

**CLARK COUNTY BOARD OF HEALTH  
MEETING AGENDA**

**January 20<sup>th</sup>, 2016**

*cancelled By weather moved to 2/10/16*

1. CALL TO ORDER
2. APPROVAL OF MINUTES
3. ELECTION OF OFFICERS
4. NEEDLE EXCHANGE PROGRAM
5. COMMUNITY HEALTH SURVEY
6. VACATION POLICY
7. OLD BUSINESS
8. NEW BUSINESS
8. ADJOURN

**CLARK COUNTY BOARD OF HEALTH  
MEETING MINUTES**

February 10, 2016

The meeting was held at Lois Kratz Wellness Center 1319 Missouri Ave. Jeffersonville IN.

Board Members present were: Fay Allen, Dr. Howard, Dr. Martin, and Terry Natterman

Board Members Absent: Dr. Kemper, Dr. Thaker and Ed Johnson

Staff Present: Dr. Burke, Mike Meyer, Kay Branham, Laura Lindley, Pam Hudson

Dr. Howard called the meeting to order at 8:08 A.M.

The minutes of the previous meeting were reviewed. Dr. Martin made a motion to approve the minutes Terry Natterman seconded the motion. The motion passed unanimously.

**ELECTION OF OFFICERS**

Dr. Martin made a motion to retain the same officers. Dr. Howard for Chairman Dr. Thaker for vice-chair. Terry Natterman seconded the motion. The motion passed unanimously.

**NEEDLE EXCHANGE PROGRAM**

Dr. Burke reported the AIDS Healthcare Foundation has offered to provide personnel, a van and funding for the needle exchange. Marian university medical students will be assisting the program. Representative Terry Goodin facilitated a meeting at which these parameters were proposed. The application for the program that was submitted to the Indiana State Department of Health was responded to and a few additional items were requested to be submitted. At this point we are waiting on contracts to be prepared by the health department attorney.

**COMMUNITY HEALTH SURVEY**

Dr. Burke reported the community health survey was being presented to a group of partner agencies that are participating to develop the community health improvement plan.

**VACATION POLICY**

Dr. Burke stated the county had adopted the new personnel policy that awarded five weeks of vacation to employees with 25 years of service. The current health department policy does not have that provision. Terry Natterman made a motion to adopt a revision to the Clark County Health Department personnel policy to allow employees with 25 years of service to be eligible for 25 days of vacation. Beginning January 1, 2016 those employees with 25 years of employment will be credited with five additional days of vacation on their anniversary date. Also effective January 1, 2016 employees with greater than 25 years of service may not accumulate vacation past 25 days.

**OLD BUSINESS**

Dr. Howard reappointed Terry Natterman and Dr. Thaker to the personnel committee to help review the personnel policy updates needed to be consistent with the county's latest policies. Mr. Meyer requested the board review the credit card policy that was originally adopted on November 9, 2005. No changes were proposed. Dr. Martin made a motion to approve the current policy with no changes. Ms. Allen seconded the motion. The motion passed unanimously.

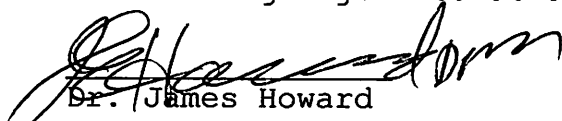
**NEW BUSINESS**

Dr. Burke presented the health department's annual report for 2015. The supervisor of each program reviewed their statistics and answered questions for the board. Dr. Burke reviewed the Zika virus that is a mosquito borne disease that is currently affecting countries in Central America. It is has not been detected in mosquitoes in the United States at this time. A few cases of the disease have been reported in patients who have traveled out of the country. The disease has been linked to birth defects. Dr. Burke reported he and health department staff will attend a public hearing the Indiana Department of Environmental Management has scheduled concerning issuing a permit allowing Essroc cement plant to burn hazardous waste in place of coal in their cement kilns.

**ADJOURN**

There being no further business Ms. Allen motioned to adjourn the meeting. Dr. Martin seconded the motion. The motion passed unanimously.

The meeting adjourned at 9:44 A.M.

  
Dr. James Howard  
Board Chairman

**CLARK COUNTY BOARD OF HEALTH  
MEETING MINUTES**

April 6, 2016

The meeting was held at Lois Kratz Wellness Center 1319 Missouri Ave. Jeffersonville IN.

