

## DELAWARE COUNTY BOARD OF HEALTH

### REGULAR MONTHLY MEETING

APRIL 11, 2013

The Delaware County Board of Health met in Commissioner's courtroom on the 3<sup>rd</sup> floor of the Delaware County Building. The meeting was called to order at 7:10 pm by Chairperson Judi Harris. Board members present were Dr. John Peterson, Phyllis Beatty, Dr. Anthony Dowell, Dr. David Grasso and Joseph Russell.

Chairperson Harris asked for approval of March 14, 2013 minutes; a motion was made and seconded to accept the minutes as written. Motion carried.

Jonathon Redding student of Ball State University presented a Time Management Solutions Study. Mr. Redding explained how the current system is mostly paper based and time gathering is done on the honor system. Flexibility was a key component for the field staff so they could become more efficient. Mr. Redding mapped the work flow of the current time keeping system. Five vendors were chosen and of the five Mr. Redding suggested using uAttend; the system is 100% web-based product, cost, simplicity, fast implementation, low learning curve, no IT burden and met the 80/20 rule. Mr. Redding discussed the specific costs, location aware capability for staff safety and data retention on a permanent basis. Mr. Redding spoke on the implementation of a time management system, financial benefits to the Health Department and how the system would benefit the Department with accreditation. Mr. Redding gave the cost benefit analysis. Dr. Dowell asked what the negatives would be to implement the system; Mr. Redding said the employees' acceptance is the only negative discussed. J. Russell asked how this would benefit the grant positions; J. Williams explained how the system would allow those employees who are more mobile to keep more accurate time keeping and help protect those employees under workman's comp issues. Chairperson asked if the Commissioners would need to approve the use by the Health Department; J. Williams thought it would be an internal decision since there is no contract. J. Williams will forward the electronic copy of the presentation asking members to view the document. Chairperson Harris commented on the wonderful work of Mr. Redding and asks the cost of such a study by a private contractor; Mr. Redding said it would cost @\$8,000. Board gave full support for J. Williams to continue with the process.

J. Williams, Administrator, discussed the Delaware County Regional Sewer District Resolution and the problems with waste water. J. Williams gave a brief history on the regional sewer district and the problem areas within Delaware County including Wheeling. Chairperson Harris explained the Regional Sewer District board has the right to sign a resolution but it doesn't necessarily have a binding affect on the Health Department; the Health Department can identify the public health concerns but funding isn't available to support what the Regional Sewer District expects. The Health Department responds to individual concerns reported to the department but collective pursuits under IDEM were removed and those laws are under the jurisdiction of Indiana Department of Environmental Management (IDEM); Regional Sewer Districts were formed throughout the state to deal with these issues. Chairperson Harris pointed out the Health Department could spend \$60,000 of Public Health money to show empirically a problem with no funds to solve the problem; should funding become available it would be a different story. Chairperson Harris said with more needs and less resources, it is important to work as Public Health partners to solve any problems with other agencies.

Dr. Dowell said it is a complex issue and the reason for the resolution hasn't been determined at this point, cautioning members before taking action. Chairperson Harris stated a member of the Board should set on the Delaware County Regional Sewer District board so in the future it will include a Health Board member.

J. Williams presented the Department's tobacco free building and grounds policy which is a requirement of the lead agency to the Tobacco Prevention & Secession grant. The policy would apply to all employees, volunteers and visitors to the property; including any Health Department functions outside of the 125 N. Mulberry address. Chairperson Harris stated the policy committee (Chairperson Harris & P. Beatty) recommends the Board to approve the policy. Dr. Dowell asked how the policy would affect the tenant of the first floor of the new building; J. Williams said it would be part of the leasing agreement. A motion was made and seconded to accept the Tobacco Free Building Grounds Policy as written; after further discussion motion carried.

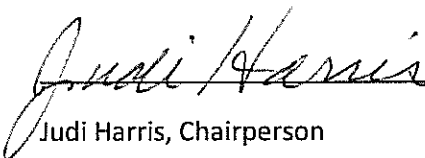
J. Williams started discussion on the 2013/2014 budget; Budget committee is J. Russell and Dr. Grasso.


J. Williams discussed the Indiana Local Health Department Trust Account 2013-2014 grant is due in June. The grant is @\$47,000. For the past three years, the grant has funded a partnership between the Health Department and Gateway Clinic in the amount of \$50,000 annually. Chairperson Harris asked J. Williams to meet with a Gateway Clinic representative to discuss the upcoming grant cycle and report at the May meeting.

Chairperson Harris gave a Strategic planning update; discussing the Board of Health's role in the accreditation process including the Six Functions of Public Health Government. Chairperson Harris thought the process might be easier if committees were formed to address the following items; Policy Development, Budget/Resource Stewardship, Personnel/Legal Authority, Community Relations, Continuous Improvement, Oversight, Building Committees with each committee having 2-3 members who report monthly to the Chairperson. Ten Essential Public Health Services were discussed with two additional services added by National standards.

Sharon Pattee, Sanitarian reported on Teppanyaki Grill closure. J. Williams stated it would be left to the Health Officer to determine if an establishment should be permanently closed; the owner could appeal to the Board of Health or the court system. On behalf of Dr. Wilkins, J. Williams asked the Board to support a policy of the Department to post a closure sign on an establishment instead of allowing the establishment to post a sign themselves; the Board supports such policy.

The next meeting will be May 9<sup>th</sup>. A motion was made and seconded to adjourn the meeting; motion carried. Meeting adjourned at 9:20 p.m.

  
Judi Harris, Chairperson

  
Dr. Donna A. Wilkins, Health Officer