

MINUTES AND MEMORANDA
ST. JOSEPH COUNTY BOARD OF HEALTH

May 8, 2019
Regular Meeting

Present at the Meeting:

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| Dale Deardoff, M.D. | President |
| Heidi Beidinger-Burnett, Ph. D, MPH | Vice President |
| John Linn | Member |
| Jason Marker, M.D. | Member |
| Emily Dean | Member |
| Ilana Kirsch, M.D. FACOG | Member |
| Sharon Imes, RN, MSN | Member |

Also Present at the Meeting:

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| Luis Galup, M.D. | Health Officer |
| Mark Fox, M.D. | Deputy Health Officer |
| Brett Davis | Environmental |
| Mark Espich | Environmental Health Manager |
| Jennifer Parcell | Executive Administrative Asst. |
| J. David Keckley | Attorney for Department of Health |

I. AGENDA AND MINUTES:

On motion made by John Linn, seconded by Dr. Beidinger-Burnett, and unanimously approved, the agenda for the May 8, 2019 regular meeting of the Board of Health was adopted as presented.

Upon motion made by John Linn, seconded by Dr. Beidinger-Burnett, and unanimously approved, the Minutes of the April 10, 2019 regular meeting of the Board were approved, correcting the spelling of Dr. Kirsch's surname. There was also a correction with reference to the lead level testing, noted on page 3, second paragraph, to now read: "there have been six cases above the 10 mcg/dL level.

II. HEALTH OFFICER ORAL REPORT:

- Training for Staff – HIPAA training will start on May 21, 2019 for all Department of Health employees by the Traliant Co.
- Update on Environmental Division Accounts Receivable - A substantial portion of the Account Receivable Amount have been collected or accounted for with regards to the ongoing investigation - - It appears three firms owe approximately fifty percent of remaining amount due to the Health Department but there may be issues regarding

collection to include possible sale of the original firm of one of the companies. The Board asked Mr. Keckley and Dr. Galup to investigate an appropriate course of action.

III. DEPUTY HEALTH OFFICER ORAL REPORT:

1. Lead Action Report.

Dr. Fox distributed to Board members the test results for March 2019.

He indicated that there has been a thirty percent increase in testing YTD when compared to 2018. He noted that six results were over the 10 mcg/dL level.

He noted that the school-based event at Lincoln School has been postponed.

He has met with city officials regarding the Mayor's initiative and the next phase of school-based testing will concentrate on five different clusters of schools. The Department of Health efforts will continue to prioritize the census tracts which have shown the higher proportion of children with elevated lead levels.

He told Board members that he will be concentrating on pre-kindergarten programs in an effort to provide testing to children in this age group.

Funds from the State grant are continued to be used to reach out to provider groups, foster communication and continue to promote lead testing in children. This effort continues to be important, as Dr. Burnett pointed out that between 2005 and 2015 only 10% of the eligible children were tested for lead poisoning.

2. Immunizations.

The Immunization Clinic has received an award, presented in Indianapolis, for their work as members of the Immunization Task Force of Northern Indiana and their work in our clinic. Nurses Neiko Rust and Abigail Maxwell, and registrar Danielle Sims were present to accept the award.

Dr. Fox noted that immunization numbers are up sixty percent. We are now fully staffed and look to regularly use the mobile clinic this summer, as well as re-open the Mishawaka Clinic.

Board members discussed with Dr. Fox possible ways to assess the needs of the community with regards to immunizations, to include the possibility of initiating surveys.

3. Health Education.

Dr. Fox does not think that the division title of "Health Education" fits the daily operations of this division. Serious consideration is being given to revising the name of this division to: "Health, Outreach, Promotion and Education" (HOPE).

IV. NEW BUSINESS:

19-16 Discussion and Vote on March 2019 Health Officer's Report.

Dr. Deardorff commented that the new format of the Report was an improvement.

Dr. Galup noted that the leased cars are on order and expected to arrive in 4 to 8 weeks.

There have been four applications so far for the new lead position posted with the Environmental Division.

Discussions continue with Sherwin Williams Paint Company for remediation vouchers. Environmental will distribute these vouchers to home owners that qualify for this help.

Dr. Galup has been told by the Deputy Auditor, Mr. John Murphy that the actions taken to solve the Accounts Receivable problem are adequate.

Information or direction from the auditor with regard to the budget process for 2020 is expected to be received in the month of June.

19-17 Personnel Committee Report.

The Personnel Committee met this date prior to the Board meeting. Board members in attendance included Dr. Deardorff, Dr. Beidinger-Burnett, Emily Dean, John Linn and Sharon Imes.

Work continues finalizing the Health Officer job description and the revised draft is expected to be distributed to Board members prior to the next meeting.

Work continues the arrangements for the recruiting process. Discussions continue regarding how the position will be posted and the process of interviewing prospective applicants. Board members will be encouraged to reach out and contact any doctors they may know that would have an interest in this position.

19-18 Finance Committee Report.

The Finance Committee, consisting of Dr. Deardorff, Dr. Beidinger-Burnett, Dr. Marker and Dr. Kirsch recently met with Finance Manager Amy Ruppe to receive much information and data regarding the budget process. Finance Committee members now have a good understanding of the "rules" and will again meet to begin preparations for the 2020 budget cycle.

Dr. Deardorff also commented that he recently met with Dr. Galup as they work on the job evaluation format to be implemented in the future.

V. OLD BUSINESS:

There were no items to be discussed at this meeting.

VI. BOARD NOTIFICATIONS:

The Board acknowledged and noted the hiring of Jennifer Parcell, Executive Administrative Assistant, effective April 29, 2019. Jenny was present and introduced to all Board members at the beginning of this meeting. She received a warm welcome from the Board.

VII. PUBLIC COMMENTS

Board member Dr. Marker related that the Michiana Opioid Task Force has submitted a grant request for 1.5 million to fund an opioid mobile response team as part of the continuing effort to combat this epidemic in our community.

VIII. TIME AND PLACE OF NEXT REGULAR MEETING:


The next regular meeting of the St. Joseph County Board of Health is scheduled for Wednesday, June 12, 2019, at 5:00 p.m., at the St. Joseph County Health Department, 8th Floor Board Room.

ATTEST:

Respectfully submitted,



Luis N. Galup, M.D.
St. Joseph County Health Officer



J. David Keckley
Attorney for the St. Joseph County Board
of Health