

MINUTES OF THE MEETING OF  
THE CLARK COUNTY BOARD OF HEALTH  
MARCH 30, 1989

The Clark County Board of Health met at the West Clark School Corporation's Administrative office. The meeting was called to order at 6:10 P.M.

Board Members Present:           Herman Miller, President  
  Paul Cleeter, D.D.S., Vice President  
  Robert K. McKechnie, M.D., Secretary  
  Darrell Sherrard  
  James Howard, D.V.M.  
  Kevin Guernsey

Others Present:                    Roger Lindsey, Board of Health Attorney  
  Norman Labhart, Administrator  
  Kevin Gibson, Reporter

The minutes of the July 28, 1988 meeting were presented to the Board. There being no additions, deletions or corrections Dr. Cleeter made a motion to accept them, seconded by Mr. Sherrard and unanimously carried.

Dr. McKechnie told the Board that a quorum was not presented at the October meeting so no business was conducted.

Herman Miller, President introduced the new Board members, Dr. James Howard and Kevin Guernsey.

Election of Officers for 1989

Dr. Cleeter nominated Herman Miller for President, seconded by Mr. Guernsey. Mr. Sherrard moved nominations be closed, seconded by Dr. Howard. Nomination carried.

Mr. Sherrard nominated Dr. Cleeter for Vice President, seconded by Mr. Guernsey. Dr. Howard moved nominations be closed, seconded by Kevin Guernsey. Nomination carried.

Meeting Dates for 1989

After some discussion, the following dates were set: May 18, August 30 and October 26. Mr. Lindsey informed the Board that the dates were not in compliance with 16-1-7-22 which set the months at January, April, July and October. Dr. McKechnie stated that these dates were acceptable to the Board and to get a date when all could attend was difficult. The May meeting would help because it would be a later date for the Budget. Mr. Lindsey stated that in his opinion that the intent was to meet each quarter of the year and that these dates accomplished that.

### Hardship Septic Tank Permits

The Health Department receive requests for hardship permits. This is a medical hardship wherein the person who will be living in the trailer is unable to care for themselves and must have close family supervision and assistance. The trailer is connected to the existing system.

The Department has been issuing permission on the condition that should the person be transferred to a health care facility or expire the trailer must be removed. A no-fee permit renewable each six months would assist the department with follow-up.

After some discussion, Mr. Guernsey made a motion that Mr. Lindsey draft a resolution establishing guidelines to be used in the future when issuing no fee permits. Seconded by Dr. Howard. Motion carried.

Board members received a copy in the mail of the law pertaining to handling of medically contaminated waste. It contains regulations for the proper disposal of the waste. There was a short discussion of its effect on solid waste disposal.

### Department Updates

Norman Labhart noted that the Health Department sends monthly reports to the Board Members and requests they contact him if they have any questions. He also welcomes any suggestions as to any changes in the report format or content. The annual report was sent to the State with copies going to the Board Members, Commissioners and County Council.

A general update of each section was presented. There was some discussion on salaries but no formal action was taken.

The Board of Health periodically writes off the bad debts from MCH. A list was presented to each Board Member. A motion was made by Dr. Cleeter to write off the debts. Seconded by Mr. Guernsey. Motion carried.

Attorney's contract was discussed. Roger Lindsey told the Board that the contract that was signed in January had been changed. He gave the Board a copy of the one signed in January and a copy of the one signed by the Commissioners in March. He pointed out the differences between the contracts and gave a copy of a compromise contract to the Board. The changes in the first contract contained things that was not acceptable to him and he stated that although he felt like he had a valid contract that was signed in January that he would submit the compromise contract but that he would not sign the March contract. After some further discussion, Mr. Lindsey left the room so the Board could discuss his contract.

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A lengthy discussion ensued before a motion was made to re-submit the January contract. It was then decided that there was a break down of communication between the Board of Health and the Commissioners. It was then decided that two members of the Board would talk with the Commissioners to try to resolve this matter.

There being no further business the meeting was adjourned at 7:40 P.M.

