

BOARD OF HEALTH MEETING

APRIL 20, 2021

The Fulton County Board of Health met for its regular scheduled meeting on Tuesday, April 20, 2021 at 12:15 p.m. at the Fulton County Office Building in the large conference room. Board members in attendance were: Health Officer, Kevin Reyburn, M.D.; Board President Harry Webb, P.D.; Vice-President Jana Vance; Julius Sitjar, M.D.; Robin Surface, D.V.M.; Linda Baldwin; Priscilla Crill; Rhonda Barnett, R.N. /PHN; Shannon Shepherd, Environmental Director; Carrie Ranstead, Registrar; Dawn Risten, Food Service Inspector/ Emergency Preparedness Coordinator; Misty Hopkins, Immunization Clerk and Andrew Perkins, Health Department Attorney.

Harry Webb called the meeting to order at 12:17 p.m.

Harry Webb asked the board members if they received and read the minutes from the January 19, 2021 meeting. Robin Surface made a motion to accept the minutes as presented. Priscilla Crill seconded the motion.

Motion carried 5-0.

Public Participation:

Deb Ogle from Tweedle Dee's restaurant was present. Dr. Reyburn spoke about the \$500.00 fine that was issued to Tweedle Dee's restaurant in October 2020. Dr. Reyburn asked the board to consider refunding the money. The Enforcement Policy for Retail Food Establishments was put in place after the \$500.00 fine was issued. Dr. Reyburn stated other restaurants in Fulton County did not follow the restrictions in place and they were not issued a fine.

Dr. Sitjar made a motion to refund the money to Tweedle Dee's restaurant and Robin Surface seconded the motion.

Motion carried 5-0.

Staff Reports:

Carrie Ranstead, Registrar, gave the cash balance as of April 20, 2021; Health Department general fund (1159) \$99,519.70; Local Health Maintenance (1168) \$211,352.50; Indiana Local Health Department Trust Account (1206) \$211,189.05.

The Indiana State Department of Health implemented a new system in January for the birth and death records. There were a few problems the first few weeks with the records getting finalized and ready for the health departments to accept. The system is working better and there are some new features with this system that helps the Vital Records Registrar view the progress of the records.

I have been reporting the number of COVID positive test results to the IT Department each day. The IT Department sends the daily totals to the Rochester Sentinel and COVID group each day. I stay at the office on Thursdays and Fridays when the other staff is working at the COVID vaccine clinic and continue to help everyone when needed. I worked at the vaccine clinic on Saturday, April 10th.

The health department started taking debit and credit cards last October. PayGov is the vendor we are using. That service has been very helpful for issuing Birth Certificates to people out of town and out of state. They can receive their Birth Certificates much faster submitting the completed paperwork and paying with the debit or credit cards. This service has been used for the septic permits and food permits.

Rhonda Barnett, R.N. /P.H.N. reported the COVID vaccine clinic has been busy since it opened in January. They have administered over 5,000 vaccines. The percentage of filled appointments are dropping at this time. We will be cutting our hours and days in June. We will be open from 1-6 p.m. some days to accommodate the people that work later hours. We are having problems getting

volunteers and nurses to work each week. Rhonda is looking into vaccinating the people that are homebound. The TB testing is still on hold at this time.

The health department received the Shining Star Award from the Chamber of Commerce. They wanted to recognize the health department for all of the hard work during this pandemic and recognize the volunteers that have been working at the COVID vaccine clinic.

Misty Hopkins, Immunization Clerk reported she has been taking care of the inventory of the COVID vaccines and supplies we are receiving from the state each week. Misty has been working with the volunteers and training them on the scheduling system at the vaccine clinic. She is taking care of the immunization clinic each week, scheduling appointments, checking inventory of the vaccines, ordering vaccines and other duties that pertain to the immunization clinic.

Dawn Risten, Food Service/Emergency Preparedness Coordinator reported she has been working at the COVID vaccine clinic every Thursday and Friday. She mainly works at the check-out station and schedules the second appointments for the people coming to the clinic. Dawn continues to help Rhonda review new information and watches the webinars that the state has been providing.

Dawn has been working on the Emergency Preparedness operations plans. She has met the deliverables for the Emergency Preparedness Grant.

Dawn has been inspecting the restaurants and schools lately. She will have a lot of spring and summer events this year that she will have to inspect. The amount of complaints are down at this time.

There are some new food establishments coming to Rochester later this year. Starbucks, Pizza Quick. Primos just opened on Main Street. Homestyle Cooking & BBQ is located in the Slappy's Rib Shack building on 9th Street.

Shannon Shepherd, Environmental Director reported the number of inspections has doubled from last year at this time. The site inspections, building releases, permits issued and complaints are also higher than last year at this time. The amount of complaints for garbage and trash has also increased. She has been working with Attorney Perkins on violations and enforcement injunctions. Shannon has completed the quarterly water sample for Tam's Hog Farm.

Shannon stated we are using the COVID Vaccine Grant money for overtime pay for the health department employees and buying additional supplies for the clinic.

We need to add additional money to the budget next year to cover some of the overtime hours. We are working with 6 budgets at this time due to the COVID grant money we have received from the state.

Health Officer's Report:

Dr. Reyburn has submitted the paperwork to the Auditor's Office for the part-time nurse that we will be hiring. This nursing position would help administer vaccines and be the Health Educator. We will be using grant money to cover this position.

We will be receiving \$6090.31 from the Indiana State Department of Health for the COVID vaccine clinic we held on Saturday, April 10th.

Dr. Reyburn spoke earlier in the meeting on other topics.

Health Department Attorney's Report:

Attorney Perkins completed the MOU between the Community Resource Center and the Fulton County Health Department for use of the building for the COVID vaccine clinic.

Attorney Perkins stated a business in town was violating the Agreed Order that was in place. They were ordered to turn in the receipts from the pest control company. The owner will have to go to court and tell the judge why he is not following the Agreed Order. Attorney Perkins has been working with Shannon on enforcement orders.

Old business:

Status on hiring a part-time nurse.

We are finishing the proper paperwork to complete this process. We will know more in the next few weeks.

New Business:

Tweedle Dee's Restaurant fines.

This was discussed in the Public Participation at the beginning of the meeting.

Next meeting is on June 15th at 12:15 p.m.

The 2022 Budgets will be discussed.

There being no more business to come before the board,

Robin Surface made a motion to adjourn and Priscilla Crill seconded the motion.

Motion carried.

Meeting adjourned at 1:05 p.m.

Carrie Ranstead

Vital Records Registrar