**Porter County Board of Health**

Tuesday July 19, 2022

Room 102A

**In Attendance:** Attorney Dave Hollenbeck, Terry Wuletich, Dr. Patrick Fleming, Dr. Linda Boxum, Kathy Lemmon and Suzanne Phelps

Absent: Dr. Maria Stamp, Martin Moeller, Dr. Derek Gasper

Suzanne Phelps called the meeting to order and opened with the Pledge of Allegiance.

Kathy Lemmon made a motion to accept the minutes of the June7, 2022 meeting. Seconded by Dr. Patrick Fleming. All were in favor. Motion carries.

**Announcements:**

Our next meeting is tentatively scheduled for September 6, 2022.

**New Business:**

The Health Department has been working on rebranding and we formed a committee to come up with ideas. We wanted a cohesive look for all of our correspondence. The logo that staff chose was shown to the board. Jed worked on the font during the meeting. We also went over the ideas for the nurse’s vehicle wrap. The board likes the nurse photo with the heart, but without a mask. Concerns about logo being on hood, it would be more visible on the side or back of the vehicle. We will work with the design company on the changes and provide an updated version at the next meeting.

Dave Hollenbeck shared with the board a new agreement for John Pisowicz. He recommends that we renew John’s one-year agreement based on the grant getting approval. Second document provided to board shows intent and purpose to commit through June 2025 understanding that the funding continue and John’s performance will be acceptable. Resolution adoption of renewal of one-year contract and the extension through June 2025. Motion to renew John’s contract and extension and to authorize Martin’s signature on both documents was made by Dr. Patrick Fleming. Seconded by Dr. Linda Boxum. All in favor. Motion Carries.

The state has encouraged the health departments to show appreciation to the staff that worked for us at the height of the pandemic monetarily. IDOH supports this and we have extra income received from giving COVID vaccines. Sheila provided documents from NACCHO that gathered information on what healthcare workers have gone through during COVID. Packet also included some stories from staff on experiences that they had. Nurses and POD managers given the most at $3,000.00. COVID monitors that had to go out to different functions to monitor mask wearing are at the next level of $2,000.00. The last level are those that stayed in the office to pick up the slack for staff that was out at $1,000.00. The total would be $50,000.00 one-time payment. County employees did received premium pay or stipend pay earlier this year. John is working on a FEMA grant to cover some of the additional costs that we incurred with the test and vaccine clinics. Terry Wuletich recommends approval by the County Council of the supplemental pay. Seconded by Kathy Lemmon. All in favor. Motion carries.

Health Department needs to have a direct relationship between what we charge for services and what it costs us to perform the services. We want to be self-sustaining so each division has reviewed the charges and costs. We started looking at fees in early 2020, but did not pursue due to COVID.

For nursing, we would like to increase the cost of the of the Quantiferon Gold blood test for TB. We currently charge $20.00, which is our cost to run the test. It does not cover the nursing or administration costs. Currently we do not charge for the skin test students under 18, but the cost of the PPE has gone from $1.95 to close to nine dollars. We would like to start charging students also. We also need to increase for HIV/STD testing due to costs. We do not want cost to be a barrier to any patient and if they cannot afford to pay, we ask them if they can pay anything towards to cost of the service. We would also like to start charging for duplicate shot records. Records are provided after vaccines are administered at no cost, but would like to charge a small fee for duplicates.

The Environmental division would like to double the costs for pool permits. Our current costs of $25.00 for partial year and $50.00 for full year do not cover the cost associated with the cost of training and staff to run the pool program. We would also like to change the late fee to match the Foods division by doubling the late fee. Currently charge $10.00 late fee.

Vital Records would like to increase the cost for birth certificates from $8.00 to $10.00. We would also like to increase the cost of Genealogy from $3.00 to $5.00. There is a lot of time and research that goes into the process.

The Foods division has quite a few changes to make.