Respectfully submitted,

  
Robert K. McKechnie, M.D.  
Clark County Board of Health

RKM:dw

MINUTES OF THE MEETING OF  
THE CLARK COUNTY BOARD OF HEALTH  
MAY 18, 1989

The Clark County Board of Health met at the Ramada Inn, Jeffersonville. 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  
Darrell Sherrard  
Robert Lega, MD  
Kevin Guernsey  
James Howard, DVM

HEALTH DEPARTMENT EMPLOYEES PRESENT:

Norman Labhart, Administrator  
Roger Lindsey, Health Dept. Attorney

The minutes of the March 30, 1989 Board of Health meeting were presented to the Board. There being no additions, deletions or corrections, Kevin Guernsey made a motion to accept them, seconded by Paul Cleeter and unanimously carried.

The first item on the agenda was the letter from the hospital requesting that the Health Department vacate its present site by December 31, 1989. After a long discussion Dr. Lega made a motion that the Board of Health invite the Hospital Board to the August 30, 1989 meeting to discuss the following:

1. What is the Hospital's plans for the space?
2. Where do they plan to move the Health Department to?
3. Will the additional space solve their problem?
4. What are the Hill Burton obligations remaining?

The Board felt that they needed more information to make a decision. Seconded by Paul Cleeter and unanimously carried.

Dr. McKechnie discussed using the health maintenance fund to start a prenatal care program. The existing monies would be used to hire a coordinator to study a prenatal program and deliver the results to the Board. Dr. Lega made a motion that this be allowed, seconded by Paul Cleeter. Vote was 5 to 1 in favor.

The Health Department has received numerous request for information on the annual rabies clinic. Regulations require veterinarians to provide certain items at the vaccination site, because of this Dr. Howard stated that the local veterinarians are reluctant to hold rabies clinic as in the past. Promotion for the rabies shots will be in the form of newspaper stories to encourage people to take their pets to their vet.

A new bookkeeper was hired when Peggy Finn left for a better position. Dr. McKechnie requested that the board ask the council to lower the salary for that position from 20,600 to 16,000. Motion made by Dr. Lega, seconded by Paul Cleeter, and unanimously carried.

Norman Labhart's salary was discussed. Dr. Lega made a motion that the salary remain as is. Seconded by Herman Miller. A vote of 5 to 1 in favor.

*RCM*

Dr. McKechnie requested a budget committee be appointed and empowered to submit budget to the auditor by July 1, 1989. A motion was made to appoint Herman Miller, Dr. Lega, Dr. Howard, Dr. McKechnie and Norman Labhart, to the budget committee. The meeting was set for June 5, 1989 at 6:00 at the Health Department. A motion was made by Paul Cleeter that the budget committee submit their proposed budget to the auditor. Seconded by Darrell Sherrard, and unanimously carried.

Dr. McKechnie encouraged any board member who could to attend the budget meeting.

Norman Labhart discussed some of the new legislation. Because most bills finally passed at the last minute, an up-to-date printing was not available. The discussion was only general.

#### DEPARTMENT UPDATES

##### Vital Records

The state is once again changing the death certificates. This time it should help with some of the past confusion. New regulations on adding the biological father to the birth certificate has been proposed, we are waiting for the details.

##### Environmental Health Section

The turn around time for septic tank application is about the same as it has been due to excess rain. Progress is being made on the Emergency Spill Program. It is requiring more time than we have so the progress is not as fast as people want.

##### Public Health

The school nurses reported to the Indiana State Board of Health's Nursing Consultant that they were spending too much of their budget on TB programs. This was looked into and found that they were paying for the syringes out of nursing budget. The Health Department will furnish all the supplies for the TB testing in the future.

##### MCH/WIC Clinics

MCH/WIC programs are combined but it is not running as smoothly as that state wants. The state has some problems to work out at their level.

##### Financial Report

The Health Department operates in the black. A financial report is submitted to the Board members each month.

Roger Lindsey submitted a copy of the resolution # 1 1989 that the Board had asked him to prepare. He requested that the Board look it over and call him with any problems.

There being no further business, the meeting was adjourned at 10:25 P.M.

