

**CLARK COUNTY BOARD OF HEALTH  
AGENDA  
JANUARY 10, 1996**

1. CALL TO ORDER
2. APPROVAL OF MINUTES
3. OLD BUSINESS
4. NEW BUSINESS
5. ADJOURN

POSTED : 1-9-96  
BY: 1-9-96 *Michael Meyer III*

*Cancelled  
1/10/96*

**CLARK COUNTY BOARD OF HEALTH  
MEETING MINUTES  
FEBRUARY 7, 1996**

The meeting was held in the Clark Memorial Hospital private dining room. Dr. Howard called the meeting to order at 6:10 P.M.

Board members present were: Dr. James Howard, Kathryn Raines, Dr. Richard Riehl, Joe Jacobi and Dr. Charles Kemper, Bill Bridges.

Also present were: Dr. Kevin Burke, James Kizer, J. Michael Meyer III and Scott Wilson..

Old Business

**STEEPLECHASE IV:**

Mr. Jay Applegate requested to address the Board regarding Steeplechase Subdivision Section IV. He then introduced his son and council Alan Applegate who presented their position on the development of the subdivision. Alan pointed out the subdivision has not been able to proceed to sell lots due to the inability of to tell perspective buyers what type of sewage disposal system will be available for their dwellings. It is their opinion that the T.G. Watson Treatment Plant is a long way from completion and will not be able to serve the subdivision in the near future. He also presented a letter from the bank he deals with stating they wouldn't finance a home that had a holding tank for sewage disposal. Alan also pointed out the rates for the plant also seem prohibitive and although T. G. Watson can request a review that will not take place until December according to his information. Mr. David Blankenbaker also reviewed the status of the construction permit for the sewers in Section IV. The plans were originally submitted by Mr. Applegate but IDEM required them to be re-submitted by the utility. Mr. Meyer stated that according to a conversation with IDEM the permit still had not been issued. Alan proposed that if the Board would issue on site sewage disposal systems to a few dwellings they would be willing to stipulate these systems would be abandoned and connect to the sanitary sewer when available. The Board discussed the issue and concluded it wanted to hear from the T. G. Watson Utility on the status of their project. They committed to Mr. Applegate to make a decision at that time, which they stated would be no longer than two weeks.

**PLANNING COMMISSION:**

At the Boards invitation Carl Kramer and David Nachand ,Executive Director and Attorney for the Clark County Plan Commission, attended the meeting to resolve issues related to approval of subdivisions and guaranteeing the lots to be "buildable". They reviewed their process of plat approval and the requirements they must follow according to Indiana Statute. Dr. Burke and Jim Kizer presented the requirements the Health Department must follow to assure compliance with its' applicable rule and regulations. The Health department must conduct individual surveys on each lot before it can specify the onsite disposal system possibility. This requires lots to be staked

and properly cleared to make these assessments. The Health Department must have adequate notice from the developers that these surveys are requested before they place the plat on the Plan Commission agenda. Both agencies agreed to coordinate by clarification (memo attached) of the steps necessary to approve a development. This may include a technical review committee when a plat is submitted for preliminary approval.

The Board instructed Mr. Meyer to invite a T.G. Watson Utility representative to attend the meeting when reconvened.

Joe Jacobi moved to recess the meeting until February 21, 1996 at 6:00 P.M. Dr. Kemper seconded the motion. It carried unamously. The meeting recessed at 8:10 P.M.

Dr. Howard reconvened the meeting at 6:00 P.M. on February 21, 1996.

Board Members present Dr. Howard, Dr. Richard Riehl, Kathryn Raines, Joe Jacobi

Staff present: Dr. Kevin Burke, Mike Meyer, Jim Kizer, Scott Wilson

Dr. Howard requested T.G. Watson representative Larry Rice to update the board on the status of the Treatment plant. Mr. Rice stated the utility currently has \$500,000 invested with an additional \$ 250,000 to spend. Part of the collection system is in place and depending on weather the system could be complete in 60 to 90 days. Mr. Jacobi questioned whether the lift station and force main were installed and Mr. Rice stated they had not been. Also the 15 inch line that will service Steeplechase IV requires blasting which has not been done.

