

CLARK COUNTY HEALTH DEPARTMENT

MEMBERS APPOINTMENTS

APPOINTED

TERM EXPIRES

Mr. Herman Miller \* (Democrat)  
601 Renz Avenue  
Sellersburg, IN 47172  
Phone: 246-3375  
Res: 617 Forest Dr., North  
Sellersburg, IN 47172

January 1, 1988

December 31, 1991

Paul D. Cleeter, D.D.S \*\* (Republican)  
907 High Street  
Charlestown, IN 47111  
Phone: 256-2392  
Home: 256-2143

January 1, 1987

December 31, 1990

Mr. Darrell Sherrard (Republican)  
Box 196  
Underwood, IN 47177  
Phone: 551-1425

January 1, 1988

December 31, 1991

Robert E. Lega, M.D. (Democrat)  
207 Sparks Avenue  
Jeffersonville, IN 47130  
Phone: 288-9141

January 1, 1986

December 31, 1989

Emmett W. Speith, D.V.M. (Democrat)  
360 Eastern Blvd.  
Clarksville, IN 47130  
Phone: 283-8307

January 1, 1985

December 31, 1988

Mr. Norman Wiggam (Democrat)  
Box 178  
New Washington, IN 47162  
Phone: 293-3066

June 4, 1985

December 31, 1988

David H. Jones, M.D. (Republican)  
935 Water Street  
Charlestown, IN 47111  
Phone: 256-2381

January 1, 1987

December 31, 1990

SECRETARY OF THE BOARD

Robert K. McKeechie, M.D.  
Medical Arts Building  
Jeffersonville, IN 47130  
Phone: 283-9440

January 1, 1987

December 31, 1990

\* President

\*\* Vice-President

MINUTES OF THE MEETING OF  
THE CLARK COUNTY BOARD OF HEALTH  
JANUARY 21, 1988

The Clark County Board of Health met at the Clark County Memorial Hospital Cafeteria. The meeting was called to order at 8:00 P.M.

BOARD MEMBERS PRESENT:

- Herman Miller, President
- Paul Cleeter, DDS, Vice President
- Robert McKechnie, MD, Secretary
- Robert Lega, MD
- Emmett Speith, DVM
- Norman Wiggam
- Darrell Sherrard

HEALTH DEPARTMENT EMPLOYEES PRESENT:

- Norman Labhart, Administrator
- Kent Wells, Health Educator

The Board of Health welcomed the new member, Daryle Sherrard.

Each member had previously received a copy of the minutes of the October 29, 1987 board meeting. Dr. Lega made a motion to accept the minutes as submitted. Dr. Speith seconded the motion. Motion carried.

Kent Wells was introduced as the Health Educator for the Clark County Health Department, This is a new position that will be funded by the state, with monies from a legislated cigarette tax. Mr. Wells gave a short outline of the departments goals and objectives.

The recent reduction of the county portion of the health department budget will necessitate reduction of service, in the departments funded by local taxes. This matter was discussed at length and specific recommendations on service cut backs will be presented for the Boards consideration, at the next regularly scheduled board meeting.

The figures of the County Auditors Fiscal Report for 1987, that appeared in the Evening News, could be confusing. Mr. Labhart explained to the board that each time an investment was made and reclaimed it was considered as income and expense. For example, if \$10,000 is invested for 30 days, it is listed as \$10,000 expense and \$10,000 income each time it is reclaimed, six investments would list expenses at \$60,000 and income at \$60,000, etc. Therefore the total health department figures for the year would appear inflated.

The Clark County Health Department legal advisor, Roger Lindsey's contract was up for renewal. Due to county budget cuts, Mr. Lindsey's retainer fee was reduced for 1988, otherwise the contract remained the same. Dr. Cleeter made a motion to accept the contract as revised, seconded by Dr. Lega. Motion carried.

DEPARTMENTAL UPDATES:

A. Vital Statistics

The new forms have created some confusion, regarding whose responsibility it is to obtain an accurate and completed form. Procedures are being instituted to eliminate the confusion. The Internal Revenue Service's new requirement that each dependent over 5 years of age have a social security number has kept the department busy.