Board Members present were: Fay Allen, Dr. Howard, Dr. Kemper, Dr.Thaker and Terry Natterman

Board Members Absent: Dr. Martin and Ed Johnson

Staff Present: Dr. Burke, Mike Meyer, Kay Branham, Laura Lindley, Doug Bentfield and Drew Roudenbush

Dr. Howard called the meeting to order at 8:05 A.M.

The minutes of the previous meeting were reviewed. Dr. Thaker made a motion to approve the minutes Terry Natterman seconded the motion. The motion passed unanimously.

**PERSONNEL POLICY AMENDMENT**

Mr. Meyer stated the board personnel committee had met and reviewed changes to the personnel policy that would make it consistent with the new policy adopted by the Clark County Commissioners. Ms. Natterman made a motion to make the following changes to the Clark County Health Department employee policy handbook. Convert all accrued vacation and sick time to paid time(PTO) effective May 1 2016. Adjustments will be made to 25 year employees previous accruals to reflect time earned but not banked. Replace section 4.1 vacation benefits with section 4.1 paid time off. Delete section 4.4 sick leave benefits. Any reference to vacation or sick leave in existing policy shall mean paid time off. This Allen seconded the motion. The motion passed unanimously.

**NEEDLE EXCHANGE PROGRAM**

Dr. Burke reported the proposed contract with the AIDS Healthcare foundation(AHF) had been sent to them for review and the scope of work expected of the them was being developed by our Attorney and will forwarded to them for approval. He also reported the AHF representative had changed and this had slowed progress.

**FEE SCHEDULE**

Dr. Burke reported fees schedule for health department services had been reviewed and adjustments proposed. The adjustments to food service fees would be based on a risk classification rather and the number of employees working at an establishment. Also the categories of Food Service establishments would be consolidated to reflect categories consistent with state and Federal Food Service guidelines. Fees for the on the site sewage disposal program were also reviewed and proposed changes

were submitted. All fee changes were based on time study information and comparison to other counties with similar populations as Clark County. Dr. Thaker made a motion to adopt the new proposed fee schedule and submit to the county commissioners for their approval. Dr. Kemper seconded the motion. The motion passed unanimously.

#### **ESSROC HEARING**

Dr. Burke stated he and several staff had attended a public hearing conducted by the Indiana Department of Environmental Management on a proposed permit for Essroc to burn hazardous materials in place of coal in kilns at their Speed location. He stated that there was much opposition from citizens at the hearing. He stated the final decision possibly will take a long time.

#### **OLD BUSINESS**

Mr. Meyer Reported the emergency response trailer donated by Clark Memorial Hospital Foundation was scheduled to be delivered in late April. Dr. Burke reported the cost for the department to become accredited had doubled and due to budgetary constraints this would place the application for accreditation on hold.

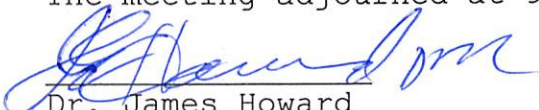
#### **NEW BUSINESS**

Dr. Burke reported on the new mosquito borne virus Zika. At this point the only United States cases in humans had been acquired from out of the country travel. He stated although it is low risk for Clark County the department was being proactive and planning for a possible case. He stated much of the mosquito control activity that is conducted yearly would also be effective for the species of mosquito that would transmit Zika. Mr. Meyer announced that he would be retiring in October of this year.

#### **ADJOURN**

There being no further business Dr. Kemper motioned to adjourn the meeting. Dr. Thaker seconded the motion. The motion passed unanimously.

The meeting adjourned at 9:45 A.M.

  
Dr. James Howard  
Board Chairman

**CLARK COUNTY BOARD OF HEALTH  
MEETING MINUTES**

May 18, 2016

The meeting was held at Lois Kratz Wellness Center 1319 Missouri Ave. Jeffersonville IN.

Board Members present were: Fay Allen, Dr. Howard, Dr. Martin, Dr. Kemper, Dr.Thaker, Ed Johnson and Terry Natterman

Board Members Absent: None

Staff Present: Dr. Burke, Mike Meyer, Kay Branham, Laura Lindley

Dr. Howard called the meeting to order at 8:05 A.M.

The minutes of the previous meeting were reviewed. Terry Natterman made a motion to approve the minutes. Dr. Thaker seconded the motion. The motion passed unanimously.

