

Howard County Health Department 2010 Annual Report



2010 Health Department Staff

Health Officer

Dr. Don P. Zent, M.D.

Board of Health Members

Thomas Scherschel, M.D. Chairman of the Board

Mr. David Sedam, Vice Chairman

Emily Backer, M.D.

Lesa Hofmeyer, D.V.M.

Phil Burgan, M.D.

Janet Moore, R.N.

Ms. Rita Sale, M.S.

Howard County Health Department Staff

Kent W. Weaver, MS, Administrator

Kathy Oldaker, R.N., MSN, Nursing Director

James Vest, BS, R.E.H.S, Environmental Director

Janet Kissinger, A.D., County Registrar, Vital Records Registrar

Karen Lopke, R.N., Preparedness Coordinator

Judith Lausch, R.N., MSN, Public Health Nurse

Karen Long, R.N. BSN, Public Health Nurse

Cathy Shaw, R.N., BSN, Public Health Nurse

Joseph Cross, CFSP, Environmental Health Specialist

Brook Milburn, BA, Environmental Health Specialist

Yen Dang, BS, Environmental Health/Vital Records Specialist

Marilyn Simpson, CFSP, Part-time Food Service Inspector

Karen Johnson, Administrative Assistant

Hannelore Stout, Clerk/Registrar

Tonja King, Nursing Secretary

Grant Funded Part-time Staff

Jane McIntyre, R.N., BSN, Health Educator

137AIDS Fund/514 LHMf Grant

Beverly Bernhardt, R.N., Immunization Nurse

514 LHMf Grant

Connie Rutherford, R.N., Immunization Nurse

514 LHMf Grant

Brandy McKinney, Clerical/Nursing Office

514 LHMf Grant

Robert McLaughlin, BS, REHS

514 LHMf Grant

2010 Financial Report

<u>Personnel – 010 Health Fund</u>	<u>Account Number</u>	<u>Expense</u>
Health Officer	010-000-01111.00	\$ 24,720.00
Administrator	010-000-01113.00	\$ 44,557.00
Registrar	010-000-01114.00	\$ 30,651.00
Environmental Health Director	010-000-01115.00	\$ 38,842.00
Evn Health Specialists (3)	010-000-01116.00	\$109,653.00
PT Environmental Health Specialist	010-000-01116.01	\$ 21,218.00
PT Preparedness Coordinator	010-000-01117.01	\$ 20,000.00
Public Health Nursing Director	010-000-01118.00	\$ 31,350.17
Public Health Nurse (3)	010-000-01119.00	\$120,942.00
Administrative Assistant	010-000-01120.00	\$ 27,734.00
PT Secretary / Receptionist	010-000-01120.01	\$ 16,640.00
Clerk / Registrar	010-000-01121.00	\$ 24,614.00
Overtime	010-000-01122.00	\$ 4,136.77
FICA	010-000-01521.00	\$ 33,171.99
PERF	010-000-01522.00	\$ 39,123.35
Insurance	010-000-01523.00	\$ 62,552.02
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Expenses - Supplies		
Gas, Oil & Lubricants	010-000-02321.00	\$ 2,435.44
Uniform	010-000-02330.00	\$ 1,219.92
Medical Supplies – Nursing	010-000-02337.00	\$ 9,580.19
Office Supplies	010-000-02360.00	\$ 5,253.50
Other Supplies – Environmental	010-000-02371.00	\$ 1,254.51
Other Supplies – Mosquito	010-000-02371.01	\$ 1,231.84
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Expenses - Services		
Other Services & Charges EVN	010-000-03000.00	\$ 65.50
Maintenance & Service Contracts	010-000-03121.00	\$ 8,311.66
Maint. & Service Contracts-Radio	010-000-03121.01	\$.00
Freight & Express	010-000-03211.00	\$ 305.09
Postage	010-000-03212.00	\$ 3,599.93
Travel & Training	010-000-03213.00	\$ 1,909.63
Communications	010-000-03216.00	\$ 1,819.46
Printing	010-000-03241.00	\$ 3,856.16
Equipment Repair	010-000-03253.00	\$ 822.60
Dues & Subscriptions	010-000-03260.00	\$ 45.00
Mileage	010-000-03321.00	\$ 3,508.52
Insurance (Administrator’s Bond)	010-000-03513.00	\$ 100.00
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TOTAL EXPENSES		\$698,227.00

<u>137 HIV/AIDS Fund Expenses</u>	<u>Account Number</u>	<u>Expense</u>
Nurse Salary	137-000-01111-00	\$ 10,800.00
FICA	137-000-01521-00	\$ 826.31
Medical Supplies	137-000-02337-00	\$ 3,824.00
Postage	137-000-03212-00	\$ 600.00
Printing	137-000-03241-00	\$ 150.00
Dues/Subscriptions	137-000-03260-00	\$ 40.00
Mileage	137-000-03321-00	\$ 250.00

TOTAL EXPENSES		\$ 16,490.81
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<u>Personnel/Mileage – 514 LHMF</u>	<u>Account Number</u>	<u>Expense</u>
Office Manager Salary	514-000-01112-00	\$ 17,264.38
Immunization Nurse 1 Salary	514-000-01111-01	\$ 2,460.75
Immunization Nurse 2 Salary	514-000-01111-01	\$ 2,592.50
Nurse Health Educator Salary	514-000-01111-00	\$ 17,499.60
Foods Specialist Salary	514-000-01112-01	\$ 9,086.88
FICA	514-000-01521-00	\$ 3,836.94
Mileage	514-000-03321-00	\$ 278.00

TOTAL EXPENSES		\$ 53,019.05
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<u>276 H1N1 Fund</u>	<u>Account Number</u>	<u>Expense</u>
Full Time Hourly Staff	276-000-01000-00	\$ 26,397.06
Supplies	276-000-02000-00	\$ 3,662.62
Contract Services	276-000-03000-00	\$ 44,459.18
Equipment	276-000-04000-00	\$ 40,988.53

TOTAL EXPENSES		\$ 115,507.39
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932 Preparedness Fund

Combined Expenses	932-000-00000-00	\$ 4,215.86
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269 HCSHC Grant Fund	269-000-02371-00	\$.00
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<u>215 Tobacco Trust Fund Expenses</u>	<u>Account Number</u>	<u>Expense</u>
Other Supplies	215-000-02371-00	\$ 28.35
Contract Services	215-000-03594-00	\$ 24,790.00
Dues & Subscriptions	215-000-03260-00	\$ 90.00
Equipment	215-000-04721-00	\$ 6,660.20
TOTAL EXPENSES		\$ 31,540.20

<u>286 Childhood IM Fund</u>	<u>Account Number</u>	<u>Expense</u>
Expenses	286-000-05000-00	\$13,291.00

