Board of Health Minutes

February 22nd, 2017

Board Approved

The Board of Health met for the regular scheduled meeting on Wednesday, February 22nd, 2017 at 4:00 P.M. This being the time and place as legally posted, the meeting was called to order by the Board Chair Terry Jacobsen with the following board members present: by Vice-Chair Trevor Moore, Secretary Jo Callison and Marvin McCann. Also present was member of the Board of Supervisors, Larry Keller. Others present included Public Health Administrator and Nurse Mackenzie Hickenbottom, Interim Director for Environmental Health Greg Kent, and Public Health Administrative Assistant Tiffany Oswald.

1. Meeting called to order at 4:03
2. Public Comments-None
3. Motion to approve the agenda was made by McCann and was seconded by Callison.

Ayes: Jacobsen, Moore, Callison, and McCann

Nayes: None

Absent: Hicks

Motion passed

1. Consideration of past minutes- At 4:05 Callison motioned to approve past minutes, seconded by Moore.

Ayes: Jacobsen, Moore, Callison, and McCann

Nayes: None

Absent: Hicks

Motion passed

1. Reports
   1. At 4:05 Kent took the floor to discuss summary report for Environmental Health, (see attached). At 4:20 Hickenbottom discussed Public Health’s summary report, (see attached).
2. Old Business

*Environmental Health and Public Health*

* 1. At 4:26 Hickenbottom took the floor discussing the revisions of the 28Es with Decatur and Ringgold County, (see attached). Hickenbottom and Kent both spoke with the board and answered questions about the revisions. At 4:56 Moore motioned to propose the revisions of the 28Es to Decatur and Ringgold County and get their feedback, seconded by Callison.

Ayes: Jacobsen, Moore, Callison, and McCann

Nayes: None

Absent:Hicks

Motion passed

b. At 4:59 McCann took the floor discussing the December minutes. At 5:05 McCann made a motion to resend the motion in the December 21st, 2016 minutes under number 7 section b regarding salary increases for Environmental Health and Public Health staff raises, seconded by Jacobsen.

Ayes: Jacobsen and McCann

Nayes: Moore and Callison

Absent: Hicks

Motion not passed

After more discussion on resending the December 21st, 2016 minutes Jacobsen made a motion at 5:15 to

resend the December 21st, 2016 minutes under number 7 section b regarding salary increases for Environmental Health and Public Health staff raises, seconded by McCann.

Ayes: Jacobsen, Moore, Callison, and McCann

Nayes: None

Absent: Hicks

Motion passed.

c. More discussion was made on annual salary increases for staff. At 5:18 Callison made a motion to approve salary increase for staff, (see attached), seconded by Moore.

Ayes: Jacobsen, Moore, and Callison

Nayes: none

Absent Hicks

Abstain: McCann

Motion passed

d. Discussion/action for the salary increase of M.H. and G.K. was tabled until the March BOH meeting.

1. New Business

*A.* At 5:25 Hickenbottom took the floor discussing the approval for the new table of organization, (see attached). At 5:26 Moore made a motion to approve the new table of organization, seconded by Callison.

Ayes: Jacobsen, Moore, and Callison.

Nayes: McCann

Absent:Hicks

Motion passed

*B.* At 5:27 Hickenbottom spoke with the board about the immunization grant and the approval-designated signature for BOH. At 5:28 McCann motioned to approve Hickenbottom as the designated signature on behalf of the BOH for the immunization grant, seconded by Callison

Ayes: Jacobsen, Moore, Callison, and McCann

Nayes: None

Absent:Hicks

Motion passed

*C.* Increase fees for Environmental Health was tabled until next meeting.

