

MINUTES AND MEMORANDA
ST. JOSEPH COUNTY BOARD OF HEALTH

March 20, 2019
Regular Meeting

Present at the Meeting:

Dale Deardorff, M.D.	President
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
Sharon Imes, RN, MSN	Member

Also Present at the Meeting:

Luis Galup, M.D.	Health Officer
Mark Fox, M.D.	Deputy Health Officer
Amy Ruppe	Finance Manager
Brett Davis	Environmental
Mark Espich	Environmental Director
Betsy McCue	Epidemiology
Christine Hinz	Nursing Director
Carolyn Smith	Food Services Director
Ericka Tijerina	Vital Records Director
Karen Flanigan	Food Services
J. David Keckley	Attorney for Health Department

I. AGENDA AND MINUTES:

Dr. Deardorff recommended that one item be added to tonight's agenda under New Business as follows:

19-13 Assistant Manager – Vital Records – Compensation.

On motion made by Dr. Beidinger-Burnett, seconded by John Linn, and unanimously approved, the agenda for the March 20, 2019 regular meeting of the Health Board was adopted as amended.

On motion made by John Linn, seconded by Dr. Beidinger-Burnett, and unanimously approved, the Minutes of the February 13, 2019 Regular Meeting of the Board were approved.

II. HEALTH OFFICER ORAL REPORT:

1. St. Joseph Regional Medical Center has recently reviewed the cost of x-rays charged to the Health Department under a verbal agreement entered many years ago. They are now asking the Health Department to sign a contract as a provider that will require the Health Department to accept the Medicare prevailing fee for x-rays in our contract investigations. This fee is 220% of what they are currently charging for that service. Dr. Galup has requested that they reconsider this request but he has not yet received an answer. He will keep Board Members advised.
2. The 2019 budget for the Health Department has been approved by DLGF without modification.
3. Dr. Galup recently attended a training meeting which addressed the requirements to be in compliance with the Title VI of the Civil Rights Act of 1964. This federal statute prohibits discrimination based on race, color, or national origin in programs and activities that received federal financial assistance. Dr. Galup received documentation and materials necessary to demonstrate compliance, to include a voluntary survey for clients, periodic training of personnel and a Limited English Proficiency Program. Board members were given a copy of these materials. He also explained that a disclaimer will appear at the bottom of all public meeting notices indicating that persons with disabilities or non-English speaking persons who wish to attend any meeting and need assistance should contact the support services coordinator with information about that process. A Title VI liaison will be designated to collect and keep the required documentation. The training program for Health Department personnel will also be scheduled.
4. It appears the Health Board will need to nominate individuals to serve on the Water Resources Advisory Board to include a physician; a biologist; a chemist; a certified professional geologist competent in hydrogeology; and a person competent in hazardous substance management.

Also, nominations to the Waste Water Advisory Board are necessary to include a hydrogeologist; a biologist, health scientist or earth scientist; a member currently employed by municipal water or waste water treatment works; and a member at large.

Board Member John Linn will assist Dr. Galup in finding individuals willing to serve on these Advisory Boards.

5. Dr. Galup noted that there will be a presentation at this meeting by Mr. Francisco Fotia, St. Joseph County Department of Infrastructure, Planning and Growth, with regards to the Health Department's move to the Law Building noted under New Business. The County Commissioners have made this decision which addressed factors to include the financial side consisting of the "fiscal cliff" facing us for the 2020 budget, coupled with the desire of the city to expand either in the County-City Building or elsewhere. He further explained that the Law Building is an old building with significant problems and shortage

of space. However, this space can be sub-divided by partitions. The County Commissioners do not need the Board of Health approval or permission, but they would like our acceptance.

III. DEPUTY HEALTH OFFICER ORAL REPORT:

1. Lead Initiative.

Dr. Fox distributed the lead report for tests drawn between January 1, 2019 and January 31, 2019. He reviewed with Board Members the information contained in this report and answered questions regarding the action taken if the result is above a 10.0 10.0 mcg/dl Pb Level. Also the action taken if a test is between 5.0 and 9.9 10.0 mcg/dl Pb Level. There are currently 32 children receiving case management services and 93 children receiving case monitoring services.

The next lead testing event will occur at Harrison Elementary. The Medical Foundation will be conducting the testing and Health Department personnel will be distributing educational materials. There will be another lead testing event in May at Lincoln Elementary.

He also reviewed the services being provided through the \$10,000.00 ISBH grant, referred to as "Lead Free by 3".

2. Immunizations.

Due to the discharge of an immunization nurse, there is a vacancy to fill. He noted that there was a forty percent increase in patients receiving immunizations at the Health Department Clinic in January which may have been due in part to expanded hours and availability of staff.

IV. NEW BUSINESS:

19-07 Move to the Law Building – report of Dr. Ilana Kirsch.

Dr. Kirsch referenced a summary of her investigation and concerns regarding the Health Department's move to the Law Building which she e-mailed to Board Members prior to this meeting.