2010 Nursing Fees Collected & Administered

	<u>Immunizations</u>	<u>Tuberculosis</u>	<u>IMs Administered</u>	<u>TBs Administered</u>
Jan	\$ 2,415.00	\$ 540.00	242	54
Feb	\$ 2,010.00	\$ 645.00	201	65
Mar	\$ 4,980.00	\$ 604.00	315	60
April	\$ 5,655.00	\$ 270.00	377	18
May	\$ 1,875.00	\$ 705.00	125	47
June	\$ 4,517.00	\$ 630.00	301	42
July	\$ 3,778.00	\$ 965.00	252	64
August	\$ 5,610.00	\$ 1,470.00	374	98
Sep	\$ 6,782.00	\$ 990.00	452	66
Oct	\$ 4,688.00	\$ 960.00	313	64
Nov	\$ 3,743.00	\$ 345.00	250	23
Dec	\$ 4,127.00	\$ 120.00	275	8
TOT	\$50,660.00	\$ 8,304.00	3,206	554



2010 Vital Record Fees Collected & Processed

	<u>Birth Certificates</u>	<u>Wallet BCs</u>	<u>BCs Issued</u>	<u>WSBCs Issued</u>
Jan	\$2,900.00	\$ 900.00	290	90
Feb	\$2,810.00	\$ 1,000.00	281	100
March	\$3,730.00	\$ 1,180.00	373	118
April	\$3,840.00	\$ 1,150.00	384	115
May	\$3,050.00	\$ 760.00	305	76
June	\$3,240.00	\$ 800.00	324	80
July	\$3,760.00	\$ 800.00	376	80
August	\$3,450.00	\$ 800.00	345	80
September	\$2,580.00	\$ 640.00	258	64
October	\$3,010.00	\$ 960.00	301	96
November	\$2,490.00	\$ 630.00	249	63
December	\$2,570.00	\$ 730.00	257	73
TOTALS	\$37,860.00	\$ 10,470.00	3,743	1035

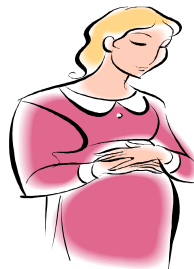
	<u>Death Certificates</u>	<u>Pouches</u>	<u>DCs Issued</u>	<u>Pouches Issued</u>
Jan	\$5,276.00	\$ 330.00	754	165
February	\$5,000.00	\$ 300.00	714	150
March	\$6,480.00	\$ 396.00	815	151
April	\$4,543.00	\$ 303.00	454	101
May	\$3,420.00	\$ 213.00	342	71
June	\$3,960.00	\$ 249.00	396	83
July	\$3,550.00	\$ 318.00	355	106
August	\$4,670.00	\$ 300.00	467	100
September	\$4,760.00	\$ 213.00	476	71
October	\$4,160.00	\$ 198.00	416	66
November	\$5,510.00	\$ 195.00	551	65
December	\$4,670.00	\$ 192.00	467	64
TOTALS	\$56,809.00	\$ 3,603.00	3,743	1193

\$1.75 X 3,743 (per Death Certificate Issued)

Payments made to the Indiana Coroner's Education Fund = **\$ 6550.25**

	<u>Genealogy Searches</u>	<u>Corrections</u>	<u>Genealogies</u>	<u>Corrections</u>
January	\$ 21.00	\$.00	7	0
February	\$ 56.00	\$ 60.00	19	2
March	\$ 14.00	\$ 30.00	2	1
April	\$ 56.00	\$.00	8	0
May	\$.00	\$.00	0	0
June	\$ 63.00	\$ 60.00	9	2
July	\$ 35.00	\$ 30.00	5	1
August	\$ 56.00	\$ 30.00	8	1
September	\$ 14.00	\$ 30.00	2	1
October	\$ 98.00	\$ 30.00	14	1
November	\$ 63.00	\$.00	9	0
December	\$ 63.00	\$.00	9	0
TOTALS	\$ 553.00	\$ 270.00	92	9

	<u>Paternity Changes</u>	<u>Legitimacies</u>	<u>Paternity Cases</u>	<u>Legitimacies</u>
January	\$ 30.00	\$ 30.00	1	1
February	\$ -	\$ 30.00	0	1
March	\$ 30.00	\$ -	1	0
April	\$ 30.00	\$ -	1	0
May	\$ 30.00	\$ -	1	0
June	\$ -	\$ -	0	0
July	\$ 30.00	\$ 30.00	1	1
August	\$ 120.00	\$ -	4	0
September	\$ -	\$ -	0	0
October	\$ 30.00	\$ -	1	0
November	\$ -	\$ -	0	0
December	\$ 150.00	\$ -	5	0
TOTALS	\$ 450.00	\$ 90.00	15	3



2010 Environmental Health Fees Collected & Processed

	<u>Food Permits</u>	<u>OSS Permits</u>	<u>Pool Permits</u>
January	\$ 26,496.00	\$ -	-
February	\$ 5,780.00	\$ 50.00	-
March	\$ 3,400.00	\$ 350.00	-
April	\$ 800.00	\$ 450.00	\$ 3,975.00
May	\$ 2,865.00	\$ 500.00	\$ 575.00
June	\$ 2,755.00	\$ 600.00	\$ 100.00
July	\$ 4,345.00	\$ 600.00	\$ 500.00
August	\$ 1,350.00	\$ 300.00	\$ 150.00
September	\$ 237.50	\$ 300.00	-
October	\$ 427.50	\$ 650.00	\$ 150.00
November	\$ 847.50	\$ 300.00	-
December	\$ 28,050.00	\$ 200.00	-
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TOTALS	\$ 77,353.50	\$ 4,300.00	\$ 5,450.00
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2010 ENVIRONMENTAL HEALTH REPORT

Environmental Complaint Program

Total Complaints.....	47
Complaints Abated.....	47
Complaints Ongoing.....	4
Forwarded to Attorney.....	0



Pool Program

Pool Inspections.....	135
Unsatisfactory Water Samples.....	81
Pools Closed by HCHD.....	11

