

**CLARK COUNTY BOARD OF HEALTH**  
**MEETING MINUTES**  
April 16, 2003

The meeting was held at the Clark County Health Department 1403 Spring St. Jeffersonville, IN.

Board Members present were: Kathryn Raines, Dr. Martin, Dr. Howard and Dr. Thaker

Board Members Absent: Ed Johnson, Dr. Kemper, Fay Allen

Staff Present: Dr. Burke, Jim Kizer and Mike Meyer

Dr. Howard called the meeting to order at 6:45 P.M.

The minutes of the previous meeting were reviewed. Dr. Martin made a motion to approve the minutes. Dr. Thaker seconded the motion. The motion passed unanimously.

**ELECTION OF OFFICERS**

Dr. Martin nominated Dr. Howard for Chairman and Kathryn Raines for Vice Chairperson. Dr. Thaker seconded the nominations. The nominees were voted to office unanimously.

**ANNUAL REPORT**

Dr. Burke presented the 2002 annual report and discussed various items included in the report.

**SMALLPOX**

Dr. Burke reported that the State Department of Health had provided a plan to deal with mass vaccination of citizens if a case of smallpox was confirmed in the country. Health department staff have adapted the plan for Clark County and have met with agencies that would be involved and discussed their roles and responsibilities.

**SARS**

Dr. Burke reviewed the current international outbreak of Severe Acute Respiratory Syndrome. No cases have been identified in Indiana. The State Department of Health and CDC have networks to disseminate information to local health departments and would aid in management of a case if is suspected.

**MOSQUITO PROGRAM**

Mr. Meyer reported the mosquito control program was beginning for the year. Staff will identify and treat to control larvae in standing water on public property. Local municipalities will purchase larvacide to treat catchbasins and assist in efforts to eliminate other breeding sites. Student from IUS will aid in sampling and identification of mosquito populations.

**BAD CHECKS**

Mr. Meyer stated bank fees have been increased for checks returned to the department. Dr. Martin made a motion to charge customers \$30 for a returned check. Dr. Thaker seconded the motion. The motion passed by a unanimous vote.

**911**

Dr. Burke reported phase I of the remodeling of the building was complete. The radio and phone equipment is being installed and the operation will move in the next week.

**OLD BUSINESS**

None to report.

**NEW BUSINESS**

None to report.

**MEETING DATES**

After discussion and a consensus of the Board the next meeting was set for Tuesday May 27,2003 at 8:00 A.M.

**ADJOURN**

There being no further business Dr. Thaker motioned to adjourn the meeting. Ms. Raines seconded the motion. The motion passed unanimously.

The meeting adjourned at 7:20 P.M.

  
Dr. James Howard  
Board Chairman

**CLARK COUNTY BOARD OF HEALTH**  
**MEETING MINUTES**  
**May 27, 2003**

The meeting was held at the Clark County Health Department 1403 Spring St. Jeffersonville, IN.

Board Members present were: Kathryn Raines, Dr. Martin, Dr. Howard , Ed Johnson, Dr. Kemper and Fay Allen

Members Absent: Dr.Thaker

Staff Present: Dr. Burke, Jim Kizer and Mike Meyer

Dr. Howard called the meeting to order at 8:15 A.M.

The minutes of the previous meeting were reviewed. Dr. Kemper made a motion to approve the minutes. Ms. Allen seconded the motion. The motion passed unanimously.

**2004 BUDGET**

Dr. Burke and Mike Meyer presented the 2004 budget for the Health Department, Central Alarm and the Public Safety Plan. After discussion Dr. Kemper made a motion to approve the budget as presented with the line item for health insurance to be adjusted to reflect the premiums when established by the Commissioners. Mr. Johnson seconded the motion. The motion passed unanimously.

**911**

Dr. Burke reported phase I of the remodeling of the building was complete. The radio and phone equipment has been installed and operations are now located totally in the new facility.

**OLD BUSINESS**

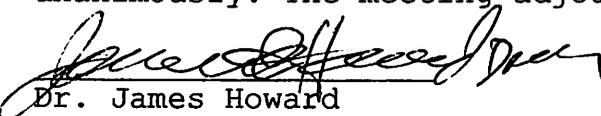
None to report.

**NEW BUSINESS**

Jim Kizer reported that a court case involving an illegal installation of a septic system was in the initial stage of action. He will update the Board as the case progresses.

