

Hendricks County Board of Health Meeting

January 5, 2016

7:00 p.m.

Hendricks County Government Center
Commissioners/Council Meeting Room
355 S Washington St.
Danville, IN 46122

The Hendricks County Board of Health met Tuesday, January 5, 2016 at 7:00 p.m. in the Commissioner's Office at the Hendricks County Government Center.

Board Members in Attendance:

Dr. Andrew Cougill
Mr. Brian Cobb
Mr. Bruce Dillon
Dr. Larry Caskey
Dr. James Richardson
Mr. Adam Kilbride
Mr. David Hardin

Hendricks County Staff in Attendance:

Dr. David Stopperich, Health Officer
Ms. Julie Haan, Director, Environmental Health
Ms. Tammy Brinkman, Director of Nursing
Ms. Ginger Harrington, Team Lead, Septic
Ms. Leanna Truitt, Healthy Families Program Manager
Ms. Lisa Chandler, Team Lead, Foods
Ms. Kandi Jamison, Assistant Director of Nursing

Board Members (Others) Absent:

Others in Attendance:

Mr. Eric Oliver, Attorney
Mr. Larry Hesson, County Council
Mr. Larry Hamilton, Hamilton Brothers Well Drilling
Mr. James Musick
Mrs. Mary Musick
Connie Nobbe, Nursing Student

Determination of a Quorum

Dr. Cougill called the meeting to order at 6:58 p.m. with a quorum present.

Approval of Minutes

Mr. Adam Kilbride made a motion to approve the minutes from the November 3, 2015 Board of Health meeting. Dr. James Richardson seconded the motion. All were in favor; and the motion passed.

Wishes to be Heard

Mr. Larry Hamilton, Hamilton Brothers Well Drilling, was present along with Mr. & Mrs. Musick. Mr. Hamilton explained that there were three previous unsuccessful drilling attempts to locate water on the property and he was requesting a waiver for a reduction in the separation distance from the water well to the septic tank at 328 E CR 200 S, Danville. The well measured approximately forty-five feet from the septic tank, and is on a higher grade than the septic field. Ms. Julie Haan provided documentation from the Indiana Department of Natural Resources (IDNR) stating that IDNR does not regulate the distance between a new well and an existing septic tank. According to the 312 IAC 13-3-2 (Rules for Water Well Construction and Pump Installation) a water well must "use every natural protection" to maintain the quality of ground water encountered during well construction. The well must be located "as far as practicable" from any known contamination sources. The Indiana State Department of Health (ISDH) regulates onsite sewage treatment and requires a new septic tank to be located 50 feet from an existing well. Ms. Haan stated that the ordinance allows the Health Officer to reduce separation requirements when it will not endanger public

health. Dr. Richardson asked if the well has been tested for coliform. Dr. Richardson made a motion to approve the location of the ground water well in relationship to the existing septic tank provided that a satisfactory water sample from the well is received by the Health Department and that it is recorded on the deed that the well is less than 50 feet from the existing septic tank. Mr. and Mrs. Musick accepted the conditions of the waiver. Mr. David Hardin seconded the motion. All were in favor; and the motion passed.

New Business

Election of Officers-After brief discussion, Mr. Cobb made a motion that the Board of Health Officers remains the same as the prior year. Mr. Kilbride seconded the motion. All were in favor; and the motion passed. Dr. Andrew Cougill will remain as Chairperson, and Dr. James Richardson as Vice-Chairperson.

2016 Meeting Schedule- The 2016 Board of Health meetings were scheduled on the first non-holiday Tuesday, every other month, starting January 5, 2016. (January 5, March 1, May 10, July 5, September 6, and November 1) The July date was changed from July 5 to July 12 because of conflicts due to scheduled vacations. Dr. Caskey made a motion to approve the meeting dates with the July date changed. Mr. Brian Cobb seconded the motion. All were in favor; and the motion passed.

Staff Safety-Mr. Dillon asked that employee safety be addressed, and questioned what can be done to help provide a safer working environment. Emergency Management Systems (EMS) has a committee to address these issues for each County Building. Ms. Haan is most concerned that we have only 1 entrance/exit to the Department. There is no way for employees to flee if needed. Ms. Haan will check on the progress of the committee and report back at the next meeting.

Job Descriptions-Human Resources required that all job description be updated. Ms. Haan and Ms. Brinkman incorporated the Public Health core competencies in writing the descriptions. The Board as a whole thought the job descriptions were very thorough. There was a consensus that the job descriptions be submitted to Human Resources to take to the January Council meeting for approval.

