**Porter County Board of Health**

Tuesday March 5, 2019

155 Indiana Avenue, Room 102A

Valparaiso, Indiana

All Board members except Kathy Lemmon and Elizabeth Forbes were in attendance for the meeting. Chairman Moeller called the meeting to order and opened with the Pledge of Allegiance.

A motion to accept the minutes of the February 2019 meeting was made by Donna Werner and seconded by Dr. Gasper. Motion carried.

Announcements: Next meeting is scheduled for Tuesday April 2, 2019.

**New Business**: The Emergency Preparedness contract is coming up for annual renewal on July 1, 2019. Dr. Stamp, Mr. Moeller and Dave Hollenbeck will be meeting with Mike Weber on March 8th to discuss the current contract.

**Old Business**: Letty has received over 500 resumes for the open Office Manager position. Letty, Dr. Stamp and Rhonda Young will have interviewed 11 candidates. They are trying to find an individual who has the appropriate education, job experience and will be a good fit for the department. The announcement will be made later in March.

Suzanne Phelps asked if the open Office Manager position will affect the Vital Records pilot program. Martin Moeller stated it will not affect our participation in the pilot program.

Dr. Stamp and Dr. Gasper will begin seeking people for the current board vacancy which requires a physician. A list will be devised and Dave Hollenbeck will ensure they qualify for board placement.

The idea of providing fluoride treatments was revisited.

All 2019 food permits have been paid for.

Quality Inn Portage mold remediation is going well and the hotel has re-opened.

**Dave Hollenbeck Report:** Dave discussed the non- for- profit permitting guidance provided by the State Department of Health. He is using this guidance to determine if New Creation Men’s Shelter Program should be regulated by the health department.

**Claims and Receipts**: A motion to accept the claims and receipts for the month of February was made by Donna Werner and seconded by Suzanne Phelps. Motion carried.

**Reports**:

Nursing- Connie mentioned the Nurses Report from 2018 which highlights nursing activities for the year. 2018 had 200 more cases than 2017 for communicable disease, animal bites and STD investigations.

Foods- Sheila presented the board with material regarding posting food service establishment inspections online. The Board requested she provide multiple options for the next meeting.

Vital Records-

Environmental-

Meeting adjourned.