

MINUTES AND MEMORANDA
ST. JOSEPH COUNTY BOARD OF HEALTH

April 10, 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

Also Present at the Meeting:

Luis Galup, M.D.	Health Officer
Mark Fox, M.D.	Deputy Health Officer
Brett Davis	Environmental
Mark Espich	Environmental Director
Betsy McCue	Epidemiology
Ericka Tijerina	Vital Records Director
J. David Keckley	Attorney for Health Department

I. AGENDA AND MINUTES:

Upon request of Dr. Deardorff, the Agenda for the April 10, 2019 Regular Meeting was amended to include under New Business Item 19-16, Personnel Committee Report, which will include a discussion of Item 19-13, Assistant Manager – Vital Records – Compensation, currently noted under Old Business. On motion made by John Linn, seconded by Dr. Marker, and unanimously approved, the Agenda for the April 10, 2019 Regular Meeting of the Health Board was adopted, as amended.

On motion made by John Linn, seconded by Dr. Kirsch, and unanimously approved, the Minutes of the March 20, 2019 Regular Meeting of the Board were approved.

II. HEALTH OFFICER ORAL REPORT:

Dr. Galup informed the Board that he received a call from Dr. Daoud regarding a Homeless patient she had previously treated as an inpatient at Memorial Hospital for active TB. She complained that HD nurses call her office to report on this patient and other similar patients, i.e. treated while in patient at Memorial and then discharged. The most recent patient is non-compliant and has problems with alcohol which could lead to MDR. Dr. Daoud explained that her responsibility to treat this patient ended when the patient was discharged and that the patient should be treated by the HD. Dr. Galup explained that he was a pathologist and not a clinician and that the

HD does not have a TB clinic. The VD clinic has been terminated due to a lack of funding and employees. He invited Dr. Daoud to come to our Health Board meeting and express her feelings, but she declined to do so.

The provider contract with SJRMC will be signed for chest x-rays. Efforts were made to contact Dr. Patterson at Beacon and a manager at South Bend Clinic but there has been no reply.

Discussions continue with Enterprise to complete a lease agreement. The County Commissioners approval is expected to be received on April 16.

Christine Hinz, Director of Nursing, will be trained in the "Train the Trainer" sessions so that she might train a portion of the personnel in HIPAA regulations. Robin Vida, Health Educator, will also be trained to provided training to the rest of the employees.

An initial internal review of credit accounts with the Environmental Division recorded in spread sheets stored on an external hard drive attached to the computer of the Administrative Assistant revealed that since 2007 there were substantial accounts receivable for work performed by the division. The following steps have been taken to correct the problem:

1. The IT department of St. Joseph County has set up a network drive that will be backed up during the regular procedures of the IT department.
2. The external drive was removed from the Administrative Assistant's computer and re-attached to Amy Ruppe's computer and remains under her custody.
3. The responsibility for maintaining the records of the credit accounts was transferred from the Environmental Division to the Finance Division.
4. A task list was established to ensure the issuance of periodic invoices to collect the money owed to the Health Department and a periodic monthly reconciliation between the Environmental and Finance to track the collection process.
5. An entry will be made in the financial statements of the Health Department indicating the amount received for past operations and the amount collected from invoicing.

III. DEPUTY HEALTH OFFICER ORAL REPORT:

1. Lead Action Report.

Dr. Fox distributed and reviewed February's lead report. It contained a YTD comparison with 2018. It shows that testing has increased for 2019.

There have been six cases above the 10 mcg/dl Pb Level. There are currently 31 children under case management and 86 children under case monitoring. Some of the case monitoring cases are pending confirmation.

The HD continues to work with providers to encourage lead testing. It is noted that 24 children under the age of five were recently tested at Harrison Elementary School. The priority is to test children under the age of three. To that end, day care establishments will be targeted. Lead testing will take place at Lincoln Elementary School in May.

The city's recent Rental Safety Verification Program will likely result in the HD receiving requests to inspect residences for lead levels when there are complaints.

2. Immunizations.

There was a small decline in the February numbers. An immunization nurse has been hired which means the nursing division is at full staff. The immunization grant from the ISHD has been renewed. It is anticipated that the mobile unit will be utilized in the field more consistently and a walk-in clinic at the County City Building and Mishawaka County Services will continue to operate. Efforts continue to put a billing mechanism in place to service adult Medicaid and private insurance clients.

Vaccinations to HPV continues to be a point of emphasis for both boys and girls. Dr. Kirsch explained the importance of this vaccination and believes more should be done to educate providers and the public. Perhaps HD presence at back-to-back school nights to spread the word could be considered.

3. Health Education.

The format for reporting Health Education activities has been revised and the priority areas have been defined.

IV. NEW BUSINESS:

19-14 Discussion and Vote on February 2019 Health Officer's Report.

The February 2019 Health Officer's Report was distributed to Board Members which contained various spread sheets for each division. Dr. Beidinger-Burnett suggested that the Report's pages be numbered which would help referencing specific information contained in the Report.

On motion made by Dr. Beidinger-Burnett, seconded by Dr. Marker, and unanimously adopted, the Report was approved.

19-15 Petition to ISDH to Change its Rule Related to the Threshold by Which Health Department's Initial Case Management for Children.