Mr. Alan Applegate once again representing his father stated that his conversation with IDEM concluded that the Construction permit for sewers in Steeplechase IV had not been issued making the length of time sewers could be available even longer. He also stated his father is willing to install on site disposal systems and approved sewer lines in the subdivision that can be tapped when the plant is on line.

Mr. Tom Galligan with T. G. Watson utilities stated he did not have objection to on site systems being installed until the plant is operational as long as Jay Applegate agrees to install the sewer lines in the subdivision and when the plant is on line the remaining houses will be connected to the plant.

After much discussion Mr. Jacobi requested Mr. Kizer to formulate a motion on the issue.

The motion as follows was proposed by Mr. Jacobi:

When the T.G. Watson Wastewater treatment plant is on line to accept sewage from Steeplechase Section 4 any dwelling in Section 4 that is ready for sewage disposal must connect

onto a sewage line that conveys the sewage to the T.G. Watson Treatment Plant. If the plant is not on line at the time a dwelling is ready for sewage disposal then a residential on site sewage disposal system will be permitted. If an on site sewage disposal system is installed, except for failure, the dwelling will be required to tap the sanitary sewer no longer than five years from the date of final inspection of the on site system by the Health Department, providing the sewer is available at that time.

The motion was seconded by Katherine Raines. Dr. Howard called for a vote and the motion passed unanimously.

Dr. Burke reported on the first responder program. Ten defibrillators have been purchased and all volunteer fire departments are participating. These departments are in varying stages of training and should be on line by May. The Safety Plan also purchased a disaster response trailer that will be stocked with EMS supplies that may be necessary in the event of an incident with mass casualties. The trailer will be located at the Sellersburg Fire Department for dispatch anywhere in the county.

#### NEW BUSINESS

Dr. Burke proposed the Environmental Division be granted citation powers that would enable resolution of multiple visits and a great deal of staff time to abate problems. The occasions when these citations would be utilized would have guidelines to prevent abuse. Department staff and Mr. Kizer will continue to research the issue.


#### ELECTION OF OFFICERS:

Dr. Riehl nominated the current slate of officers to serve in 1996. Those are Dr. Howard Chairman, Joe Jacobi Vice Chairman. Dr. Burke by statue is Secretary. Kathryn Raines seconded the motion. Dr. Howard called for the vote and the motion passed unanimously.

Meeting dates for 1996 were set as follows: April 24, July 31, October 16.

There being no further business the meeting was adjourned at 7:20 P.M.

#### SUBMITTED BY:

  
JAMES HOWARD D.V.M.  
Chairman

**CLARK COUNTY BOARD OF HEALTH  
MEETING MINUTES  
APRIL 24, 1996**

The meeting was held at the Health Department 1216 Akers Ave. Jeffersonville, IN. Dr. Howard called the meeting to order at 6:00 P.M.

Board members present were: Dr. James Howard, Kathryn Raines, Dr. Richard Riehl , Joe Jacobi and Bill Bridges.

Also present were: Dr. Kevin Burke, James Kizer, J. Michael Meyer III .

Dr. Riehl motioned to approve the minutes of the previous meeting Kathryn Raines seconded the motion and the motion passed unanimously.

**PETTY CASH FUND**

Mr. Meyer stated that the last audit by the State Board of Accounts pointed out that any adjustment to the petty cash fund must be approved by the Board. The current petty cash fund is \$275. Kathryn Raines made a motion to increase the petty cash fund to \$275, Bill Bridges seconded the motion and the motion passed unanimously.

**ANNUAL REPORT**

Mr. Meyer presented the annual report of the department for 1995 to the Board. Dr. Burke and Mr. Meyer reviewed various parts of the report and responded to questions from the Board.

**SAFETY PLAN**

Dr. Burke reported the certification of ambulance providers was in process. Two services had applied for certification Yellow Ambulance and Sellersburg Fire Dept. Ambulance. He also reported all County Fire Departments are committed to the first responder program and are in varying stages of training.

