

## Board of Health Meeting Minutes

The regular meeting of the Fulton County Board of Health was held on Tuesday, November 17, 2015 at 7:00 PM at 700 East Oak Street, Canton.

Members present were Vickie Hoke, Judy Brown, Barry Beck, Nancy Schell, Dr. Phillips, Dr. Gowda, Dr. Stinauer and Karla Leffler.

Staff attending were Damon Roberson, Katie Lynn, Robin Henry, Amy Rose, Louise Hiatt and Jo Campbell.

The meeting was called to order by President Phillips at 7:04 PM asking if anyone had corrections or comments about the meeting minutes from the October 20, 2015. Nancy Schell motioned to approve as presented with Judy Brown seconding that motion. All ayes, motion passed.

Damon gave the fiscal report for the month of October. There were no questions. Barry Beck motioned to approve the report as presented with Dr. Gowda seconding that motion. All ayes, motion passed. Report placed on file.

New Business- Election of officers. Nancy Schell nominated Dr. Phillips as President. Dr. Gowda seconded that motion. There were no other nominations. Barry motioned to close nominations. All ayes, motion passed. Dr. Gowda nominated Nancy Schell as Vice President with Dr. Phillips seconding that motion. Barry motioned to close nominations. All ayes, motion passed. Nancy Schell nominated Dr. Gowda as secretary with Dr. Phillips seconding that motion. Barry Beck motioned to close nominations. All Ayes, motion passed. Vickie Hoke nominated Victoria Harper as Treasurer with Nancy Schell seconding the motion. Barry Beck motioned to close the nominations. All ayes, motion passed.

The proposed meeting date for 2016 were included in the packets. Nancy Schell motion to approve the meeting dates of January 19, 2016, March 15, 2016, May 17, 2016, August 16, 2016, October 18, 2016 and November 15, 2016. Dr. Gowda seconded the motion. All ayes, motion passed.

The job descriptions were reviewed by senior staff. The only change request was made for the Business Manager position. The current job description required Bachelor's Degree in Business Administration with a minimum of 18 hours in accounting principles. We are requesting that be changed to a 4 year degree from accredited college or university in a related field of study OR 2 year degree + 2 years' work experience in a related field OR 4 years public health experience in the related field. The supervisory responsibility was changed from Supervises maintenance staff to may be required to supervise staff. Vickie Hoke motioned to approve the changes with Judy Brown seconding the motion. All ayes, motion passed.

Old Business- The Organization Capacity Assessment was reviewed. The senior staff and managers work on this internal tool. It helps us determine the strengths and weaknesses of the department. We will work off of this to make improvements. Dr. Phillips noted a typo to be corrected. He also had a question about the Quit Line. This plan is to be implemented over the next 5 years. Nancy Schell motioned to approve the I-PLAN and the Organizational Capacity Assessment with Barry Beck seconding the motion. All ayes, motion passed.

Isolation and Quarantine Plan was also discussed. This would require the State's Attorney to enact this plan. The Administrator would make a recommendation to the State's Attorney after our CD person made the recommendation to him or her. Dr. Gowda motioned to approve with Nancy Schell seconding the motion. All ayes, motion passed.

Division Reports- Louise Hielt reported the agency just had WIC and Family Case Management Reviews and Family Planning Reviews are going on today and tomorrow. We did not hire a part time TB nurse as was discussed at the last meeting. We are going to use current staff for this.

Katie Lynn reported the food renewal permits for 2016 will be mailed out the first part of December. Katie also discussed the State Lab no longer doing testing for Nitrates. We are going to try using strips that will work as a screening. If high levels show up we will refer to a private lab. We currently charge \$20. Which covers the cost of mailing. The nitrate testing will cost \$50.00 so we will need to increase our fees. We will also explore the cost of doing all the tests through a private lab.

Robin Henry reported for dental. She announced that Amy has been training with her in the dental clinic and will be reporting at the next meeting. We have a front office person who will also be leaving on Friday the same day as Robin. Robin will be doing a presentation to the Health and Wellness group on Thursday.

Administrator's report- Damon reported recent work on our almost 50 year old boiler. The controls have never been replaced. There was a part called the Fire eye that was replaced at a cost of \$3700. The State was supposed to hold a budget meeting tomorrow but that has since been canceled and now it will be after the first of December before they meet. We will continue working on a contingency plan.

Judy Brown motioned to go into Executive Session at 7:43 PM for the Administrator's contract discussion. The group returned to regular session at 7:47 PM.

Nancy Schell motioned to keep the Executive Session minutes closed with Dr. Gowda seconding the motion. All ayes, motion passed.

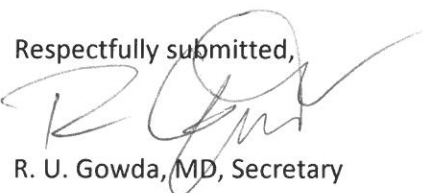
Nancy Schell motioned to increase the salary of the Administrator by 2% the same amount as the other employees with Vickie Hoke seconding the motion. Roll call vote with members Gowda, Leffler, Stinauer, Beck, Hoke, Phillips, Brown and Schell voting yes. Motion passed.

Vickie Hoke motioned to approve a one year contract after Damon declined a multi-year contract with Judy Brown seconding the motion. Roll call vote with members Leffler, Stinauer, Beck, Hoke, Phillips, Brown, Schell and Gowda voting yes. Motion passed.

President's Report- None

Dr. Gowda motioned to adjourn the meeting at 7:55 PM

Respectfully submitted,



R. U. Gowda, MD, Secretary