

**MINUTES OF MEETING OF THE
DELAWARE COUNTY BOARD OF HEALTH
JANUARY 19, 2012**

The Board of Health held an executive session prior to the regular meeting.

Regular meeting of the Board of Health was held in the Commissioner's courtroom on the 3rd floor of the Delaware County Building. Health Officer Dr. Donna Wilkins called the meeting to order at 8:40 p.m. The following members were present:

Judi Harris, David Grasso D.V.M., John Peterson M.D., Ruth A. Reagan and Joseph Russell

Dr. Wilkins opened the floor to nominations of Chairperson; Judi Harris was nominated. Nominations were closed. A motion was made and seconded to elect Judi Harris as Chairperson for 2012, motion carried. Chairperson Harris opened the floor to nominations of Vice Chairperson; Dr. John Peterson was nominated. Nominations were closed. A motion was made and seconded to elect Dr. John Peterson as Vice Chairperson for 2012, motion carried. Chairperson Harris asked for volunteers to serve of the Finance Committee. J. Russell expressed interest in serving on this committee along with R. Reagan. A motion was made and seconded to appoint J. Russell and R. Reagan to the 2012 Finance Committee, motion carried. Chairperson Harris asked for volunteers to serve on the Personnel Committee. Chairperson Harris volunteered along with Vice Chairperson Dr. Peterson. A motion was made and seconded to appoint Chairperson Harris and Vice Chairperson Dr. Peterson to the 2012 Personnel Committee, motion carried.

Chairperson Harris asked for discussion on appointment of the legal representation for the Health Department. Dr. Peterson made a motion to re-appoint Donald Dunnuck as the department's legal counsel; motion seconded. A vote of 3 to 1 to re-appoint Mr. Dunnuck as the department's attorney was carried. Chairperson Harris asked Joshua Williams, Administrator, to prepare a letter of agreement for Mr. Dunnuck to review and sign.

Chairperson asked for corrections or amendments to the November 2011 board minutes. After review, corrections were made by Chairperson Harris. A motion was made and seconded to accept the minutes with corrections, motion carried. December meeting was canceled at the November 2011 meeting.

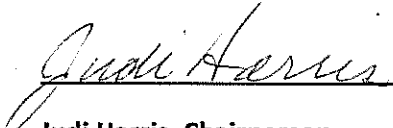
Andrea Bruno with Gateway Clinic presented the future plans of the clinic. Ms. Bruno explained benefits to the un-insured and under insured population of Delaware with the relocation and mergence to create the Gateway Health Center. Ms. Bruno explained how the merger expands the opportunity of services to the patient at minimal or no cost. J. Williams expressed his appreciation of Gateway Clinic and the continued collaboration with community needs at the forefront. J. Williams recommended to the Board funding for Gateway Health Center be allocated at the level it was submitted/approved by the State from the Local Health Department Trust Fund in the amount of \$50,000. After further discussion a motion was made and seconded to move forward with the funding of the Gateway Health Center in the amount of \$50,000 per the State approved grant proposal; motion carried by a vote of 4 with Dr. Peterson abstaining. J. Williams stated Ms. Bruno will periodically submit updates to the Board.

J. Williams asked the Board to grant him the authority to review appeals submitted to the Health Department in regards to Food Establishments. J. Williams would be given the opportunity to review each appeal with the Health Officer and decide the plan of action. The proprietor would be given the opportunity to appeal their decision to the Board. R. Reagan pointed out the form in front of the Board for review could give the proprietor an impression the Board had already review the appeal; R. Reagan suggested the wording be changed. J. Williams explained his reason for the current form and stated a form which reads "Appeal to the Health Officer" is available for use but wanted the support of the Board before using it. R. Reagan suggested a progressive form; first appeal would go to Health Department and if denied a clause on the form would instruct the person of their right to appeal to the Health Board. J. Williams agreed with the suggestion but would like to satisfy the current appeals immediately developing a progressive form for future use. Chairperson Harris asked if a motion was needed at this time; J. Williams said no and he would work on developing a new form and present it at the next meeting.


J. Williams discussed the Vital Records fee waiver with the Delaware County Coroner due to error (s) made by the Coroner. After speaking with the Health Officer and Mr. Dunnuck-Attorney, both agreed an invoice should be submitted to the Coroner's office for payment. It would be up to the County Commissioners to pay or deny payment of the claim. J. Williams stated no mechanism was in place for the department to waive fees for anyone other than Veteran Affairs office which is supported by state statue. J. Williams explained the process of filing a death certificate and how the Health Department doesn't data enter any of the information. The Health Department personnel in Vital Records reviews the document for approval or denial; in the case of the Coroner's information on the certificate Vital Records would not have access to confirm information submitted. When an error is made by any party there is a fee for re-issuing; the fee has been paid by the mortuary but in this case the mortuary wasn't in error so the only person left to charge the Coroner. Board members asked how often does this occur, every day, week, month; Registrar Mary Whaley reported as of January 1st of this year one mortuary had spent @ \$500.00 for their errors. M. Whaley explained the filing process to the Board. After further discussion a motion was made by Dr. Peterson to invoice and then write off the amount if the invoice is denied. Discussion continued with Chairperson Harris asking M. Whaley what she thought should happen; M. Whaley stated everyone should be treated the same which means to charge for re-issued death certificates. Dr. Peterson asked Dr. Wilkins what her thoughts were; Dr. Wilkins said to invoice the Coroner and leave it up to the Commissioners to refuse payment. A motion was made and seconded in the event of future errors by the Coroner's office an invoice will be submitted for payment, motion carried.

J. Williams announced an amount of \$10,000 has been security through Americans for Non-Smokers' Rights (ANR) to offset the legal fees of the court case involving the Clean In-Door Air Ordinance.

Next meeting will be February 9th. A motion was made and seconded to adjourn the meeting, motion carried. Meeting adjourned at 9:34p.m.



Judi Harris, Chairperson



Donna A. Wilkins M.D., Health Officer