**ADJOURN**

There being no further business Dr. Martin motioned to adjourn the meeting. Ms. Raines seconded the motion. The motion passed unanimously. The meeting adjourned at 9:00 A.M.

  
Dr. James Howard  
Board Chairman

**CLARK COUNTY BOARD OF HEALTH**  
**MEETING MINUTES**  
**October 8, 2003**

The meeting was held at the Clark County Health Department 1403 Spring St. Jeffersonville, IN.

Board Members present were: Dr. Howard, Ed Johnson, Dr. Kemper and Fay Allen

Members Absent: Dr.Thaker, Kathryn Raines, Dr. Martin

Staff Present: Dr. Burke, Jim Kizer, Mike Meyer, Jerry Hall and Bridget McCurdy

Dr. Howard called the meeting to order at 6:15 P.M. The minutes of the previous meeting were reviewed. Mr. Johnson made a motion to approve the minutes. Ms. Allen seconded the motion. The motion passed unanimously.

**2004 BUDGET**

Dr. Burke and Mike Meyer reviewed the status of the 2004 budget for the Health Department, Central Alarm and the Public Safety Plan. The budget had been set by the Council and awaited approval from the State. Dr. Burke reported the Council had added additional funds to the requested amount for the dispatchers line item in the Central budget. This had not been communicated by the Council to Health Department staff but information from the Auditor's staff revealed that the additional amount was for dispatchers in the Sheriff's office. After discussion Dr. Kemper made a motion for Mr. Kizer to correspond with the Commissioners and Council to meet with the Board to discuss the proposal. Mr. Johnson seconded the motion. The motion passed unanimously.

**FEES**

Dr. Burke reviewed current health Department fees charged for various services. Staff had compiled fees charged by 11 other health departments for comparison. After discussion fee adjustments were proposed. Ms. Allen made a motion to approve the fees as proposed. Mr. Johnson seconded the motion. The motion passed unanimously. The fees will be included in the next revision of the Sanitary Code which will be presented to the Commissioners. Mr. Kizer will explore enacting new fees outside the ordinance revision. (Fee schedule attached)

911

Jerry Hall announced an open house at the 911 facility on October 18, 2003 and invited the Board to attend.

**OLD BUSINESS**

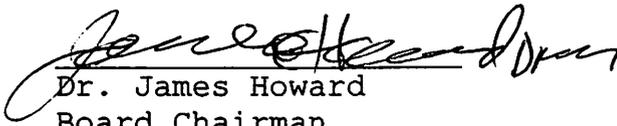
Mr. Meyer reported on employee health insurance premiums that the Commissioners had set. Dr. Kemper requested the staff investigate the Department becoming a freestanding group to help reduce the out of pocket expense of the employees.

Jim Kizer reported that the court case involving an illegal installation of a septic system was scheduled for a hearing on October 29, 2003.

**ADJOURN**

There being no further business Mr. Johnson motioned to adjourn the meeting. Dr. Kemper seconded the motion. The motion passed unanimously. The meeting adjourned at 7:40 P.M.

Next meeting set for November 12, 2003 at 6:00 P.M.

  
Dr. James Howard  
Board Chairman

**HEALTH DEPARTMENT  
FEE INCREASES**

	NEW CHARGE	OLD CHARGE
Bars	65.00	65.00
Mobile Food Dispensing Units		
MF1 Under 1000 lbs.	25.00	25.00
MF2 Over 1000 lbs.	50.00	50.00
Produce Markets		
Annual Operation Over six months		
P11 Under 2000 Sq Ft	50.00	50.00
P12 2000 to 7999 Sq Ft	60.00	60.00
P13 8000 + Sq Ft	70.00	70.00
Seasonable Operation 4-6 months		
P21 Under 2000 Sq Ft	25.00	25.00
P22 2000 to 7999 Sq Ft	30.00	30.00
P23 8000 + Sq Ft	35.00	35.00
Seasonable Operation 4 months or less		
P31 Under 2000 Sq Ft	12.50	12.50
P32 2000 to 7999 Sq Ft	15.00	15.00
P33 8000 + Sq Ft	17.50	17.50
Late Fees Due March 1		
30 Days Late	25.00	25.00
60 Days Late	50.00	50.00
Temporary Food Service Establishments		
1 - 3 Days	20.00	10.00
4 - 7 Days	30.00	20.00
8 - 14 Days	40.00	30.00
Follow-Up Inspection on Food Service	20.00	No Charge
PERMIT PRO-RATED		
For Less and one (1) year, Six (6) Months	Full Fee	Full Fee
Three (3) to Six (6) Months	50%	50%
Less Than Three (3) Months	25%	25%
POOLS		
Pools	100.00	100.00
SPA	50.00	50.00
Wading	50.00	50.00
Plan Review	100.00	100.00

