DELAWARE COUNTY BOARD OF HEALTH

MINUTES FOR

JULY 14, 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 7:05 p.m. Other board members present were:

Dr. John Peterson-Vice Chairperson Phyillies Beatty R. Anne Reagan

Joseph Russell Terri Townsend

Board member(s) absent: Dr. Gerard Costello

Chairperson Harris asked for any corrections or amendments to the June 9, 2011 minutes; no corrections were made. A motion was made and seconded to accept the minutes; motion carried.

Administrator, Joshua Williams, presented the fee schedule ordinance. After discuss a motion was made and seconded to approve and sign a resolution of the proposed fee schedule ordinance for consideration by the Delaware County Commissioners, motion carried.

Chairperson Harris stated Commissioner Todd Donati approached J. Williams and Dr. Wilkins with an opportunity for the county to purchase a building downtown that would give the Health Department more office space. An offer of leasing 7000 square feet of the space within the building has been proposed in response to the possibility of the Commissioners asking departments which are not paid out of the General Fund to pay for the office space they occupy within the County Building. The proposed lease amount would be $75,000 which wasn’t included in the 2012 budget the board members had approved at the June meeting. Chairperson Harris spoke with Dr. Costello, finance committee member, who agreed to add the item to the 2012 budget due to the fact the item could be withdrawn at a later date but not added after the 2012 budget was published. J. Williams spoke on the fact of limited workspace in the current location in the County Building and the time it takes inspectors to load and unload equipment from vehicles parked at the field house. J. Williams explained how if the fee increase and potential revenue weren’t built into this budget cycle J. Williams would have to go through Appropriations which wouldn’t make the funds available until March or April 2012; so therefore funds would be available at the beginning of the year if the Board approved the move. P. Beatty asked where the building was located and would the move bring the Nursing, Health Educator and grant positions which were moved to Open Door Southway Plaza back to the same location as the rest of the department. J. Williams said yes potentially the divisions now being housed at Open Door Clinic on South Madison Street may be able to move to the new building. The new building is located to the corner of Mulberry and Washington streets which is owned by Bill Smith. After touring the space, Dr. Wilkins was impressed with the space and thought it would be an amazing space from where the Health Department is currently located. The first floor of the building is not finished and the Health Department would be housed on the 2nd floor; the elevator is to the back of the building. Seventeen parking spaces are available, along with street parking on Washington Street instead of parking two blocks away at the field house. In the current office space, if the department is given the opportunity to hire more employees then a larger office space is needed. J. Williams would like to have the Board members tour the building in question along with other potential office space if necessary. J. Russell asked what the County Commissioners would charge the Health Department and J. Williams said it was based on $7-$8 a square foot which would be competitive with other space downtown. J. Russell asked the procedure in obtaining a building permit; the Health Department may be involved if a new septic/well would be required. The process of on-line application and payment is being developed so it may help the general public. After further discussion a motion was made and seconded to approve the 200 budget for 2012 with changes, motioned carried. A motion was made and seconded to approve the 212 budget for 2012 with changes; discussion followed. J. Williams explained the changes. The reduction in staff and the certification of current staff members in their field could be looked at to give those staff member’s compensation on top of their current salary; also included in the changes uniform section and community assessments. Motion was carried.

J. Williams discussed the current practice of measuring the square footage of food establishments. J. Williams suggested the square footage would be verified through the county plat records and GIS department. The Board asked J. Williams to write a policy for review at the next board meeting.

J. Williams would like to request funds from the Health Trust Fund to develop a Wellness Program with the assistance of Nancy Larson. The program could be used as a model for small businesses and non-profit organizations. Health screening charge would be built into the fee schedule to cover the cost of screening materials and employee costs. The screening would require a finger stick instead of a blood drawl which requires a nurse. The assessment would be filled out and scanned into a device which turns it into an electronic document so the client would have to return at a later date. A grant application has been submitted to the Community Health Foundation to match what the board approves. The amount requested is $10,000 from the Health Trust Fund. J. Harris appointed out with the difficulty with a blood draw on the older population and a finger stick may work better for some. Dr. Peterson stated the reputation in the medical community for this type of testing isn’t great but he would like to see how close the values were to a certified lab. J. Williams will ask N. Larson to research the rating and report back to the Board.

J. Williams introduced the part-time employees; Nick Johnson, Ron Sefcik and intern Natashia Baskins. J. Harris thanked them for attending the meeting.

Next meeting will be August 11th. A motion was made and seconded to adjourn the meeting, motion carried. Meeting adjourned at 8:05 pm

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