

Spencer County Board of Health

Minutes, January 11th, 2023

The quarterly meeting of the Spencer County Board of Health was called to order at 6:30 pm on Wednesday, January 11th, 2023, by Bill Young, Chairman of the Board.

The following Board Members were present for all or part of the meeting:

Joshua Poos, MD, Health Officer
Bill Young, Chairman
Arnold Braun, Vice Chairman
Mike Sisley
Richard Thomas
Adam Haaff, NP

The following Staff members were present for all or part of the meeting:

Barb Ninke – Environmental Sanitarian
Kim Stallings-Food Sanitarian
Mindy Spinks-Registrar
Lisa Stuteville-PHEP Coordinator
Lynn Varble-PHN
Kim Hay-PHN

Election of Officers and Appointments of Legal Counsel

Bill Young called for nominations for Chairman of the Board and Vice-Chairman of the Board for 2023. Mike Sisley made the motion to keep Bill Young as Chairman and Arnold Braun as Vice-Chairman. Richard Thomas seconded the motion. All in favor. Motion carried.

Andrew Foster, legal counsel, presented a new contract with an hourly rate increase to \$185.00 per hour. Andrew stated that this is the rate that the other county attorneys had gone to. Adam Haaff made the motion to re-appoint Andrew Foster as Legal Counsel for the Health Department for 2023. Arnold Braun seconded the motion. All in favor. Motion carried.

The Health Board set the Quarterly meeting dates for the rest of the 2023 year. It was discussed to have them the second Wednesday of the month at 6:30 pm. They are April 12th, June 14th and October 11th, 2023. Dr. Joshua Poos made the motion to accept the Board Meeting dates as set for the 2023 year. Arnold Braun seconded the motion. All in favor. Motion carried.

Arnold Braun made the motion to continue meetings under Roberts Rules. Mike Sisley seconded the motion. All in favor. Motion carried.

Minutes

Bill Young asked if there were any additions or corrections to minutes of the previous meetings on October 5th, 2022, or November 16th, 2022, Special meeting. There were no additions or corrections to the minutes presented. Arnold Braun made the motion to accept the minutes as presented. Mike Sisley seconded the motion. All in favor. Motion carried.

Staff Reports

Mindy Spinks gave the Registrars 4th quarter financial report, and the health board members reviewed the quarterly budgetary status reports for each account within the Health Department. Mindy stated that there was 1 home birth and that after June 30, 2023, under IC 16-37-1-9 the Coroners Continuing education fee that is added to the charge of certified death certificates would increase from \$2.25 to \$ 2.50 each certificate. Mindy stated that we have received all the year 2 Co-Ag School Crisis grant in the amount of \$ 110,000.00 and that we would be receiving some insurance reimbursement funding of \$75,351.56 from Zotec/Covid. Mindy attended the De-escalation class.

Kim Stallings gave the Food Sanitation report. Kim Stated she had 43 critical, 126 non-critical and 58 repeat. She stated she had attended Emerging Water Pollution in Wastewater Treatment and Communication and De-escalation training and watched an infiltrator webinar.

Barb Ninke, Environmental Sanitarian gave her report on septic system permits and that there were no reported environmental requests/investigations this quarter. Barb stated that she had attended the Emerging Water Pollution and De-escalation training and watched an infiltrator webinar.

Lynn Varble, PHN, read the report for Immunizations, screenings and communicable disease. Lynn stated that they had a Vanderburgh Co Health Dept. employee that was coming into our office to work STD cases and treatment. Lynn also stated that they still have a communicable disease case that involves daily observations. Kim Hay read through the vaccine administrative fees that are collected. She presented the Health Board with the 2023/2024 Immunization grant budget for their review. Kim also stated the Medicare now will cover the cost of the Shingles vaccination and Tdap. Kim and Lynn both attended the De-escalation class.

Lisa Stuteville, PHEP Coordinator gave the Emergency Preparedness report. She stated that she did not have any deliverables due at this time. Lisa stated that she has been working on a binder as part of the deliverables and will present it to the Health Board. Lisa stated that she has been having monthly meetings with the State Supervisor, watching webinars, disbursing materials to schools, attending D 10 meetings and attended the De-escalation class.

Mike Sisley made the motion to accept the staff reports as read. Richard Thomas seconded the motion. All in favor. Motion carried.

Old Business

- Bill Young addressed Andrew with the discussions that the board has had on virtual meetings. Andrew stated that the board needs to adopt a resolution. Bill stated that he had a copy and that he would work on sending it out to the rest of the board.
- Bill Young asked Andrew if he had found out a reason behind the Council on Aging not being able to transport the Nurses and supplies to and from clinics. Andrew stated that he had spoken with a board member and there was an issue with the insurance covering the vaccine that would be transported. This discussion was tabled until it could be investigated more.
- Bill Young asked Andrew to give an update on the Registrars job description. Andrew stated that the first draft was sent to Jeff Lindsey and he stated that it was ok. Andrew stated that the next step would be to take it to the Commissioners for their review and approval. Dr. Joshua Poos made the motion to approve the Registrar/Office Manager job description and authorize someone to take it to the Commissioners. Adam Haaff seconded the motion. All in favor. Motion carried.

The next Commissioners meeting will be held January 17th, 2023.

- Bill Young stated that the Health Department held the Communication and De-escalation classes. Bill stated that there were 2 classes held on December 13th, 2022, and that Jake Phillips was the instructor for the classes. There was a total of 31 signed up and because of conflict in schedules we had 18 total participants.
- Bill Young asked for an update on the Spencer Co. Youth Tobacco Initiative Coordinator wanting to partner with the Health Dept. on some tobacco prevention ideas. Mindy Spinks, Registrar, stated that they are still waiting for Jennifer Kincaid to send some open dates to meet with them.
- Bill Young gave an update on the complaint form. Bill stated that it is now on the County website and that there had been a complaint filed about birds. The

matter has been addressed by the proper individuals within the Health Department.

- Bill Young addressed employee evaluations. Andrew suggested to table and give him some time to reference the personnel handbook for requirements.

New Business

- Bill Young stated that the New Business Planning check list and a recommendation for the presentation on the County website was put together and that the Commissioners will have to approve it to be added to the county website. This will help with the process of new businesses opening in the county.
- Bill Young addressed the members to review the copy of the 2023/2024 Immunization Grant Budget that was given to them. After review by all Dr. Joshua Poos made the motion to accept the budget and that it be taken before the Commissioners for their approval. Richard Thomas seconded the motion. All in favor. Motion carried.

The next Health Board meeting is set for Wednesday April 12th, 2023 @ 6:30 pm. Arnold Braun made a motion to adjourn. Richard Thomas seconded the motion. All in favor. Meeting adjourned at 8:12 pm