

**Hendricks County Board of Health Meeting
September 1, 2015**

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, September 1st 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

Hendricks County Staff in Attendance:

Dr. David Stopperich, Health Officer
Ms. Julie Haan, Director of Environmental Health
Ms. Tammy Brinkman, Director of Nursing
Ms. Ginger Harrington, Environmental Health Team Lead, Septic
Ms. Leanna Truitt, Healthy Families Program Manager
Ms. Lisa Chandler, Environmental Health Team Lead, Foods
Ms. Rachel Buckman, Health Educator
Ms. Robin Reyes, Environmental Health Specialist
Ms. Darcie Green, Environmental Health Secretary

Board Members (Others) Absent:

Dr. James Richardson
Mr. David Hardin
Mr. Adam Kilbride

Others in Attendance:

Mr. Gregory Irby, Attorney (in lieu of Eric Oliver)
Larry Hesson, County Council
Tiffany Trissel & Guest

Determination of a Quorum

Dr. Cougill called the meeting to order at 7:02 p.m.

Approval of Minutes

Once a quorum was present, Mr. Bruce Dillon made a motion to approve the July 7, 2015 Health Board Meeting minutes. Mr. Brian Cobb seconded the motion. All were in favor; and the motion passed.

Wishes to Be Heard

Ms. Tiffany Trissel was present and asked the Board for more time to correct the sewage violation at her home located at 8486 W Co Rd 700 S, Coatesville. A complaint was received in the Health Department in March 2015, alleging sewage from the home was discharging into a nearby ditch. Ms. Ginger Harrington, Environmental Health Specialist, responded to the complaint and a dye test was positive. This indicated the untreated sewage was entering the ditch. Notice of violation letters were mailed to the homeowner, Ms. Trissel, outlining the steps that would have to be taken to come into compliance. Ms. Trissel and her guest asked the Board of Health members to allow them to pump the current tank, while saving money to move forward with installing an approved septic system. Ms. Julie Haan stated that the Health Department had received a soil analysis and staff believed that progress was being made, however both of the violation letters had ordered Ms. Trissel to pump the tank and provide receipts to the Health Department to verify compliance with the order. To date, no pump receipts had been received. Mr. Irby, standing in for Mr. Oliver, stated that Mr. Oliver had also sent Ms. Trissel a letter on August 20th. Dr. Cougill responded to Ms. Trissel and her guest, explaining that the Health Board wanted to have the problem rectified by keeping the sewage from entering the ditch, and keeping everyone safe. After discussion, an agreement was made that Ms. Trissel would contact Ms. Harrington to be on site when the tank was pumped

on Friday to determine if the tank would be adequate as a holding tank. Ms. Trissel also agreed that the tank would be plugged if usable, or she would obtain a holding tank permit to install a new tank with an alarm to contain the sewage while financing was obtained to install a sewage system. The Board gave Ms. Trissel two weeks to decide if she wanted to utilize a holding tank with a permit and pump and haul for up to a year or install a system. Dr. Cougill asked Ms. Haan to inform the Board on any compliance progress made by Ms. Trissel.

Unfinished Business

Ms. Haan stated that a Notice of Violation letter was sent to the Pittsboro Golf Course for serving food without a valid permit, after staff observed food being served during an event.

The sewage violation at 1744 South County Road 1050 East, Indianapolis is still ongoing. Mr. Oliver is working on a status hearing for the Carnes' to connect to sewer. The owners are having trouble finding contractors willing to work with them.

The Hoffman onsite septic system has been installed; however the system is not yet connected to the residence.

New Business

2015-2016 Healthy Families Budget-9103

Ms. Tammy Brinkman explained the process in preparing the proposed budget for Healthy Families. The Budget reflects an increase in salaries bringing them closer to the salary mid-point. The funding of this budget is through the Department of Child Services (DCS) contract. Mr. Bruce Dillon made a motion to accept the budget. Mr. Cobb seconded the motion. All were in favor; the motion passed.

2015-2016 Budget for Preparedness Grants

Ms. Julie Haan explained that the preparedness position is totally grant-funded by four separate funds combined into the Public Health Preparedness and Emergency Response (PHEP) grant with a new additional State Ebola fund. She presented the proposed preparedness budget. She stated that the new Ebola funds will be used to bring community partners together to develop a county wide communicable disease preparedness plan and to possibly provide for negative pressure tents for patient transport and emergency patient tracking software. Mr. Brian Cobb made a motion to accept the budget; Mr. Larry Caskey seconded the motion. All were in favor and the motion passed.

2015-2016 Baby & Me Tobacco Free Budget

Ms. Tammy Brinkman announced that the Hendricks County Health Department received a grant to support the Baby & Me - Tobacco Free program. The grant requires a 30% match, which would be approximately fourteen thousand dollars, of which four thousand would be in kind donations. Ms. Brinkman is requesting that the remaining match funds come from the Child Health fund. Ms. Buckman wrote the grant. The program is an incentive for pregnant moms to quit smoking, which would provide twelve pre-natal and post-partum educational sessions. Mr. Brian Cobb made a motion to accept the Baby & Me Tobacco Free budget. Dr. Larry Caskey seconded the motion. All were in favor and the motion passed.