**TORT CLAIMS**

Mr. Kizer reported that tort claims involving the department are being handled by attorneys for the departments' insurance carrier and he has had no reports from them.

There being no further business the meeting was adjourned at 6:45 P.M.

**SUBMITTED BY:**

  
JAMES HOWARD D. V.M.

Chairman

MINUTES.WPD

CLARK COUNTY BOARD OF HEALTH  
MEETING MINUTES  
JUNE 27, 1996

The meeting was held at the Health Department 1216 Akers Ave. Jeffersonville, IN. Dr. Howard called the meeting to order at 6:02 P.M.

Board members present were: Dr. James Howard, Kathryn Raines, Dr. Richard Riehl, Joe Jacobi, Dr. Charles Kemper and Bill Bridges.

Also present were: Dr. Kevin Burke, Jerry Hall, J. Michael Meyer III.

Dr. Riehl motioned to approve the minutes of the previous meeting Kathryn Raines seconded the motion and the motion passed unanimously.

#### BUDGET

Mr. Meyer & Dr. Burke presented the Health Department proposed budget for FY 97 to the Board. The County Council instructed to include salary adjustments of 10% and other budget line items to remain basically the same. The Board reviewed the budget and Kathryn Raines made a motion to accept the budgets as submitted. Dr. Kemper seconded the motion and the motion passed unanimously when voted upon. Jerry Hall presented the budget for Central Alarm. He also presented copies of statistics of calls to 911 for the previous year. Dr. Kemper motioned to approve the Central Alarm FY 97 budget. Dr. Riehl seconded the motion and it passed unanimously.

#### PETTY CASH

Mr. Meyer stated the State Board of Accounts advised that not only should the Board approve the amounts of petty cash and change but should approve where these funds are located. Dr. Kemper made a motion to approve:

- \$ 20 change at Borden Clinic
- \$ 20 change at MCH Sparks Ave.
- \$ 20 change at Charlestown Clinic
- \$ 20 change at Akers Environmental
- \$ 30 change at Vital Statistics
- \$ 165 Petty Cash Akers

Dr. Riehl seconded the motion and it passed unanimously when voted upon.

#### SAFETY PLAN

Dr. Burke updated the Board on the Safety Plan. Central Alarm is pursuing avenues for training staff to give medical pre-arrival instructions. The ambulance services both report increases in non emergency runs and Dr. Burke stated his contacts with other medical personnel concerning ambulance service have been positive.

There being no further business the meeting was adjourned at 7:10 P.M.

SUBMITTED BY:

  
JAMES HOWARD D.V.M.  
Chairman

**CLARK COUNTY BOARD OF HEALTH  
MEETING MINUTES  
JULY 31, 1996**

The meeting was held at the Health Department 1216 Akers Ave. Jeffersonville, IN. Dr. Howard called the meeting to order at 6:00 P.M.

Board members present were: Dr. James Howard, Kathryn Raines, Dr. Richard Riehl, Rhonda Croudep, Dr. Charles Kemper and Bill Bridges.

Board Member Absent: Joeseph Jacobi

Also present were: Dr. Kevin Burke, J. Michael Meyer III, Scott Wilson, Alan Martin, John Knight, Jim Kizer.

Dr. Riehl motioned to approve the minutes of the previous meeting Bill Bridges seconded the motion and the motion passed unanimously.