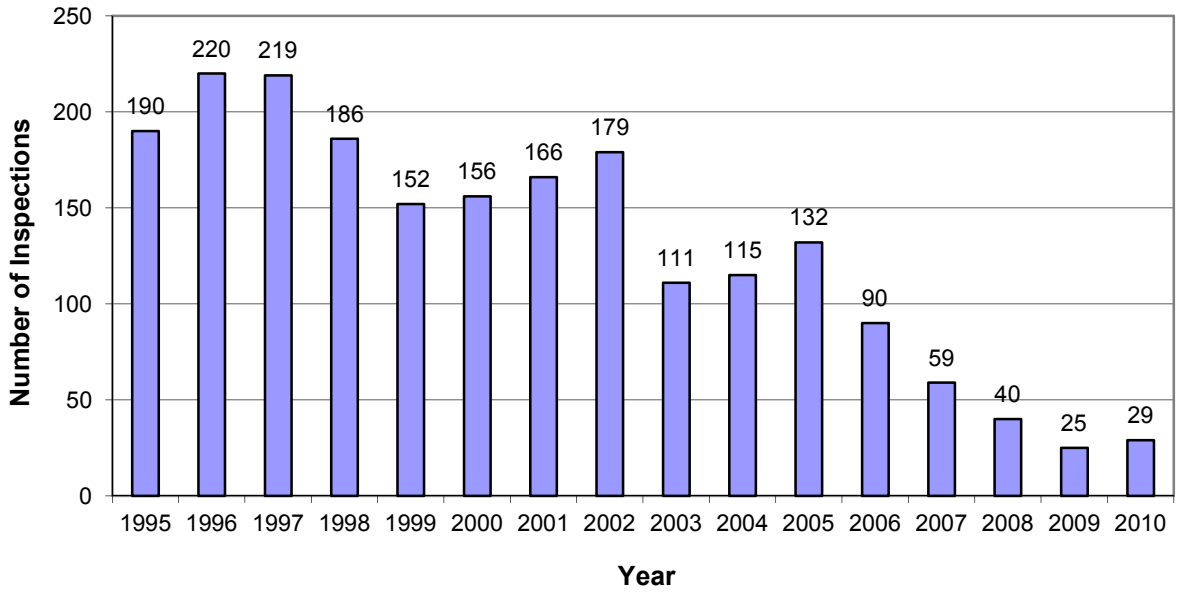


Wastewater Program

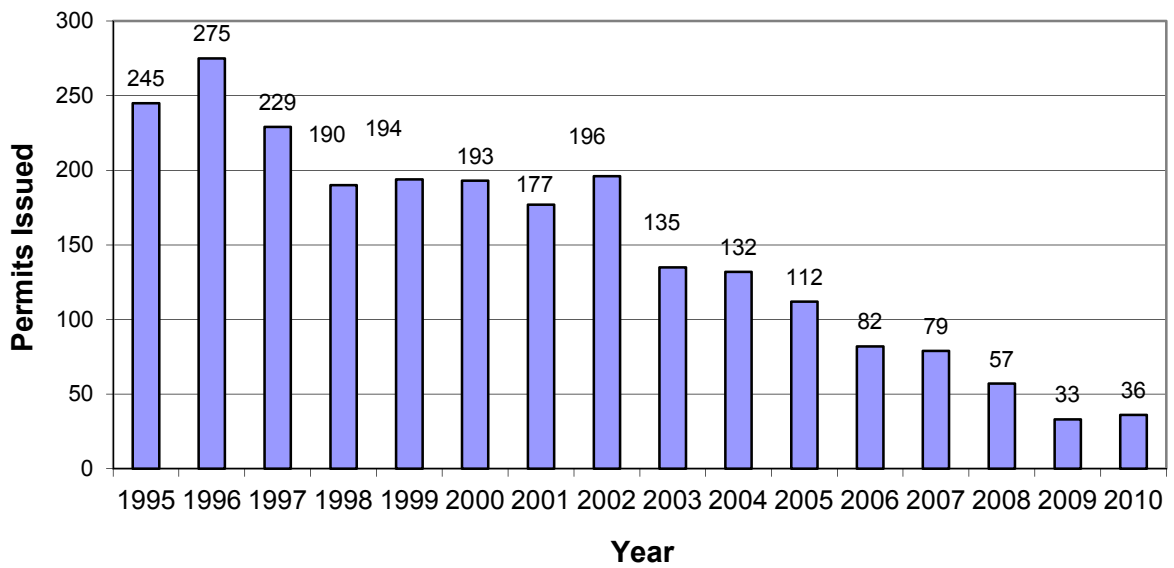
Permits issued.....	36
OSDS, Residential Permit.....	32
OSDS, Commercial Permit.....	1
New Construction.....	14
OSDS Repair.....	1
OSDS Replacement.....	21
Permits revoked.....	0
Permits expired.....	8
Original Plan Reviews.....	40
Reviews of Corrected Drawings.....	42
Soil Reports Evaluated.....	32
Site Visits for Contractors Performed.....	25
Final septic system inspections.....	29
Septic system installers certified in Howard County.....	36
Plans Reviewed for Plat.....	2