Respectfully submitted,

  
Robert K. McKechnie, M.D.  
Health Officer  
Clark County Board of Health

RKM:dw

MINUTES OF THE MEETING OF  
THE CLARK COUNTY BOARD OF HEALTH  
AUGUST 30, 1989

The Clark County Board of Health met at the Ramada Inn, Jeffersonville. The meeting was called to order at 8:00 P.M. by Board President Herman Miller.

BOARD MEMBERS PRESENT:

Herman Miller, President  
Paul Cleeter, Vice-President  
Robert McKechnie, M.D., Secretary  
James Howard, D.V.M.  
Kevin Guernsey  
David H. Jones, M.D.  
Robert E. Lega, M.D.

HEALTH DEPARTMENT EMPLOYEES PRESENT:

Roger Lindsey, Health Dept. Attorney  
Kent Wells, D.I.S.

The minutes of the May 18, 1989 Board of Health meeting were presented to the Board. There being no additions, deletions, or corrections, Dr. Lega made a motion to accept them, seconded by Paul Cleeter and unanimously carried.

The first item on the agenda was a report by Dr. McKechnie regarding the status of the County's landfill. Federal regulations require the County to place in escrow \$5,000 for each acre of landfill closed. The County plans to appropriate \$165,000 each year for the next ten (10) years to be placed in escrow where it must remain for 20 years. Dr. Jones asked regarding extra land being negotiated. The present site is being considered for a 100 acre expansion and a private company is considering a site by Marysville.

Dr. McKechnie gave a status report on the Budget. The new legislation require that we submit a copy of our budget to the Commissioners. There was some discussion as to whether they have a right to cut the Health Department's budget or not. The Commissioners also inquired about the space requirements for the Health Department. Mr. Lindsey reported that he had spoken with the County Attorney. He made him aware that some of the Commissioners recommendations was a reduction in contract revenue and not a cost from County taxes. Mr. Lindsey indicated that the County Attorney was adamant that there should be no training monies for the Health Officer and Administrative Assistant positions in the event of transition. Mr. Lindsey stated that the letter to the Council cited "disapproval", and he indicated the Indiana Code merely requires that the Health Department to submit their budget to the Commissioners for "approval".

In regards to the issue of the Health Department space in the Hospital, Dr. McKechnie and Mr. Miller attended the Hospital Board meeting. It was stated they need additional space for an expanded gift shop, doctors lounge, and medical records. Dr. Jones stated that he felt the Health Department was more medically related than the Gift Shop and Medical Lounge, and that the size of both was already sufficient. Dr. McKechnie added that Birth/Death records must be protected against fire, flood, and destruction, and the Hospital has good protection from Fire Department and other disaster control. Also, programs such as our Communicable Diseases, STD's, Birth/Death access and MD Convenience to Hospital is important. Dr. Jones made a motion that the Health Board authorize Dr. McKechnie to negotiate on their behalf taking a hard fast stand that we stay. The motion was seconded by Dr. Lega and passed unanimously.

Dr. McKechnie requested Board authorization to progress with hiring an RN to work on planning of Prenatal program that had been approved at the previous meeting. He stated that over half of our residents go out of the county to have their babies delivered. The Indiana State Board of Health has wanted us to do something for a long time. A discussion of the cost effectiveness of Prenatal program for low income was held. Dr. Jones made a motion to authorize Dr. McKechnie to hire an RN to develop the Prenatal proposal and bring the plans to the Board. The motion was seconded by Dr. Lega. Discussion of the motion was considered with Mr. Guernsey stating that he felt we were getting the cart before the horse, that we should be contacting the doctors doing the deliveries first to find out what kind of program they would work with before hiring someone. Upon conclusion of discussion the motion passed with one opposing vote.

Mr. Wells then gave a report of Department updates. He stated that the Prosecutor had requested the Health Department to sign affidavits regarding three persons installing septic systems without inspection. The Prosecutor is asking for compliance within a specified time or \$1,000 fines plus compliance.

The Vital Statistics department is working with a sample program from Genesis that if found acceptable will allow us to computerize Birth and Death records. Also, a new State law requires the Death Certificate to include where the deceased lived their last five (5) years. This is creating problems for the funeral directors. Dr. McKechnie added this is being done for voter registration. A new law allows two people who are living together unmarried to add the natural father to the birth certificate by affidavit within a certain number of days without having to go through legal action.

