

Meeting of
CLARK COUNTY HEALTH DEPARTMENT
January 4, 1976

A business meeting of the Clark County Board of Health was held at the Health Department on January 4, 1976 at 2 PM.

The following were present: Dr. L. D. Bower, Dr. E. W. Spieth, Dr. Robert Robertson, Mr. William Brummett, Mr. Arthur Schneiter and Dr. Robert K. McKechnie, Health Officer. Not present were: Dr. F. S. Horlander and Mr. Herman Miller. Health Department personnel present were: Norman Labhart and Doris Simmons.

Minutes of the previous meeting were approved as presented.

First order of business was discussion of the hospital's desire to move the Health Department out of the hospital proper. It was agreed for both boards to meet at 7:30 PM, January 8th in Mr. Hessen's office for an informal discussion of both sides of the matter.

Dr. McKechnie reported to the Board that he had to let Debra Anderson go because of unreliability in reporting for work. He reported that Rosemary Sparkman resigned to take other employment. Planned testing of clerical applicants was explained to the board, who agreed that it was a needed procedure. After considerable discussion the board agreed that hourly wage employees that were working full time as opposed to temporary summer help should be entitled to holiday pay. The Health Officer was asked to have the exact wording of such an addition to the personnel policies ready to present at the next board meeting.

Dr. McKechnie reported to the board on changes to be made concerning grant programs within the department. Kent Wells, who has been Immunization Project Representative, is being changed to Clinic Administrator in the Well Baby Family Planning Clinic.

Dr. McKechnie pointed out to the board the need for them to establish a policy concerning the number of days per year that an employee would be allowed to be out of the department for workshops and continuing education. After discussion Dr. Robertson made the following motion: That employees, at the discretion of the Health Officer, be allowed up to five (5) days per year for workshops, etc. Any more than five (5) would be at the discretion of the Board. Dr. Bower seconded the motion and it passed unanimously.

There was discussion concerning the bill presented to the health department by Sam Bradshaw for legal services in connection with a law suit. The County Council does not appropriate money for legal services in the health department so Dr. Spieth moved that we request the Council to pay the bill. Dr. Robertson seconded the motion and it carried unanimously.

The meeting adjourned at 3:30 PM.

Respectfully submitted,

Robert K. McKechnie, MD

Robert K. McKechnie, MD, Director

Meeting of
CLARK COUNTY HEALTH DEPARTMENT
March 30, 1976

A dinner meeting of the Clark County Board of Health was held at the Wheel Cafe in Sellersburg on March 30, 1976 at 6:30 PM.

The following board members were present: Mr. Arthur Schneiter, Mr. William Brummett, Dr. F.S. Horlander, Dr. L.D. Bower, Mr. Herman Miller, and Dr. Emmett Spieth. Not present was Dr. Robert Robertson. Health Department personnel present was Dr. Robert McKechnie, Mr. Norman Labhart, Mr. Edward Snelling, Mrs. Phyllis Coker and Mrs. Carol Deaton.

Minutes of the previous meeting were approved as presented.

Dr. McKechnie began the meeting with a brief explanation of the law regarding what department records are considered public records and what records are not public. Any records kept by the department that are not required by law to be kept are not public records. Example: Birth and death records are not required to be kept locally, only by the State, so they are not considered public records at the local level only a record of convenience. Since we do not have a local ordinance on inspection of food establishments such inspection reports are not considered public records and do not have to be released on request.

A confidentiality Statement to be added to the department policies was read by Norman Labhart. Copy of statement is attached. After discussion Dr. Spieth moved and Dr. Bower seconded a motion to add the Confidentiality Statement to the Department policies. The motion carried.

Kent Wells reported on the Clinic operation and planned changes in the operation. Attached is copy of proposed changes in name, eligibility criteria, fee schedule and confidentiality policy, each item being voted on separately by the Board.

- A. Name change to Clark County Health Department Clinics, motion made by Herman Miller, seconded by William Brummett, motion carried.
- B. Eligibility criteria, motion made by Dr. Emmett Spieth, seconded by Dr. L.D. Bower, motion carried.
- C. Fee Schedule, motion made by William Brummett, seconded by Dr. Bower, motion carried.
- D. Confidentiality Policy, motion made by William Brummett, seconded by Dr. Horlander, motion carried.

