

DELAWARE COUNTY BOARD OF HEALTH  
REGULAR MEETING MINUTES  
JANUARY 10, 2013

The regular meeting of the Board of Health was held in the Commissioner's courtroom on the 3<sup>rd</sup> floor of the Delaware County building. Board members present-Phyllis Beatty, Dr. Anthony Dowell, Dr. David Grasso, Judi Harris, Dr. John Peterson and Joseph Russell and member absent-Ruth Reagan. Health Officer, Dr. Donna A. Wilkins opened the meeting at 7:07pm. Judi Harris was nominated and elected as 2013 Chairperson; Dr. John Peterson was nominated and elected as 2013 Vice-Chairperson. Chairperson Harris asked for volunteers to serve on the Finance Committee; J. Russell and Dr. D. Grasso were approved to serve on the Finance Committee. Chairperson Harris and Vice-Chairperson Dr. J. Peterson were approved to serve on the Personnel Committee. Chairperson Harris welcomed the newest board member, Dr. Anthony Dowell.

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

Joshua Williams Administrator read the appeal from Roseanne Hughes with Harvest Soup Kitchen; Ms. Hughes addressed the Board of her concerns including the increased permit fee, fee determination by square footage and non-profit compared to for-profit establishments. Ms. Hughes asked the Board to review the current fee structure and how it impacts an establishment such as the Harvest Soup Kitchen. Ms. Hughes encountered J. Williams last year after an article in the local newspaper reported the soup kitchen was closed by the Health Department; Ms. Hughes was very upset and J. Williams was pleasant and nice. Ms. Hughes said she wasn't nice to deal with at the time but wanted to take this opportunity to let J. Williams and others know of his professionalism. Chairperson Harris thanked Ms. Hughes for attending; the Board will review the permit fees. In previous years, J. Williams stated non-profit establishments weren't charged but after reviewing the State policy for determination/definition of exempt entity which pertains to those businesses operating less than 15 days in a calendar year. J. Williams clarified those establishments who filed an appeal with the 2013 Food Establishment application would not incur the late fee. J. Williams pointed out the schools and the jail were taxing units opposed to non-profit organizations so he feels the taxing units should be separate from non-profit when reviewing the appeals. The approach the department has taken is, if the establishment has to be regulated per the law then the establishment should be charged the permit fee. The state mandates who is regulated and the county commissioners set the permit fees through a fee ordinance. A motion was made and seconded to form a Policy Review Committee consisting of Chairperson Harris and board member P. Beatty, motion carried.

Christana Mann gave an update on the 2013 Food Establishment permitting, reporting a great response to the application process. J. Williams commented how well C. Mann had streamlined the process.

J. Williams reported on a project by the Indiana State Department of Health (ISDH) and the Indiana Immunization Coalition, Delaware County will participate in the second phase of the project. Counties

are being told the State will purchase the medical billing software which would allow a county to accept Medicare/Medicaid and private insurance by the end of the project. The main target of the Immunization Coalition is to give Health Departments the ability to continue providing immunizations. Open Door Health Services has asked the Health Department to take back childhood immunization program because of changes at Open Door Health Services, giving the department the flexibility to offer more services to the community. Dr. Peterson agreed the department should take this opportunity to become involved.

J. Williams gave an up-date on the building; the elevator is being installed, tile on the ramp has been completed and the fire break is finished. The fiber optic process has been delayed due to the weather conditions. J. Williams gave Councilman Scott Alexander and Commissioner Sherry Riggins a tour of the new location. J. Williams and building owner Brad Smith are working on the more cost effective way the elevator smoke detectors should be installed, taking into consideration the security system the Health Department chooses to install, so the systems are compatible. J. Harris asked for an estimated occupancy date; J. Williams said it would be based on the elevator use/smoke detector, making it late January or early February.

Strategic Planning update was given by Chairperson Harris and J. Williams.

The ISDH has developed a standardized yearly report which the department will be using for the 2012 Annual Report.

J. Williams gave documents to the Policy Review Committee on the subject of gift acceptance policy and a real estate gift policy. Dr. Dowell clarified this doesn't include real estate which has been condemned by the Health Department; J. Williams agreed. Dr. Dowell pointed out a conflict of interest could occur easily so the department needs to establish a policy to cover such circumstances.

Dr. Dowell asked for clarification on accreditation and J. Williams gave a brief overview of the accreditation process. Dr. Dowell asked for an update of the influenza status for Indiana.

Chairperson Harris said the February's meeting will be moved to the 21st; a motion was made and seconded to adjourn the meeting, motion carried. The meeting was adjourned at 8:38 p.m.

  
Judi Harris, Chairperson

  
Donna A. Wilkins, M.D., Health Officer