#### **ON SITE SEWAGE DISPOSAL ISSUES**

Dr. Burke presented facts on a residential on-site sewage system that had been installed to serve a dwelling built by Jay Applegate on Longview Beach Rd. An application for on-site evaluation was completed and department staff met the installer on site to review the proposed installation. The installer had supplied a drawing and department staff advised that he could proceed if the system met the code for on-site residential sewage disposal systems. The dwelling was roughly staked at the time and no construction had started. The permit to construct the system was issued. When the installer called staff for a final inspection of the system the dwelling was larger than any information supplied in the application. Parts of the septic system are installed too close to structures and property lines. Also the proper area of lateral line for a two bedroom dwelling is not supplied and one lateral line has a deck and sidewalk over portions of it. All of the previous facts do not comply with the Indiana State Department of Health Rule 410 IAC 6-8.1 governing residential sewage disposal systems. Staff would not pass the final inspection at that time. A meeting was held with Mr. Applegate and his installer Don Eagle on July 17, 1996 to discuss the matter. Mr. Applegate stated he would do whatever the board requested to remedy the system. Dr. Burke concluded that department staff would return to the site to reverify the findings. After staff met the installer on the site the facts remained the same. It is the departments opinion there is not sufficient space on the lot to bring the system into compliance with the code. Dr. Burke stated he wanted the Boards' input on the matter before any further action was taken. The Board discussed at length all of the particulars in the case. Dr. Riehl made a motion that because any approval of the system as it is installed would directly conflict with state code, any action should be delayed until staff has requested and received an opinion or a remedy to the situation from the Indiana state department of health. Further the dwelling shall remain unoccupied until such time as the installation of the permitted system is approved by the Board. Kathryn Raines seconded the motion. Dr. Howard called for a vote and the motion passed unanimously.

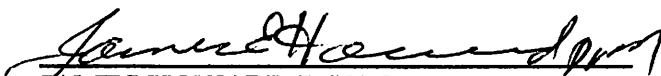
## **NEW BUSINESS**

Mr. Meyer reported the Indiana State Board of Health Maternal and Child Health Division notified the Department to reduce the amount of grant funding requested for FY97 by 30% from the previous years allocation. This funding supports pre-natal , family planning and child health activities. The grant budget was reduced to reflect this decrease. To accomplish the decrease positions were shifted to other programs as well as reducing estimated expenditures on supplies and equipment. The satellite clinic at Borden will also be closed. Staff will monitor income and may suggest further reductions in services if necessary.

Dr. Burke reported the State Board of Accounts had conducted their annual audit of the department. Once again they noted untimely delays in depositing money and reconciling bank statements. These items were reviewed with the bookkeeper and new measures immediately implemented to assure timely transactions. Also noted was a shortage of \$103 in funds that were receipted but not turned over to the bookkeeper from the environmental section. Staff had previously tried to identify a portion of these errors when an independent auditor pointed them out in May 1995. No explanation could be established for the shortage but no suggestion of theft was made. The funds are handled by numerous persons due to lack of staff to cover the cashier/clerk position when vacant for vacation, lunch, breaks, etc. Since at this time one person wasn't responsible for the shortage Dr. Kemper motioned the Board members would accept responsibility for and replace the shortage. Kathryn Raines seconded the motion and upon a vote it passed unanimously. Dr. Burke stated the Board of Accounts recommended daily transfer of the funds so errors could be detected and documented immediately and this has been implemented.

Their being no further business Dr. Riehl motioned the meeting adjourn. Dr. Kemper seconded the motion and upon unanimous vote the meeting adjourned at 7:15 P.M.

**SUBMITTED BY:**

  
**JAMES HOWARD D.V.M.**  
**CHAIRMAN**



CLARK COUNTY BOARD OF HEALTH  
EXECUTIVE SESSION  
MEETING MINUTES  
SEPTEMBER 12, 1996

The meeting was held at the Clark Memorial Hospital Private Dining Room 1220 Missouri Ave. Jeffersonville, IN.

Board Members present were: Dr. James Howard, Kathryn Raines, Dr. Richard Riehl and Dr. Charles Kemper.

Board Members Absent: Joseph Jacobi, Rhonda Croudep and Bill Bridges.

Also present were: Dr. Kevin Burke, J. Michael Meyer III, Alan Martin, John Knight, Jim Kizer.

Dr. Howard called the executive session to order at 7:00 P.M.

Executive Session was recessed at 7:45 P.M.

Executive session reconvened at 8:31 P.M.

Executive session adjourned at 8:45 P.M.

The only item of business discussed was the initiation of litigation.