B.

ENVIRONMENTAL:

Harvey Mull, Supervisor, has resigned to accept a position with the Lake County Health Department in Illinois. Mr. Seible was laid off due to budget constraints. The loss of two sanitarians will increase the work load in the department.

C. PUBLIC HEALTH:

The budget cuts have eliminated the AIDS Testing Program. The STD Program was eliminated due to cuts in Federal monies.

D. MATERNAL CHILD HEALTH/FAMILY PLANNING:

Dr. Lega commented that the clinic has started evening sessions and has found the show up rate for evenings, to be 20% better than the daytime rate.

E. WOMEN, INFANT, CHILDREN:

The program continues to serve more than 1,000 clients. There will be a state assessment of the program the first of February.

F. VISITING NURSES - SOUTHEASTERN INDIANA:

Professional Advisory Committee met December 17 - to review current status of Visiting Nurse Association policies, procedures and agency reviews. The latest quarterly agency review summary was presented to the committee for consideration. They request the Board to review the summary and give their approval. Dr. Speith made a motion that the Board approve the report, seconded by Dr. Cleeter. Motion carried.

Visiting Nurse Association is receiving more hi-tech referrals now than in recent years, such as patients receiving IV therapy in the home, requiring more visits and more supervision from Visiting Nurse Association staff. This has created an increase in the number of "comp" hours accumulated by the nurses. (Current comp hours 417 = 55 1/2 days). The budget committee (Dr. McKechnie, Norman Labhart, JoAnn Dome) met and determined a more efficient way to operate the agency, would be to close the office on 5 of the scheduled holidays. The remaining 9 holidays would be offered as optional holidays and the off time would be staggered to enable the agency to have the staff available to see the scheduled patients. We request approval to revise the personnel policies to indicate the change in holiday scheduling and the reimbursement procedure for taking call. Dr. Cleeter made a motion that these changes be accepted, seconded by Mr. Wiggam. Motion carried.

The contract from the Council for Aged and Aging (for the Respite program in Scott County) expired 12/31/87. We would like to have board approval to renew the contract which runs from January 1, 1988 to December 31, 1988. This is money from the Older Americans Fund and Older Hoosiers Fund and will be used with Title XX 1702 contract grant money from Scott County which does not expire until 6/30/88. A separate fund is used to supply respite money for Clark County. This matter was discussed with the Board and Mr. Sherrard made a motion that the following statement be entered into the minutes of this meeting.

"Be It Resolved, that as the Board of Director of Clark County Health Department D/B/A VNA of Southeastern Indiana are desirous of entering into agreement No. 10-88C-0720 with the South Central Council for aging and aged, Inc. We hereby agree with the terms and conditions set forth in the agreement and authorize the president to execute said agreement as representative of and on behalf of this corporation."  
Seconded by Dr. Speith. Motion carried.

A Title XX survey was conducted by Jay Wignall (state grants representative from Indianapolis) for the 0.100 home health aide program. Visiting Nurse Association received the maximum points (50) with no deficiencies and no adjustments.

A meeting of the budget committee was held prior to this Board Meeting and it was determined that Visiting Nurse Association continues to provide appropriate, quality services and remains financially solvent.

OLD BUSINESS:

Dr. Cleeter ask how the project of making Visiting Nurse Association a free standing, non-profit organization was progressing. Mr. Labhart reported that Attorney David Lewis had been retained to determine and initiate proper procedures. It is estimated that this separation will occur in the near future.


NEW BUSINESS:

Mr. Sherrard ask about septic systems being handled differently in different counties. Dr. McKechnie stated that he would contact the Indiana State Board of Health on this matter, and would be glad to go with the board or any local official, to the Indiana State Board of Health to better understand the situation. Dr. McKechnie invited any member of the board to observe the daily operation of the environmental department at anytime, to learn more about the rules and regulations under which the board and department must operate.

