

MINUTES AND MEMORANDA  
ST. JOSEPH COUNTY BOARD OF HEALTH

January 10, 2018  
Regular Meeting

Present at the Meeting:

Dale Deardorff, M.D.	President
Karen D. Davis, M.D.	Vice President
Michael Harding	Member
Sharon Imes, RN, MSN	Member

Also Present at the Meeting:

Luis Galup, M.D.	Health Officer
Nick Molchan, REHS	Administrator
Mary Rooney	Executive Assistant
J. David Keckley	Attorney for Health Department

**I. AGENDA AND MINUTES:**

On motion made by Michael Harding, seconded by Sharon Imes, and unanimously approved, the agenda for the January 10, 2018 Regular Meeting of the Board was adopted.

Upon motion made by Michael Harding, seconded by Dr. Davis, and unanimously approved, the minutes of the December 13, 2017 Regular Meeting of the Board were approved.

**II. NEW BUSINESS**

18-01 **Election of Officers**

Board members confirmed that Dr. Dale Deardorff will continue to act in the capacity as the President of the St. Joseph County Health Board for 2018. Dr. Karen Davis shall continue to act as in the capacity as Vice-President of the St. Joseph County Health Board for 2018.

18-02 **Appointment of 2018 Committee Assignments**

Finance Committee: Dr. Dale Deardorff, Michael Harding, and Heidi Beidinger-Burnett.

Personnel Committee: Dr. Dale Deardorff, Sharon Imes, and Heidi Beidinger-Burnett.

Compliance Committee: Dr. Karen Davis and two additional Board members to be appointed to replace Dr. Kricheff and Dr. Okanlami.

18-03 **Approval of 2018 Calendar**

Mr. Molchan provided Board members with the 2018 meeting schedule. There are eleven (11) monthly meetings scheduled. They will continue to be at 5:00 p.m. on Wednesdays. The 2018 meeting schedule will be attached to the Minutes.

18-04. **Discussion and Vote on November 2017 Health Officers Report.**

Mr. Molchan noted that both new construction and replacement of septic systems have increased over the past two years. The increase in activity together with a reduction of designers, contractors and soil scientists have contributed to the delay in processing permits. It was also noted that sewage complaints/investigations have also increased significantly in the past year. It also appears that lead level testing continues to increase.

On motion made by Sharon Imes, seconded by Dr. Davis, and unanimously adopted, the November, 2017 Health Officers Report was approved.

**III. OLD BUSINESS**

17-07 **SJCHD Lead Action Plan Updates**

Contained in the Board's materials for this meeting was the October-November 2017 Lead Action Plan Updates. Both lead screenings and lead risk assessments continue to show increases in 2017 when compared to 2016. The number of children testing at doctor's offices and clinics remain consistent. Two public health nurses have now been attending monthly meetings at the "B.A.B.E. Store" to encourage and promote lead screening.

**IV. HEALTH OFFICER**

Dr. Galup reported that he has been able to hire two additional nurses. This may enable him to re-open the Mishawaka Clinic in the future.

There was a continuing discussion among Board members regarding the possibility to update the Health Department's web page. It appears that the County may be updating their web page and training may be available. Mr. Harding suggested that the Health Department obtain proposals from companies providing this type of work. Mr. Molchan explained that any proposal considered by the Board would need approval from the Indiana State Department of Health because it was paid through grant funding and also County Council appropriations. It is likely that the cost would be in the range of \$3,000 - \$4,000 and there would be an annual maintenance fee.

The Board agreed that there should be continuing discussions regarding the content to be displayed and the type of web page that would best convey information pertinent to the Health Department's activities and responsibilities. This topic will continue to be an agenda item for future meetings.

**V. BOARD NOTIFICATIONS**

Appointments: The Board acknowledged the appointments of Cassandra Searer as Environmental Health Specialist and Jacob Parcell as Food Safety Inspection Officer.

Dr. Galup noted that the Health Department is nearly at full staffing. Only one part-time immunization nurse position is actively open.

**VI. PUBLIC COMMENTS**

There was no public comment at this meeting.

**VII. TIME AND PLACE OF NEXT REGULAR MEETING:**

The next Regular Meeting of the St. Joseph County Health Board is scheduled for Wednesday, February 14, 2018 at 5:00 p.m. at the St. Joseph County Health Department Board Room.

Respectfully submitted,

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J. DAVID KECKLEY  
Attorney for St. Joseph County Health  
Board

ATTEST:

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Dr. Luis N. Galup  
St. Joseph County Health Officer