James Howard D.V.M.  
Chairman

CLARK COUNTY BOARD OF HEALTH  
MEETING MINUTES  
SEPTEMBER 12, 1996

The meeting was held at the Clark Memorial Hospital Private Dining Room 1220 Missouri Ave. Jeffersonville, IN.

Board Members present were: Dr. James Howard, Kathryn Raines, Dr. Richard Riehl and Dr. Charles Kemper.

Board Members Absent: Joseph Jacobi, Rhonda Croudep and Bill Bridges.

Also present were: Dr. Kevin Burke, J. Michael Meyer III, Alan Martin, John Knight, Jim Kizer.

Dr. Howard called the meeting to order at 7:46 P.M.

#### APPLEGATE PROPERTY

Dr. Burke reported the Indiana State Board of Health had made a visit and reviewed the status of the sewage disposal system installed at 55 Longview Beach Rd. Their evaluation concluded that "based on the compaction of the soils at the site, we cannot recommend the use of an on-site sewage disposal system at this location". Dr. Burke also stated that Mr. Applegate had contacted Mr. Bill Chamberlain, a civil engineer, to assess the system and propose any remedies to bring it into compliance.

Mr. Chamberlain introduced himself to the Board and stated his experience with sewage disposal systems. This included his current employment with the Jefferson County Kentucky Board of Health where his responsibility is to supervise on-site sewage disposal system installations. He then addressed the issues in question with Mr. Applegate's system. He proposed to have a process called a Terra Lift System be used to restore the soil structure destroyed by compaction. He also would make modifications to the system to correct overloading of lateral lines and the section of deck constructed over a lateral line.

The meeting was then recessed at 8:30 P.M. and reconvened at 8:46 P.M..

After discussion of the proposed changes to the system Dr. Riehl made the following motion. The Health Board attorney would work out an agreement between the Board and Mr. Applegate to include

1. use of the terra-lift system to attempt to reduce compaction.
2. modifications to the system to equalize lateral line flow and distance to the deck.
3. Restricting, by recording on the property deed or other legal means, the dwelling to a one bedroom based on the design of the modified septic system.
4. The property be vacated until the modifications to the system are complete.

Kathryn Raines seconded the motion. Dr. Howard called for discussion. Dr. Kemper stated the

Board may be opening itself up to future problems with other individuals and felt that Mr. Applegate has ignored the Board. Dr. Howard then called for the vote. Dr. Riehl and Kathryn Raines voted for the motion. Dr. Kemper voted against and Dr. Howard abstained. The motion was approved.

## BUDGET

Mr. Meyer reported the County Council has been reviewing the budgets submitted to them by the Board. At this time the proposed funding will not support salary adjustments and could force layoffs and reduction of services. Dr. Burke has written the Council outlining this situation and the department will know more after the council finalizes the budget on September 13, 1996.

## SILVER CREEK JR. HIGH

Mr. Meyer reported that the West Clark School Corporation has employed a pest control company to exclude bats from attic space at the Jr. High. Access holes the bats use to enter the school are sealed after they leave for their nightly activities. Some of the bats then seek other means of entry and have been found in classrooms and other inhabited areas. The staff then removes these bats. No one has been bitten by any of these bats. The number of sightings continues to decrease. The removal of bat guano accumulated in the attic continues to be reviewed. Some complaints of the insecticide used to eradicate spiders and the disinfectant used on guano have been received by our department. After speaking with the pest control operator and reviewing product literature it appears the products were used according to label directions. Staff will review the situation as necessary.

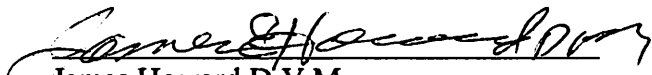
## SAFETY PLAN

Dr. Burke reported the McCulloch Fire Dept. has received State approval of their first responder program. Three other departments have applications submitted and are awaiting approval. The medical dispatch class for Central Alarm staff is in the process of being scheduled. Yellow ambulance has taken charge of the training and coordination of classes.