Mr. Sherrard asked how the board could remain knowledgeable about the operations of the health department with only four meetings a year. Dr. McKechnie replied that a monthly report is submitted to the board and that if an emergency situation occurs, a special meeting can be called. This has been done in the past, and the board members appear to be satisfied with the arrangements.

The next Board of Health meeting is scheduled for April 28, 1988. The time and place to be determined at a later date. There being no other business to be brought before the board, the meeting was adjourned at 11:00 PM.

Respectfully submitted,

  
Robert K. McKechnie, M.D.  
Health Officer  
Clark County Health Department

NJL/bh

MINUTES OF THE MEETING OF  
THE CLARK COUNTY BOARD OF HEALTH  
APRIL 28, 1988

The Clark County Board of Health met at the Clark County Memorial Hospital Cafeteria. The meeting was called to order at 8:10 P.M.

BOARD MEMBERS PRESENT: Herman Miller, President  
Paul Cleeter, DDS, Vice President  
Robert McKechnie, MD, Secretary  
Emmett Speith, DVM  
Norman Wiggam  
Darrell Sherrard  
Robert Lega, MD

HEALTH DEPARTMENT EMPLOYEES PRESENT: Norman Labhart, Administrator  
Joann Dome, VNA-SE Indiana  
Roger Lindsey-Health Dept. Attorney

Each member had previously received a copy of the minutes of the April 28, 1988 board meeting. Darrell Sherrard made a motion to accept the minutes as submitted. Dr. Speith seconded the motion. Motion carried.

The board members were given binders containing the Indiana Code, the Powers and Duties of the Board of Health, the Local Sanitary Code, the past Rules and Regulations established by the Board of Health and the Clark County Health Department personnel policies. As necessary changes are made, the binders will be updated.

Senate Enrolled Act No. 269 Amended IC 16-1-19-2 which makes charges for birth, death, and stillbirth part of the health fund. The Indiana State Board of Health recommended that an ordinance be passed to set these fees. Inspections of existing private sewage disposal systems for financial institutions are being done without charge. It is recommended that a charge of \$50. (which is the cost of this inspection) be allowed. The Clark County Board of Health's attorney, Roger Lindsey prepared Resolution # 1 (see attached) 1988 to set the fees. The resolution also make changes in the wording to clarify definitions and wording. The resolution will be broken down into two ordinances, the first, because of the May 15th , 1988 deadline, will deal with birth and death certificates. The second will cover the rest. After some discussion, Dr. Jones made a motion to pass the resolution, seconded by Dr. Cleeter. Motion carried.

Norman Labhart gave the board a list of services (see attached) that would have to be cut in order to live within the budget set by County Council. After a lengthy discussion by the board, Dr. Cleeter made a motion that the board of health submit a request to the County Council for three additional sanitarians and notify the council that unless additional manpower was obtained, the cuts would have to be initiated. Seconded by Mr. Wiggam. Motion carried.

The request for septic tank permits exceeds the manpower to accomplish the task, necessitating a waiting list. The rules for handling the waiting list was discussed. Because of the large county and the time lost

traveling from one site to another the board felt that doing inspections in one area at a time would be more efficient and produce greater results. Dr. Cleeter proposed the following guidelines for the waiting list: That when an individual is placed on the list the township of the site be placed next to the name. The first name on the list would be the starting point and all additional sites in that township would be worked on that day in the order they are written on the list. It was recommended that a copy of the rules be given to each person requesting a septic tank inspection at the time their name is added to the list, seconded by Dr. Jones. Motion carried.

#### DEPARTMENTAL UPDATES:

##### A. VISITING NURSES ASSOCIATION - SOUTHEASTERN INDIANA:

JoAnn Dome discussed the programs of the transition of the Visiting Nurse Association of Southeastern Indiana to a free standing non-profit home health agency, form a division of the Clark County Health Department. On March 15, the County Commissioners approved the transfer ordinance. It was presented to the County Council on April 14, and was subsequently tabled to be revised again at their May 12 meeting. In order to allow continuity of agency procedures, Ms. Dome requested that the Board of Health service as the initial board for the free standing VNA. After general discussion, a motion was made by Dr. Speith to accept the request, seconded by Mr. Sherrard. Motion carried. As the transition progresses Ms. Dome will notify the board of the date of the first meeting.

