

DELAWARE COUNTY BOARD OF HEALTH
REGULAR MEETING MINUTES
DECEMBER 12, 2012

The regular meeting of the Board of Health was held in the Commissioners courtroom on the 3rd floor of the Delaware County Building. Chairperson Judi Harris called the meeting to order at 7:02pm; other members present Dr. G. Costello, Dr. D. Grasso, Dr. J. Peterson and J. Russell. Member not in attendance were P. Beatty and R. Reagan.

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

Chairperson Harris asked J. Williams, Administrator, to address the appeals from Wes-Del Community Schools, Liberty-Perry School, Muncie Community Schools and Delaware County Sherriff which were filed on Food Safety permit fees. The appeals request either no fee or a reduced flat fee. Chairperson Harris asked for a suggestion from J. Williams. J. Williams explained with reviewing the changes to the state food code things that weren't being regulated are now regulated per the state code and shifting those service fees off the tax base into the service revenue to pay for those services. The 2008 document from ISDH/Scott Gilliam, additional guidance for changes to definition of food establishments under Senate Act 190, discusses what a food establishment is clarifying a lot of the gray areas that were in the rule. Discussion of 501-C3 is based around tax exempt status; having a potential exemption from regulation only if the establishment operates less than 15 days in a given year. Further discussion regarding schools, there is some language of exemption of non-public schools, which a lot of the exemptions are based around an event such as a bake sale as long as it is less than 15 times a year. Food service within the school, with potentially hazardous foods with an extensive menu and serving to at-risk population would categorize schools into a food establishment. J. Williams read a statement on page 5 of the guidance document discussing organizations organized for educational purposes and non-educational settings. J. Williams states this is a complicated issue and the Health Department has a lot of partners involved in this situation and more discussion is warranted. Chairperson Harris stated the Board needs to determine the following; which establishments require an inspection, if permitted is the fee waived, reduced or the fee is based on the square footage of the establishment. Chairperson Harris pointed out this being a very detailed situation which the Board will not be acting upon this evening but the Board would like to hear from the representatives in the audience who wish to speak. Dr. Costello pointed out two issues; is the establishment regulated or not regulated being exempt from over-site from the Board and is there a fee involved. The following representatives spoke on behalf of an organization/establishment:

Sherriff Scroggins, Delaware County Jail
Larry Bledsoe, Delaware County Commissioner
Representative from Wayside Mission

J. Williams will make sure everyone who has a concern with the permitting of their establishment will be given paperwork for a formal appeal and be instructed to submit the 2013 application with the appeal so a late fee will not be charged.

Chairperson Harris stated the Health Department had its own Personnel manual until 2001 when the Board decided to follow the County Personnel policy with the exception of how vacation/sick days were accrued which was formalized in an addendum attached to the current Personnel policy.

Chairperson Harris stated the department had employed 20 full-time staff members, presently there are twelve; making it more and more difficult to enforce the mandates required by ISDH. The employees have a hard time completing workload tasks due to the amount of vacation time they are entitled to under the addendum becoming a hardship for the department. It has been brought to Chairperson Harris a staff member brought this up in a meeting stating they couldn't complete the food list because of all the vacation time the staff member had. Chairperson Harris and other Board members have been thinking this may be the time to re-evaluate and move to accept the Delaware County Personnel policy for the entire department. Chairperson Harris asked Commissioner Bledsoe his thoughts on the matter. Commissioner Bledsoe stated the Commissioners would welcome the opportunity for all of the county departments to adopt the personnel policy. J. Williams presented Commissioner Bledsoe with a breakdown of the staff members who would be affected by any changes pointing out all of the members would receive 20 vacation days and 2 personal days making a 4 day difference in vacation benefits but the sick time would be cut in half from 12 days to 6 days. Commissioner Bledsoe understood the Department's concern with shortness of staff but encouraged the Board to consider monetary compensation for those staff members effected if the Board decides to do away with the addendum because those staff members have been longtime county employees which is a testament to the staff member and the Department. Chairperson Harris stated Commissioner Bledsoe had an excellent idea which would allow the Department to utilize the staff while compensating a long-term staff member. Chairperson Harris stated the Board would not act upon any changes until the Board members have been given the opportunity to hear from the affected staff members. J. Williams asked if the Personnel committee would like the opportunity to meet with the staff members to discuss how it affects the workplace; the committee would like for J. Williams to schedule a meeting with the staff members.

J. Williams spoke on the fiber optic line project, received 3 proposals. The Commissioners approved the proposal from C4 Communication Construction which is a local company. J. Williams explained the proposal along with a few items which may save the department some money.

J. Williams discussed the telephone proposal; the Board would like an RFP for the telephone system. J. Williams continued with an update on the progress of construction from Brad Smith.

J. Williams explained a payroll issue pertaining to a miscalculation by the payroll department which cost the Health Department a couple thousand dollars.

Health Department Funds report gave a breakdown where the Health Department stands for the end of the year.

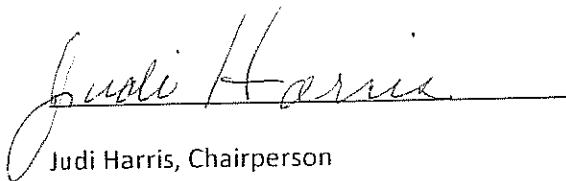
J. Williams reported on the Local Health Maintenance Fund Grant proposal was approved by ISDH.

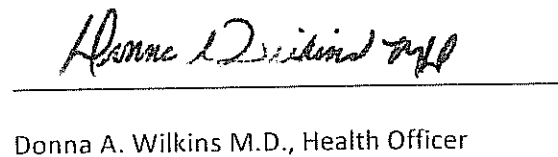
J. Williams reported on the Local Health Department Trust Account Grant approval; \$50,000 for Gateway Clinic, the remaining was split-up for utility costs including \$20,000 for natural gas, \$10,000 for electric cost.

Chairperson Harris discussed the Board of Health Strategic Planning update. J. Harris is an officer for INALBOH.

J. Williams stated Nancy Larson was scheduled to give a Wellness update tonight but became ill. N. Larson will be presenting at the next County Commissioners' meeting.

Chairperson Harris announced the next Board meeting as January 10th; a motion was made and seconded to adjourn the meeting. The meeting was adjourned at 8:08 p.m. The Board members, Dr. Donna Wilkins-Health Officer and J. Williams were asked to stay for an Executive Session of the Board of Health.


Judi Harris, Chairperson


Donna A. Wilkins M.D., Health Officer

Next meeting will be January 10th.