DELAWARE COUNTY BOARD OF HEALTH

MINUTES FOR

JUNE 9, 2011

Regular meeting of the Board of Health was held in the Commissioner’s courtroom on the 3rd floor of the Delaware County building. Chairperson Judi Harris called the meeting to order at 7:06 p.m. Other board members present were:

Dr. John Peterson-Vice Chairperson Joseph Russell

Dr. Gerard Costello, R. Anne Reagan Terri Townsend

Board member(s) absent: Phyillies Beatty

 Chairperson Harris asked for any corrections or amendments to the May 12, 2011 minutes; no corrections were made. A motion was made and seconded to accept the minutes; motion carried.

Cecilia Williams, Program Coordinator for the Tobacco Free Coalition spoke on the recent passing of the Clean Indoor Air Ordinance and the messages from all over the state congratulating Delaware County for their efforts. C. Williams thanked the Board members for their support during the process. C. Williams asked the Board their thoughts on using the NALBOH grant at the discretion of J. Williams and Dr. Wilkins without prior Board approval. C. Williams used the example of using $300.00 for Prenatal Cessation Workshop, recognition reception for people who helped with the campaign and pay for a booth during the Delaware County Fair. J. Williams explained to the Board the grant funds can’t be used to purchase food so having the NALBOH grant would be an avenue to allow purchasing food. Dr. Costello stated he thought the Board would be responsible for how the grant is spent. After further discussion a motion was made to approve $160.00 to pay for the Tobacco-Free Coalition booth at the Delaware County Fair (which will be reimbursed) and up to $500 cost to hold an appreciation reception, motion carried. A motion was made to allow Dr. Wilkins or J. Harris to approve petty cash like expenditures in reference to the NALBOH grant, motion carried.

J. Williams discussed the procedure for enforcement of the in Clean Indoor Air Ordinance; Commissioner Bledsoe spoke with J. Williams about his concerns on how the enforcement would be implemented. J. Williams proposed first offence response would be a warning letter; second offence would be around the $100-$200 level which could be built up to the $500 level. The ordinance gives the Health Officer the authority to revoke the establishment’s food permit. After further discussion, a motion was made and seconded to have Josh write up a policy for the Board’s review, motion carried.

J. Williams reported some time in the past the Health Department stopped charging for temporary food permits and the audit from last year indicated it was in violation with the State Board of Accounts because it is an ordinance. After reviewing the Board minutes from years past; J. Williams couldn’t find any action in the minutes. The vendor needs to apply for the permit prior to the event. If the vendor hasn’t applied prior to the event the health inspector would perform the inspection and the vendor would be obligated to submit an application and fee to the Health Department by the next business day. The current ordinance states “we may” inspect temporary food establishments not “we shall” so the burden of compliance falls on the vendor to apply prior to the event. J. Williams said the vendor will have the ability to pay by credit/debit in the near future which should make it more convenient. A motion was made and seconded to require temporary food vendors pay for the permit prior to the event which would be in line with the ordinance, motion carried.

J. Williams asked the Board their thoughts on retaining the Maintenance Fund and Trust Fund for Heath Department operations. In the past the funds have been utilized by other agencies and J. Williams would propose to allow those funds to be shifted to support statutory requirements and accreditation. After further discussion a motion was made to allow J. Williams to use the Maintenance and Trust Funds to support statutory requirements and accreditation expenses for the Health Department, motion carried.

J. Williams presented the proposed 2012 budget. The Delaware County Council has asked departments to cut an additional 10% for 2012 budget. The proposed 2012 budget has approximately 6.6% cuts. J. Russell suggested J. Williams go into the budget hearings with a mirror image of the 2011 budget with the discussed changes due to grant and Health Education reorganization. J. Williams stated the history of the Health Department has been to follow the request of the County Council when the Council would ask for reductions but he would submit a budget the Board approves. J. Williams said the 6.6% reduction was automatic due to the two vacant positions and after talking with the personnel committee who stated to reduce the full-time position and look at the part-time option for those positions. Chairperson J. Harris stated the Board’s history has been to follow the Council’s recommendation for budget reductions. J. Russell stated to submit a budget with no cuts but to give J. Williams the authority to offer the two positions if necessary during the budget hearings. After further discussion a motion was made and seconded to accept the proposed 2012 budget with the 6.6% reduction. After further discussion Dr. Peterson rescinded his previous motion, seconded by A. Reagan, motion carried. Dr. Peterson moved to submit the 2012 budget in line with the 2011 budget except for the changes discussed earlier, seconded by A. Reagan, motion carried.

J. Williams spoke on the proposed changes to the Local Health Maintenance Fund which has @$50,000 balance; looking at creating a new position for the Health Educator would move to a Community Health Director for the Community Health Team which will allow the health insurance to be paid out of this fund. Also look at supplementing an Environmental Health Director position and move to establish a more efficient manner in which monthly reporting is done. Other changes were educational materials, office supplies and uniforms, communication section for air cards for laptops/tablets.

J. Williams reported to the Board of changes to the ITPC funding and a report to follow about the changes.

Judy Mays reported on the Smoke-Free Pregnancy Program.

Next Board meeting will be July 14th. Motion made and seconded to adjourn the meeting, motion carried.

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Judy Harris, Chairperson Donna A. Wilkins M.D., Health Officer