The new software program purchased from Barnstorm has been installed and the billing department is in the process of billing for the months delayed by the installation.

VNA's quarterly agency evaluation was completed by the review committee with the summary report presented to the Professional Advisory Committee for consideration. The Committee requests that Board accept the summary report as submitted. Seconded by Mr. Wiggam. Motion carried.

VNA's budget and financial status was reviewed by the budget committee prior to the meeting and found to be satisfactory.

##### B. VITAL STATISTICS:

The Indiana State Board of Health will notify Local Boards of Health when a child of thirteen (13) or under is missing. The birth record will be flagged. When a request is received for a copy of that birth certificate the Indiana State Board of Health must be notified before a certificate can be issued. The record will be returned to normal when notified by state.

##### C. ENVIRONMENTAL HEALTH

Sellersburg waste water project requested that we provide input into their study for Silver Creek Township. Jeffersonville has requested the same for their planning area. Both to be done by 30th of June.

D. MATERNAL CHILD HEALTH/WOMEN, INFANT, CHILDREN:

The state requested that we combine the two projects into one. This will require some remodeling, MCH is funded thru one federal agency and WIC is funded by a different federal agency.

E. HEALTH EDUCATOR:

The health department had several articles published. (John Gilkey from Evening News was present and commented that Kent was doing a good job). Mr. Wells has given several talks to the local community on public health related subjects. Application for the 1989 grant is read and needs approval. This is Health Maintenance fund from the cigarette tax.

The financial report was in the monthly report.

The budget committee was selected consisting of: Herman Miller, Dr. Paul Cleeter, Dr. David Jones, Dr. Robert McKechnie and Norman Labhart. The motion was made by Dr. Speith that the budget committee submit the 1989 fiscal budget to auditor, seconded by Mr. Wiggam. Motion carried.

The next Board of Health meeting is scheduled for October 27, 1988, to be held in the cafeteria at the Clark County Memorial Hospital. There being no other business to be brought before the board, the meeting adjourned at 9:30 P.M.

Respectfully submitted,

  
Robert K. McKechnie, M.D.  
Health Officer  
Clark County Health Department

NJL:dw

AGENDA  
CLARK COUNTY BOARD OF HEALTH  
JULY 28, 1988

- I. Meeting called to order
- II. Approval of minutes from April 28, 1988
- III. Departmental updates
  - A. Vital Statistics
  - B. Environmental Health
  - C. Public Health
  - D. MCH/WIC
  - E. VNA
  - F. Financial reports
- IV. Setting the date of next board meeting
- V. Adjournment



MINUTES OF THE MEETING OF  
THE CLARK COUNTY BOARD OF HEALTH  
JULY 28, 1988

The Clark County Board of Health met at the Clark County Memorial Hospital Cafeteria. The meeting was called to order at 8:10pm.

BOARD MEMBERS PRESENT:

Herman Miller-President  
Paul Cleeter-DDS-Vice President  
Robert McKechnie, MD-Secretary  
Emmett Spieth, DVM  
Robert Lega, MD  
Norman Wiggam  
Darrell Sherrard

HEALTH DEPARTMENT EMPLOYEES PRESENT:

Norman Labhart, Administrator  
JoAnn Dome, Director-VNA of SE  
IN., Inc.  
Roger Lindsay, Health Dept.  
Attorney

Each member had received a copy of the minutes from the April 28, 1988 meeting. Motion was made by Darrell Sherrard, to accept the minutes as submitted. Seconded by Dr. Spieth. Motion carried.

Mr. Labhart reported that the following resolutions were approved by the Clark County Commissioners:

1. The fee for copies of Birth and Death Certificates has been increased to \$4.00 each. The monies will go into the County Health Fund.
2. The fee for inspection of existing sewage disposal systems for financial institutions has been set at \$50.00.