Job Description for Baby & Me Tobacco Free Project Coordinator

Ms. Tammy Brinkman presented the Board with the job description for the Baby & Me Project Coordinator. Dr. Larry Caskey made a motion to accept the job description for the Coordinator. Mr. Cobb seconded the motion. All were in favor; the motion passed.

Healthy Families Program Presentation & Update

Ms. Leanna Truitt presented an informative slide show regarding the Healthy Families Program. The program was launched in 1992 through Healthy Families America (HFA). The HCHD formed an advisory board and started working on the Healthy Families program in 1993-1994. Positions include Program Manager, Program Supervisor, Family Resource Specialist (FRS) and Family Support Specialist (FSS). Several years ago, the

program funding was cut and most of the full time staff was changed to part-time. A total of six part-time and one full-time staff completed 805 home visits and 104 attempted home visits during the last program year. The FRS identifies families who may be at risk through the assessment tool, based on a points system. The FSS provides education and support to families who have been identified as at risk during their home visits. Once accepted into the program, families may stay in the program for three years. A new FSS has been hired, which makes Healthy Families fully staffed.

Environmental Health

Ms. Haan requested an additional environmental health specialist position during the Council budget hearings. In the discussion, Council asked about the possibilities of raising Health Department fees. As a result of that request, Ms. Haan provided the Board members with a spreadsheet comparing Health Department fees over a nine year period and those fees in relation to surrounding county fees and the fees of counties with comparable population to Hendricks County. Ms. Haan asked the Board to consider amending the ordinance and increase fees. Mr. Brian Cobb made a motion for staff to draft changes to the Ordinance to be brought back to the Board. Mr. Bruce Dillon seconded the motion. All were in favor and the motion passed.

Ms. Haan discussed adding language to the Food Ordinance requiring food establishments to post a QR Code in the door or window which will link to the food establishment inspections. Mr. Brian Cobb made a motion to include the QR code requirement language in the Food Ordinance. Dr. Larry Caskey seconded the motion. All were in favor and the motion passed. The Health Board was advised that staff was also working with well drillers and other stakeholders to update the well ordinance. Ms. Haan stated that in July, Ms. Sharon Mayer, Ms. Ginger Harrington, Ms. Sarah Dallas and Ms. Robin Reyes attended the National Environmental Health Association Conference held in Orlando. They are now developing four quality improvement projects that will benefit the department.

Environmental Complaint Presentation

Ms. Robin Reyes presented an overview of the processes and procedures required to be followed when investigating environmental complaints. She demonstrated how staff uses the complaint database, the County's GIS website hosted by Beacon, and Pictometry software to prepare for the site visit. She explained the types of complaints received and the challenges in resolving the environmental and housing issues, especially on rental properties.

Nursing

Ms. Tammy Brinkman updated the Board on the 8th Annual School Nurses meeting that was held this summer. The meeting was well received, and included education involving staff and vendors. Ms. Brinkman also reported that four Health Department staff attended the Lean Six Sigma training. Other trainings recently attended include Baby & Me - Tobacco Free, and Epidemiology and Prevention of Vaccine-Preventable Diseases otherwise known as the "Pink Book". A free public sharps disposal program is being discussed for our facility with funding coming from the Commissioners' Special Project Funds from the tipping fees at the landfill. We are working with Hendricks County Solid Waste Management on this project. Ms. Brinkman requested cell phones for the nursing staff to use when calling or texting patients. Tammy presented the Financial Report for the Child Health fund.

Health Officer

Dr. Stopperich and Ms. Haan met with the Commissioners to request an additional Environmental Health Specialist position due to the increase of required inspections and environmental complaints. Dr. Stopperich said he will be attending the Leadership Symposium in mid-October and will also be involved in the Public Safety/Preparedness Day scheduled for September 12th.

Health Board Attorney

Mr. Gregory Irby attended the Board of Health meeting in Eric Oliver's absence. He mentioned that the items on his agenda to speak about had previously been discussed.

County Council Liaison

Mr. Larry Hesson commented that the County Council is continuing to work on the budget. A meeting will be held on September 2, 2015. Mr. Hesson was sorry to report that the proposed Health Department position had not been approved, but eight new employees have been requested, and approved, totaling \$500,000. He stated that the Council still needs to cut 3 million from the 2016 budget. Mr. Hesson is reasonably confident there will be "some" increase in wages.

Adjourn

Mr. Larry Caskey made a motion to adjourn the meeting. Mr. Brian Cobb seconded the motion. All were in favor; the meeting adjourned at 9:10p.m.

Richard

Brian Cobb

David M. Stopperich

David M. Stopperich, M.D
Health Officer and Board Secretary
November 3, 2015
Date Minutes Approved