**Porter County Board of Health**

Tuesday February 4, 2020

Room 102A

**In Attendance:** Chairman Martin Moeller, Health Officer Dr. Maria Stamp, Attorney Dave Hollenbeck, , Donna Werner, Elizabeth Forbes, Suzanne Phelps, and Administrator Letty Zepeda.

**Not in Attendance:** Kathy Lemmon, Dr. Patrick Fleming & Dr. Derek Gasper

Chairman Moeller called the meeting to order and opened with the Pledge of Allegiance.

A motion to accept the minutes of the January 7, 2020 meeting was made by Elizabeth Forbes and seconded by Donna Werner. All were in favor. Motion carried.

**Announcements:**

Next meeting is scheduled for March 3, 2020.

**New Business:**

On January 27, 2020, The Porter County Health Department was contacted by ISDH and CDC in reference to a Person under Investigation (PUI) for Novel Coronavirus in Porter County. The PUI was said to have flown in through the O’Hare airport. On 1/27/20 the PUI became ill with a fever and requested medical care at the Urgent Care in Valparaiso. Realizing the PUI traveled into the US from Wuhan, the decision was made to mask the individual and send the patient to the ER at the hospital. Proper measures were exercised to minimize exposure to others. Dr. Stamp, Atty Hollenbeck, Administrator Zepeda, Connie, John Pisowicz and Lance Bella from EMA met to discuss procedures on how to inform the public of the issue at hand, while minimizing panic. A decision was made to post a message on the County’s website, and by contacting the media through a Press Release. The Press Release stated that Porter County has a Person under Investigation (PUI) that has been hospitalized and placed in isolation to prevent the spread of the disease and that samples were taken and sent to ISDH, who sent the samples to CDC for testing. The turn-around time was estimated for 24-36 hours.

On January 30, 2020, the Porter County Health Department was contacted by ISDH stating that the results were in and that PUI tested negative for the Novel Coronavirus.

On February 13, 2020, a meeting was held and in attendance was Dr. Stamp, Board President Moeller, Atty. Hollenbeck, Administrator Zepeda, Nursing Director Rudd, Office Manager Contrino, Board Members Elizabeth Forbes and on conference call; Kathy Lemmon. The meeting was for the purposing of conducting a “hot wash” where debriefing on what was done and what needs to be changed, was discussed. Some of the items addressed were on how to better inform the public. John Pisowicz kept the members of District 1 abreast on the issue, while Atty Hollenbeck met with the Commissioners to inform them on the Novel Coronavirus. The members of District 1 are from all the counties in NWI, along with representation from the various hospitals, clinics, fire departments, Emergency Management and health organizations. The District 1 meetings are held on a monthly basis. Atty Hollenbeck stated that this is a good time to refresh Health Department staff on the HIPAA rules. Administrator Zepeda stated that upon her learning of the PUI, she immediately met with all staff to remind them of the HIPPA rules and the need for staff to exercise confidentiality.

The conversation was brought up that during the meeting, in which the staff, Dr. Stamp and Atty Hollenbeck met in the Administrator’s office, and an individual waiting in the environmental section overheard the conversation being discussed in the meeting about the Novel Coronavirus, hence the department’s request to expand the Health Department. Atty Hollenbeck stated that a meeting needs to be scheduled with the Commissioners to discuss the need of more room.

**Old Business:**

**Veterans:** Atty Hollenbeck provided a written letter to Dr. Stamp for her signature. Letter is addressed to the Attorney General requesting clarification and review of Veterans fees and how they apply to permits and other fees at the health department. In researching what other health departments are doing, it was noted that they are all handling these differently, hence the need for review and clarification so that the rule exercised is consistent among all health departments.

**Porter Starke**: Atty Hollenbeck stated that he had spoken with Mary, and that the contract they provided is not too different from the previous one submitted.

A motion to approve the December 2019 claims was made by Suzanne Phelps and seconded by Donna Werner. All were in favor. Motion carried.

Administrator Zepeda provided the Board with a sample of the PCHD’s Directory that she has implemented. She asked the Board to review and approve. The goal is to provide the Board Members, Commissioners and County Council with a copy to make them aware of the staff at the Health Department. The Directory includes pictures of all the staff with a summary of their hire date, Title, duties, educational background and job experiences. The request to add the Board Members was brought up as well.

Administrator Zepeda provided the Board Members with a draft of the quarterly report she plans on submitting to the Board highlighting financial history, which its anticipated to help the Board see where the department stands in reference to finances, staff and needs.

Administrator Zepeda also provided the Board Members with a list of the media utilized in the dissemination of the Press Release in regards to the Novel Coronavirus. Most of the calls that were received by the PCHD staff were from the media. The nurses responded to calls from the general public while Connie, John and Administrator Zepeda responded to calls from the media.

Motion to adjourn made by Elizabeth Forbes and seconded by Suzanne Phelps. All were in favor. Motion carried.