Number of Septic Inspections Per Year



Number of Septic Permits Issued Per Year



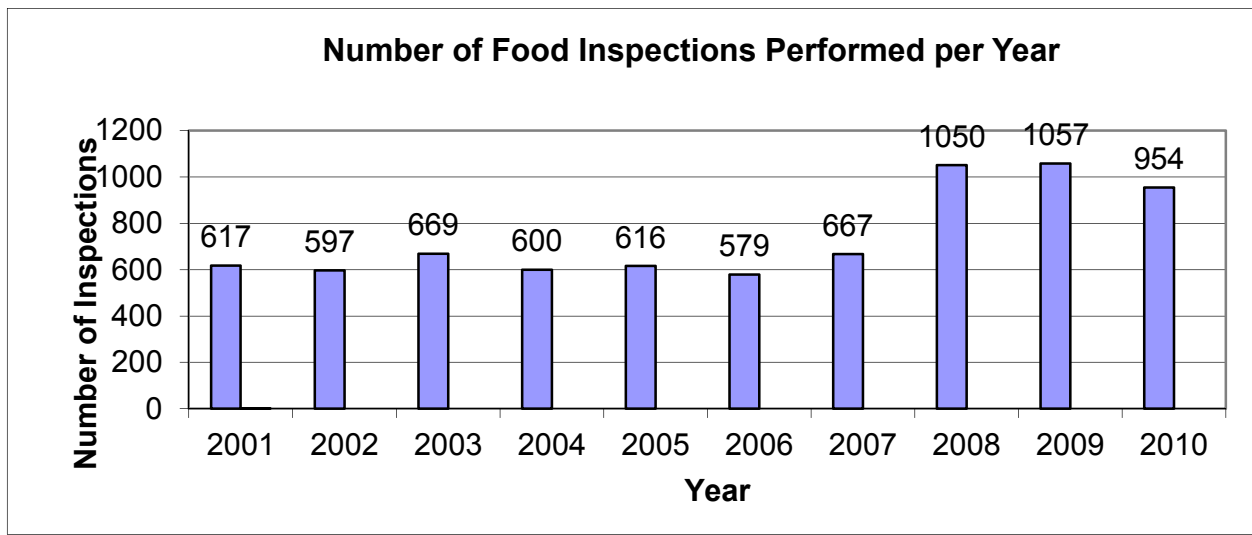
Animal Bite Program

Animal Bites	233
Dog Bites	192
Cat Bites.....	36
Other	4
Lab Submittals	7



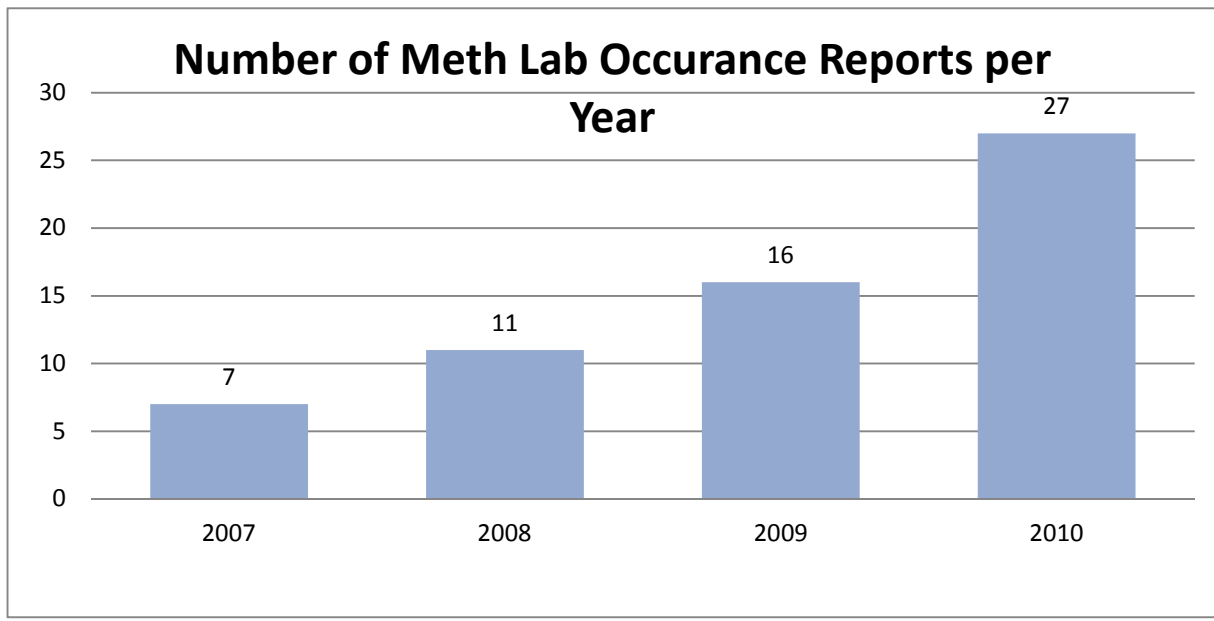
Food Program

Annual Food Establishment Inspections.....	793
Routine Inspections.....	727
Follow-up.....	23
Complaint	2
Pre-Operational	35
Temporary Food Establishment Inspections.....	161
Plan Reviews.....	23
New Food Establishments Opened.....	26
Permitted Food Establishments.....	421
Total Annual/Temporary Inspections	954



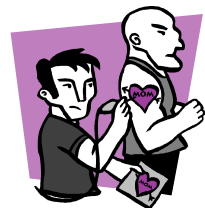
Illegal Drug Labs (Meth)

ISP Occurrence Reports	27
Orders to Abate	8
Abated Properties	5



Tattoo and Body Piercing

Permitted Establishments	14
Inspections	2
Establishments Ordered Closed	0
Licensed Artists	41



ALL HAZARD PREPAREDNESS REPORT

All jurisdictions participating in the BASE Budget Period 10 Grant were expected to meet six basic requirements. Two of the six were completed in June and July of 2010.

On June 15th the Health Department hosted a four hour Table Top Exercise with twenty-eight representatives from nine agencies in the county. The purpose of the exercise was to discuss the responsibilities and brainstorm activities each agency could provide to meet the needs of our citizens in a biohazard /terrorist scenario. The exercise was extremely helpful to this department as it clarified the importance of on-going communication between agency partners.

On July 29, 2010, the LTAR or Local Technical Assistance Review was conducted by representative of the Indiana State Department of Health, Mr. James Waechter. This evaluation of our Comprehensive Mass Prophylaxis Plan was expected to receive a minimum score of 70 out of 100 points to be in compliance for further grant monies.

I am pleased to report we met all requirements of the review with a score of 94 and I feel confident we are moving in the right direction to assure compliance will continue for the new grant year.

And in August, we received the requirements for the 2010-2011 Preparedness Grant Year which, as expected, have been enhanced.

A Table Top Exercise, an LTAR Review, monthly district radio drills as well quarterly state radio drills and quarterly call downs, and a POD Clinic Set-Up with a Throughput Exercise will be due by Spring of next year.

Additionally, our Mass Prophylaxis Plan will need to reflect a three year Education Plan which outlines and validates on-going preparedness education of our HCHD staff as well as enhanced volunteer staff credentialing and preparedness education.

The FEMA, state, and district classes of which I have attended, have been key to identifying these latest regulations.

On August 1, 2010, this Coordinator dropped down to a part-time position; on average, two-days/ week. I do not feel however, that this change will affect our overall preparedness or grant requirements in the coming year.



2010 Vital Records Department Goals & Achievements

The Vital Records office had been working with three major programs during 2010. The first program was the new Secure ID program; the second was complying with the New Paternity Law and procedure; the third was assisting the Funeral Homes, the Coroner's Office, and the Physicians so they could comply with the new totally electronic Death Certificate requirements contained within the new ISDH Indiana Death Records System. (IDRS)

The Secure ID program is in conjunction with the Motor Vehicle Bureaus across the United States. Anyone who was born in Howard County and applies for the Secure ID needs a current Birth Certificate which identifies their gender. This program has been initiated by Homeland Security across the United States, so we receive requests from throughout the Country. This has increased our walk-in clients, our mail-in clients, and our Corrections by Amendments.

The new Paternity Affidavit Law went into effect on July 1, 2010. It requires all Paternity Affidavits to be done at the Hospital (within 72 hours of birth), or to be done at the Health Department with both parents present and have a current State issued Drivers License or State I.D. The only other option is to go through Court. In the new law, parents can file for joint custody of the baby by having a DNA test and presenting the results to the Local Health Department of jurisdiction within 60 days of the birth. This law was passed shortly before it went into effect and presented quite a few problems to the ISDH, the Hospitals and to Health Departments. There are many other provisions to this law making it extremely complex, but we have written new Policies and Procedures to assure our compliance. These Policies and Procedures have been reviewed and approved by the Howard County Attorney's office.

The new fully Electronic Death program has been a challenge for everyone involved. We trained and assisted all the partnering Funeral Homes, the Howard County Coroner's office and our community Physicians to assure the program would transition smoothly. The IDRS program's use became Indiana Law starting January 1, 2011, but it was up and running in August 2010. Quite a few local Funeral Homes, the Coroner's office and community Physicians became involved with IDRS during November and December, so we were able to make the transition smoothly at the start of 2011.

We are still working on adding the images for the birth records covering the period of August 1988 through December 31, 1999. Once these records have been imaged, all birth records and most of the death records will be added to the computer. This accomplishment will cut down on the use of our old original book records, which are very fragile. The imaging process will also help preserve and safeguard our records and give us a duplicate copy, which have been the "mainstay" of the Vital Records department for decades.

Both Vital Records staff members attended the IVRA / ISDH Fall Conference. The Conference is the primary opportunity to communicate and collaborate with other Vital Records professionals from Indiana County Health Departments. Attending the Conference also allows this staff to receive the most current information about important changes occurring, which need to be implemented in our Vital Records processes.

We are continually working to improve customer satisfaction, to further manage our records responsibly, to issue records correctly and in a timely manner, and to meet the increasing demand for our services.