The Board felt that a statement of purpose to the effect that all clinics are preventative in nature, not treatment, should go on record. Mr. Miller made the motion, Dr. Spieth seconded and the motion carried.

Kent Wells spoke further on the operation of the clinic, new personnel added and the expansion of clinic hours.

Dr. McKechnie explained the new state law that will be in effect this fall requiring the immunization of school children against all diseases except mumps. According to the law, responsibility rests with the Health Department to make such immunizations available. He spoke of plans to meet with school representatives to work out a plan for such immunizations. The Board was asked to give some thought to whether or not the Health Department should keep complete immunization records on all school children.

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Phyllis Coker, Nursing Supervisor, gave a report on the plans for a Home Health Service, resume of which is attached. Services would be provided on a fee basis paid by the individual, Medicare, VA, etc, and in time would become self-supporting. Money would be needed to initiate the program until such time that it would become self-supporting. Possibilities of grants or other monies available are being explored. Dr. McKechnie explained that the State Board is pushing for these services. The question of liability was brought up and Mr. Miller explained that a new law had been passed by the state in which any agency acting in a state capacity would be covered under state liability. The objectives as attached, were reviewed. Plans are to begin on a small scale and expand as the demand warrants expansion. The motion to approve the administrator was made by Mr. Brummett and seconded by Dr. Bower, the motion carried. The motion to approve the objectives was made by Dr. Horlander and seconded by Dr. Bower, the motion carried.

It was agreed that in the future any new program ideas would be brought to the board for approval before any new program planning is initiated.

Ordinance 2-1976, which is an ordinance for fee charging by the Clinics, was explained. Fees charged will go back to the fund for which charged. Dr. Horlander made the motion for approval and Dr. Bower seconded, the motion carried.

Ed Snelling, sanitarian, lead a lengthy discussion regarding private sewage disposal system systems and the problems connected with them. He reported that survey equipment is now being used by the department to insure proper installation. Present requirements are lot size of 40,000 sq. ft. and a minimum of 300 ft. up to 1000 ft. of laterals depending on soil conditions. There was discussion on the need to consider outlawing private septic systems in Jeffersonville Township, going to a minimum of 5 acres in Silver Creek and Charlestown Townships and a minimum of 10 acres elsewhere in the county. Some counties in the state now have a 10 acre minimum for septic systems. There was considerable discussion concerning the need for a representative of the Health Department being on the Zoning Board.

There was considerable discussion again on the pros and cons of the health department being moved out of the hospital. It was felt that better service from the health officer could be obtained if the health department were located in the hospital complex rather than in the old IUS building as has been suggested, It was reiterated that according to the Hill Burton bill the hospital is required to provide space for the health department.

The next board meeting was scheduled for Wednesday, June 30th, for review of the proposed budget for 1977.

The meeting adjourned at 10:30 PM.

Respectfully submitted,

Robert K. McKechnie, MD

Robert K. McKechnie, MD. Director

Meeting of
CLARK COUNTY HEALTH DEPARTMENT

June 30, 1976

A dinner meeting of the Clark County Board of Health was held at the Wheel Cafe on June 30, 1976 at 6:30 P.M.

All members of the Board were present except Dr. F.S. Horlander, Health Department personnel present were Norman Labhart and Doris Simmons.

Motion to approve minutes as presented was made by Herman Miller, seconded by William Brummett, motion was passed.

Mr. Labhart read a letter from Benedict Hesen, Hospital Administrator, stating that estimated cost for space and services rendered by the hospital to the Health Department for the year 1976 would be \$7,320.12 and suggested that the department include such costs in their budget planning. There was discussion of the hospital's continued pressure to move the health department out of the hospital proper. At a combined hospital and health board meeting in January the hospital board agreed to meet with County Commissioners to discuss the situation. Since we have not been notified that such a meeting took place Mr. Miller made the motion that a letter be sent to the hospital stating that until such time that they meet with the Council and Commissioners we could not include the hospital request in the budget. Mr. Brummett seconded and the motion carried. Dr. McKechnie reported that Dr. Helen Scheibner, State Board of Health, had informed him there were federal grant monies available for the construction of Health facilities. It was agreed to explore this possibility.

