

MINUTES

Cass Co. Board of Health Minutes

May 17th, 2011

The meeting was called to order by Gary Davis at 7:05pm

In attendance

Gary Davis
Dr. Cherie Bennett
Donna Corn
Pat Benedict, FNP
Dustie Reed, MD
Zina Birnell
Jeff Stanton
Robert McLaughlin
Jan McKaig

Approval of Minutes

Gary requested approval of January meeting minutes and questioned the reason for not approving them at the previous meeting. Donna Corn stated she had requested corrections to clarify the meanings of abbreviations. Dr. Reed motioned to approve January meeting minutes. Donna Corn seconded. Board approved unanimously, motion carried.

Donna Corn questioned whether the minutes had been sent out before hand. Mr. McLaughlin stated that the minutes and agenda had just been finalized that day. Pat Benedict stated she felt unprepared to review the budget and minutes due to the short notice. Dr. Bennett explained due to the lack of personnel and changes to the budget submission process at a state level, the Cass Co. Health Dept. (CCHD) had a short time to prepare this year's budget. Donna Corn made a motion to table the March minutes until the August meeting. Pat Benedict seconded. Board approved unanimously, motion carried.

Review of Health Dept. Budget

Dr. Bennett stated she would like to review the budget line by line and would begin with the 213 General Health fund. Dr. Bennett stated the Administrator salary will be cut from \$21,357 to 18,304 due to the change from a full-time position to a part-time position. Saving the county approximately \$3,000. This reduces total salaries, retirement, and insurance for a larger reduction in total personal services. Donna Corn questioned whether the reduction in retirement was \$1,500 or \$15,000. Dr. Bennett stated the reduction was \$1,500.

Dr. Bennett directed the Board to the supplies budget indicating previous year's projections were not realistic. Dr. Bennett stated she had reviewed the 2009 & 2010 budgets and made a more realistic projection. Dr. Bennett indicated she increased the office supplies budget by \$400 and the fuel budget by

\$500 to compensate for previous year shortages. Donna Corn questioned the procedure for requesting additional funds if we go over budget. Dr. Bennett stated she felt the increases in supplies would prevent that from happening. Dr. Bennett indicated she needs to add an additional line item to the 213 budget to pay for cleaning services since they cannot be taken from the Health Maintenance fund.

Donna Corn questioned the food and meals line item asking who goes to the conferences, how many times during a year, and what items the county pays for? Dr. Bennett stated that all environmentalists attend lead trainings annually and she would like for all three environmentalists to remain lead certified. They also attend fall conference annually. Donna Corn asked if the environmentalists stay the night? Mr. McLaughlin stated the conference is in a different location each year, but so far the environmentalists have always stayed 3 nights in a hotel. Dr. Bennett indicated that there is also an annual Tobacco education conference that Jan will be attending.

Mr. McLaughlin stated that some of the other conferences include Vector Control conference in the spring. Vector Control conference covers topics regarding disease transmission through insects, rodents, etc. It counts for CEU's (Continuing Education Units) required to maintain his Category 8 License. Donna Corn asked if it was a one day conference? Mr. McLaughlin responded that it was a 2 ½ day conference. Donna Corn asked if Mr. McLaughlin stayed the night for Vector Control Conference and he responded that he did. Mr. McLaughlin stated that Elvira and Tomeka attend an annual Vital Records Conference and it is usually a two day event.

Dr. Bennett stated the cost of vaccine is increasing and necessitating the \$15,000 increasing in the budget. Pat Benedict asked about the change at the state level requiring residents with insurance that covers vaccination to get vaccinated at their physician. Dr. Bennett explained that prior to the change anyone could get vaccinated at the Health Dept. The new law requires the Health Dept. to screen people for insurance. Board members had concerns about families that could not afford vaccines. Dr. Bennett explain she was meeting with hospital officials about setting up clinics and that the law didn't affect the Cass County Community Health Center, because they already receive vaccine provided by the state. Dr. Bennett argued over and over that this is a State law. (? 16:00) some board members were concerned about patients lying to get their children vaccinated and wanted to know what plan the Health Department had in place to screen patients for insurance after July 1st ? Dr. Bennett stated the State Department of Health would be contacted for further guidance.

Dr. Bennett explained that \$1484.70 which was listed under supplies was actually part time personnel (cleaning personnel). Dr. Bennett explained that the cleaning person was a full time position that was paid in part by 3 different county agencies. \$1484.70 was what the Health Department's share. Rebinding of records was cut.

Donna Corn wanted to know what was all included in dues and subscriptions? Mr. McLaughlin stated that dues for the National Environmental Health Association and the Indiana Environmental Health Association were paid from this fund. Mr. McLaughlin also explained that the Environmental Division received discounts on conferences if you were a member and received educational material and updates.