**HEALTH DEPARTMENT  
FEE INCREASES**

	NEW CHARGE	OLD CHARGE
<b>PUBLIC HEALTH NURSING</b>		
Immunizations	Donations - 2.00	Donations - 2.00
TB Test	5.00	No Charge
<b>VITAL RECORDS</b>		
Birth Certificate	6.00	5.00
Death Certificate	6.00	5.00
Paternity Affidavit	10.00	No Charge
Corrections	5.00	No Charge
Geneology	5.00	No Charge
<b>SEWAGE DISPOSAL</b>		
Application	25.00	20.00
NCP	75.00	75.00
Repair	50.00	25.00
Existing Inspection	50.00	50.00
Replacement	50.00	25.00
Installer	50.00	25.00
<b>SUBDIVISION PLAN REVIEW</b>		
Lots 1-5	50.00	No Charge
Lots 6-10	100.00	No Charge
Lots 11-20	200.00	No Charge
Lots 21-30	300.00	No Charge
Lots 31-40	400.00	No Charge
Lots > 41	500.00	No Charge
<b>FOOD SERVICE</b>		
<b>Food Service Establishments</b>		
Plan Review	50.00	50.00
New Establishment	100.00	100.00
FS1 1-5 Employees	100.00	100.00
FS2 6-9 Employees	150.00	150.00
FS3 10 + Employees	200.00	200.00
<b>Retail Food/Grocery Store</b>		
Plan Review	50.00	50.00
New Establishment	100.00	100.00
RF1 1-5 Employees	100.00	100.00
RF2 6-9 Employees	150.00	150.00
RF3 10 + Employees	200.00	200.00
Ice Cream & Sweet Shops	65.00	65.00
Bakeries	65.00	65.00

**CLARK COUNTY BOARD OF HEALTH**  
**MEETING MINUTES**  
**NOVEMBER 12, 2003**

The meeting was held at the Clark County Health Department 1403 Spring St. Jeffersonville, IN.

Board Members present were: Kathryn Raines, Dr. Martin Dr. Howard and Fay Allen

Members Absent: Ed Johnson, Dr. Kemper and Dr.Thaker

Staff Present: Dr. Burke, Jim Kizer, Mike Meyer and Jerry Hall

Dr. Howard called the meeting to order at 6:05 P.M. The minutes of the previous meeting were reviewed. Ms Allen made a motion to approve the minutes. Dr. Martin seconded the motion. The motion passed unanimously.

**2004 BUDGET**

Dr. Burke reviewed the status of the 2004 budget for Central Alarm. Dr. Burke reported there was no response to Mr. Kizer's letter to the council and commissioners about the requested amount for the dispatchers line item in the Central budget.

**ATTORNEY CONTRACT**

Mr. Kizer presented a contract for renewal of his services for 2004. The terms of the contract and payment remain the same as 2003. Dr. Martin made a motion to approve the contract and Ms. Allen seconded the motion. The motion passed unanimously.

**OLD BUSINESS**

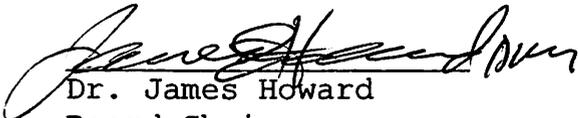
Jim Kizer reported that the court case involving an illegal installation of a septic system had a hearing in Scott County Court to determine if the Health Department was compelled to answer certain questions that were asked by the defense. The questions were not facts the health department had access to or had no bearing on the case. The judge ruled in the Department's favor. Mr. Kizer will meet with the opposing attorney to determine the next course of action.

**NEW BUSINESS**

Dr. Burke stated a high number of chickenpox cases had been reported at Parkwood Elementary School. Staff sent information home with students offering vaccine to be administered at school but had miniscule participation.

**ADJOURN**

There being no further business Dr. Martin motioned to adjourn the meeting. Ms. Allen seconded the motion. The motion passed unanimously. The meeting adjourned at 6:40 P.M.

  
Dr. James Howard  
Board Chairman