1. At 5:31 Moore motioned to adjourn meeting, seconded by Callison.

Respectfully Submitted by Tiffany Oswald, Administrative Assistant

Approved by Clarke County Board of Health on: 03/08/2017

**Environmental Health Report January 2017**

**Septic Inspections**: 0

**Septic Permits Issued:4**

TRO 0188 J Spoelstra (Clarke)

OSC 0435 Chris Devore (Clarke)

Ham 0055 Bill Boswell (Decatur)

HIP 0045 Chad Yates (Decatur)

**Well Plugging’s: 3**

**CEN 0010 M. Bell (Decatur)**

**FRA 0087 Dr. L Martin (Clarke)**

**FRA 0087 Dr. L Martin (Clarke)**

**Well Permits: 0**

**Complaints:**

**Kevin Dorland West Lake Site Septic: (Clarke) DNR lawyers**

**Kevin Dorland Jamison site: sewer (Clarke) demolition: re-hooked illegally**

Carlisle site septic Shannon City (Ringgold) in Court now

**Stan Stickler /Brian Langfitt (Clarke) property cleanup**

**Septic Demolitions /Building Demolitions:**

**Time of Transfers:**

**Grants to County**: $79,590 Used Balance **$45,780.00** through end of 2nd Quarter FYE 17

**Septic Systems Problem Sites**

Eisenhower Road Sewer Project in need of attaching to city sewer calendar year 2016

Trigg’s Property Mount Ayr Needs hooked to city sewer expired binding agreement

M&M Ag still needing hooked to city sewer expired binding agreement (October)

Carlisle site septic Shannon City (Ringgold) in Court now

**Classes/Training:** Attended this month

**Creston - SWCC Hand on Training Class: Sewer**

**Field Office 5 Regional DNR meeting in Des Moines**

**Service Contracts: Lonny Teston (Decatur) Turned over to County Attorney**



**Clarke County Public Health Summary Report**

**February 2017**

Employees:

No changes.

Grants:

**EMS**: Jan. Claim: 836.00 for CCH supplies Remaining funds: $1806. waiting on Murray and Woodburn fire

**LPHS**: Jan. claim: $5066.68 Remaining funds: $1205.49

**CFY**: Jan. claim. $1216.45 remaining funds: $14640.58

**Nutrition**: Jan. Claim: $ 22.05 remaining: $3,693.55

**Emergency Preparedness**: Dec. Claim: $1061.79 remaining funds: $8807.37

**Immunization**: Dec. claim: $771.37 Remaining funds: $1435.44

**HPV awareness** in Clarke & Murray schools: total received: $1,652.14

**Bike Share:** Development corp. gave us the other $1570 that we needed to purchase bikes. Bikes have been delivered. Working on set up of these and system.

Flu Shots: 412 doses administered.

Homemaker clients: 34,

Health Education: Will be doing two BCBH one March 22nd-May 1st and April 17th-May 2nd.

Maternal/Child Health: Doing well. Will start doing some home visits from women who have delivered babies.

Child Care Nursing Consultant (CCNC): Very busy. Obtained more funding for Ringgold co.

Miscellaneous:

**ENVIRONMENTAL HEALTH- FEES AS OF JULY 1, 2016**

*All fees are non-refundable and Q.ermits are non-transferable*

**SANITARIAN -PERMITS & INSPECTIONS**

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1 **Septic Installation Permit** (Clarke) - Decatur & Ringgold County fees are same but go to them. **200.00**

1 **Septic Demolition Permit** Clarke- Decatur & Ringgold County fees to Clarke County **200.00**

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1 **Septic Repair Permit** (Clarke)- Decatur & Ringgold County fees are same but go to them. **100.00**

1 **Time of Transfer Inspection** (Clarke, Decatur & Ringgold) **275.00**

1 **Time of Transfer Inspection -Outhouses** (Clarke, Decatur & Ringgold) **175.00**

-

1 **Drain Pipe Septic Camera** -

I **275.00**

-

1 **Site documentation for Time of Transfer inspection** (Clarke, Decatur & Ringgold) **25.00**

*If request is for drawing only, we can scan and email for no charge* --

1 **Well Drilling Permit** (Clarke & Decatur) - Ringgold County fee is same but goes to them. **150.00**

3 **Tanning Bed, Tattoo & Swimming Pool/Spa Facilities** (Clarke, Decatur & Ringgold) **Varies**

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1 **Septic Contractor Registration** (Clarke, Decatur & Ringgold) **50.00**

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**MISCELLANEOUS ITEMS**

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6 Mileage rate per mile (0.06 below Federal rate) **0.48**

7 Staff hourly rate (minimum of one hour) **40.00**

8 Dye strips I **2.00**

4 Administering test for owners/managers of tanning facility **25.00**

8 Bentonite (50 lb. bag) **11.00**

-

8 Radon test kits (picked up at office)- Each **7.00**

,Radon test kits (mailed out)- Each **8.00**

standard black & white copy **0.50**

- -----

color copy 8 1/2 x 11 **1.00**

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color copy 8 1/2 x 14 **2.00**

8 1/2 x 11 color copy off GIS map (larger ones- refer to Assessor's office for fee) **2.00**

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**EXPLANATION OF CODES**

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1 Set by Board of Health.

