

WAYNE COUNTY HEALTH BOARD

February 27, 2020
12:00 Noon
Wayne County Multipurpose Room

Present: Paul Rider, M.D., Chairperson
John Lebo, M.S.
John Igelman, M.D.
Robert Coddington
Sabrina Pennington
David Jetmore, M.D. Health Officer
Julie Floyd, B.S., Executive Assistant

Absent: Jeff Butler, Peter Zaleski, RPH

Guest: Christine Stinson Public Health Director, Jeff Plasterer, Liaison, Kimberly Walton, and Ephraim Monaghan, WCTV

Executive Session adjourned at 12:15 p.m.

ROLL CALL

DETERMINATION OF QUORAM

Dr. Rider called the meeting to order, was determined there was a quorum and ask for a motion to accept the minutes from February 6, 2020 which were mailed or emailed to the Board members. Dr. Igelman made the motion seconded by John Lebo. The motion passed unanimously.

COMMUNICATIONS

Each member received a copy of the Agenda.

Dr. Rider reported the Public Health Attorney Rick Boston has resigned effective immediately.

MOTION to accept Attorney Boston resignation was made Dr. Rider. Bob Coddington seconded. The motion passed unanimously.

MOTION to extend appreciation for 48 years of excellent service to this department, he will be missed. John Lebo made the motion, seconded by Dr. Igelman. The motion passed unanimously.

MOTION to contact Attorney Ron Cross to fill the vacant position. John Lebo made the motion, seconded by Dr. Igelman. The motion passed unanimously.

NEW BUSINESS

Personnel Files to be transferred to the County. Dr. Rider asked the board if the department needs the originals, copies, or duplication. A policy was put in place many years ago agreed to by Commissioners and Health Board. The Health Department will have own set of files, disciplinary actions, grievance process, the files were kept separate from the county. Standing policy Health Department maintains records.

MOTION – Recommend all files of Health Department will be kept with County Human Resources Department. Bob made the motion, seconded by Dr. Igelman. Motion passed unanimously.

Separate grievance system with Health Department to be discussed later.

OLD BUSINESS

Christine Stinson reported on the staff needed for medical Public Health. The staff will consist of one Medical Assistant, one Medical Clerk, one LPN, and one RN. Salary and job descriptions for each position was discussed.

MOTION to recommend RN wages to be within the 50th-75th percentile salary range. The ranges are \$28.22 to \$30.06, with benefits. Bob Coddington made the motion, John Lebo seconded. Motion passed unanimously.

Job descriptions are needed for the LPN and Medical Assistant positions. Christine would like to have the Medical Clerk wage equal to the Registrar wage due to the responsibilities of the Medical Clerk.

MOTION to increase pay for the Medical Clerk. John Lebo made the motion, Bob Coddington seconded. The motion passed unanimously.

Christine will approve job descriptions; Health Board will approve salary ranges.

Christine reported the Immunization grant is ready to submit. The focus will be on salaries for the flu crew and to increase vaccines given. The state has approved the revised the grant to purchase refrigerators, freezer, and generator. Dave McCormick and Jill King from the state will be in Wayne County to see the new building and discuss grants.

Bob Coddington asked if Reid would subcontract or lease employees to Public Health. Dr. Rider's responded he is unsure.

Public Health Medical is not ready to move when Environmental and Vital Records relocate.

MOTION – Christine Stinson and Kim Flanigan, or whoever, will work together on operational issues. Any unresolved issues will be handled by the Health Board. John Lebo made the motion, seconded by Bob Coddington. Motion passed unanimously.

Christine gave a report on the SSP program and the needs for this service in the county. The grant is up for renewal in May.

Dr. Jetmore reported on the Indiana legislative vote on the SEP program. Statistic on the Coronavirus was reported. Public Health will participate in webinars and working with Reid on preparedness plans and other scenarios.

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Transition committee had no updates. Discuss the purchase of equipment for Medical Public Health. The equipment purchase would be 2-refrigerators, 1-freezer, 1-transporter, and 1 generator. The estimated cost is \$20,931.20. The items will be purchased through the Immunization grant.

MOTION – Approval to purchase the needed equipment for Medical Public Health. John Lebo made the motion, seconded by Bob Coddington. Motion passed unanimously.

New signage Public Health building will cost approximately \$21,000. The signs will be purchased from the Preparedness Grant. Signs include a Banner, Digital sign, signs on the doors and parking lot signs.

MOTION -Approval to purchase signs. John Lebo made the motion, seconded by Bob Coddington. The motion passed unanimously.

MOTION – to continue with current Health Department logo. John Lebo made the motion, seconded by Dr. Igelman. Motion passed unanimously.

Christine discuss working with a vaccine organization VAXCARRE. This organization has contracts with medical insurance providers and will bill for Medicaid and private insurances.

MOTION - to work with VAXCARRE for Public Health. Bob Coddington made the motion and seconded by John Lebo. Motion passed unanimously.

Auditor Issues – Christine will meet with Kimberly, Josie, and Bob Coddington on grants

Christine will email the board fee ordinances on onsite sewage, tattoo parlors, and pools. Food ordinance will have changes.

Next February schedules meetings dates are 3/5 and 3/19. Dr. Jetmore and Christine will not be available for the 3/5 meeting.

MOTION - Change date of 3/5 meeting to 3/12 and keep 3/19 as scheduled. John Lebo made the motion and seconded by Dr. Igelman. Motion passed unanimously.

MOTON to adjourn

John Lebo made the motion, seconded by Dr. Igelman. Passed unanimously.

Next meeting February 12, 2020 at Noon in the multipurpose room of the Heath Department.

Paul Rider, MD

Date