Howard County Health Department Vital Records Statistics

Births – Amendments Summary: Between January 1, 2010 and December 31, 2010

<u>Document Type:</u>	<u>Counts:</u>
Birth Notification	17
Affidavit of Amendment	14
Paternity Affidavit	15
Paternity Affidavit upon Marriage	3
Court Order establishing Paternity	40
Legal Name Change	6
Adoption	78

Birth and Death Records Summary

Birth Summary

	<u>Male</u>	<u>Female</u>	<u>Other</u>	<u>Resident</u>	<u>Non-Resident</u>	<u>Unknown</u>	<u>Totals</u>
Legitimate	315	322	0	432	203	2	637
Illegitimate	312	289	0	463	138	0	601
Not Known	0	0	0	0	0	0	0
TOTALS	627	611	0	895	341	2	1238

Death Summary

<u>Age Group</u>	<u>Male</u>	<u>Female</u>	<u>Other</u>	<u>Resident</u>	<u>Non-Resident</u>	<u>Unknown</u>	<u>Totals</u>
> 28 Days	0	0	0	0	0	0	0
28 Days-1yr	3	0	0	0	0	3	3
1 – 14	0	1	0	0	0	1	1
15 – 24	2	3	0	5	0	0	5
25 – 44	22	17	0	17	6	16	39
45 – 64	103	82	0	97	10	78	185
65 – 74	77	72	0	88	13	48	149
75 – 84	115	117	0	124	16	92	232
85 <	76	166	0	131	14	97	242
Unknown	0	0	0	0	0	0	0
TOTALS	398	458	0	462	59	335	856



Home and Hospital Delivery Summary

		Totals	Group Totals
Residence		8	8
Not Entered			1
-----		1	
Unknown			3
-----		3	
Hospital	Howard Regional Health System	464	1225
	St. Joseph / St. Vincent Health	761	
Other		1	
-----			1
Totals		1238	1238

Report of Activities – Maternity and Newborn Services

METHOD OF DELIVERY

Vaginal	0
Forceps	3
Vacuum	7
Vaginal after Previous Caesarean	0
Primary Caesarean	0
Repeat Caesarean	0
Hysterectomy	0

OBSTETRIC PROCEDURES

None	1198
Other	0
Amniocentesis	0
Chorionic Villi Sampling	0
Induction of Labor	0
Stimulation of Labor	0
Tocolysis	0
Ultra-Sound	0
Electronic Fetal Monitoring	0
Cervical cerclage	2
External cephalic	
Version successful	0
Unknown	0



CONCURRENT ILLNESSES OF MOTHER

None	0	Sickel Cell	0
AIDS	0	Other Hemoglobinopathy	0
Anemia	0	Chronic	0
Cancer	0	Pregnancy Related	0
Diabetes	0	Acute	0
Cardiac Disease	0	Chronic	0
Endocrinopathy	0	Active Tuberculosis	0
Epilepsy	0	Gonorrhea	0
Obesity	0	Herpes-Genital	0
Renal Disease	0	Syphilis	0
Thrombophlebitis	0	Other Sexually Transmitted Disease	0
Urinary Tract Infection	0		
Other	0		

COMPLICATIONS OF PREGNANCY

INDICATION OF CAESAREAN

None	0	Abruptio Placenta	0
Eclampsia	0	Breech or Mal-presentation	0
Fetal Growth Retardation	0	Cephalopelvic Disproportion	0
Hydraminosis – Oligo	0	Fetal Distress	0
Hydraminosis – Poly	0	Herpes – Genital	0
Incompetent Cervix	0	Placenta Previa	0
Preeclampsia	0	Prolapsed Cord	0
Rh Sensitization	0	Unsuccessful VBAC	0
Uterine Bleeding	0	Other	0
Uterine / Cervical		None	0
Malformation	0	Repeat Caesarean	0
Other	0		

DELIVERIES BY MATERNAL AGE

<u>RANGE</u>	<u>FREQUENCY</u>	<u>AVE. WEIGHT</u>	<u>AVE. GESTATION</u>
<10 YRS	0	0 Grams	0 Weeks
10 – 13	0	0	0
14 – 16	20	3058	38
17 – 19	134	2996	38
20 – 25	490	3048	38
26 – 30	343	3121	38
31 – 35	164	3205	38
36 – PLUS	87	3198	38
UNKNOWN	0	0	38

DELIVERIES BY GESTATIONAL AGE

<u>RANGE</u>	<u>FREQUENCY</u>	<u>AVE. WEIGHT</u>	(Cigarette Use) <u>AVE. CIGS.</u>	(Alcohol Use) <u>AVE. ALC.</u>
<30 Weeks	3	1966	0	0
30 – 32	5	1632	0	0
33 – 35	41	2111	0	0
36 – 38	245	2917	0	0
39 – 41	941	3192	0	0
42 PLUS	2	4079	0	0
UNKNOWN	1	0	0	0

DELIVERIES BY BIRTH WEIGHT

<u>RANGE</u>	<u>FREQUENCY</u>	<u>AVE. GESTATION</u>	(Cigarette Use) <u>AVE. CIGS.</u>	(Alcohol Use) <u>AVE. ALC.</u>
<500 Grams	1	26	0	0
501 – 750	0	0	0	0
751 – 1000	0	0	0	0
1001 – 1250	0	0	0	0
1251 – 1500	8	33	0	0
1501 – 2000	26	35	0	0
2001 – 2500	104	37	0	0
2501 – 3000	312	38	0	0
3001 – 3500	449	39	0	0
3501 – 4000	264	39	0	0
4001 – 4500	63	39	0	0
4501 – 5000	9	40	0	0
5001 PLUS	1	39	0	0
UNKNOWN	1	0	0	0

DISTRIBUTION BY SEX

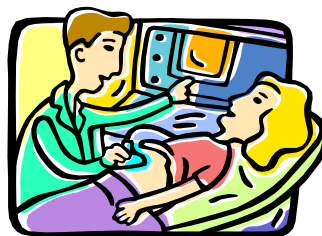
MALES: 627 FEMALES: 611 UNDETERMINED: 0 UNKNOWN: 0

DISTRIBUTION BY FEEDING

BREAST: 757 OTHER: 480 UNKNOWN: 1

APGARS LESS THAN 7

1 MINUTE (One): 0 5 MINUTES (Five): 1235 3



BIRTH SUMMARY

	<u>Male</u>	<u>Female</u>	<u>Other</u>	<u>Resident</u>	<u>Non-Resident</u>	<u>Unknown</u>	<u>Totals</u>
Legitimate	315	322	0	432	203	2	637
Illegitimate	312	289	0	463	138	0	601
Not Known	0	0	0	0	0	0	0
TOTALS	627	611	0	895	341	2	1238

