilities):

- 1) Legislation was passed that requires DOH to ensure that programs under the jurisdiction of the Justice Center have policies and procedures in place to identify and report possible crimes against campers by camp staff. As a result, DOH guidance documents and the safety plan template will be updated to reflect this including reporting to law enforcement, parents/guardians and the local health department having jurisdiction.
- 2) The Justice Center has recently established a new process which allows the batch submission of up to 100 individuals for screening through the Staff Exclusion List (SEL). Previously names had to be entered individually. Instructions for submitting SEL batch checks are available on the Justice Center's website.

Other Business

Mr. Dale introduced proposed legislation that would extend mandated reporter requirements, which are currently limited to the camp director, to all paid staff at a regulated children's camp. The Department is unable to comment on proposed legislation, but the Council discussed the issue. The Council had concerns with making a minor (16 – 17-year-old camp staff) a mandated reporter. They felt that current best practices and training for staff to report concern up the chain of command within the camp for appropriate action was adequate and effective. It was the opinion of the Council that existing standards adequately protected campers and the proposed legislation was not needed.

Next Meeting/Adjournment

The Council adjourned at 12:10 pm. The next two meetings are tentatively scheduled for October 18, 2018 and February 28, 2019.