Mr. Francisco Fotia, representing the County Department of Infrastructure, Planning and Growth, gave to Board Members a copy of the preliminary floor plan for the renovation of the Law Building to accommodate the Health Department. He explains that there have been several meetings with the Health Department Division directors and the Health Officer to review and revise this floor plan.

Dr. Beidinger-Burnett noted that this matter had not been before been placed on the Board's agenda and although it appears that discussions and planning have been ongoing for the past two years, it was only very recently that the Board learned of this project. Given the nature of tonight's presentation, it certainly appeared to her that this was a "done deal" and the Board has not been involved in this process. She and other Board Members expressed concerns to include a lack of technology plan for this area; the lack of space for any future growth within the Health Department; lack of parking; air quality in this building; and the age of the current heating and air conditioning units.

Mr. Fotia assured Board Members that these concerns had been and will continue to be addressed as the planning moves forward for this project. He anticipated that bids will be received in early May, a vote for funding will occur in June, and the renovation work will then begin. Anticipated move would be sometime in the first quarter of 2020.

The Board thanked Mr. Fotia for his presentation but declined to provide an official response at this time. Dr. Deardorff will continue to monitor this project.

19-08 Discussion and Vote on 2018 Annual Report.

Betsy McCue prepared the 2018 Annual Report with the help of both Dr. Galup and Dr. Fox together with all department directors. Department directors were in attendance at this meeting to answer questions regarding the information contained in the report. Board Members reviewed and made recommendations for revisions and corrections in order to clarify various sections of the report to include sections pertaining to food services, nursing and vital records. The revisions and corrections were duly noted by Betsy McCue. Upon motion made by Dr. Beidinger-Burnett, seconded by Sharon Imes, and unanimously adopted, the 2018 Annual Report, as revised, was approved.

19-09 Discussion and Vote on January, 2019 Health Officer's Report.

Board Members reviewed the January, 2019 Health Officer's Report and noted that there appears to be a shift away from school presentations with regards to the Health Education Department with more involvement and collaboration with various community agencies and organizations. Also, it appears that information regarding TB case management has changed.

Dr. Beidinger-Burnett again requested that Dr. Galup consider revising the format style of the Health Officer report as to the information contained in the report.

On motion made by Dr. Marker, seconded by Sharon Imes, and unanimously adopted, the Report was approved.

19-10 Selection of Vehicles RFP.

Dr. Galup reported that five proposals were received and reviewed. Board members were given an outline sheet regarding the specifics of each proposal.

Dr. Galup will be pursuing proposal #5 which was the proposal by Enterprise. This proposal comes within our 2019 budget but additional negotiations are necessary to include whether the Health Department will purchase the vehicles at the end of the lease period or return the vehicles. He recommends that the vehicles be purchased which is referred to as an "open" lease.

Proposal #1, which was submitted by Gates Chevrolet, will be considered if the Enterprise proposal does not work.

On motion made by John Linn, seconded by Dr. Marker, and unanimously adopted, the Board directed Dr. Galup to continue his negotiations with the vehicles RFP proposals and notify Board Members by e-mail correspondence of the outcome of the negotiations.

19-11 Selection of Executive Administrative Assistant Applications.

The Personnel Committee met prior to the Board Meeting and reviewed the applications submitted for the Executive Administrative Assistant position.

The Personnel Committee recommends that Dr. Galup, Dr. Fox and Amy Ruppe interview at least three of the qualified applicants as noted by the resumes and report their recommendations to the Personnel Committee. The Personnel Committee will again meet April 10, 2019 at 4:00 p.m. prior to the Board Meeting to further review this matter.

19-12 Nominations to the Advisory Boards.

This item was addressed in the Health Officer Oral Report as noted above.

19-13 Assistant Manager – Vital Records – Compensation.

Vital Records Director Ericka Tijerina brought to the Board's attention that the Assistant Director hired in December is paid less than the other Assistant Directors within the department notwithstanding that the compensation for this position was increased approximately \$6,000.00 as part of the 2019 budget.

Dr. Deardorff requested that Ms. Tijerina provide additional information to include the job description, listing of responsibilities and comparison to other departments and the Board will continue to review this matter next month.

V. OLD BUSINESS:

17-7 SJCHD Lead Action Plan Update.

This item was contained in the Deputy Health Officer Oral Report as noted above.

Dr. Heidi Beidinger-Burnett reminds Dr. Fox that he is working on revising the format and information to be included in the Lead Action Report and would ask that he submit a draft of this revised report by the next Board Meeting.

VI. BOARD NOTIFICATIONS:

The Board acknowledged the termination of an immunization nurse during her probationary period.

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, April 10, 2019, at 5:00 p.m., at the St. Joseph County Department of Health, 8th Floor Board Room.

ATTEST:



Luis N. Galup, M.D.
St. Joseph County Health Officer

Respectfully submitted,



J. DAVID KECKLEY
Attorney for St. Joseph County Health Board