* Implement a fee for those operating without a permit. We have had this happen twice in the last few years. We would like to charge them the normal permit fee and the same amount for operating without a permit. Not only are they operating outside of the rule but it also creates much more work. The amount of fee varies on size of establishment.
* Reduce charge for low risk mobile units to $100.00. Mobile units handling potentially hazardous foods would remain the same $150.00 - $300.00.
* Add a fee for temporary vendors operating without a permit.
* We are supposed to get a coordinator package for temporary events 30 days prior to the event and permits at least one week ahead of time. We would like to charge an additional fee for those who apply for permitting at the last minute. If permit is requested within 7 days ahead of event $10.00 additional cost and 48 hours or less prior to event $20.00.
* For vendors that sell prepackaged foods that would like to provide a sample. We would like to charge a $50.00 fee for sampling permit instead of the cost for a full permit.
* Temporary vendors using commissary kitchens - we spend a lot of time working with them on processes, but we do not have a fee in place to charge them. We would like to institute a new vendor review fee of $25.00.
* Plan reviews for new restaurants or mobile units. We would like to offer two visits, a consultation and preoperational review at no additional charge. We would like to charge $50.00 if additional visits are required.
* Expedited plan review fee based on square footage starting at $50.00 up to $200.00.
* We would like to implement a stop work order to the ordinance giving us authority to stop work on retail food establishments or mobile units due to unapproved plan reviews.
* Currently vending machines are not being inspected. We would like to start doing inspections for those that have potentially hazardous foods such as ice cream and sandwiches. We would like to start a vending machine program at $20.00 a machine. We have to work with the vending company to access the machine. Many businesses may have multiple machines, which can be handled at the same time.
* Bed and breakfast have their own bed and breakfast rule. They are limited to breakfast/brunch for their guests only. Currently we charge the typical food service fee. We would like to lower fee for them based on the limited service.

Motion supporting staff in reconfiguring fee system and bringing it to the Commissioners to change our fee ordinance was made by Terry Wuletich. Seconded by Dr. Patrick Fleming. All in favor. Motion carries.

The 2011 role of board of health binder was distributed. It is outdated, and there are significant changes, but Sheila wanted to make sure all board members had a copy as a reference. Any questions should be directed to Dave Hollenbeck.

Kathy Lemmon made a motion to approve the claims and receipts for May and June. Seconded by Dr. Linda Boxum. All were in favor. Motion carries.

The Health Department has been doing a lot of outreach. We have been at the Porter County Fair for over 30 years and will be out there sharing a booth with Veterans and Recycling who have helped with the cost of the booth rental. Every other Tuesday 2 nurses and a food inspector will be at the Valparaiso Farmers market across the street offering information, blood pressure checks, lead or any other questions. The Libraries in Hebron and South Haven have asked us to offer vaccines, so we will be going there the opposite Tuesdays. The nursing staff offered a Narcan training to the new fire fighters at Ogden Dunes volunteer fire department. The Health Department is gatekeeper for Narcan kits for the state. Police department, fire departments come to us for training and for the kits. We will also provide to individuals and train them. We talk to them about wrap around services during these interactions.

We have recently become a member of First Things First, which offer resources to parents for prenatal up to 3 years of age. There will be an early learning collaborative at the Expo on 8/17/22, which we will attend. IDOH offering vaccines every Saturday at the Chesterton European Market and we are helping with that. Monkey pox cases have increased. Sent LGBTQ Outreach of Porter County Group information on prevention and transmission of monkey pox. They were very appreciative. Through our School Liaison Grant efforts, we learned that area schools have a need for hygiene products. We are coordinating a toiletries drive to collect these items and have an account with Dollar General to purchase items in bulk. We will put together kits that will be provided to the school nurses for those students in need. We are putting collection boxes in the Administration building, at the Fair and the Market for donations.

We can order the Monkey pox vaccine through the state for those that meet the variables. Only offering post exposure at this time. Dr. Patrick Fleming suggested that we advertise our low cost on labs while doing Outreach. Highlight the low cost of services that we offer.

Carrie introduced the new Foods staff. Emery Kostelnik has gone from part time to full time. He handles all of the temporary events. Amanda Gniadek has filled the clerical support position, and Evengia Henson has joined us part time.

Dr. Linda Boxum made a motion to adjourn. Seconded by Terry Wuletich. All in favor. Motion carries.