

BOARD OF HEALTH MEETING

JANUARY 19, 2021

The Fulton County Board of Health met for its regular scheduled meeting on Tuesday, January 19, 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.; Harry Webb, P.D.; Jana Vance; Julius Sitjar, M.D.; Robin Surface, D.V.M.; Linda Baldwin; Priscilla Crill; Shannon Shepherd, Environmental Director; Carrie Ranstead, Registrar and Andrew Perkins, Health Department Attorney.

Absent were Rhonda Barnett and Dawn Risten. They were setting up the COVID vaccine clinic.

Harry Webb called the meeting to order at 12:16 p.m.

Election of officers:

Nominations were opened for President and Vice-President. The board would like to keep Harry Webb as President and Jana Vance as Vice-President. No other nominations were made. Dr. Sitjar made a motion to close the nominations and appoint Harry Webb as President and Jana Vance as Vice-President. Robin Surface seconded the motion.

Motion carried.

Harry Webb asked the board members if they received and read the minutes from the October 20, 2020 meeting. Robin Surface made a motion to approve the minutes as presented. Dr. Sitjar seconded the motion.

Motion carried 5-0.

Harry Webb asked the board members if they received and read the minutes from the November 13, 2020 special meeting for the Food Enforcement Policy.

Robin Surface made a motion to approve the minutes as presented.

Dr. Sitjar seconded the motion.

Motion carried 5-0.

Public participation: Phyl Olinger was in attendance for the meeting. No comments were made.

Staff Reports:

Carrie Ranstead, Registrar, gave the cash balances as of January 19, 2021; Health Department general fund (1159) \$153,738.10; Local Health Maintenance (1168) \$219,677.28; IN Local Health Department Trust Account (1206) \$212,306.08.

The Indiana State Department of Health implemented a new program for the Vital Records division. This system has all of the birth and death records from the past and any new birth and death records will come through this system. I have continued helping the other staff in the office with various duties.

Rhonda Barnett, R.N. /P.H.N. was absent today. Dr. Reyburn reported for Rhonda. The COVID testing site is still operating. They will be getting the Binax testing soon. The COVID vaccine clinic has opened, the clinic is located at the Community Resource Center at 625 Pontiac Street. The first week they gave 200 shots in 2 days. We will be getting 400 vaccines next week. We have received a grant from the state for \$40,000.00 to buy supplies, for overtime pay for the health department staff and possibly hire someone to help run the clinic. We have some volunteers to help at the clinic and there will be 4-5 vaccinators each day. Dawn and Misty are helping Rhonda set up the vaccine clinic and are keeping updated with information from the state. Each staff member in the department has been taking phone calls to help people get the appointment scheduled to receive the vaccine. We have the Moderna vaccine and that requires 2 doses 28 days apart.

Dawn Risten, Food Service/Emergency Preparedness Coordinator was absent today. Dr. Reyburn reported that 98% of the 2021 Food Permits are completed at this time. Dawn has been helping Rhonda preparing for the COVID vaccine clinic and working the 2 days a week at the clinic. Dawn continues to follow up on any complaints that she receives on the restaurants in town.

Shannon Shepherd, Environmental Director reported she has issued 20 more permits than last year. The amount of inspections are up from last year due to the type of septic system that needs to be installed. The newer systems take multiple inspections per system. Shannon started meeting the soil scientists and the septic installer at the site at the same time to review the site. She collected the fourth quarter water sample for Tam's Hog Farm. The health department filed two complaints with the Indiana Registry of Soil Scientist Board regarding the performance of a registered soil scientist.

Shannon completed Cease and Desist Orders for the restaurants that violated the restrictions that are in place. Completed and submitted three (3) end of the year transfer requests for the department to purchase office/immunization supplies. Completed and submitted four (4) invoice requests for funds for budget period two of the Emergency Preparedness Grant to the Indiana Department of Health. Completed and submitted three (3) invoice requests for funds for the COVID test site grant.

Health Officer's Report:

Dr. Reyburn reported we are still working on getting another Nurse/Health Educator for the health department. We have submitted the necessary papers to the County Council last year. This new position will help Rhonda and be her backup when she is out of the office. We would like to work on educating the community on various health matters in the future.

Health Department Attorney's Report:

Attorney Perkins reported he worked more hours for the health department in 2020 than in 2019. A large percent of that time was due to COVID related matters that came up due to the Executive Orders that were in place. Attorney Perkins felt those situations needed to be addressed to provide the best results for the community. In 2019 he worked about 18 hours and in 2020 he worked about 36 hours. In 2019 Attorney Perkins worked on Health Orders, Court Orders and other health department business that needed finalized. He is willing to continue this year with the discounted fees per hour that was originally agreed upon.

Old Business:

Purchased informational signs and radios to use when we have the vaccine clinic. This was purchased with the CARES Act money.

New Business:

Hazardous Substance Committee appointment.

Shannon Shepherd has been on this committee in past years representing the health department.

Linda Baldwin made a motion to appoint Shannon Shepherd to the Hazardous Substance Committee from January 1-December 31, 2021.

Priscilla Crill seconded the motion.

Motion carried 5-0.

Next meeting is on April 20, 2021 at 12:15 p.m.

There being no more business to come before the board, Robin Surface made a motion to adjourn the meeting.

Meeting adjourned at 12:56 p.m.

Carrie Ranstead

Registrar