

**DISTRICT BOARD OF HEALTH MEETING**  
**October 14, 2013**  
**District Office Conference Room**  
**12:00pm**

**Members Present**

Judge Henry Bertram, Chairperson  
Joseph Mylor  
Delbert Cox  
Judge Carolyn Keith  
Robert Walker  
Judge Ken McFarland  
Judge Harold "Shorty" Tomlinson  
Dr. Ben Kutnicki

**Staff Present**

Dr. Georgia Heise, Director  
Brittany Noe  
April Harris  
Michelle Wilburn  
Denise Bingham  
Justin Pittman  
Debbie Jones

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

**Public Remarks:** None

**Topic:** July 23, 2013 Minutes

**Discussion:** The minutes from the July 23, 2013, meeting was reviewed.

**Action:** Judge Carolyn Keith made a motion to approve the minutes with Delbert Cox making the second. Motion carried.

**Old Business:** None

**New Business:**

**Topic:** Agenda

**Discussion:** Judge Bertram added two things to this meeting agenda, the election of officers and a closed session for a personnel matter.

**Action:** Judge Harold "Shorty" Tomlinson made a motion to approve the additions to the agenda with Robert Walker making the second. Motion carried.

**Topic:** Election of Officers- Chairman

**Discussion:** Judge Bertram announced that he would not be running for re-election as County Judge Executive in the next term. He would like to step down as the Chairperson of the District Board now so he may help the next Chairperson transition while he is still on the board. He opened the floor to nominations for the next District Board of health Chairperson.

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**Action:** Judge Ken McFarland nominated Joseph Mylor as Chairperson with Dr. Benjamin Kutnicki making a second. Judge Keith made a motion with Mr. Cox making a second that the nominations cease. Motion carried.

**Topic:** Election of Officers- Vice-Chairperson

**Discussion:** Judge Bertram informed the board that Mr. Mylor is the current Vice-Chairperson. Therefore, we would need nominations for a new Vice-Chairperson.

**Action:** Mr. Walker nominated Judge Carolyn Keith as Vice-Chairperson with Judge Tomlinson making a second. Mr. Walker made a motion with Dr. Kutnicki making a second that the nominations cease. Motion carried.

**Topic:** Executive Closed Session

**Discussion:** Judge Bertram asked that the meeting go into an executive closed session to discuss a personnel matter. He asked that Michelle Wilburn, April Harris, and Brittany Noe to stay in the room.

**Action:** Judge Tomlinson made a motion to go into executive closed session with Judge Keith making the second. Motion carried.

**Topic:** End Executive Closed Session

**Discussion:** Judge Bertram asked that the board come out of executive closed session and asked the other staff to re-enter the room.

**Action:** Judge Tomlinson made a motion to come out of executive closed session with Judge McFarland making the second. Motion carried. No action was taken during the closed session.

**Topic:** Policy A-HR-21- Reporting of Suspicious and/or Fraudulent Activities

**Discussion:** Michelle Wilburn went into detail of what the policy stated. This policy, drafted at the request of Judge Bertram, provides a written plan for reporting suspected fraudulent activities. Judge McFarland requested the policy to be reviewed by an attorney.

**Action:** Judge Tomlinson made a motion to approve Policy A-HR-21 with Judge Keith making the second. Motion carried.

**Topic:** Ethics Code

**Discussion:** Judge Bertram informed the Board that the District Board will be required to adopt an ethics policy per new regulations. It was suggested that the District Board adopt the ethics code that is in place for the county it resides in. All members were given a copy of the Owen County ethics code for their review.

**Action:** Judge Tomlinson made a motion to adopt Owen County's Ethics Code with Judge McFarland making the second. Motion carried.

**Topic:** Policy A-HR-20- Oleoresin Capsicum (Pepper) Spray

**Discussion:** Dr. Heise discussed the policy presented at the July 23, DBOH meeting. KACo reviewed the policy and stated that Three Rivers would not be held liable in any legal case in the event something arises from the use of the pepper spray. All staff will be trained on the proper use of the pepper spray as well as when it should be used.

**Action:** Judge McFarland made a motion to approve policy A-HR-20 as written with Judge Tomlinson making the second.

**Topic:** Policy Review

**Discussion:** Dr. Heise asked the board to review a list of minor revisions to several policies. The policies included: C-IC-14, HH-G-6, A-HR-1, A-HR-4, A-HR-13, A-HR-18, A-IC-5, A-IC-6, A-IC-8, A-IC-10, A-IC-16, A-IC-19, A-IC-21. These recommendations come from the Management Team.

**Action:** Judge Tomlinson made a motion to adopt all changes to the presented policies with Joseph Mylor making the second. Motion carried.

**Topic:** FY13 Audit

**Discussion:** Dr. Heise informed the board that VonLeham and Company Inc. just completed their annual audit of the District. As of today, we have not received the final report, but do have a letter stating no significant findings. The final report should be available soon and will be mailed to them.

**Topic:** Financial Update

**Discussion:** Dr. Heise \$40,520.56 in excess revenue over expenses YTD.

**Topic:** Approval of FY13 Financial Statement

**Discussion:** The FY 13 Financial Statement was printed in the local newspaper in August. The statement was signed and approved by Judge Bertram, Dr. Heise, and Ms. Wilburn.

**Action:** Mr. Cox made a motion to approve the FY13 Financial Statement with Mr. Walker making the second. Motion carried.

**Topic:** DPH Update

**Discussion:** Dr. Heise updated the Board on the State Department for Public Health. There was a meeting with all directors across the state last week. The Commissioner attended via conference call and gave a report. WIC is the biggest federally funded program and currently it is still getting funded in spite of the Federal Government Shutdown. With the upcoming health benefits exchange program we may be providing more clinical services including primary care. Dr. Heise has worked out an agreement with Triad, the FQHC in our district, to provide these services.

**Topic:** Other Business

**Discussion:** Judge Tomlinson thanked Jackie Brock for all of his hard work on the District Office. The outside paint job looks great! He also wanted to speak on behalf of the Board to thank Judge Bertram on behalf of the board for doing such an outstanding job as the District Board of Health Chairperson and for the leadership that he has shown in the past years.

**Topic:** Adjourn

**Action:** Judge McFarland made a motion to adjourn the meeting with Mr. Mylor making the second. Motion carried.

  
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Judge Henry Bertram, Chairperson

12/4/13  
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Date

  
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Dr. Georgia Heise, Director

12/4/13  
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Date

  
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Brittany Noe, Board Secretary

12.4.13  
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Date