

# Minutes

## **Cass County Board of Health Minutes**

*August 20<sup>th</sup> 2013*

The meeting was called to order by Gary Davis at 7:00 p.m.

### **In attendance**

Gary Davis  
Dr. Ronald J. Stuke DO  
Dr. Christopher Ciotta, DVM  
Donna Corn  
Zina Birnell  
Bob Vernon  
Jeff Stanton  
John Weidner REHS, RS  
Eric Eldridge EHS  
Suzanne Bennett, RN  
Suzy Leicht, RN  
Laura Hill  
Jan McKaig

### **Review of Health Dept. Reports**

Motion made to approve May 14<sup>th</sup>, 2013 meeting minutes by Dr. Ciotta and seconded by Zina Birnell. Board passed it unanimously.

### **New Business**

A formal Introduction was made to the board members. Dr. Ronald J. Stuke, new Health Officer, Bob Vernon Administrator, John Weidner and Eric Eldridge environmentalists and Juana Aho, Vital Records Clerk, introduced themselves. Laura Hill also introduced herself and informing them of her position and what she does.

Dr. Ciotta asked if Dr. Stuke had all of his paperwork signed and into the proper local and state divisions. DR. Stuke reported that he has with the commissioner's office.

### **Health Officers Report**

Dr. Stuke reported that he was talking with everyone and feels that the employees of the Health Department have a good moral, well capable of doing their duties, seem motivated to provide a good service to the community. He is working on the budget with the administrator.

Dr. Ciotta asked Dr. Stuke how available he is. Dr. Stuke reported that he is available at least two days a week while he is working at the Novia Care Clinic next door to the health

department. He stops by every Monday and Wednesday and is available by phone to any of the employees. Donna Corn also told Dr. Stukey that the board members are available for them anytime also.

Board Member President Gary Davis stated that he has been involved with the Health Department for the last few months. Gary advised that the board will be available and more involved.

### **Administration**

Bob Vernon reiterated Dr. Stukey's thoughts on the employees wanting to provide a good service to the community, make a better work environment. Bob Vernon advised that he is working with all the employees and getting things to make their job easier to perform, working with the board and having an open door policy to all employees, board members and the public.

Bob Vernon also advised that each division is doing a good job and catching up things that might have fallen through the cracks.

Bob Vernon also reported that he is working on the budget and working with the other employees and keeping them informed of the budget and everyday tasks.

Dr. Ciotta asked about the cameras. Bob Vernon reported that there is a security camera above the Vital Records office and a safe was secured to the floor for extra security. Cameras were installed for the safety of the employees.

### **Nursing Report**

Suzanne Leicht, RN BSN, reported that they are getting a \$2,000.00 grant to purchase books and materials for the children who come into the health department for vaccinations.

### **Food Inspectors/ Environmental Report**

John Weidner reports that Eric Eldridge, Bob Vernon and himself has been to additional training and conferences to further their education and job performance.

John Weidner reports that they are getting approximately 2 Meth House cases a week and are getting letters out to the owners in a timely manner.

John also reports that a scanner and dedicated computer to digitize old reports, files and any new information. This was provided by the IT Department of Cass County. Donna Corn asked if the reports will be backed up on a different server and John Weidner reports that it will be. John also reports he is working on several other projects such as updating local food codes to coincide with the state food codes along with the septic codes. John and Eric will be trying to get their lead

license. John Weidner also reports that the State Health Department employees are assisting them with lead cases and helping with all environmental issues and food inspections.

John Weidner also reports there were two cases of West Nile Virus reported in Cass County and that he prepared a public statement and gave it to the newspaper and radio stations.

John Weidner reports that they are working diligently on septic permits and complaints. They are attempting to do food service inspection as often they can.

Eric Eldridge reports that he has been also doing food service inspections on his own and catching up with them as much as possible. Eric Edlridge and John Weidner are also taking care of inspecting the food vendors at the Cass County 4H Fair. John Weidner also expressed his concerns and how to handle the fair inspection next year.

The Board discussed how things were done in the past and how they will be handled. Bob Vernon reports that they will educate the public and be consistent with the public. John Weidner cited an example of how he spent a lot of time with an establishment to make sure they understood the codes and would be opened on time.

### **Emergency Preparedness**

Laura Hill reports that she is working on a mock drill in March of 2014 and is coordinating the plan with all departments involved.

Laura also reports that she is working with many groups for mass fatality cooperation and working on the volunteer lists to assist during a major event. This will include making sure people are qualified and registered with a state volunteer registrar. Laura Hill also reports that she has an agreement with the Logansport High School in case of a major disaster and working with private businesses.

### **Vital Records**

Juana Aho reports that she is now a notary and this will assist her in making documents legal and not have to send people elsewhere to get paper work notarized. Juana reports that she has done many birth and death certificates. Juana explained how and why one free birth certificate is given to a family for a new born.

Juana Aho reports that she wants to come in late on a Thursday till 6 p.m. and come in late to provide a later service for certificates.

### **Next Meeting**

Next scheduled meeting is November 12<sup>th</sup>, 2013 at the Cass County Government Building in the Commissioners room.

Motion made by Donna Corn to end the meeting and seconded by Dr. Ciotta. Board passed unanimously.