Food Plan Review Policy & When to Conduct Follow up Inspections on Pools Policy-Ms. Lisa Chandler and other staff members designed a table for the Food Plan Review Policy. The Policy is used for food establishments to provide consistency in requirements for completing a plan review of retail food establishments. A Policy for when to conduct a follow-up pool inspection was also created as a quality improvement project through the Lean Six Sigma methodology. Several employees worked together in an effort to improve processes and procedures. Mr. Bruce Dillon made a motion to approve both policies. Dr. Richardson seconded the motion. All were in favor; and the motion passed.

Amended Food Ordinance Draft-Ms. Lisa Chandler recently spoke to the Town Managers in Hendricks County regarding the placement of a placard containing quick response (QR) codes on windows in Hendricks County food establishments. The Town Managers were all in favor with the concept. The Hendricks County Food Ordinance would need changed to include these requirements. Ms. Chandler provided a draft letter that could be sent to the establishment to notify them of the proposed ordinance. The Board members recommended Ms. Haan to speak to the Commissioners or possibly Mike Graham before bringing the matter to the Commissioners. Mr. Kilbride made a motion to accept the draft Food Ordinance. Dr. Caskey seconded the motion. All were in favor; the motion passed.

Environmental Health

Ms. Julie Haan reported that the Fee Ordinance was passed by the Commissioners.

She reported that a meth lab in an apartment was recently busted by the Indiana State Police (ISP). She described the actions that the Health Department is required to take when a meth lab has been identified in the county. ISP provides an occurrence report to the Health Department. Title 318 IAC-1 requires the

inspection and clean up of a property contaminated with chemicals used in the illegal manufacture of a controlled substance. The property owner is required to hire an IDEM-certified cleanup contractor to complete an initial assessment to determine the level of contamination and what cleanup procedures will be required. The owner must have the property cleaned before reoccupying it; allowing anyone else to occupy it; or sell it. Mr. Eric Oliver offered input, and communication took place regarding safety issues surrounding the process.

Healthy Families

The newest home visitor, Mr. Tim Campbell, is doing well and the families are very receptive to him. Mr. Campbell is helping to get fathers more engaged. Most kids are up-to-date on shots, and all kids have a medical home. Healthy Families is short two staff members, following their resignations in December. Current employees are taking on extra hours and anticipate having a tough couple of months until new employees are hired and trained. Healthy Families staff attended the Infant Mortality Summit where concern arose about higher numbers of infant mortality in specific regions of the county. The Department of Child Services (DCS) recently conducted a telephone meeting with our Director of Nursing, Program Manager and the County Auditor. The purpose of the meeting was to explain the difference between a vendor and a sub-grantee, and how money is issued to Healthy Families. Our Healthy Families is the only one in the State still under County Government, so the accounting for the Federal Funds is different than for 501C3 organizations. DCS with input from the State Board of Accounts will let us know what the documentation will need to look like in the future. Our current contract is up at the end of August.

Nursing

Ms. Brinkman provided Child Health Fund numbers for October and November and the Yearly Beginning Balances comparison report. The sharps collection program will begin soon; a few details have yet to be worked out. Elizabeth Moore, Baby & Me Coordinator, started November 9, completed training and shadowed Ms. Kandi Jamison on home visits for the program. She is now seeing clients on her own. We are currently conducting interviews for the Public Health Nurse position on the immunization grant.

Accreditation

Ms. Brinkman introduced Ms. Rachel Buckman as now being Mrs. Rachel Fogleman, congratulating her on her recent marriage! The Community Health Assessment (CHA) and Community Health Integration Plan (CHIP) must be done prior to accreditation process. The goal is to have the CHA out by the end of the month.

Health Officer

Dr. Stopperich praised Rachel on doing a great job with the CHA. Dr. Stopperich recently spoke to Sheriff Clark regarding and acquiring NARCAN intra-nasal kits for first responders in the county. Dr. Stopperich believes we are taking a step in the right direction.

County Council Liaison

Mr. Hesson welcomed the New Year starting with a clean slate! He had the opportunity to also speak to the Sheriff regarding NARCAN, and apparently funding is lined up. Dr. Richardson added that NARCAN training might funnel through the Attorney General's office.

Health Board Attorney

Mr. Oliver has not heard from Ms. Trissel and does not believe she has taken the necessary steps needed to become compliant. The Carnes' now have counsel, but the noncompliance remains an issue.

Adjourn

Mr. Cobb made a motion to adjourn the meeting. Dr. Richardson seconded the motion. All were in favor; the meeting adjourned at 8:23 p.m.

David Hardin

J. J. Richards

[Signature]

[Signature]

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David M. Stopperich, M.D
Health Officer and Board Secretary

2-1-16

Date Minutes Approved