DEATH SUMMARY

<u>Age Group</u>	<u>Male</u>	<u>Female</u>	<u>Other</u>	<u>Resident</u>	<u>Non-Resident</u>	<u>Unknown</u>	<u>Totals</u>
Under 28 Days	0	0	0	0	0	0	0
28 Days to 1 Year	3	0	0	0	0	3	3
1 -14 Years	0	1	0	0	0	1	1
15 – 24 Years	2	3	0	5	0	0	5
25 – 44 Years	22	17	0	17	6	16	39
45 – 64 Years	103	82	0	97	10	78	185
65 – 74 Years	77	72	0	88	13	48	149
75 – 84 Years	115	117	0	124	16	92	232
85 and Over	76	166	0	131	14	97	242
Unknown	0	0	0	0	0	0	0
TOTALS	398	458	0	462	59	335	856

CAUSE OF DEATH CATEGORY SUMMARY

	<u>TOTAL</u>
Alzheimer's and Dementia	30
Cancer – All Forms	123
Heart Disease	97
None	266
Not Entered	280
Respiratory Diseases	60
TOTAL KNOWN CASES:	856

MANNER OF DEATH SUMMARY

	<u>TOTAL</u>
Accident	11
Could not be determined	31
Homicide	3
Natural	521
Pending Investigation	1
Suicide	10
TOTAL	577

AUTOPSY

TOTAL	50
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Howard County Health Department Public Health Nursing Annual Report 2010

- Introduction
- Communicable Disease Program Report
- Immunization Program Report
- Parish Nurse Program Report
- Lead Poisoning Prevention Program Report
- Health Education Program Report



Introduction

Though Howard County continues to suffer from the recent economic down turn, the Howard County Health Department the Public Health Nursing (PHN) Division saw an increase in staff and clients during the year 2010. The three new faces in the Nursing Division are Kathy Oldaker RN, MSN, Connie Rutherford RN, BSN and Tonja King. After nearly a six-month vacancy, Kathy Oldaker RN, MSN, filled the PHN supervisor position. The H1N1 grant allowed us to add part-time worker Connie Rutherford to supplement our vaccination clinic staff. In addition, Tonja King was added part-time to bring needed relief in the front office. The Communicable Disease specialist was Judy Lausch RN, MSN. Judy along with Jane McIntyre RN, BSN, coordinated our STD treatment program and the HIV Clinic. Karen Long RN, BSN was the Immunization Program coordinator. Cathy Shaw RN, BSN served as the Parish Nurse Program coordinator and our TB program coordinator. Cathy also led the HCHD's Lead Prevention Program Team along with Karen Long, certified lead inspector and Jane McIntyre, Lead Awareness educator. Jane McIntyre also coordinates the Adult Health Screenings for indigent populations given throughout the year. Karen Lopke RN, BSN serves as the Emergency Preparedness coordinator. Long time part-time nurse, Beverly Bernhardt RN, BSN assisted with immunization clinics. Brandy Allen continues as the front Office Manager.

One of the primary responsibilities of this department is surveillance, whereby communicable diseases are investigated, determining if they meet the criteria for definition of particular diseases as specified by the Centers for Disease Control (CDC). These cases are reported to the Indiana State Department of Health (ISDH) who then collate the reported diseases with reports from other counties in Indiana, and compile reports for the CDC. In terms of treatment of communicable disease, the PHN office is limited to treatment of active tuberculosis cases and latent cases and very limited treatment for the sexually transmitted diseases of Chlamydia, gonorrhea, and syphilis. In terms of testing for communicable diseases, this department administers TB skin testing and free testing of HIV, hepatitis C & B and syphilis for those that meet specific criteria mandated by the Indiana State Department of Health (ISHD).

The chief consumer of staff hours for our department is the immunization program. All staff participates in the outreach vaccination clinics, as well as, in-house daily vaccination clinics. The 2009-2010 school year "Back to School", vaccination requirements proved to be most challenging. ISDH added four new vaccination requirements for 6th thru 12th graders. With five school systems in Howard County, thousands of children were in need of vaccinations. Vaccine Coordinator Karen Long collaborated with each school system arrangement a vaccination clinic at the school. The PHN Division partnered with Indiana University Kokomo School of Nursing, IVY Tech Nursing School, the local school nurses, several of our volunteer nurses, and our Howard County EMA to provide these clinics. Due to increased demand for vaccination appointments at the Health Department, additional clinics were added there also.

The PHN Division was able to sign a Delegation of Authority with New Castle Pediatrics, allowing us to participate in the Federal VFC (Vaccines for Children) program. Compliance with VFC provider rules required we decrease our previous \$15 vaccination administration fee to \$14 for all clients under the age of 19. Adult administration fees remain at \$15. Clients enrolled in the Women-Infants-Children (WIC) program or a Medicaid program had no administration fee.

For adults not enrolled in school, we have arrangements with drug companies for an individual to purchase the vaccine from the drug company, with PHN staff administering the immunization for the small administration fee. Clients in the HIV/STD program are offered hepatitis vaccine without an administration fee. The application process for renewal of our Medicaid NPI number was completed in 2010. Our goal is to begin billing Medicaid in the year 2011.

Immunizations are available for: diphtheria, tetanus, pertussis, haemophilus influenza, polio, pneumococcal, hepatitis A, hepatitis B, human papilloma virus (HPV), influenza (including H1N1 this year), MMR (measles, mumps and rubeola), rotavirus, varicella, and zoster (shingles).

The Lead Program continues to monitor lead levels in small children, and to test houses for lead content. The Health Education program offers classes in many topics. The grant program emphasizes educational efforts for HIV and other STDs, but there are many other classes offered, notably “Universal Precautions”.

Much of the efforts of all PHN require collaboration with many volunteers, and many agencies throughout Howard County, as well as collaboration and interaction with ISDH.

For more detail, see monthly reports generated during the year.

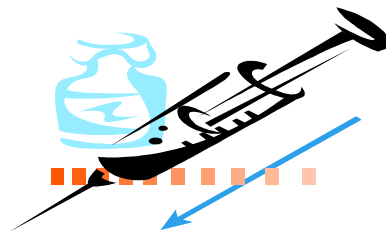
2010 Communicable Disease Reports
Howard County Indiana

