

Minutes

Sullivan County Board of Health

Meeting: 17 August 2017

Location: Health Department

- 1) Call to order by Dr. Woods—Members present -Jessy Woods, Deidre Dugan, Barbara Mowery, Sharon Pigg, Amy Hale, Patty Morgan. Absent-Judy Weathers. Staff present—Mike Gamble, Matt Herrick and Kelly Wood
- 2) Introduction of new members: Barbara Mowery MD, Amy Hale RN, Deirdre Dugan RN
- 3) Staff introductions
 - Administrator: Matthew Herrick, MHA
 - Public Health Nurse: Kelly Wood, RN
 - Clerk: Sarah Henry
- 4) Approval of minutes from meeting 21 July 2017-Woods read minutes. Barb motioned for minutes to be approved. Sharon second. Unanimous approval.
- 5) Approval of claims/vouchers—Woods reviewed vouchers with board. Woods motioned for Sullivan Daily Times voucher to be approved. Sharon second. Patty Morgan abstained. All other members approved. Patty motioned for all other vouchers to be approved. Deidre second. Unanimous approval.
- 6) Report from Health Officer
 - Review of ISDH trainings/plans
 - Vital Records-Birth-31, Death-84, and Septic-1. State vital reps (Kathleen Frogge, Darcy and Anne) had been down for training
 - Pools-State (Beth) had been down for training and site visit to city pool. Pending state assessment
 - Epidemiologist-Lindsey Wenning- State Epi down to train staff
 - Foods—State Rep (Krista Click) down for visit but training will not happen until field staff are done at the State Fair
 - Immunizations—Lauren, Jelisa, and Diana down for immunization training. Specifics discussed with staff on getting the immunization program reinstalled for the department.
 - Lead Team-Lead state rep down for training (Kim Roe)
 - On site Sewage/Septics- State down for their weekly assessment and training. Continuous education and septic meeting on the calendar for 8/23/17 at 7pm at fairgrounds.
 - Window hours now 9-4
 - Staffing: Admin 5 days, Nurse 4 days, Clerk 3 days per week
 - Meeting with County Council representatives- Matt, Kelly, Dr. Woods and Dr. Gamble met with 3 members of county council to review budget in preparation of the budget hearing scheduled for August 29, 2017
 - Report of IT upgrade—awaiting
 - 1995 Ordinances—shown to the board. Gamble also showed board an example of a notification letter pump/haul order
 - Fee Schedule Review—shown to the board
- 7) Old Business
 - Await fire marshall walk thru: Gamble informed board possible issue with the fact there is only one exit and no fire extinguisher
 - Grant money returned by commissioners/auditor-copies on file in office
 - Vaccine from Milburn's: bill paid
 - Supply chain unclear so ISDH advised destroy and they will replace at no cost. Kelly stated she had talked to State (Lauren) and Milburns directly and state advised to destroy current medicine and when immunization program requirements are complete then they will reissue all proper medicine with no penalty.
 - Status of 2017 Grant Revision/Carryover request—Continuing to work on aligning monies as appropriate
 - 2018 Budget review
 - Malpractice insurance- MD will be covered under personal policy—that line item monies can be cut from the 2018 budget
- 8) New Business
 - 2018 Grant Application due October 1—Matt and Gamble working with K. Nicely (State Grant Director)
 - Purchase new laptop for nurse
 - Purchase rugged laptop for field inspections

---Discussion. Patty made motion to purchase 2 computers/printers as long as Auditor and process is appropriate. Deidre second. Unanimous approval.

- Purchase septic inspection supplies- wheel, measuring devices, etc
- Purchase food inspection kit

---Discussion. Deidre made motion to purchase all food and septic inspection kits. Amy second. Unanimous approval.

- Approve food manager certification courses for health officer, environmentalist, RN
- Approve membership in public health organizations

--- Discussion. Woods made motion to approve dues, memberships, conferences and travel for the rest of 2017. Patty second. Unanimous approval.

- Long and short term objectives: subcommittee?

---Woods suggested the board think about what areas they may want to serve on if a subcommittee is formed for any areas regarding the Health Dept.

- Letter to Commissioners regarding building, floor, chairs

---Discussion about condition of office. Woods made motion to send a letter she would draft as the board president to the commissioners about the concerns the board has, as well as the ISDH staff has had, with site visits regarding the office conditions. Patty second. Unanimous approval.

- Set recurring meeting dates for future meetings: query 4th Thursday each month?

---Discussion of agreed upon dates/times. Slight change of dates due to holidays—Dates set for 9/28/17, 10/26/17, 11/16/17, 12/21/17 at 7pm. Deidre made motion for dates discussed. Barb second. Unanimous approval.

---Gamble showed board the state level paperwork that needed to be filled out for all board members with chronological appointment information. Board reviewed and Gamble stated he would get approval from commissioners at meeting on 8/21/17.

9) Good of the Order

10) Adjourn ---Woods made motion. Patty second. Unanimous approval.

_____ Michael Gamble, MD, MBA, Health Officer

_____ Jessy Woods, MD, President Board of Health

_____ Deirdre Dugan, RN

_____ Amy Hale, RN

_____ Patricia Morgan

_____ Barbara Mowery, MD

_____ Sharon Pigg

Judith Weathers