## OLD BUSINESS

Charlestown High School has completed a \$ 2.5 million project to correct moisture and air quality problems at the school. Staff are scheduled to retest the school on October 3, 1996 to measure humidity and carbon dioxide levels.

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



James Howard D.V.M.  
Chairman

CLARK COUNTY BOARD OF HEALTH  
EXECUTIVE SESSION MINUTES  
DECEMBER 18,1996

The meeting was held at the City-County Building Room 308, Jeffersonville, IN.

Board Members present were: Dr. James Howard, Kathryn Raines, Joseph Jacobi, Bill Bridges  
Dr. Richard Riehl and Dr. Charles Kemper.


Board Members Absent: Rhonda Croudep.

Also present were: Dr. Kevin Burke, J. Michael Meyer III , Jim Kizer.

Dr. Howard called the session to order at 6:00 P.M.

The only item discussed was initiation of pending litigation.

The session was adjourned at 6:25 P.M.

  
James Howard D. V.M.  
Chairman

CLARK COUNTY BOARD OF HEALTH  
MEETING MINUTES  
DECEMBER 18,1996

The meeting was held at the City-County Building Room 308, Jeffersonville, IN.

Board Members present were: Dr. James Howard, Kathryn Raines, Joseph Jacobi, Bill Bridges  
Dr. Richard Riehl and Dr. Charles Kemper.

Board Members Absent: Rhonda Croudep.

Also present were: Dr. Kevin Burke, J. Michael Meyer III , Jim Kizer.

Dr. Howard called the meeting to order at 6:30 P.M.

The minutes of the previous meeting were reviewed. Kathryn Raines made a motion to approve the minutes. Dr. Kemper seconded the motion. The motion passed unanimously.

#### SAFETY FUND

Dr. Burke reported on the Safety Plan . Bids for ambulance providers have been received by the Commissioners for the upcoming year. The same providers that are currently contracted are the only two submitting bids. Yellow ambulance also submitted an alternate bid for a five year contract. This proposal would save approximately \$50,000. The Commissioners have committed to continue to fund the Safety Plan. No major problems have been identified thus far in the provision of services. Jim Kizer stated the cash balance in the Safety Fund at the end of 1996 must be encumbered for 1997 use. Dr. Riehl made a motion to encumber the cash in the Safety Fund for use in 1997. Kathryn Raines seconded the motion. The motion passed unanimously.

#### OLD BUSINESS

Mike Meyer reported on Charlestown High School. The tests conducted by staff from the Indiana State Department of Health at the school on October 3,1996 showed levels of carbon dioxide and humidity to be within acceptable guidelines. The school will require the HVAC contractor to monitor these parameters through seasonal weather changes. Dr. Burke reported on Silver Creek Jr. High. The air ducts in the inhabited areas of the school where bats were seen have been cleaned by a contractor. Department staff reviewed the process before implementation and approved the plan. No bats have been sighted for several months.

#### NEW BUSINESS

Dr. Burke reported that four cases of Shigellosis have been reported in the county. The department distributed this information to all Clark County Physicians with attached recommendations for handling cases. Dr. Burke also reported some flu vaccine had been determined not to be full strength and CDC recommended at -risk individuals re-take the shot. At this time he was unaware of any use of this vaccine in our county.

Jim Kizer discussed contracts proposed for Dr. Burke, Mike Meyer and himself for their


additional services associated with the Safety Plan. He also proposed renewing his annual contract with the department at the current rate. Joe Jacobi made a motion to approve the contracts as outlined. The motion was seconded by Dr. Kemper. The motion passed unanimously. The contracts will be forwarded to the County Commissioners for their approval and signatures.

Mr. Kizer advised the Board the department is in the process of updating ordinances for their review and approval.

The next meeting was set for February 12, 1997 at 6:00 P.M.

Joe Jacobi motioned the meeting adjourned. Dr. Kemper seconded the motion. The motion passed unanimously.

The meeting adjourned at 7:10 P.M.

  
James Howard D.V.M.  
Chairman