

DISTRICT BOARD OF HEALTH MEETING
December 18, 2012
Owen County Library Conference Room
5:30pm

Members Present

Judge Henry Bertram, Chairman
Joseph Mylor
Judge Carolyn Keith
Judge Harold "Shorty" Tomlinson
Dr. Benjamin Kutnicki
Robert Walker

Staff Present

Dr. Georgia Heise, Director
Brittany Noe
April Harris
Denise Bingham
Michelle Wilburn
Justin Pittman
Kathy Seiber, CDC Fellow

Members Absent

Judge Ken McFarland
Delbert Cox

Welcome and Remarks: Judge Henry Bertram called the meeting to order. There was a quorum present.

Public Remarks: Justin Pittman introduced Kathy Seiber who is a CDC Fellow currently working in the Preparedness Branch at DPH and with the Environmental Team at Three Rivers. She will be working with policies, assessments, and a big help at the Speedway this summer.

Topic: July 6, 2012 Minutes

Discussion: The minutes from the July 6, 2012 meeting were reviewed.

Action: Judge Harold "Shorty" Tomlinson made a motion to approve the minutes with Joseph Mylor making the second. Motion carried.

Old Business: None

New Business:

Topic: FY 12 Financial Statement & Financial Update

Discussion: Michelle Wilburn presented the Board with the FY 12 Financial Statement for the Three Rivers District Health Department that was published in the paper in August. She explained the report is a detailed list of vendor expenses and revenues at Three Rivers. Ms. Wilburn also explained in detail the District Financial Dashboard, it was noted this was as of November 30, 2012. She stated that Three Rivers had not received the tax money for the 2nd quarter. However, when that is added in we are currently at 48% of our revenues for the year. She explained we are at 44.9% in expenses. She stated this is right on target from previous

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year's financials and everything looks great. She also informed the board that we have currently received about 36.5% from DPH in revenue. Lastly, Ms. Wilburn presented the board with the FY 12 Financial Audit for their review. They are to review it and it will be approved at the next meeting.

Action: Judge Carolyn Keith made a motion to approve the FY 12 Financial Statement and Financial Update with Judge Tomlinson making the second. Motion carried.

Topic: TRDHD Environmental Variance Committee Policy E-G-1

Discussion: Justin Pittman presented the board with the Policy E-G-1. He informed the board that there were minor updates to the policy and those were highlighted in yellow. Those changes included, "an installer may be utilized if request is technical in nature and necessitates another professional opinion" instead of requiring a certified installer to be present at all variance committee meetings. Judge Bertram asked if we could get someone from the state to help in supplying an installer for these meetings? Mr. Pittman explained they do typically send one. However, it is very hard to get someone to attend a 5 minute meeting if they are not always needed to attend.

Action: Robert Walker made a motion to accept the updates to Policy E-G-1 with Mr. Mylor making a second. Motion carried.

Topic: Environmental Late Fee Policy E-IC-2

Discussion: Mr. Pittman explained to the board that per the January 2012 accounts receivable report there were \$6,000 in outstanding fees. Therefore, he is presenting the board with a late fee policy that will assess a \$40 late fee onto those establishments that did not renew their annual permit by the due date. He reported that Franklin County had a \$100 fee and WEDCO has a \$30 late fee associated with their permits and have had great success in lowering the tardiness of the fees. The second phase of the policy deals with food vendors. An additional fee is associated with temporary food vendors, if they do not give adequate notice of an event. He has recommended temporary food vendors inform Three Rivers 30 days prior to an event and if not a \$25 late fee will be associated with those late notices. He presented a table that had what other health departments across the state have done in these cases and it was a very wide range of fees.

Judge Tomlinson asked does this apply to church groups? Mr. Pittman stated it does not apply to those 501 (C)3. Judge Bertram would like to know how this would affect the Speedway? Mr. Pittman was not exactly sure how this policy will play a role with the Speedway and Three Rivers. However, they are going to work very hard to make it work well for both parties

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involved. Judge Bertram suggested this to be published in the local newspapers to ensure proper delivery to all parties involved.

Action: Judge Keith made a motion to approve Policy E-IC-2 with Judge Tomlinson making the second. Motion carried.

Topic: Onsite Sewage Variance

Discussion: Mr. Pittman needed formal board approval on the onsite sewage variance that was previously approved in November by the committee.

Action: Mr. Mylor made a motion to approve the variance with Judge Tomlinson making the second. Motion carried.

Topic: Accreditation Update

Discussion: Dr. Heise informed the board that the site visit went great! April Harris went into detail about the exit interview conducted between the site visitors, herself, and Dr. Heise. She said they had nothing but great things to say about Three Rivers Staff, the board, and our community partners. They were unable to come up with any weaknesses or room for improvements. We did have to re-submit some documentation but it was more on interpretation errors. When the site visitors left they were very confident they had everything they needed to proceed in the process. She explained that she and Dr. Heise will receive a draft of their recommendation in two weeks and it is to be reviewed for factual information. They will have 30 days to review the report and submit it back to PHAB. Once the report has been received to the PHAB site visitors they will submit their recommendation to the PHAB board. We will find out in late February our Accreditation status. Dr. Heise and Ms. Harris thanked the board for their support and great job during the site visit luncheon.

Topic: Surprise

Discussion: Dr. Heise presented Judge Bertram with the, "Henry Bertram Board of Health Excellence Award". This is a new award created this year in honor of Judge Bertram and the great passion he has shown while serving on the board and the impact he has had on our communities' public health. She also informed the board that Debbie Jones received the Public Health Staff Award and the Gallatin County School Board won the Public Health Community Award.

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Topic: Adjourn

Action: Judge Tomlinson made a motion to adjourn the meeting with Dr. Benjamin Kutnicki making the second. Motion carried.



Judge Henry Bertram, Chairman Date 4/26/13



Dr. Georgja Heise, Director Date 4/26/13



Brittany Noe, Board Secretary Date 4.26.13.