**PERSONNEL POLICY AMENDMENT**

Mr. Johnson made a motion to clarify a the adoption of 25 days of vacation leave for those employees with 25 or more years of service that was adopted at the February 10, 2016 meeting. Those employees who reach 25 years of service in 2015 will be credited the additional days on January 1 of 2016. Ms. Allen seconded the motion. The motion passed unanimously.

Dr. Thaker made a motion to allow the health department bookkeeper to adjust accrued vacation time that is converted to PTO time on May 1, 2016 to assure that no employee loses vacation time in the transition to the April 6, 2016 adopted PTO accrual schedule from the previous accrual schedule in the personnel policy. Ms. Natterman seconded the motion. The motion passed unanimously.

**NEEDLE EXCHANGE PROGRAM**

Dr. Burke reported the AIDS Healthcare Foundation (AHF) has contacted the Indiana State Department of Health to gain approval to access a federal drug program that would allow them discounted pricing for their pharmacy operation in Austin Indiana. AHF has stated they need this cost savings to help finance their operation of the needle exchange program in Clark County. AHF has requested Dr. Burke to write a letter of support to The Indiana State Department of Health for this approval. He also stated the original AHF offer to help with the needle exchange was not contingent on this approval.

**BUDGET**

Mr. Meyer presented the proposed 2017 department budget. The County Council had advised no raises for employees for 2017. At the Boards' instruction four additional environmental health specialist positions were requested. There were also a few adjustments to line items to reflect actual amounts necessary to operate the department. Mr. Johnson made a motion to approve the budget for submission to the County Commissioners and the County Council. Dr. Thaker seconded the motion. The motion passed unanimously.

**ESSROC**

Dr. Howard reported he had attended A County Zoning meeting concerning the proposal by Essroc Cement to burn hazardous waste in place of coal at their Speed Indiana plant. He stated that because the Health Board has no jurisdiction on the permitting of the plant he was not there as an official representative of the Board.

**OLD BUSINESS**

Ms. Lindley discussed with the Board the possibility of refunding the difference in the fees the Farmers Market vendors would pay when the new fee structure is finalized by the County Commissioners. Ms. Allen made a motion to refund any difference in fees currently in place for Farmers Market vendors from the new fees paid in 2016 when the new fee schedule is adopted by the County Commissioners. Mr. Johnson seconded the motion. The motion passes unanimously. Dr. Burke reported the department had invited all cities and towns to a meeting to discuss mosquito control. The Indiana State Department of Health presented current information on the Zika virus. The meeting was poorly attended but there was support from the few attendees to work with the health department to eliminate possible mosquito breeding sites within their jurisdictions.

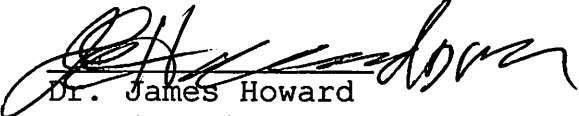
**NEW BUSINESS**

Dr. Burke reported the new clinic trailer donated by the Clark Memorial Hospital Foundation had been delivered. He also reported he had sent a letter to the Public Health Accreditation Board criticizing their decision to drastically raise the fees for accreditation. This development has made it difficult for the Department to fund so he has placed the process on hold after a few projects in progress are completed. Dr. Burke stated he will post the Administrator position in house by June 1, 2016.

**ADJOURN**

There being no further business Dr. Thaker motioned to adjourn the meeting. Dr. Martin seconded the motion. The motion passed unanimously.

The meeting adjourned at 9:25 A.M.

  
Dr. James Howard  
Board Chairman



**CLARK COUNTY BOARD OF HEALTH  
MEETING MINUTES**

July 13, 2016

The meeting was held at Lois Kratz Wellness Center 1319 Missouri Ave. Jeffersonville IN.

Board Members present were: Fay Allen, Dr. Howard, Dr. Martin, Dr. Thaker, Ed Johnson and Terry Natterman

Board Members Absent: Dr. Kemper

Staff Present: Dr. Burke, Mike Meyer, Laura Lindley

Dr. Howard called the meeting to order at 8:05 A.M.

The minutes of the previous meeting were reviewed. Dr. Thaker made a motion to approve the minutes. Fay Allen seconded the motion. The motion passed unanimously.

