

DELAWARE COUNTY BOARD OF HEALTH
REGULAR MEETING MINUTES
NOVEMBER 8, 2012

The 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 7:20 pm; other members present Vice Chairperson Dr. John Peterson, Dr. David Grasso D.V.M. and Joseph Russell, absent Dr. G. Costello, Phyllis Beatty and Ruth A. Reagan.

Chairperson Harris asked for approval of October 2012 minutes; Dr. Peterson made a motion, seconded by J. Russell to approve the minutes as written, motion carried.

J. Williams reported on the case of Betty Richey; after a lot of work by family members the charges were dropped after re-inspections were complete.

J. Williams presented an insurance bill from the County Commissioners; the department would have \$43,000 in the Health Fund after paying insurance bills including this bill. J. Williams said no explanation was given on how the amount was determined. J. Williams ask the Board for their approval. The Board supported the payment of the bill, giving J. Williams a directive to ask the Commissioners for a breakdown of the bill.

J. Williams discussed the fiber optic line RFP. Bids from local businesses were not received on other governmental agencies such as 911 and DCCC projects. Publication of the RFP was on November 7th, the sealed proposals will be opened at the November 19th Commissioners meeting with approval during the December 3rd meeting.

Chairperson Harris explained the update on the building. J. Russell said a fire wall needs to be installed between the first and second floor at a cost of \$11,500 and 5 fire doors must be installed at a cost of \$15,000. The 5 fire doors will be installed at the cost of Mr. Smith, owner of the building, encouraging the Health Department to cover the cost of the fire wall. Everyone involved agrees both need to be done but the timing is the question; with the current construction occurring now this would be the best time for both projects. The money budgeted for the lease cost could be used because it is in the 300 series, which contract expenses are in the same series. Dr. Grasso made a motion, seconded by J. Russell to cover the \$11,500 cost for the fire wall installation, motion carried.

Chairperson Harris discussed the application of a grant; being the owner of the building SRB would have to be the applicant of the grant. SRB has worked with architect Bob Taylor who is authorized to write this type of grant request. Mr. Taylor has agreed to charge \$450.00, which was negotiated down from \$2,000, to write the grant. SRB has asked the Health Department to cover the \$450.00 expense. The grant is a 70/30 grant covering the windows, roof, tuck pointing, brick work and painting, if the grant application was accepted, the department would be responsible for 30% of the projected costs with the ability to discuss what the Board felt what was necessary or unnecessary for the work that would eventually be done before the costs were agreed upon. J. Williams will obtain a copy of the plans for

the grant so the Board may review the document before any decision is made on covering the \$450.00 architect fee. J. Williams reported all the tile flooring will be removed.

Chairperson Harris doesn't have a report of the Strategic Planning; J. Williams reported on the progress of the Health Needs Assessment for IU Health Ball Memorial Hospital. J. Williams, along with the Indiana Public Health Association (IPHA)-Jerry King, applied for a grant through NACHO for strategic planning. Delaware, Clark and Henry Counties were awarded @ \$13,000 to fund a position to work with the three counties on the aspects of the Health Needs Assessment.

J. Williams discussed the 2011 Fee Schedule particularly dealing with the schools in Delaware County. J. Williams has had discussion with a representative from Muncie Community School Corporation, who stated a \$150.00 fee was fair. The permit fee was based on a guidance document, approved by the Board, determined by the square footage of the building. After implementation of the new fee ordinance, a few establishments filed an appeal asking for a reduction due to the type of building, such as a bowling alley not allowing food on the alley way. J. Williams and Christiana Mann-Head of the Environmental Division/Food Safety Program believe some type of fee needs to be applied to those agencies that rely on the Health Department to provide an inspection so they may meet an obligation for funding; not necessarily a requirement under Delaware County code automatically but because an inspection is needed to receive funding. J. Williams suggested adding a school and/or government agency category which would give those agencies a price break. J. Williams said most schools would fall under the \$430.00 permit fee due to the square footage of the cafeteria. J. Williams reminded the Board of the recent increase in the Pool Permit fees which include schools; fees raised from \$25.00 annually to \$250.00 with an additional \$500.00 construction cost when applicable. No schools complained of the fee increase. After speaking with personnel in school cafeterias, the cafeteria is a separate institution within the school which has its own budget which is very tight and the permit fee would be taken out of this tight budget. Non-profits operating more than 15 days in a calendar year, such as soup kitchens, Muncie Mission, A Better Way pay the permit fee because inspection are requires inspections per State Code because of the amount of food these agencies bring in and distribute to the public. The response received by J. Williams has been the \$150.00 fee is acceptable but the \$430.00 isn't; asking for guidance from the Board. Dr. Peterson suggested \$150.00 and asked C. Mann for her opinion. C. Mann thinks it varies because some inspections are very time consuming, serving a high risk population, but considering it is a secondary budget \$430 is a huge chunk out of an already tight budget. Dr. Peterson suggested \$200; Dr. Grasso pointed out the Pool Permits are \$250.00 and food inspections are time consuming. J. Williams pointed out the mechanism of funding in the cafeteria is different; cost to the student drives the amount spent on the food itself. There are approximately 37 school cafeterias in Delaware County, all falling under the \$430.00/5000 square foot category due to food being served in other parts of the school i.e. classrooms, confession stands manned by non-profit boosters etc. by being supported by the cost to student by the food. J. Williams stated, like the Delaware County jail requires the Health Department inspections to meet DOC requirements for funding, schools fall within this criteria. Dr. J. Peterson suggested a \$250.00 fee. Chairperson Harris asked if a flat fee or a 50% reduction is better; J. Williams responded a flat fee would work, stating any governmental agency to fall under the category. Dr. Grasso posed the question if non-profits would qualify under this category;

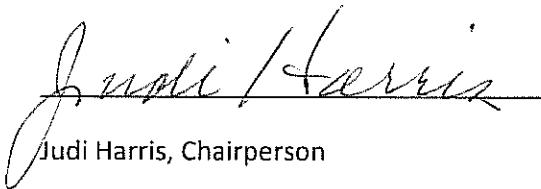
Chairperson Harris said the discussion is limited to schools at this time. J. Williams said the permit could be limited to the cafeteria area reducing the square footage. Dr. Peterson made a motion to use the square footage of a school cafeteria when determining the amount of the annual food permit, seconded by Dr. Grasso; after discussion the motion was carried.


J. Williams, Dr. Wilkins and Robert Jones met with attorney from the agency covering the insurance, answering questions for timelines, actions and disciplinary issues. Dispositions are scheduled for June 2013; the attorney representing the County will be on maternity leave and she requested the continuous. The attorney said the judge handling the case likes to expedite these types of cases, also stating it could go to settlement, negotiations, and mediations. Depending on what the insurance company decides there could be a settlement and pay-out, but the attorney felt the Health Department's files and the claims of discrimination/disability weren't that strong.

J. Russell suggested the Board/Health Department should take an opportunity to invite the newly elected officials to a Board meeting; J. Williams agreed.

J. Williams announced Rachel Buckman was leaving the Department and has accepted the lead Health Educator with the Hendricks Health Department, praising R. Buckman for her service as the Tobacco-Free Coordinator for Delaware County.

Chairperson Harris announced the next meeting will be December 13, 2012. A motion was made and seconded to adjourn the meeting; motion carried. Meeting adjourned at 8:30 p.m.


Judi Harris, Chairperson


Donna A. Wilkins M.D., Health Officer