

WABASH COUNTY HEALTH BOARD  
REGULAR MEETING MINUTES – July 18, 2006

**MEETING WAS CALLED TO ORDER** by: President Dr. Jeffrey Pyle, DVM at the Wabash County Court House 1 W. Hill ST, 6:30 pm.

**BOARD MEMBERS PRESENT:** Dr. Jeffrey Pyle, D.V.M.; Linda Mattern RN; Mary Brane; Dr. Robert Beckett; Dr. Stephen Fassino; Dr. Regan Andrade.

**BOARD MEMBER ABSENT:** David Ericcson

**STAFF PRESENT:** Dr. J. Dean Gifford, MD Health Officer; Jane Skeans and Lori Foust, Public Health Nurses; Lynn Dannacher, Environmental Food Specialist; Jennifer Swango, Environmental Health Specialist; Sharon Pattee, Environmental Assistant; Kathryn Carter-Lower Vital Records Registrar/ Office Administrator.

**STAFF ABSENT:** Keith Walters, Local Health Coordinator.

**GUESTS PRESENT:** Claude Brane, Rita DeBoard, Richard Lower, Les Templin.

**OLD BUSINESS:** Minutes were approved as read. Due to the high tattoo fees, Polly Parker is not tattooing until further notice. Jennifer has been in contact with other counties who have specific fees for special services. The ordinance may need to be amended.

**STAFF REPORTS:** All staff reports were mailed to the board prior to the meeting.

*Vital Records: Kathryn Carter-Lower Deputy Registrar/ Office Administrator see notes attached. Hearings for the 2007 budget will be August 22-24. Dr. Pyle and Dr. Gifford have spent more time on this trying to give an accurate budget. The past we went before the Council with additional appropriation requests. We are trying to avoid that pattern. Dr. Pyle said we have several new fees approved through the Commissioners. The purpose is to be more independent of the county and stand on our own. The Indiana State Department of Health is implementing a new electronic program for birth records starting 2007.*

*Public Health Nurses: Jane Skeans and Lori Foust. See the attached notes. There was an issue with a factory that was unhappy with the health nurses. Dr. Fassino asked is giving vaccine at factories a part of your job description? No, this is just a courtesy. The health board agreed that they were going above and beyond their job. Rotavirus vaccine will be new, given at 2,4,and 6 months. There is a new vaccine for shingles. This will be very costly and you have to be 65 to receive it. The public pays for this. Dr. Fassino asked is lead a big problem in Indiana? Education and this is making people more aware. Recently some jewelry that children wore has been found to contain lead. The health department does not test for this. When children go to kindergarten roundup they are tested for the lead. There was an instance where a key chain that a child had put in her mouth gave her lead poisoning.*

*Environmental Food Specialists: Lynn Dannachere see notes attached..*

*Environmental Health Specialist: Jennifer Swango and Sharon Pattee, Assistant see attached notes. Sharon Pattee has been accepted for a new position with another county. Her last day is August 4, 2006. Sharon thanked the county for the great training experience. Lynn and Jennifer are in their busiest season. There is no way Jennifer can do all the programs. Jennifer says she does not have time to sit down and write the registration form for the hotel ordinance. Dr. Pyle suggests doing the hotels, etc in the cooler weather. Dr. Beckett asked if we have had any liability with any thing the previous sanitarian approved. Jennifer, not as of yet, we have been very luck. Dr. Beckett read in the report of a home unfit for human habitation. He said where did they go? The children were taken out of the house and cleaning began and debugging. Dr. Fassino what kind of chemical did they use to spray for the coach roaches? Jennifer did not know, but this was done by professional exterminators. Another problem was the coach roaches spread to the surrounding neighbors. There is a business across the street. The business was very cooperative with making sure trash was discarded hourly. The people in the home were under another service organization's care. Between the health department and several organizations the problem was and is being taken care of and monitored.*

**NEW BUSINESS:**

Sharon is going to another county to work . Her last day is August 4, 2006. We will have to discuss what to do

about a replacement. Dr. Gifford said this position made several changes. The position started out to be Vital Record's Clerk., then assistant to all 3 departments, then to Environmental Assistant. Dr. Gifford will support a 3 way assistant for basic office support. Dr. Pyle, when professionals work they depend on their staff to do the sit down work. This position needs to be reevaluated and more effectively used. Dr. Pyle affirmed several times the Environmentalist need to do the inspections and pass the paper work on to office staff. He asked each of us to update our job descriptions and put together a wish list for the new employee. The job descriptions will be due by August 8. He said after that we will need to get together.

Commissioner Les Templin spoke on the subject of comp time. He said February the Commissioners sent out a letter on benefits, because they were aware of some time abuse. This just affirmed what was in the personnel hand book. Les asked each department for any high benefit hours that employees had coming. Kathy advised him of the hours accumulating in the Health Department. The issue of comp time arose. The Council has never established a policy on comp time. Jane Skeans said when she came to work for Dr. Poehler, he said if you earn comp time, then you need to use it within the pay period. Dr. Pyle asked how the Highway Dept takes care of overtime. Les said they are on a separate budget not General fund. Jennifer and Lynn are in their busy season. The county wants the service to be done but there is not enough time to get this accomplished without comp time. Dr. Pyle suggested that when the Commissioners write the new rules, they should take into consideration after hour emergencies. Linda Mattern wanted to know if we had anyone to call to help when needed. No not at this time. We all try to help each other. The auditor has a person from Work I. That might be a possibility. What about a person who is studying in the environmental position? Jennifer is very dedicated. It was suggested that she come in late or go home early to try to burn up some comp.

Next meeting will be October 17, 2006

Respectfully submitted by Kathryn Carter-Lower