Dr. Burnett explained that she is a member of a state wide working group that reviews and makes recommendations every 7 years as to the renewal or revision of certain rules and regulations adopted by ISDH.

She recommends that the Health Board join with the Health Officer to prepare a letter of support to be delivered to ISDH encouraging that case management services be provided to children with a lead level of 5 mg/dL Pb or higher level. Dr. Deardorff noted that there is much support in the medical community and expects the CDC to address this issue. Dr. Fox believes there is support in the medical community to lower the level to 3 mg/dL or higher.

On motion made by Dr. Beidinger-Burnett, seconded by Dr. Kirsch, and unanimously approved, the Health Board and Health Officer will join in the preparation of a letter of support to provide case management services to children with a lead level of 5 mg/dL or higher.

19-16 Personnel Committee Report.

Personnel Committee members Dr. Deardorff, Dr. Beidinger-Burnett, Emily Dean and John Linn met April 10, 2019 before the regular Board Meeting. The Committee is revising the job description for the Health Officer and will be sending to all Board Members via e-mail the final draft prior to the May meeting. The committee has not yet reviewed the job description for the deputy health officer but will be considering this matter at future meetings. The Committee will again meet on May 8, 2019, before the Regular Board Meeting to continue its review of the Health Officer salary and a recruitment plan for the next Health Officer.

The Committee also discussed their request by Vital Records Director Ericka Tijerina to increase the salary for the Vital Records Assistant Director. The Committee recommends that the Board not take any action at this time and notes that it has received additional information at this meeting from Ms. Tijerina that will be reviewed and considered. The Board accepted the recommendation to table this matter at this time.

V. OLD BUSINESS:

17-07 SJCHD Lead Action Plan Update.

Dr. Fox has reviewed and revised the 2017 Lead Action Plan and distributed to Board Members the 04-02-2019 draft. The Lead Action Plan has been revised to contain three goals with four named strategies pertaining to each goal, The goals are identified as follows:

1. Reduce the risk of lead exposure in St. Joseph County.
2. Identify children with elevated blood levels.
3. Improve health outcomes for children effected by lead exposure.

Efforts are under way by the staff in all divisions at the HD to determine how best to measure the achievement of these named goals. More information regarding this project will be presented at the May meeting.

19-06 Position of Executive Administrative Assistant.

Dr. Galup reported that the interviews have been completed and a selection has been made. Jennifer S. Parcell has been hired and she will commence her duties at this position on April 29, 2019.

19-12 Nominations to the Advisory Board.

Board Member John Linn has met with Dr. Galup and reviewed with him possible nominations to the various Advisory Boards.

He reviewed the history of these Advisory Boards during this meeting. The purpose of the Advisory Boards was to assist in the implementation of the various ordinances regarding septic systems, wells, water quality, etc. Also, to recommend to the Health Board necessary changes to the various ordinances.

He provided further history with regard to the establishment of the Water Resource Advisory Board. He distributed materials to include information regarding the members of this Board. The Board of Health has four appointments to this 15 member Board. Information regarding the responsibility of the Board was included in the materials. The Board generally addresses the property transfer ordinance, the wellhead protection ordinance and the source water protection ordinance.

He also provided history and information regarding the Onsite Waste Water Advisory Board. This is also a 15 member Board with the Board of Health having four appointments. This Board also addresses the septic ordinance.

John Linn will continue to work with Dr. Galup and Environmental Health Director Mark Espich to determine the availability of persons to fill the membership of these boards and to schedule organizational meetings.

VI. BOARD NOTIFICATIONS:

The Health Board acknowledged and confirmed the hiring of Kara Dishman, Environmental Health Specialist, and Aaron Fox, Immunization Nurse.

VII. PUBLIC COMMENTS:

Environmental Health Director Mark Espich suggested that an additional septic inspector position should be considered. Request for well and septic permits continue to rise as well as the numbers relating to onsite inspections. Current staff is working many overtime hours which results in comp time that reduces productivity.

Dr. Deardorff asked for specific productivity numbers which will be used to justify the request for an additional staff member. Mr. Espich will put together the information needed prior to the upcoming budget talks.

Mr. Espich also explained that the Health Department was partnering with Menards in utilizing the \$11,000.00 grant from the city to obtain approximately 300 lead cleaning kits. The kits will contain various items together with a 1- page cleaning guide to be distributed to households in need of these materials.

The Board also heard from Debra Durall, a community member, who expressed concerns regarding the quality of the drinking water in our county. She encouraged the Board to prioritize this matter, as well as the issue of finding evidence of lead in the soil near and around older homes which not only present a risk for the health of children, but also plants could be affected and probably should not be grown in contaminated areas.

A new South Bend Tribune reporter assigned to cover the Health Board was introduced. He is Caleb Bauer, and the Health Board welcomed his presence and interest in Health Department activities.

VIII. TIME AND PLACE OF NEXT REGULAR MEETING:

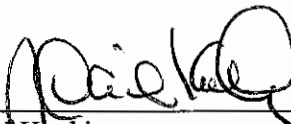
The next regular meeting of the St. Joseph County Health Board is scheduled for Wednesday, May 8, 2019, at 5:00 p.m., at the St. Joseph County Department of Health, 8th Floor Board Room. There will be a meeting of the Health Board Personnel Committee at 4:00 p.m. on May 8th, 2019, at the St. Joseph County Department of Health, 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 Board of Health