

CRAWFORD COUNTY BOARD OF HEALTH

MINUTES

OCTOBER 16, 2018

The Crawford County Board of Health met Tuesday, October 16, 2018 at 12:00 p.m. in the Board Room of the Crawford County Health Department. The following directors were present:

Toni Earleywine
Bonnie Finn
Kayla Goodwine
William Schaefer, DDS
Robert Walsh, D.O.

EXCUSED: David Fulling
Shannon Goebel
David Rotman, M.D.

OTHERS

PRESENT: Darla Tracy, Certified Public Health Administrator
Jenna Thompson, WIC Coordinator
Dara Potts, Public Health Inspector
Jim Keller, County Board Representative
Don Goupil, County Board Representative
Bobbi Branson, Executive Secretary to the Board of Health

CALL TO ORDER

The meeting was called to order at 12:02 p.m. by Bonnie Finn, President.

ROLL CALL

Mrs. Branson held roll call for attendance with Board members Ms. Earleywine, Mrs. Finn, Ms. Goodwine, Dr. Schaefer, and Dr. Walsh present at the time of roll call.

ADDITIONS, DELETIONS, CORRECTIONS TO AGENDA

Mrs. Tracy noted agency objectives had been added to the revised agenda. She stated the Employee Introduction would not be necessary as the employee was unable to attend; no other additions, deletions, or corrections were noted to the agenda.

Mrs. Finn welcomed County Board member Don Goupil to the meeting. Mr. Goupil introduced himself. He stated he has been appointed to complete Steve Rich's term and plans to run for the County Board.

APPROVAL OF LAST MEETING MINUTES

A motion was made by Dr. Schaefer and seconded by Ms. Goodwine to approve the September 18, 2018 minutes as written. Upon roll call, motion carried with Ms. Earleywine abstaining.

FINANCIAL UPDATE

Mrs. Tracy reviewed the Financial and Expenditure Reports for the month of September, 2018.

A motion was made by Ms. Earleywine and seconded by Dr. Schaefer to approve the September, 2018 financial report as presented. Upon roll call, motion carried unanimously.

AGENCY OBJECTIVES UPDATE

Mrs. Tracy distributed the agency objectives for the third quarter of 2018 for Board members to review at their convenience; she asked that they contact her with any questions.

NOMINATING COMMITTEE

Mrs. Finn appointed David Fulling, Kayla Goodwine, and Dr. Schaefer to serve on the Nominating Committee.

NURSING REPORT

Mrs. Thompson reviewed the Nursing Report for the month of September, 2018.

She stated the department now provides Shingrix vaccine rather than Zostavax. Mrs. Thompson reported one positive TB skin test performed at the department was referred to physician in September.

Mrs. Thompson stated the achieved WIC caseload has increased slightly over the last two months.

ENVIRONMENTAL HEALTH REPORT

Mrs. Potts presented the Environmental Health Report for the month of September, 2018.

Mrs. Potts stated in addition to her Environmental Health duties, she has been filling in as a receptionist for the department, which has resulted in inspections being down in September. She noted there are currently ongoing investigations regarding illegal body art within the County.

Mrs. Potts discussed food inspection protocol; she noted the health of the community is the focus of the department.

Mr. Keller inquired if Fall Festival food booths must have sanitation certificates. Mrs. Potts stated she works closely with all festival committees regarding regulations and requirements. She explained food trucks must submit applications at least two weeks prior to an event. Once the application is reviewed, food permits are created and are distributed after the vendor satisfactorily passes inspection at the event.

Mrs. Tracy complimented Mrs. Potts for completing all of the weekend festival inspections and helping cover the front office in addition to her Environmental Health duties throughout the week.

ADVISEMENTS

PERSONNEL

Mrs. Tracy advised the Board that due to personnel status changes and the original vacancy created with the Health Educator resigned in July, the department has now advertised for a full-time Receptionist/WIC Clerk. She stated a full-time Licensed Environmental Health Practitioner position has also been advertised to fill the vacancy in Environmental Health.

FLU VACCINATION FEES

Mrs. Tracy reported the final pricing for flu immunizations has been set at \$40.00 for regular and pediatric vaccine, \$50.00 for FluMist, and \$75.00 for high dose. She noted a drive through clinic will be held Thursday, October 18th at the Baymont Inn parking lot.

REAPPOINTMENTS

Mrs. Tracy stated she was pleased to report Dr. Walsh and Shannon have each agreed to serve another term on the Board. She stated their names were submitted to the County Board and they will be voted on during the November County Board meeting.

SOUTHEASTERN COUNSELING CENTER

Mrs. Tracy stated as released in the Robinson Daily News, Southeastern Counseling Center has closed. She stated she has received numerous calls from concerned people to see if there are ways the department could help fill the need. Mrs. Tracy stated she will present a proposal to the 708 Board tomorrow and update them on services the department is currently providing. She stated she hopes the department can be licensed as a behavioral health center in the future.

MENTAL HEALTH AWARENESS DAY

Mrs. Tracy invited Board members to attend the Mental Health Awareness Day to be held Sunday, October 21, 2018.

EXECUTIVE SESSION

A motion was made by Dr. Walsh and seconded by Ms. Goodwine to enter into Executive Session to discuss personnel. Upon roll call, motion carried unanimously.

Closed Session began at 12:38 p.m.

A motion was made by Dr. Walsh and Seconded by Ms. Earleywine to close Executive Session. Upon roll call, motion carried unanimously.

Dr. Schaefer left the meeting at 12:49 p.m.

COMMENTS

There were no comments.

ADJOURNMENT

There being no further business to discuss, the meeting adjourned at 12:51 p.m.

_____, **Secretary** **Date:** _____