Dr. McKechnie gave a brief report on the status of the proposed swine flu immunization program. Due to the uncertainty of the assumption of liability for those administering the vaccine the Board was hesitant to pursue the program. Dr. Robertson made a motion advising against the program until such time as liability coverage was provided. Dr. Spieth seconded the motion and the motion carried.

Various local building problems were discussed. The closing and boarding up of Yorkshire Apartments was reported along with the fact that several other complexes are fast deteriorating - partly due to there being no inspection and the original work was below standard. This points up the need for a county building inspection program. Veterans Administration has informed the department that a fee is permitted for making septic system inspections for VA loans. It was recommended that this possibility be explored. There was discussion of the Courier Journals efforts to have access to restaurant inspection reports. The Board agreed that they were not public records since there is no ordinance requiring inspections. The Courier-Journal is to be informed of this decision.

Mr. Labhart reported on the Home Health Grants that are being applied for. Federal Grants require that such an agency has an advisory board. The attached list of advisory board members was presented. Dr. Robertson made the motion to approve the advisory board, Dr. Spieth seconded and the motion carried.

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The attached adjusted Clinic Fee System was explained by Mr. Labhart. Dr. Bower made the motion to approve the new schedule, Mr. Brummett seconded, and the motion carried. The proposed extension of Well Child Services to the northern part of the county was discussed.

The annual report for 1975 was handed out and the few changes in format explained.

Several new proposed ordinances were presented. Ordinances for Building Inspections, Solid Waste, and Wells and Pumps were approved for presenting to the Council. The others were tabled for the present.

The proposed budget for 1977 was presented and discussed. The total proposed budget was \$448,670.92 with \$168,254.57 in grants and \$280,416.35 in tax monies. Some requests for new employees for new programs were cut. Furniture request was also cut, making the total cut by the Health Board amount to \$74,256.39. The rest of the budget as presented were approved. A new copy of the proposed budget with the above deletions will be presented to the Council for consideration. The proposed budget includes \$168,254.57 in grants, \$206,159.96 in tax monies for a total budget of \$374,414.53.

The meeting adjourned at 11 P.M.

Respectfully submitted,

Robert K. McKechnie, MD

Robert K. McKechnie, MD. Director

Meeting of
CLARK COUNTY BOARD OF HEALTH

October 28, 1976

A dinner meeting of the Clark County Board of Health was held at the Wheel Cafe on October 28, 1976 at 6:30 PM.

Present were: William Brummett, Herman Miller, Dr. Emmett Spieth, Dr. L. D. Bower, Arthur Schneider, Dr. Robert McKechnie and Norman Labhart. Not present were: Dr. Robert Robertson and Dr. F. S. Horlander.

Motion to approve minutes as presented was made by Mr. Brummett and seconded by Dr. Bower. The motion passed.

Dr. McKechnie explained to the board about the transfer of two employees to new positions within the department. Beulah Dyson, Sickle Cell Counselor, and Georgeanna Conley, Clinic Coordinator, are both transferring from those positions to the Home Health Services as Nursing Supervisor and Secretary-Bookkeeper. Mr. Labhart explained that the Home Health Services Grant had been approved in the amount of \$67,000.00 rather than the \$62,000.00 requested. The increased amount was to cover the services of a CPA since one is required when federal money is involved. He explained that the grant was a one time deal for a 17 month period, by which time the program should be self-sustaining. There was some discussion of the Advisory Board for the Home Health Services.

Personnel policies were discussed concerning required changes to meet Federal regulations. There was considerable discussion concerning maternity leave. It was agreed that Mr. Labhart and Mr. Miller would meet and redo the personnel policies to be submitted at the next board meeting.

Herman Miller made the motion and Mr. Brummett seconded, that Mr. Schneider and Dr. Spieth be reappointed to the board for another four year term. The motion carried.

Mr. Labhart explained to the board the request for additional appropriation in the amount of \$10,499.17 was necessary for additional monies for starting the Home Health Services and to make adjustment on the salary of one of the Clinic nurses.

The meeting was adjourned.

Respectfully submitted,

Robert K. McKechnie, MD

Robert K. McKechnie, MD, Director