**SANITARY CODE**

MR. Meyer stated the Sanitary Code, which is the County Ordinance that allows for fee collection and enforcement of health regulations, needed updating. Ms. Lindley reviewed the proposed changes to the code. After discussion Mr. Johnson made a motion to approve the changes as submitted. Ms. Natterman seconded the motion. The motion passed unanimously. The code will next be presented to the County Commissioners for their review and approval.

**NEEDLE EXCHANGE PROGRAM**

Dr. Burke reported the offer by AIDS Healthcare Foundation (AHF) to operate the needle exchange had not worked out. He stated he is in the process of revising the Application to the Indiana State Department of Health. The new plan is to use volunteers to staff the exchange. He also stated there is possible funding for the supplies from the Health Foundation of Greater Indianapolis.

**ATTORNEY**

Mr. Meyer stated that Bob Bottorff, the attorney that had been working on projects for the department, had become too busy to help in the future. He also stated that there was some urgency to find a replacement. After some discussion Mr. Johnson made a motion to authorize Dr. Howard, Dr. Burke and Mr. Meyer to interview and select an attorney. Ms. Allen seconded the motion. The motion passed unanimously. The selected person would then be proposed to the Commissioners for approval.

### **MOSQUITO CONTROL**

Mr. Meyer reported the number of mosquito complaints continued to increase due to the wet, hot weather and the increased Zika publicity. He also stated no cases of non-travel related Zika infections have occurred in the Continental U.S. at this time. He also reported the mosquito control budget was depleted for purchase of larvaciding chemicals and the County Commissioners had approved \$10,000 out of their funds for that purpose.

### **OLD BUSINESS**

Mr. Meyer reported that the previously approved letter stating the zoning that would allow Essroc Cement to burn hazardous materials in place of coal in their kilns was reversed. No further information on the matter was presented. Dr. Burke reported that he was interviewing three current employees for the Administrator position later that day.

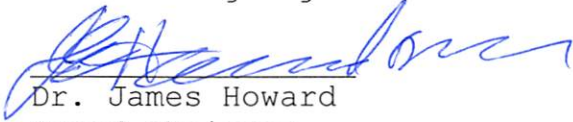
### **NEW BUSINESS**

Mr. Meyer reported that an additional environmental position that the council approved for 2016 had been filled. The position was not filled earlier in the year because of budget limitations not resolved until the spring tax settlement and tax circuit breakers were known.

### **ADJOURN**

There being no further business Dr. Martin motioned to adjourn the meeting. Ms. Natterman seconded the motion. The motion passed unanimously.

The meeting adjourned at 9:10 A.M.

  
Dr. James Howard  
Board Chairman



# Clark County Health Department

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**Public Health**  
Prevent. Promote. Protect.

## CLARK COUNTY BOARD OF HEALTH MEETING MINUTES DECEMBER 14, 2016

The meeting was held at Lois Kratz Wellness Center, 1319 Missouri Ave., Jeffersonville, IN.

Board members present: Fay Allen, Dr. Howard, Dr. Martin, Dr. Thaker, Teresa Natterman, and Ed Johnson

Board members absent: Dr. Kemper

Staff members present: Laura Lindley, Dr. Burke

Dr. Howard called the meeting to order at 8:14 am.

A motion to approve the minutes from the July 13, 2016 meeting was made by Dr. Thaker and seconded by Fay Allen. The motion passed unanimously.

Dr. Howard recognized Laura Lindley as the new Clark County Health Department Administrator.

Laura Lindley offered a brief update on the Clark County Sanitary Code. It has been reviewed by John Grannon, CCHD Attorney, and is now in the hands of the Clark County Attorney, Lisa Glickfield. It still needs the Commissioners approval.

Dr. Burke updated the Board on the Syringe Exchange Program (SEP). He discussed grants that are being applied for and announced that a \$7,000 grant was received to purchase supplies and program start-up. He plans to spend about ½ of the monies to begin with. The SEP will primarily be run with volunteers. The first day of operation is set for January 26, 2017. Participants in the SEP will be educated in resources available to them. Clark County Health Department (CCHD) HIV/STD department will screen participants. Three Monday evenings, prior to the January 26th start-up, are set for volunteer training. The SEP will operate one day per week, then open two days per week, depending on demand. Later in the year the mobile clinic will open. The SEP will primarily serve Clark County/Hoosiers, but will not turn away Kentuckians or Floyd County residents. A new application is due at the state by August 2017. Reports will be sent to Indiana State Department of Health (ISDH). Participants will receive an ID card at registration. CCHD is entering into an MOU with LifeSpring Health Systems for medical and psychological services that they will offer the participants of the SEP. The SEP will be based out of the 1301 Akers Ave. location of the CCHD. An open house is planned for January 25, 2017. There will be announcements through a press release, flyers and social media. Another public hearing will be scheduled the last week of January 2017, prior to the opening, to educate the public on the advantages of this program.

