

REGULAR BOARD MEETING OF THE
DELAWARE COUNTY HEALTH DEPARTMENT
OCTOBER 10, 2013

The meeting of the Delaware County Health Department was held in the Commissioners courtroom in the County Building. Chairperson Judi Harris called the meeting to order at 7:03 p.m. Board members attending were Vice Chairperson Dr. John Peterson, Dr. Anthony Dowell, Dr. David Grasso, Phyllis Beatty, Christiana Mann, and Joseph Russell. The September board minutes will be presented at the November meeting for approval.

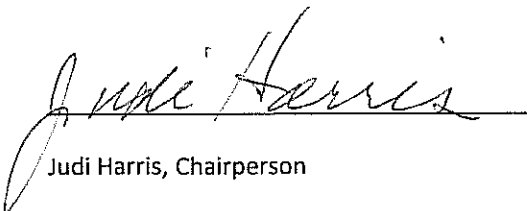
Susan Morris thanked the Board affording her the opportunity to attend the National Preparedness and Emergency Response Summit in Georgia. Before leaving for the summit, S. Morris received news the local Medical Reserve Corp. (MRC) was approved as an actual unit. S. Morris attended several breakout sessions; over 50 countries attended the summit. Once S. Morris returned she was excited and "pumped up" from the experience. Medical Reserve Corp. recommends S. Morris to attend next year's summit. Topics discussed were the response during Hurricane Sandy and Colorado Theater mass shooting. After returning from the summit S. Morris sent out a mailing to volunteers who helped during H1N1. S. Morris followed up with a phone call asking if they would be interested in becoming a member of the MRC holding an informative meeting on a Saturday morning. S. Morris showed the Board a power point. A \$5,000 MRC grant was received by Department which S. Morris purchased shirts, fanny packs, informational material and fifty Go Bags. A Go Bag is a backpack with supplies; MRC volunteers must complete 100, 200, 700 and 800 course series before receiving the backpack. S. Morris is in the process of applying for a \$3,500 NACHO grant to be used by MRC. S. Morris is applying for a \$15,000 Preparedness grant due by October 31st; all budgeted item must relate to preparedness capability. S. Morris gave a list of items purchased with previous preparedness grant cycles. Dr. Dowell asked if the Health Department was involved with the recent incident at First Merchants Bank involving a piece of mail with some type of powder on the envelope which made an employee ill; S. Morris reported no one asked the Health Department to respond. J. Russell asked if an emergency occurred in another county, such as Jay or Tipton County, would the MRC be able to respond; S. Morris said the MRC would be able to respond across county lines if called upon. S. Morris thanked the Board.

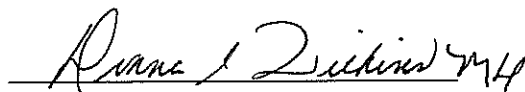
Chairperson Harris attended the NALBOH conference in Salt Lake City Utah and gave a brief overview. Chairperson Harris read a statement explaining the NALBOH organization. NALBOH is funded by membership fees, grants and a majority of the funding through the CDC; during the conference it was reported funding from the CDC could possibly not be available. Chairperson Harris stated it didn't look good for NALBOH at this point and time; waiting since the end of September to hear from the CDC on the funding which hasn't happen. Chairperson doesn't have a lot of information as to where the organization is moving to in the near future but will continue to keep the Board informed as the information becomes available. Chairperson Harris shared information on the Robert Wood Johnson Foundation. Chairperson Harris asked the members when their schedules would be open for another Strategic Planning meeting; after discussion members agreed to delay the meeting until after the first of the year.

J. Williams, Administrator, reported in the department's 2014 budget; general and service funds. Most cuts occurred in the 300 & 400 series; leaving the 100 and 200 series alone. The 2014 proposed budget was reduced by \$14,956. J. Williams will be looking to purchase a vehicle with towing capabilities and computer equipment before the end of the year.

J. Williams gave monthly reports. The department is still down one Environmental position; waiting for County Council approval due to the hiring freeze. Tamara White has been transferred from the Health Education Coordinator under the Local Health Maintenance fund grant into one of the previous open position of Environmental Health Specialist; working with the Food Safety Division for re-training. Strategic Planning for the Health Department continues main objectives for this fall is updating staff job descriptions with completion date of January 2014. After discussion with our attorney Donald Dunnuck, J. Williams stated under statutory budget guidelines the Health Board sets the department's job descriptions, qualifications and compensation scales; after 2 years of requesting a forum with the County Council Job Description Review Committee to discuss those topics J. Williams would like to take another avenue by explaining the statutory separation to this committee. The Health Department is now fully operational at 125 N. Mulberry. J. Williams feels signage is needed on the south side of the building along with handicap signage. Due to a budgeting shortfall in the telephone service line item, cell phone service for the majority of the staff will be discontinued on October 19th. VHF radios will replace the cell phones for communication purposes for field staff members. Parking lot maintenance is needed to cover the reserve signage and striping; the public has commented to staff members their reluctance to park in the lot due to the fear of being towed. J. Williams proposed gathering proposals for re-striping so the flow of traffic would come off of Mulberry Street. Dr. Dowell asked who would be in charge of snow removal; J. Williams said he would look into snow removal by speaking to the maintenance supervisor of the County Building. J. Williams said with the recent incident at the downtown First Merchants bank involving a white powdery substance, the Health Department wasn't contacted to respond and J. Williams said the Health Department has to continue informing the community partners the importance of the Health Department to be involved. Most of the Environmental Health specialist staff attended the 2 ½ day annual Indiana Environmental Health Fall Educational conference held in Ft. Wayne. J. Williams encouraged members to attend the October 26th Emergency Preparedness Expo at the Delaware County Fairgrounds sponsored by Emergency Management Agency and the Star-Press; the department will have two booths, one covering the Health Department and one from MRC. The Nursing division will begin offering childhood immunizations on October 29th by appointment; an \$8.00 per vaccine delivered administration fee will be charged excluding Medicaid clients. C. Mann asked if the Personnel Committee would be working alongside the administrator when reviewing the job descriptions; J. Williams plans for the committee to be involved.

Chairperson Harris gave the next meeting as November 14th. A motion was made by Dr. Peterson and seconded by Dr. Dowell to adjourn; motion carried. Meeting adjourned at 9:05 p.m.


Judi Harris, Chairperson


Dr. Donna A. Wilkins, Health Officer