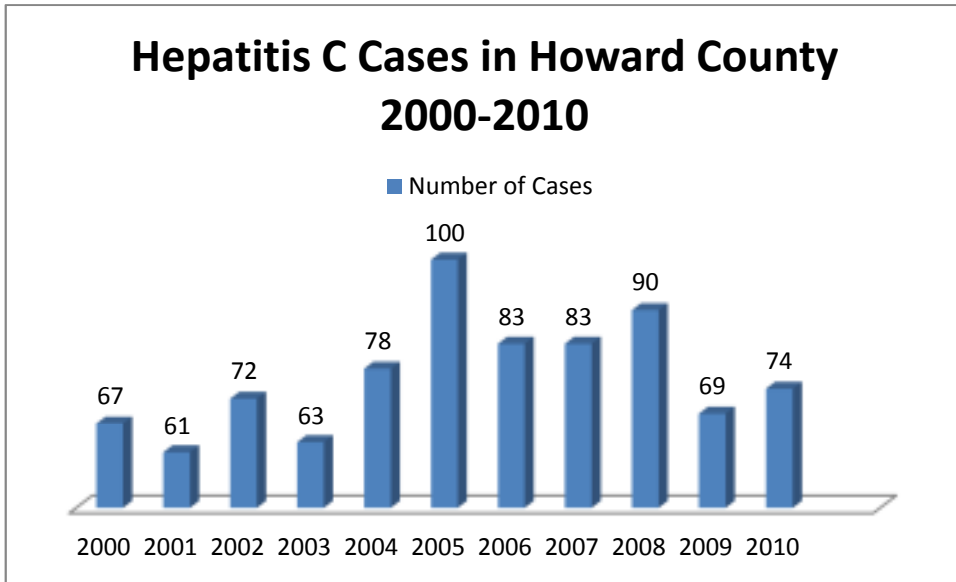
<i>Diseases Investigated</i>	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
A-Strep			1								1	1	3
B-strep			1				2						3
Anaplasmosis													0
Botulism													0
Camphylobacter						2	3	2	1		1	1	10
Chlamydia	8	16	25	28	22	24	19	27	22	12	4	32	239
Clostridium													0
Cryptosporidium				1									1
Dengue Fever									1		1		2
Ecoli (+shiga)												1	1
Ehrlichiosis													0
Giardia			1		1		1	1				1	5
Gonorrhea	1	1	2	4	1	7	3	1	1	1	4	5	31
HEP A		1							1	1			3
HEP B	2	2	2			1			3	2	1	2	15
Hep C	4	2	7	4	9	7	5	4	14	7	6	5	74
Herpes (hosp)													0
HIB											1		1
Histoplas							1	1				1	3
Influenza A		1											1

Influenza B														0
Legionella														0
Listeria			1											1
Lyme							1	1						2
Malaria														0
Measles														0
Meningitis		1												1
MRSA-Caor severe														0
Mumps			1											1
Pertussis	1		2							2				5
RMSF														0
Rubeola														0
Salmonella	2		1		2	2	1		1		2	4		15
Strep Pneumonia	3	2	2	1	1		2					3		14
Shigella					1		1							2
Syphilis RPR +				1	1					1	1	1		5
Tuberculosis (latent)	1													1
Tuberculosis (active)														0
Varicella			2	1				3	1	1		1		9
Vibrio														0
WNV														0
Yersenia	1													1
TOTAL	23	26	48	40	38	43	39	40	45	27	22	58		

Diseases Screened, 2010	
HIV tests	467
Syphilis tests	14
Hepatitis tests	86
Tuberculosis tests	1,670
<i>Total</i>	2237

Diseases Treated, 2010	
Chlamydia (case or contact)	58
Gonorrhea (case or contact)	12
Tuberculosis (1 active, 12latent)	13
<i>Total</i>	90





VFC Profile Report

Report Criteria

Report Date: January 4, 2011

IRMS: 340016 - HOWARD COUNTY HEALTH DEPARTMENT

Date Range: 01/01/2010 to 12/31/2010

For Patients Seen at: HOWARD COUNTY HEALTH DEPT [Facility]

Description	Less Than 1 Year	1-6 Years	7-18 Years	Totals
Medicaid	85	172	271	528
Uninsured	32	136	342	510
Nat. Amer. or Alaskan	0	1	20	21
Underinsured	50	195	978	1223
Local Purchase only	1	1	7	9
Hoosier Hwise Pkg C	2	7	23	32
317 or Insurance does not pay	140	636	1208	1984
Totals	310	1148	2849	4307
Totals excluding 317 or Insurance does not pay	170	512	1641	2323

Immunization Program Report, 2009-2010

<i>Immunization</i>	2009	2010
DT (pediatric)	1	
DtaP	178	74
DTaP/Hep B/IPV	239	253
DTaP/Hib/IPV	447	323
DTaP/IPV	285	222
HPV	399	628
Hep A (adult)	57	44
Hep A (pediatric/adol)	1555	1943
Hep A/Hep B (adult)	624	858
Hep B Pediatric/Adol	402	186
Hep B/ Hib	16	173
Hep B (adult)	117	69
Hib- PRP-T	258	155
IPV	38	33
Influenza (seasonal)	863	863
Influenza (seasonal)*	2315	
HINI ^	5097	N/A**
MMR	656	365
MMRV		161
Meningococcal (MPSV4)	1	1
Meningococcal (MCV4)	1141	1800
Pneumococcal (PCV7)	817	174
Pneumococcal (PCV13)	0	550
Pneumococcal (PPV23)	67	42
Rotavirus	390	267
Td (adult)	51	16
tDap	1008	2056
Varicella	968	1477
Zoster	83	26
Total Immunizations Given	18073	15220

Total Patients Served: 9714 6304

*not counted in CHIRP

^7981 doses also distributed to area providers.

** H1N1 was included in the seasonal flu vaccine in 2010

Total decrease in immunizations given in 2010 are due to NO H1N1 outbreak and increased opportunities for citizens to receive flu vaccines at local drug stores.

Immunization Clinics	2009	Immunization Clinics	2010
Children: Regularly Scheduled:	91	Children: Regularly Scheduled: HD- IN Hts	102 11
Children: Additionally Scheduled	16	Children: Additionally Scheduled HD	8
Schools-TDaP/ MCV4	4	Schools- 1. Taylor (3/10) 2. Eastern (3/30) 3. Western (4/15) 4. Central Mid S.(9/23) 5. Maple Crest (9/21) 6. KHS (9/30) 7. HC-Health Fair (10/21) (TDaP/ MCV4/Varicella)	7
Seasonal influenza:	9	Seasonal influenza:	7
H1N1(schools, IUK, local)	15		6
Clinics with ISDH Strike Team help	0		8 (not in total)
Totals	118		141

Lead Prevention Program, 2010

Lead poisoning is defined as a venous lead level of 10ug/dl or more. Lead screening requirements and medical management recommendations are for children ages 6 to 84 months by the guidelines of the Indiana State Department of Health, Indiana Childhood Lead Poisoning Prevention Program. Home visits were completed at each child's home and included an environmental lead risk assessment and inspection of the residence, and environmental samples were collected by Karen Long RN, BSN, Licensed Risk Assessor and Inspector, and all samples were sent to the Indiana State Department of Health Lab for analysis. Follow up visits were made with each child's parents to review the results of the Environmental Lead Risk Assessment and Control Plan. The case management process was initiated as dictated by the Indiana Communicable Disease law for the newly identified lead poisoned children by Cathy Shaw RN, BSN, and Lead Case Manager. The public health nurse acting as the lead case manager is

responsible for coordinating care, and ensuring that all team members including the caregiver communicate effectively and work together to reduce the child’s blood lead level below 10ug/dl.

