

Sullivan County Board of Health- Regular Monthly Meeting

Date: 28 September 2017

Location: Sullivan County Health Department Office

A meeting of the Sullivan County Board of Health was held. Timely public notice was made by a public posting at the Health Office and by advertisement in the Sullivan Daily Times.

Members Present:

Jessy Woods, MD

Amy Hale, RN

Patricia Morgan

Barbara Mowery, MD

Sharon Pigg

Judith Weathers

Member Absent:

Deirdre Dugan, RN

- 1) The meeting was called to order by Dr. Woods after noting the presence of a quorum.
- 2) Approval of minutes from the meeting held 17 August 2017: Motion by Dr. Woods, Second by Ms. Morgan, all in favor.
- 3) Approval of Claims Vouchers: AME, Checks Unlimited, Connection, Indiana Office of Technology, Kelly Woods (mileage, Staples, Labor of Love Conference), Matthew Herrick (Office supplies, INVRA, IEHA, hotel for IEHA conference, mileage), Michael Gamble (Leadership Conference Registration -M/M, Staples printers, State Foods Certifications, Foods Safety Text), Office Connection, Rigg's (septic supplies), Springer's (Notary Bond), Stericycle, Thermo Works. Motion by Ms. Morgan, Second by Dr. Mowery, all in favor.
- 4) Approval of Claims Voucher: Sullivan Daily Times: Motion by Ms. Weathers, Second by Dr. Woods, all in favor with Ms. Morgan abstaining.
- 5) Health Administrator Performance Report
  - Receipts:
    - 102 Birth Certificates/\$1,020
    - 62 Death Certificates/\$620
    - 1 Septic Permit/\$25
    - 1 Food Permit/\$25
    - Current Septic System complaints were discussed, the staff has begun food inspections and is currently being trained by the ISDH, the administrator/environmentalist attended the Indiana Environment Health Association Fall Conference, preparations to restart the vaccine administration program are underway. The Commissioners/Sullivan County Auditor called for a State Board of Accounts Audit but the SBOA has not yet scheduled.
    - Public Health Nurse: 10 animal bites, 12 Infectious Disease cases, 6 active lead cases
- 6) Health Administrator Financial Report
  - September Income/Expenses
- 7) Old Business:
  - New Laptop for Public Health Nurse has been purchased
  - Septic Inspection Supplies have been purchased (wheel, measuring devices, etc.)
  - Food Inspection Kit has been purchased
  - Dr. Gamble, Matt Herrick, and Kelly Wood, RN have all completed and passed the training class and examination for the State Foods Certified Food Protection Manager Program

- Memberships/Conferences:
  - IEHA- Matt Herrick, active member, attended Fall Conference
  - NEHA- Matt Herrick, active member
  - IVRA- Matt Herrick, active member, Fall Conference (Nov 2-3, 2017)
  - Labor of Love Infant Mortality Summit, Kelly Wood (Nov 15, 2017)
  - Indiana Public Notary, Kelly Wood & Matt Herrick
  - Local Public Health Leadership Conf, Dr. Gamble and Matt Herrick (Oct 11, 2017)
- Long and Short Term Objectives: There was a discussion about long and short term goals including possibly forming a subcommittee. Goals will be considered and revisited at the next meeting after the board members have additional time for input and consideration.
  - Possible Long Term Goals: greater than 1 year
    - Vaccine Program to include VFC, Adult, private pay, commercial and public payers
    - Full Implantation of the Food Permitting & Inspection Program
    - On-Site Sewage Program for Permitting & Inspection to become fully operational
    - Full-Time Nursing Staff
    - Appropriate Staffing of the Health Department
    - Facilities- remodel project
    - Meth cleanup program
    - STD testing/treatment
    - Vector Control- mosquito control
    - Appropriate Budget
  - Possible Short Term Goals: less than 1 year
    - VFC program implementation
    - Food Permitting & Inspection
    - On-Site Sewage Program- training of environmentalist
    - Appropriate Staffing
    - Facilities- remodel project
    - Appropriate Budget

8) New Business:

- There was a discussion regarding claims/voucher processing. It was decided to continue board review of each claim/voucher for approval. Revisit in 6 months.
- 2018 Local Health Department Trust Grant & Local Health Maintenance Fund Grant applications were presented. Approval to submit was given with a motion by Ms. Weathers, Second by Ms. Morgan, all in favor.
- A preliminary building redesign plan was presented as requested by the Sullivan County Commissioners.
- A discussion regarding the need for cell phones/cameras/data plan was held after the County Council recommended the field staff be provided these. The staff needs to have phone, camera, and data access while performing inspections in the field (food/septic/disease). Also the Smart Temp System uses text messaging to convey vaccine refrigeration temperature variation. Verizon and ATT options were presented. The Board tabled until further options can be considered.
- Cancellation of Printer Contract: The small Canon copier/printer has a maintenance contract through IBE at \$279/year with 1500 copies allowed quarterly. The larger machine has color and more trays and the contract rate is \$233.28/year with 10,000 black and 1,200 copies allowed yearly. There was a motion to cancel the maintenance

contract for the small Canon iR 1025 copier by Ms. Morgan, Second by Ms. Hale, with all in favor.

- Election of Vice Chairperson: There was a decision to table this in order to allow board members to consider the position.
- Contract requested by Sullivan County Council regarding Health Officer Salary. Motion for approval by Dr. Mowery, Second by Ms. Morgan, all in favor. Contract was signed to be forwarded to Council Attorney.

9) Good of the Order: No additional business.

10) Motion to adjourn by Ms. Morgan, Second by Dr. Woods, all in favor.

Future Meetings: 10-26-17; 11-16-17; 12-21-17 at 7PM at Sullivan County Health Dept Office

\_\_\_\_\_ Michael Gamble, MD, MBA, Health Officer

\_\_\_\_\_ Jessie Woods, MD, Board of Health President

\_\_\_\_\_ Deirdre Dugan, RN

\_\_\_\_\_ Amy Hale, RN

\_\_\_\_\_ Patricia Morgan

\_\_\_\_\_ Barbara Mowery, MD

\_\_\_\_\_ Sharon Pigg

\_\_\_\_\_ Judith Weathers