Dr. Bennett explained part time nurse was budgeted as is, the part time Public Health Nurse's hours were increased from 100 hrs to 150 hrs to cover what we miss from not having a part time nurse; when the part time nurse position is filled the hours would be cut back. Computer operator went to zero because the county's IT department took over the responsibilities. For the environmentalists, 150 hours a year were added in anticipation of a cut in 2012. Two additional personnel positions were lost due to cuts made in 2012.

Pat Benedict wanted to know if the Health Department still offered smoking cessation classes and how many classes were done. Mrs. McKaig stated she stopped offering classes because no one showed up, she

now only offers individual counseling. This year she has only counseled two people and has held a class for Small Parts.

Dr. Bennett stated environmental supplies would go up from \$1,000.00 from \$3,500.00 for mosquito related supplies. Mr. McLaughlin stated that we would like to buy a utility vehicle from Rural King and mount a sprayer on the back. This would allow environmentalist to treat areas like France Park, rail road tracks, and walking trails. Donna Corn wanted to know why we would spray along railroad tracks when there are areas in the county that have ponds that we don't spray. Mr. McLaughlin stated that ponds don't usually breed mosquitoes. Mosquitoes like places where there is stagnant water. Donna Corn wanted to know what we used before. Mr. McLaughlin stated we used a hand sprayer and plastic bags to carry the chemicals. Dr. Bennett suggested we take \$1,000.00 from office supplies and make environmental budget \$4,500.00 to pay for mosquito chemicals and supplies.

Donna Corn wanted to know what would happen if the utility vehicle broke down. Dr. Bennett suggested a budget a little extra just in case that would happen. Gary Davis wanted to know how many hours a year Health Department would use the utility vehicle. Mr. McLaughlin stated as soon as the mosquito season starts and that it would also be used for preparedness drills for a total of six months out of the year.

Donna Corn wanted to know if travel was money paid for going to conferences. Mr. McLaughlin stated that it was money used to pay the intern for mileage when using their personal vehicle.

Dr. Bennett wanted to publicly thank Rob McLaughlin and Janice McKaig for working on the budget.

Dr. Bennett stated she goes before the council on Friday to get final approval for the Administrator. She stated the position had been approved by the personnel committee and the county commissioners and that the council was the last step. We would be advertising for the position as long as we hadn't spent too much money on vaccine. One of the difficulties from last year is the bills that weren't paid from September to December. That one of the big bills that didn't get paid until January was vaccine. She needed to see how much money was spent so far to make sure we didn't go over budget before the new Administrator could be hired. Pat Benedict wanted to know how often bills were paid. Dr. Bennett stated bills are normally paid as they come in. Pat Benedict wanted to know why there wasn't money to pay these bills. Dr. Bennett stated there was money just a lack of motivation to pay them, and that was why Stephanie was no longer the Administrator. Pat Benedict stated she was told they were delaying hiring an Administrator to pay bills they didn't have the money to pay and wanted to know where that money went. Dr. Bennett stated that was money from the H1N1 fund that had expired July 31st and that money was still used from that fund to pay the part-time nurse until December. Any money left in that fund after July 31st should have been sent back to the state and that never happened and county was responsible for paying that money back.

Pat Benedict wanted to know about the part time nurse hours and also wanted to know if legally it could be a R.N. or L.P.N. that was hired. Dr. Bennett stated that the part time nurse would only be used during vaccine clinics held three times a week. Dr. Bennett stated that we would prefer to hire a R.N. but with the hospitals shifts of its L.P.N. that hiring one could be a possibility. Donna Corn wanted to know what the Health Departments plan was for getting school age kids vaccinated for fall before the July 1st deadline for kids with health insurance. Dr. Bennett stated that the nurses had gone to all the elementary schools except for one (who didn't allow the Health Department to come to their school) and had vaccinated the out going fifth graders and had set up a special vaccination clinic before the July 1st deadline. Donna Corn stated the Health Department would not have as many patients after the July 1st deadline, so would there still be a need for an additional nurse and she wanted to see numbers of patients

the nurses see after the July 1st date. Pat Benedict wanted to know if the Health Department has always received our vaccine from the State and wanted to know where the Doctors Offices would get their vaccine. Dr. Bennett stated those offices would have to order their own vaccine and the patients insurance would have to cover the price of the vaccine. She said she was still waiting to hear back from the hospital on their plan.

Pat Benedict wanted to know if the nurses had a list of volunteers to use for clinics because she knew of several people who were willing to help out. Dr. Bennett told her to email that list to her. Dr. Bennett wanted to let the board know that the Hospital and Health Department were working on a joint grant which would integrate computerized systems together such as, vaccine data entry, TB, and communicable disease reporting so that medical facilities could easily report information to each other. Pat Benedict wanted to know if this would be stimulus money and if the Health Department would get any of it.

Next Meeting

August 16th, 2011

Motion to adjourn was made by Donna Corn and seconded by Dr. Reed. Board passed unanimously.