DEPARTMENTAL UPDATES

A. VITAL STATISTICS

The Indiana State Board of Health informed all local health departments they will be required to participate in a program designed to assist the Indiana Clearing House for Missing Children in collecting, processing and maintaining information to aid in finding missing children.

Local health departments will mark the records of a missing child and report to the Indiana Clearing House all requests for copies of their records. All applications for a copy of a birth certificate require at least one form of identification.

## B. ENVIRONMENTAL HEALTH

Mr. Labhart reported there continues to be some problems with proper installation of sewage disposal systems. He cited as an example - Mr. Ralph Guthrie, who incidentally is an unopposed candidate for County Commissioner in the fall election, was granted approval for the installation of a sewage disposal system on ground with less than 12 degrees slope. A sanitarian from the health department was called to conduct the final inspection, and found the system had been installed and covered on 16 degrees slope, constituting improper installation and violation of our current ordinance. A letter was sent to Mr. Guthrie from the environmental department informing him this system would have to be corrected. We are presently waiting for his response to our letter.

Mr. Labhart also reported the health department had submitted and the county council approved the request to hire two additional sanitarians. The request was submitted for money from the health fund and it should have been from the general fund. The request was correctly re-submitted, where upon the county council denied the request with no reason noted.

Services from environmental will be limited as listed in minutes of the April 28, 1988 Board meeting.

## C. PUBLIC HEALTH/WIC/MCH

Mr. Labhart reported the state continues to strongly suggest that the MCH/WIC programs be combined into one unit. Plans for coordination of the two units are underway the health department has requested \$9,000.00 from state funds to accomplish the remodeling and merger of the two units. Actual renovation will begin September, 1988.

Peggy Powell currently employed as Clark County Public Health nurse will become the project director for the combined program, with the entire staff of both units participating in workshop training and inservices, to assure a smooth transition. Bridget McCurdy will assume the position of Public Health Nurse.

## D. HEALTH EDUCATOR

Kent Wells, Health Educator, is working with the State Board of Health to conduct a survey of the health needs of the residents of Clark County. A detailed description of his activities are listed in the monthly report.

## E. FINANCIAL REPORT

The board receives monthly financial statements from all sections of the health department. Mr. Labhart asked if there were any questions regarding the reports. There being no questions, motion was made by Dr. Spieth to approve the financial statements as submitted. Seconded by Dr. Lega. Motion carried.

The budget for 1989 was approved by the budget committee and submitted to the county auditors office on June 30, 1988.

Dr. Spieth made a motion the board approve the budget report as submitted by the budget committee. Seconded by Dr. Lega. Motion carried.

NEW BUSINESS

Mr. Labhart requested the board approve the renewal of the following grants for fiscal year 1988-89.

1. Maternal and Child Health
2. Title XX Maternal and Child Health Contract
3. Woman, Infants and Children
4. Sexually Transmitted Disease

After general board discussion, motion was made by Dr. Lega to approve the renewal of the above grants. Seconded by Dr. Spieth. Motion carried.

Herman Miller, President reported the board has completed the annual evaluation of Dr. McKechnie, Executive Director of the Clark County Health Department and commended him on a job well done.

The next Board of Health meeting is scheduled for October 27, 1988, to be held in the cafeteria of the Clark County Memorial Hospital. There being no further business brought before the board, the meeting was adjourned at 9:30pm.

Submitted by,

*Robert K. McKechnie MD*  
Robert K. McKechnie, MD  
Secretary  
Clark County Board of Health

RKM/dw

The Board of Health met on October 27, 1988. A quorum was not present and no business was transacted.

CLARK COUNTY BOARD OF HEALTH  
AGENDA  
OCTOBER 27, 1988

*m To*  
*26 JAN 88*

- I. MEETING CALLED TO ORDER
  
- II. APPROVAL OF MINUTES OF THE JULY 28, 1988 MEETING
  
- III. DEPARTMENTAL UPDATES
  - A. Vital Statistics
  - B. Environmental Health
  - C. Public Health
  - D. MCH/WIC
  - E. Financial Reports
  
- IV. SETTING THE DATE OF THE NEXT BOARD MEETING
  
- V. ADJOURNMENT