Laura Lindley advised the Board that the CCHD now has an attorney. His name is John Grannon.

Dr. Burke updated the Board on the status of Essroc's air permit application through IDEM. Essroc is seeking to burn hazardous products in their kiln, instead of coal. The public has concerns with this. Dr. Burke stated that this is not a bad way to dispose of these products due to the high temperatures at which the kiln will reach. These products are not likely to leach into the water or soil. The public also had concerns over the transportation of these hazardous products

which included spillage, explosion and leaching into waters and soil. No decision as of yet from IDEM on granting the permit.

Dr. Burke also updated the Board on the status of the Clark County Landfill complaint regarding odors being emitted. The problem is with methane and other odors. IDEM fined the operator because of the odor and leachate issues were not under control. However, Clark County Commissioners paid the fine. The landfill property is owned by the county but is contracted out for the operation of it. Doug Bentfield, Environmental Supervisor with the CCHD is keeping up on this complaint.

#### Old Business:

Dr. Burke stated there is no need to be concerned with the Zika virus or mosquitoes for a while.

#### New Business:

Laura Lindley advised the Board that a new position has been created and filled in the Environmental section of CCHD. Drew Roudenbush has assumed the new position of Environmentalist/Chief Food Specialist. His additional duties are ramping up and overseeing the food inspection program.

Laura Lindley also reminded the Board that CCHD has less than four years in their current locations. She, along with Dr. Burke and the other CCHD department heads, toured the John Kenyon Eye Center building at the corner of Spring and 14th Streets in Jeffersonville. The building's first floor was left in bad shape after John Kenyon removed equipment and moved out. The entire first floor would require gutting and remodeling. The building also has a tenant on the 2nd floor, on a month-to-month lease. After a discussion with Brian Lenfert, builder and County Councilman, the conclusion was that it would be more cost effective to build new rather than remodel. CCHD will continue to search for a new location.

Laura Lindley continued with information regarding the building leases for 1320 Duncan and 1301 Akers locations. The Clark County attorney has been negotiating with the Clark Memorial Hospital attorney regarding three items of concern: 1) CCHD's storage of chemicals on the property, 2) CCHD's testing and treatment of HIV/STD patients, and 3) the SEP getting ready to open at the Akers Ave location. The Board will need to sign the leases once they come back. The rent checks have been sent.

Laura Lindley advised the Board of several new employees hired since the July meeting. They are: Alexi Bryant and Sarah Garrison in the HIV/STD program, Kasey James in Vital Records, Amelia Johns as a Public Health Nurse, and Brandon Perkins and Ben Smith in the Environmental section.

#### In Other New Business:

Dr. Burke discussed tracking overdose deaths in Clark County. In 2014 there were 52 deaths, 55 deaths in 2015 and in 2017, to date, there have been 77 deaths. This proves that IV drug use is getting worse. The prescribing of pills (i.e. chronic opioids) has diminished, therefore a rise in heroin use. Fentanyl is being produced in mass quantities in China and being mixed with heroin equaling more overdoses.

Dr. Burke continued with the Naloxone/Narcan training class held at St. Paul's Episcopal Church in November. More classes are planned in the future. This product is being offered to families

of IV drug users so that it can be administered to prevent overdose deaths. The Narcan can be used prior to calling 911.

Dr. Burke announced that he plans to retire October 2017. Dr. Howard asked for volunteers for a search committee. The Board members will think about it.

Fay Allen requested an up-to-date Clark County Board of Health roster. Laura Lindley offered to provide it.

Next Meeting: February 1st, 2017. This will include election of officers

There being no further business, Ed Johnson moved to adjourn, seconded by Dr. Thaker at 9:36 am. Passed unanimously.

Respectfully submitted,

Laura Lindley, Administrator



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Dr. James Howard, Board President