

# BOARD OF HEALTH MEETING

JANUARY 16, 2018

The Fulton County Board of Health met for its regular scheduled meeting on Tuesday, January 16, 2018 at 12:15 p.m. at the Fulton County Office Building in the small conference room. Board members in attendance were: Health Officer, Michael J. Brubaker, D.O.; Board President Harry Webb, P.D.; Julius S. Sitjar, M.D.; Robin Surface, D.V.M.; Linda Baldwin; Priscilla Crill; Jana Vance; Greg Heller, County Attorney; Rhonda Barnett, R.N.; Shannon Shepherd, Administrator/Environmental Director; Carrie Ranstead, Registrar; Patty Jones, Immunization Clerk. Absent was Deb Gardner, Food Specialist and Dawn Risten, Environmentalist.

Harry Webb called the meeting to order at 12:19 p.m.

The first order of business was the election of officers for 2018.

Harry Webb was appointed as President at the October 10<sup>th</sup> 2017 board meeting. Board members suggested Harry Webb remain as President for 2018. Motion carried 5-0.

Harry Webb opened the floor for nominations for Vice President. Harry Webb nominated Jana Vance for Vice President. Motion was seconded by Dr. Sitjar. Nominations were closed. Motion carried 5-0.

Harry Webb made a motion to approve Dr. Kevin Reyburn as a new board member. This is a 4 year term. Dr. Reyburn will replace the position that Dr. Brubaker once held. State code requires 2 licensed physicians to be members of the board. This appointment will go to the Commissioners for final approval. Motion carried 6-0.

Harry Webb asked the board members if they received and read the minutes from the October 10<sup>th</sup> 2017. Dr. Sitjar made a motion to approve the minutes as presented. Motion carried 6-0.

Staff reports:

Carrie Ranstead, Registrar gave the cash balances as of January 16<sup>th</sup> 2018;

Health Department general fund (1159) \$69,204.41; Local Health Maintenance (1168) \$ 252,108.83; IN Local Health Department Trust Account (1206) \$203,617.86; Pre Natal Account (4952) \$4,172.59; WIC Account (4014) \$11,438.42; Public Health Coordinator (9105) \$6,195.91. The Pre Natal, WIC and Public Health Coordinator Accounts were set up years ago when the health department was involved with these programs. The Auditor's Office talked with the State and they told us that the money was startup money for those programs and it is our money to keep.

Rhonda Barnett, R.N. reported she will be offering lead testing for children later this year. Children on Medicaid and the Head Start program are required to be tested 1 or 2 times a year. Dr. Brubaker stated the children get tested at 12 months and 24 months and up to 5 years old. Rhonda attended the Labor of Love Summit with Patty Jones. There are programs available that could be started in the Health Department. Car seats and pack and play are a couple of programs that could be started at some time. Right now we do not have the extra room in the office to implement these programs.

Patty Jones, Immunization Clerk reported she had attended the Labor of Love Summit with Rhonda. There was a class on lead testing that she attended that provided valuable information. Patty also attended a conference in December with Dawn Risten. This conference was an overview of services that the State Health Department provides. They also offered orientation classes that they attended. Immunizations appointments have been down the last 2 months and that will be picking up soon.

Deb Gardner, Food Specialist was absent today.

Dawn Risten, Environmental Assistant was absent today. Shannon reported that Dawn has completed 3 certificates and will complete 1 more in January. She attended a conference in December with Patty Jones. Dawn has been working on septic and site evaluations.

Shannon Shepherd, Administrator/ Environmental Director reported that she will help with septic installers when Dawn is out of the office. She had 85 complaints this year. Rhonda will be going with Shannon when they need to go to the properties when a complaint is filed.

Dr. Brubaker, Health Officer reported he had an Executive meeting with the County Commissioners on January 5, 2018. Dr. Brubaker would like the County Commissioners and the County Council to have our year end reports. We currently have 30 certified septic installers on the list, some of the installers are from other counties. Well testing for the county is something we will look into in the future.

Greg Heller, County Attorney did not have anything to report.

Old business: no old business to discuss.

New business:

Salary exempt employees: No other positions in the health department will qualify for salary exempt. Dr. Brubaker wanted to check into salary exempt positions for Food Service and Environmentalist because of the possible comp time they would earn during their busy times of the year.

Renovation of the office: Renovation of the office for privacy reasons was discussed. Redesigning the office with walls and adding new furniture. A waiting room is also needed. Installing glass windows at check in area. Installing white noise machines in office spaces. During immunizations days there are more complaints from other offices. There is too much open space in this office and therefore there is not much privacy.

Mrs. Vance made a motion to renovate the office. Dr. Surface seconded the motion. Motion carried 6-0.

This will go before the County Commissioners for their approval.

Local Health Maintenance Fund: Received approval for 2018 Budget. The Environmental Assistant position will not be in the LHMF budget in 2019. This fund is used to purchase supplies for the immunization clinic and for any outbreaks that would occur. The part time immunization clerk's salary is also taken out of this account.

Lead Testing: Public Health Nurse will be starting lead testing later this year.

Next regular meeting is Tuesday, April 17<sup>th</sup>, 2018 at 12:15 p.m. There being no more business to come before the board, meeting was adjourned at 1:10 p.m.

Carrie Ranstead  
Registrar