3 Set by State.

4 jSet by E.H. Director, using State's allowances

6 Set by Board of Supervisors

-

7 Set by E.H. Director, for any time spent on other various activities. Covers wages, withholdings,

I insurance & M & A. - - - -

8 Set by E.H. D1rector, based off of our cost.



**ENVIRONMENTAL HEALTH- FEES AS OF JULY 1, 2017**

*All fees are non-refundable and permits are non-transferable*

**SANITARIAN -PERMITS & INSPECTIONS** $$

|  |  |
| --- | --- |
| **Septic Installation Permit by Registered Contractor-** 2 trips | **400.00** |
| **Septic Installation Permit by Homeowner-** 3 trips | **450.00** |
| **Septic & Home Demolition Permit** | **250.00** |
| **Septic Repair Permit** | **200.00** |
| **Time of Transfer Inspection** -(including surrounding counties) | **300.00** |
| **Drain Pipe Septic Camera** - (including surrounding counties) | **275.00** |
| **Site documentation for Time of Transfer inspection** | **25.00** |

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*If request is for drawing only we can scan and email for no charge*

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| **Well Drilling Permit** | **200.00** |
| **Tanning Bed, Tattoo & Swimming Pool/Spa Facilities** | **Varies** |
| **Septic Contractor Registration** | **50.00** |
| **Past Due Service Contracts 30+ days** | **50/Month** |

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**MISCELLANEOUS ITEMS**

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|  |  |  |
| --- | --- | --- |
| Mileage r  Staff hour | te per mile (0.06 below Federal rate) | **0.475** |
| ly rate (minimum of one hour) | **50.00** |

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81Dye strips **2.ool**

41Administering test for owners/managers oftanning facility **25.001**

81 Bentonite (50 lb. bag) **11.001**

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|  |  |
| --- | --- |
| Radon test kits (picked up at office)- Each | **7.00** |
| Radon test kits (mailed out)- Each | **8.00** |

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|  |  |
| --- | --- |
| standard black & white copy | **0.50** |
| color copy 8 1/2 x 11 | **1.00** |
| 8 1/2 x 11 color copy off GIS map (larger ones- refer to Assessor's office for fee) | **2.00** |
| Returned check fee | **30.00** |

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1 Set by Board of Health.

3 Set by State.

**EXPLANATION OF CODES**

4 Set by E.H. Director, using State's allowances

6 Set by Board of Supervisors

7 Set by E.H. Director, for any time spent on other various activities. Covers wages, withholdings,insurance & M & A.

8 Set by E.H. Director, based off of our cost.



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| --- | --- | --- | --- | --- | --- | --- |
| County | Contractor install | Homeowner install | Repair | TOT | Septic demo | Additional trip |
| Warren | 200 | 400 |  |  |  |  |
| Union | 175 | 175(2 inspections) | 75 | 250 | 0 | $50/hr |
| ADLM | 300(2 inspections) | Not allowed | 25-250 | Don't do | 300(100 refunded if done in allotted time) |  |
| Wayne | 200 ( 2 inspections) | Not allowed | 100 | 250in county 300  out | 100 | $50/hr |
| Madison |  |  |  |  |  |  |
| Clarke | 200 | 200 | 100 | 275 | 200 septic only | $40/hr +  mileage |
| Clarke\*\*  updated | 400(2 inspections) | 450(3 inspections | 200 | 300 | 250  Home or septic | $50/hr +  mileage |

