

## Board of Health Meeting Minutes

The regular meeting of the Board of Health was held Tuesday, January 19, 2016 at 700 East Oak Street, Canton.

President Phillips called the meeting to order at 7:02 PM with members Schell, Hoke, Stinauer and Gowda present. Member Leffler joined the meeting later. Members Beck and Brown were absent. Staff attending the meeting were Roberson, Hiatt, Lynn, Rose and Campbell.

President Phillips ask if there were additions or corrections to the minutes from the November 17, 2015 meeting. There were none. Nancy Schell motioned to approve the minutes as written with Dr. Gowda seconding the motion. All ayes, motion passed.

There was no one for Public Comments.

Amy Rose gave the financial reports for the months of November and December. There were no questions. Dr. Gowda motioned to approve the financial reports as presented with Nancy Schell seconding the motion. All ayes, motion passed. Reports placed on file.

New Business- Katie passed out a sheet with fees for food service facilities from surrounding counties. Fulton County is below by a considerable amount. Our current fee for Category I facility is \$175.00, Category II is \$150.00 and Category III is \$125.00. Katie explained which type facilities are in each category. It was recommended that the Category I fee go to \$220.00, Category II \$190.00 and Category III \$150.00. It was also recommended that we prorate fees for establishments that open after June 30<sup>th</sup>. If a business were to open in the 3<sup>rd</sup> quarter they would pay 75% of the fee and in the 4<sup>th</sup> quarter they would pay 50% of the fee. The current fee for a plan review is \$50.00 and it was recommended that fee go to \$100.00. Dr. Gowda ask what was involved with the plan review and how much time was involved. He also recommended the prices be looked at annually. This will be voted on at the March meeting.

The 2017 Holiday schedule was presented. Nancy Schell motioned to approve with Vickie Hoke seconding the motion. All ayes, motion passed.

By-Laws were presented with the addition that was discussed at the November meeting. Under Budgets and Disbursements #5. Approve the purchase of an individual item that exceeds \$5,000. Dr. Gowda motioned to approve the addition with Nancy Schell seconding the motion. All ayes, motion passed.

Division Reports- Louise Hiatt reported for Family and Community Health. The Cuba office remains very busy. Because of the Grant Keime trust we were able to hire a part time nurse for that office. She has been trained and is now working on her own. The staff working in Hearing and Vision programs in the schools have been busy also. The Communicable Disease and TB programs have slowed down a little.

Katie Lynn reported for the Environmental Health Division. Katie reported that most of the food renewals are in. There are still a couple that haven't been returned. The Vector Surveillance Grant is available to write. The amount this year will be \$13,000. Katie plans to purchase some new equipment.

We will continue to test mosquitoes and send dead birds in for testing. We are also looking at updating ordinances. They haven't been updated since 2002. We would like to include the smoking law into the food permit. Right now we really don't have any recourse for the repeat offenders. There would be fines involved with the change and those fines would increase with repeat offenses. The fines would need to be paid before a new license would be issued.

Katie also showed the board the Certification for the IPLAN. We are now accredited for another 5 years. Damon told the board that Katie did a great job and this certificate was due to her hard work.

Amy Rose reported for the dental clinic. The dentist was off for a couple of weeks in December so we are busy catching up. The front office person resigned at the same time as Robin's retirement. We had a student from MTI doing her externship with us who is now employed by us. She is working the front office but can also chairside assist. We are booked out until about mid-February.

Administrator's report- Damon reported that even with a lack of budget that fiscally we are a little ahead of last year. As of July 1<sup>st</sup> of 2015 we have dropped our payroll by 10%. We had 42 Full time equivalencies and now we have 36. Staff have left and those duties have been assumed from within. We are rapidly approaching the point where this will become a detriment. The auditors will give us a finding for not having enough people to properly monitor everything that goes on. Because we are a small agency we can get by with this.

Dr. Phillips ask if there were other fees that we needed to bring up at the March meeting. Dr. Stinauer is going to review our dental fees.

Damon told the Board that we would be getting the Annual Report to them around the first of February. This will need to be approved before the end of the month. We will be doing an email or phone vote since we don't have another meeting until March.

President's report- None

Nancy Schell motioned to adjourn the meeting at 7:35 PM

Respectfully submitted,



R. U. Gowda, MD, Secretary