

DELAWARE COUNTY BOARD OF HEALTH

REGULAR MONTHLY MEETING

MAY 9, 2013

The Delaware County Board of Health met in Commissioner's courtroom on the 3rd floor of the Delaware County Building. The meeting was called to order at 7:02 pm by Chairperson Judi Harris. Board members present were Vice Chairperson Dr. John Peterson, Dr. Anthony Dowell, Dr. David Grasso and Christiana Mann; members absent Joseph Russell and Phyllies Beatty.

Chairperson Harris asked for approval of April 11, 2013 minutes; a motion was made and seconded to accept the minutes as written. Motion carried.

Board of Health Committee assignments, Chairperson Harris would like monthly progress reports so a notebook may be kept. Committees and members are the following:

Policy Development: Chairperson Harris, P. Beatty & C. Mann

Resource Stewardship/Budget Committee: J. Russell and Dr. Grasso

Legal Authority/Personnel Committee: Chairperson Harris and Vice-Chairperson Dr. Peterson

Community Relation/Partner Engagement: C. Mann & P. Beatty

Continuous Improvement: Dr. Dowell and Vice Chairperson Dr. Peterson

Oversight: The entire Board will serve on this committee

Building Committee (soon to be completed): Chairperson J. Harris, J. Russell and Dr. Grasso

A motion was made and seconded to accept the new committee and assignments, motion carried.

J. Williams discussed the Delaware County Regional Sewer District Resolution, asked for discussion from the Board. The town of Wheeling has 16 homes which the Health Department has evidence of septic failure but no orders have been issued. Since the Regional Waste Water project isn't moving forward, the Health Department will need to address each property in failure. The lot sizes in the Wheeling area are small which may pose a problem when investigating for a repair to the system. Two types of situations exist in the Wheeling area, properties known to be in failure but action hasn't been taken or properties with no evidence may come to the surface in the future. What is the collective solution to the problem? Max Abrell from Regional Waste Water explained the Regional Sewer District will no longer go into a community, propose a sewer district project without the Health Department conducting research and submitting a proposal to the Regional Sewer District. J. Williams would like to pursue forming an On-Site Waste Management District Board which would research on-site issues/failures/categorizing for collective solutions. J. Williams has presented the idea to the County Commissioners and the Regional Waste Water Board as potential mechanism to fund the county-wide study. Once the Health Department has determined a septic system is in failure, do to testing, the Board has given the Department their full support to enforce the law. Max Abrell suggested the Board members to review the laws pertaining to clean water; consult with the Department's attorney and have a better idea what action the Department should take to rectify the problem. Chairperson Harris asked J. Williams to forward the Indiana Code addressing the subject of on-site sewer systems so the Board members may become better informed.

J. Williams discussed implementing the UAttend time management solutions which will assist in tracking part-time hours in correlation to the Affordable Health Care Act; part-time personnel will be restricted to no more than 29 hours per week. J. Williams is also exploring the potential of replacing full-time positions with contract personnel. The UAttend system is \$29.00 a monthly with no additional up-front fees, unless a call-in fee is applied which is @ \$.05 a call-in. The information would be converted into paper for the Auditor by Mary Whaley. The Board supports the implementation of the UAttend system.

J. Williams presented new logos and letterhead for the Health Department.

J. Williams discussed the Health Department's organizational structure defined by NACCHO guidance on separating Environmental Health, Community Health, Informatics and Infrastructure, Preparedness and Public Health Emergency Response. Lynnetta Harley is approaching the end of the 90 day probationary period as Environmental Director and J. Williams reported L. Harley is performing her duties very well; L. Harley will oversee the Food Safety Program and Community Health Program. Informatics and Infrastructure will involve Vital Records, reporting, quality improvement and accreditation; Public Health Preparedness division including Communicable Disease response, Immunizations which are currently defined under the Nursing division. An Organizational chart is in development for future review which will better outline the programs.

Strategic Planning and Accreditation timeline has been set for 2015; mapping process would start in late June/July of 2012.

J. Williams reported a balance of \$371,000 in the Health Fund. Chairperson Harris asked for a report on moving expenses. J. Williams said the security system has been installed; installation cost of @\$2,000 was covered by the Preparedness Grant. Chairperson Harris said an open house would be good community relations once the entire department has moved to which J. Williams agreed.

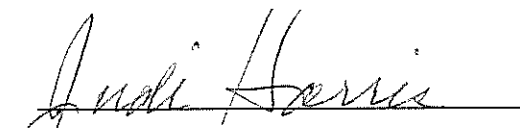
Chairperson Harris gave a Board of Health Strategic Planning update, mentioning an article about Delaware County Health Department which appeared in the NALBO newsletter.

Dr. Dowell asked for an update from Ed Conatser; J. Williams reported.


J. Williams discussed of the 2014 budget preparation.

Dr. Wilkins discussed an educational video shot by Jensen Video Production Co. on pregnancy and drug use; Nancy Wagner, RN accesses FaceTime technology to DOT a tuberculosis patient.

The next meeting will be June 13th. A motion was made and seconded to adjourn the meeting; motion carried. Meeting adjourned at 9:05 p.m.



Judi Harris, Chairperson



Dr. Donna A. Wilkins, Health Officer