

MINUTES AND MEMORANDA
ST. JOSEPH COUNTY BOARD OF HEALTH

February 13, 2019
Regular Meeting

Present at the Meeting:

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

Also Present at the Meeting:

Luis Galup, M.D.	Health Officer
Mark Fox, M.D.	Deputy Health Officer
Brett Davis	Environmental
Mark Espich	Environmental
J. David Keckley	Attorney for Health Department

I. AGENDA AND MINUTES:

Due to the absence of Dr. Deardorff, Dr. Beidinger-Burnett chaired tonight's meeting. She recommended that two items be added to tonight's agenda under Old Business as follows:

19-05 2019 Board of Health Committee Assignments

19-06 Position Description for Executive Administrative Assistant who will be Mary Rooney's replacement

On motion made by Dr. Marker, seconded by Mr. Linn, and unanimously approved, the agenda for the February 13, 2019 Regular Meeting of the Health Board was adopted as amended.

On motion made by Mr. Linn, seconded by Dr. Marker, and unanimously approved, the Minutes of the January 9, 2019 regular meeting of the Board were approved.

II. HEALTH OFFICER ORAL REPORT:

1. Dr. Galup shared with Board Members information regarding the current flu season. The week ending January 26, 2019, was week number 4 for the reporting of influenza-like illness for the State of Indiana and Nationwide. Compared with 2018, the numbers were considerably lower in all categories to include influenza-associated deaths, facility outbreaks and percent positivity of influenza specimens tested at ISH.

Dr. Galup noted that district wide ILI activity decreased through week 4 and is below the 2 designated percentage base line. The discussion included the type of influenza that is seen in the community; the extent of protection by vaccination; and why influenza is more common in the winter.

2. Plan to move the Health Department from the County-City Building to the Law Building, Second Floor.

Dr. Galup distributed to Board Members the proposed second floor renovation of the Law Building to accommodate all divisions of the Health Department. Concerns include limited bathroom space, privacy for the nursing division and whether the reduced square footage will accommodate all divisions.

It was the consensus of the Health Board Members present at this meeting that this matter be referred to the Personnel Committee for a review and determination as to whether the Health Board will have a voice in this matter.

It is anticipated that this project will be considered for approval by April with a move-in date by January, 2020.

3. Dr. Galup noted John Linn will continue to work on convening the various Boards associated with the Source Water Protection Ordinance.

III. DEPUTY HEALTH OFFICER ORAL REPORT:

1. Lead Initiative

Dr. Fox reported that an ISDH grant of \$10,000.00 was awarded to the Health Department for "Lead Free by 3".

The recent lead testing event at Madison Elementary did not draw the number of children that were expected to attend this event. There is another school-based testing event scheduled for March 21 at Harrison Elementary which is expected to do better as teacher-parent conferences are also scheduled for that evening.

Dr. Fox distributed to Board Members a chart showing the number of tests performed in December, 2018, to include the lead level of the test. He provided further explanation of the information contained in this chart and told Board Members that he was working to include year-to-date numbers and comparisons to prior years in the monthly charts to be distributed through 2019. Dr. Beidinger-Burnett again encouraged Dr. Fox to include in these charts the number of children testing zero for lead levels. The category is presently 0-4.9 and would be helpful to know how many children in that category did in fact test zero. Dr. Fox is working on the possibility to create such a category and will let the Board know if he is able to do this.

2. Immunizations

A new nurse has been hired which brings the Nursing Division to be fully staffed. Efforts are under way to expand Immunization Division.

The expansion may include deployment of the mobile unit as well as expanded focus on HPV to include engagement with community partners.

3. Health Education

A new educator has been hired.

Dr. Fox is considering a name change for the division to better capture the division's mission and goals. He also explains that the Health Department website is migrating to the new county website and will provide further information in the future.

IV. NEW BUSINESS:

19-03 Discussion and Vote on December, 2018 Health Officer's Report

Board Members reviewed the December 2018 Health Officer's report. On motion made by Mr. Linn, seconded by Emily Dean, and unanimously adopted, the December 2018 Health Officer's Report was approved.

19-04 Discussion and Vote on Employee Pay-Out

The retirement of Environmental Health Director Linda Mauller has resulted in the appointment of Mark Espich as Environmental Health Director, and the appointment of Brett Davis as Assistant Environmental Health Director. The new assignment of these individuals to these positions occasions the need to consider a pay-out for the comp time Brett Davis has accumulated. The payment is expected to be less than \$5,000.00 and it will ensure that he will continue to be present on a full-time basis with the Department rather than utilizing his comp time prior to assuming the duties as Assistant Director. Board Members were in support of providing a pay-out to Brett Davis and authorized Dr. Galup to make this happen.

V. **OLD BUSINESS:**

19-05 **2019 Board of Health Committee Assignments**

Dr. Beidinger-Burnett announced the Health Board Committee Assignments as follows:

Finance Committee

Dr. Dale Deardorff
Dr. Heidi Beidinger-Burnett
Dr. Jason Marker
Dr. Ilana Kirsch

Personnel Committee

Dr. Dale Deardorff
Dr. Heidi Beidinger-Burnett
Sharon Imes
Emily Dean
John Linn

Appeals Committee

Dr. Dale Deardorff
Dr. Heidi Beidinger-Burnett

19-06 **Position Description for Executive Administrative Assistant who will be Mary Rooney's replacement**

Dr. Beidinger-Burnett distributed to Board Members the revised position description for the Executive Administrative Assistant. Board Members reviewed and approved the noted revisions so that this job opening can now be posted.

Board Members were reminded that Dr. Galup will be retiring in October and the Board will have to consider how to structure the Health Officer/Administrative Director position. This topic will be discussed at future Board meetings.

Board Members also discussed the recent Rental Safety Verification Program (RSVP) initiated by the Mayor's office and South Bend City Council. Both Dr. Fox and Dr. Galup expressed support for the implementation of the RSVP program. Dr. Beidinger-Burnett will draft a letter of support to be submitted on behalf of the St. Joseph County Health Department and Health Board.

VI. **BOARD NOTIFICATIONS:**

1. **Hirings**

The Board acknowledged the hiring of Elizabeth Wolff, Health Educator, starting February 19, 2019.

There were no resignations or retirements to acknowledge at this meeting.

VII. PUBLIC COMMENTS:

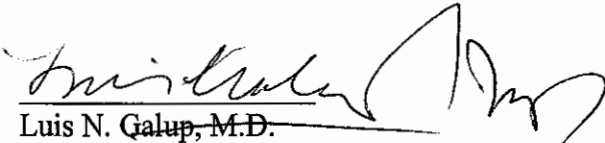
There were no public comments at this meeting.

VIII. TIME AND PLACE OF NEXT REGULAR MEETING:


The next regular meeting of the St. Joseph County Health Board is scheduled for Wednesday, March 20, 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 St. Joseph County Health Board