\*\*Same fees for Ringgold and Decatur

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| --- | --- | --- | --- | --- | --- |
| **EMPLOYEE** | **HOURS/WEEK** | **FY17 WAGE** | **Increase** | **FY18 WAGE** |  |
|  |  | Hrly rate |  |  |  |
|  |  |  |  |  |  |
| BROWN, JANICE | part - 23 hr | $13.34 | 3% | $ 13.74 |  |
| OSWALD, TIFFANY | full-40 hrs | $12.50 | 3.25% | $ 12.91 |  |
| BINNING, DONNA | full- 40 | $21.50 | 3.25% | $ 22.20 |  |
| SHIELDS, STEPHANIE | part-40 hrs | $15.53 | 5.00% | $ 16.31 |  |
| HICKENBOTTOM, M. | full- 40 | $23.23 | TBD |  |  |
| BARTON, KERI | full- 32 hr. | $10.35 | 3.25% | $ 10.69 |  |
| KISTLER, MELISSA | full -40 | $11.50 | 3% | $ 11.85 |  |
| STEVENS, ELLAMARIE | PRN | $11.71 | 3% | $ 12.06 |  |
| SMITH, TWYLA | part - 22 hr | $10.87 | 4% | $ 11.30 |  |
|  |  |  |  |  |  |
| **PARENTS AS TEACHERS** | | |  |  |  |
| MITCHELL, JENNIFER | full 40 hr. | $18.46 | 2.70% | $ 18.96 |  |
| TORRES, MARIBEL | full-40 hr. | $15.90 | 3.15% | $ 16.40 |  |
| ROBERTS, KAREN | full-40 hr | $13.50 | 3.70% | $ 14.00 |  |
|  |  |  |  |  |  |
| **ENVIRONMENTAL HEALTH** | | |  |  |  |
| KENT, GREG | full -40 hrs | $19.14 | TBD |  |  |
| CONLEY, JESSICA | Part 20 hrs | $15.04 | 3.30% | $ 15.54 |  |

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|  | **Clarke County Board of Supervisors** |  | **CLARKE COUNTY BOARD OF HEALTH** | | |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **ADMINISTRATOR** | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |
|  | **Administrative Assistant** | **Health Educator** | **Registered Nurse** |  | **HOMEMAKER SERVICE** |  | **PARENTS AS TEACHERS** | **Environmental Health** | |
|  |  |  |  |  |  |  |  |  |  |
|  | Billing | Health Education | Maternal Child Health Services |  | Supervisor -Scheduler part time |  | Lead Parent Educator- full time | Director of Environmental Health- full time | |
|  | Immunization Clerk | BCBH | BCBH |  |  |  |  |  |  |
|  | Receptionist | Communicable Disease | Communicable disease |  |  |  |  | Field Specialist- part time | |
|  | CFY program aide | CFY Coordinator | CCNC |  | Homemaker - full time |  | Parent Educator-full time |  | |
|  |  | Safety Committee | Immunization and Flu Clinics |  |  |  |  | Provides services for Clarke, Ringgold & Decatur | |
|  |  | CHNA-HIP | CHNA-HIP |  | Homemaker- full time |  | Parent Educator-Full time | Transfer Inspections | |
|  |  | Matter of Balance | Matter of Balance |  |  |  |  | Indoor Air Quality | |
|  |  | Community Resource | Community Resource |  | Homemaker- part time |  |  | Private Wells | |
|  |  | Grant writing | Mom and new baby checks |  |  |  |  | On-site wastewater treatment and disposal | |
|  |  | Emergency Preparedness | Emergency Preparedness |  | Homemaker-PRN |  |  | Pool, tanning, tattoo inspections | |
|  |  | Prevent Child Abuse Coaliton | Prevent Child Abuse Coaliton |  |  |  |  | Sewer camera inspections | |
|  |  | Healthy Clarke Co. | Healthy Clarke Co. |  |  |  |  | Public Nuisances | |
|  |  | Comm. Partners | School Audits |  |  |  |  | Health Hazards | |
|  |  | BP readings | Bp readings |  |  |  |  | Unhealthy living conditions | |
|  |  |  | PHAB grant |  |  |  |  | Illegal dumping | |
|  |  |  |  |  |  |  |  | Communicable Disease | |
|  |  |  |  |  |  |  |  | Dangerous buildings | |
|  |  |  |  |  |  |  |  | Septic Pumper Inspections | |