Mr. Wells reported that the Public Health Nurse is reporting more situations of older incapacitated persons living by themselves.

The MCH/WIC program has been notified that the MCH budget for FY1990 must be cut about 27%. Cuts in the budget were made without cutting any current staff positions. Some discussion was held on the problems with combining MCH and WIC.

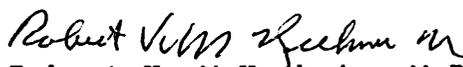
The AIDS program is located in a small office in the Medical Arts Building. There have already been some persons into the AIDS Office for counseling and/or testing. A letter from Paul Esbrandt of the Indiana State Board of Health requested that the health department provide STD testing and treatment services in conjunction with the AIDS counseling program. Dr. McKechnie added that the Board in the past has chosen not to allow treatment in its programs. He also stated that State would provide the medications and certain other supplies for testing. Dr. Jones made the motion that the Clark County Health Department offer STD testing and treatment services in conjunction with the new State/Federally funded HIV Counseling and Testing Program. The motion was seconded by Mr. Guernsey and passed unanimously.

Dr. McKechnie stated that the financial reports were included in the Board's monthly report, and asked if there were any questions. There were none.

Mr. Lindsey brought up a resolution that he passed out before the meeting and which had been presented initially at the May meeting. The resolution allows for the temporary connection of a temporary dwelling to an existing private sewage disposal system for certain medical reasons. Dr. McKechnie stated he did not like the part where the Health Officer makes the determination, but he felt it had to be done. A motion to adopt the Resolution # 1-1989 was made by Dr. Jones and seconded by Dr. Howard. The motion was approved unanimously.

There being no further business, the meeting was adjourned at 9:30 P.M.

Respectfully submitted,

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

RKM:dw

CLARK COUNTY BOARD OF HEALTH MEETING  
OCTOBER 26, 1989 MINUTES

The Board met at the Ramada Inn, Jeffersonville, Indiana.  
The meeting was called to order at 8:00 P.M.

Board members present: Herman Miller, President  
Paul Cleeter, MD Vice-President  
Robert McKechnie, MD Secretary  
Robert Lega, MD  
Darrell Sherrard

Others present: Roger Lindsey, Board attorney  
Norman Labhart

The minutes of the August 30, 1989 meeting were presented to the Board. There being no additions, deletions or corrections, Dr Cleeter made a motion to accept them: seconded by Dr. Lega. Motion carried.

Dr McKechnie brought up the request of the Clark Memorial Hospital, that the Health Department vacate their present location and move to a house provided by the hospital. After much discussion, Dr. Lega made a motion that the health officer notify the hospital that the Health Department desires to stay in their present location. Seconded by Darrell Sherrard. Motion carried.

Election of officers: Dr. Cleeter nominated Herman Miller for President, seconded by Dr. Lega, motion carried. Dr Lega nominated DR, Cleeter for Vice President, seconded by Darrell Sherrard, motion carried.

Meeting dates for 1990 were set: January 25, 1990, May 17, 1990, August 30, 1990 and October 25, 1990.

Department Updates

Vital Records: The computer software program for birth and death records has been ordered and plans are to begin computerizing vital records in January, 1990.

The State Board of Accounts has approved the use of a cash register for health department transaction which generates duplicate receipts. One will be given to the client and one will be kept for health department records. This will eliminate the need to write a receipt for each transaction.

*RHM 10 Jan 90*

Environmental Health: Three of the four cases at the Prosecutor's Office have been settled. The other one has retained an attorney who has requested and extension of time.

Public Health Nursing: Public Health Nursing has been working with the school nurses and in the parochial school on Scoliosis screening and immunizations.

MCH/WIC: The state mandated regulation to combine MCH/WIC into one clinic should prove efficient in decreasing patient waiting time.

Aids: The state requested that a separate office for the Aids program be established, which will provide required confidentiality. The state also requested that S.T.D. treatment program be co-ordinated in the same office, at a later date.

There being no other business to be brought before the board, meeting was adjourned at 9:45 P.M.

Respectfully submitted, (

  
Robert K. McKechnie, MD, Secretary  
Clark County Board of Health  
RKM:dw