Quarterly Lead Poisoning Case Management	1 st	2 nd	3 rd	4 th
Continued follow up lead poisoning prevention case management cases this quarter	6	2	3	3
Other cases that did not require follow up this quarter	1	1	0	1
New Lead poisoning prevention cases	0	0	2	1
Preliminary lead poisoning prevention cases not opened this quarter	1	1	3	1
Goals MET and child discharged from program	1	1	0	1
Total number of Lead poisoning prevention cases			5	5

Parish Nurse Program, 2009

Parishes in Howard County:	47
(New this year: 2)	
Parishes in surrounding counties:	<u>17</u>
(New this year: 2)	
Total Served:	64

Health Education Program, 2010

Project	Presentations	# Served
HIV Presentations	92	1411
HIV Support Group	10	26
Universal Precautions	45	223
Lead In-Service	4	99
Older Adult Clinics*	<u>7</u>	<u>108</u>
Total:	158	1867

**Although not literally an education program, these services do not easily fit in other categories, and in actuality, health education is a critical part of every aspect of public health nursing. This agency seems to be the “go-to”*

place for information on various and sundry issues, and almost every client we come in contact with, on phone or in person receives education of some sort.

Partial List of Agencies Served: Coordinated Assistance Ministries, Inc, Honeycreek Missionary Baptist Church, Howard County Criminal Justice Center, Kokomo Academy, Kokomo-Center Township Consolidated School Corporation, Kokomo Rescue Mission, Kokomo Rescue Mission Open Arms, Robert J. Kinsey Youth Center, City of Kokomo (employees), Cosmetologists, Crossroads Learning Center, Domestic Violence Shelter, Family Service Association of Howard County, Inc, Greentown Wesleyan Daycare and Preschool, Imagination Station Daycare, Indiana University at Kokomo (nursing students), Kokomo Police Department Crime Scene Investigation Course, Little Lamb Child Care, North Central Indiana Law Enforcement Training Center, Tattoo and Piercing Artists.

Partial list of Community Collaborations and Partnerships for this program and others: Step-Up, Inc, Healthy Teens and Family Planning Clinic, Howard Regional Health System, Purdue Extension Howard county, Friendship Haven, Hearing Center, Inc., Kokomo Housing Authority, Kokomo Rescue Mission, Senior Citizens Center, Volunteer Registered Nurses, physicians and physician's offices, hospitals, infection control nurses, ministers, United Way Agencies and various other agencies servicing Howard County.



Howard County Health Department
Board of Health Minutes
January 12, 2010

The Howard County Board of Health met on Monday, January 11, 2010 in Room 210 at the health department. Those in attendance were:

1. Dr. Thomas Scherschel, M.D., Chairman
2. David Sedam, Vice-Chairman
3. Dr. Don Zent, M.D., Health Officer
4. Dr. Lesa Cooney, D.V.M., Member
5. Ms. Rita Sale, MS, Member
6. Mr. Bob Snow, Member
7. Kent W. Weaver, MS, Administrator
8. Judy Lausch, RN, MSN, Public Health Nurse
9. James Vest, REHS, Coordinator-Environmental Health Division
10. Miss Lauren Fearnow, Mayor's Student Advisory Board Member
11. Ken de la Bastide, Kokomo Tribune
12. Rev. Ruth Lawson, Executive Director CAM

Dr. Scherschel called the meeting to order at 7:00 p.m. and invited the Rev. Ruth Lawson to speak to the BOH about CAM.

Old Business

Minutes of the November 9th Meeting. – Rita Sale made a motion to approve the amended November 9th Minutes, which was seconded by Bob Snow and it carried unanimously.

Fee Increase Update – Mr. Weaver indicated that he had found an error in the spreadsheet formulas calculating the 2009 fee revenues. The error had caused a higher than actual prediction of collected revenue. Mr. Weaver presented the corrected report. The report showed that Vital Records fees had increased \$20,226.00 and Nursing fees had increased \$21,860.00. The total actual new revenue generated by the higher fees amounts to \$42,086.00 from March 2009 through Year End. Since the original predicted amount was \$45,000.00, the result amounts to about \$2,914.00 less new revenue than when the projected fee increases were proposed to the County Council at their January 2009 meeting. Dr. Scherschel asked Mr. Weaver to revise the November 2009 BOH Meeting Minutes to reflect the amended results.

Preparedness & 932 Grant Update. – Mr. Weaver presented the 932 Grant budget submitted to and approved by the Indiana State Department of Health. (Attached) He indicated that the budget was submitted to meet the timeline required, and it reflected the content of discussions with Dr. Scherschel and Dr. Zent at the time of

submission. Discussion about spending the money has changed, and there is some thought about using the money to fund a part time Preparedness person. The budget can easily be revised and re-submitted to the state for approval, should the decision relative to how to spend the money change.

4 Community Grant2 – United Way/Lily Foundation -- Update. – Mr. Weaver indicated that the 4 Community Partners had successfully acquired the needed \$30,000.00 for the matching funds from the Lily Foundation. \$5,000.00 of that funding was provided by the Health Department at their last meeting. The remaining \$25,000.00 had come from other community partners. With the match, the local project would have acquired the proposed \$60,000.00 needed to hire a Neighborhood Coordinator; and provide that person with an office, materials, and equipment to do the job. Additionally, Mr. Weaver produced a proposed Neighborhood Coordinator job description he had written (with input from Jeff Newton of Kokomo Urban Outreach; and Judy Dennis, Family Service Association) for the 4 Community Partners to review, and revise, at the next scheduled meeting. After finalized, the job description would then be the formal description of the activities of the project coordinator. (Attachment)

CAM Funding Request – Earlier in the meeting, the Rev. Ruth Lawson presented to the board members a request for funding for CAM. (See attached) After some discussion by the BOH members, Bob Snow made a motion, seconded by Rita Sale - to provide CAM \$2,500.00 from the 215 Master Tobacco Grant Fund. The motion unanimously carried.

Project Access Funding Request – Mr. Weaver circulated a document provided by Susan Overholser, the Project Access Administrator, which detailed the activities of PA for the prior year. (See attached) It also requested funding for 2010 equal to the funding the Health Department provided during year 2009. After some discussion by the BOH members, Bob Snow made a motion, seconded by David Sedam - to provide \$10,000.00 from the 215 Master Tobacco Grant Fund. Mr. Weaver was asked to place the item on the March agenda to consider another \$10,000.00 allocation, as the board members desired to see a status report to determine the 215 Health Trust Fund balance before they allocated the funds. The motion unanimously carried.

Howard County School Health Coalition QIP – 269 Fund Grant. – Mr. Weaver indicated that members of the HCSHC had asked him to relinquish the control of the \$20,000.00 Grant funds to the United Way, so that they could become the fund “caretaker.” They felt that this would simplify the disbursement of the funding for the program. Mr. Weaver informed the members that he had told the HCSHC that he could not relinquish the funds to another entity unless the Grantor authorized him to transfer the funding. Mr. Weaver stated that he had made contact with Dr. Monroe’s office and had been advised to maintain control of the funds, until such time as a determination could be made by the state - as to whether a switch to a new fund caretaker could be made. Mr. Weaver also indicated that the HCSHC

had requested that a new Health Department representative to the HCSHC be named to participate in the coalition's work. He stated that he was reluctant to add another duty to the agenda of a staff member, while a vacant position existed in the department, until the H1N1 situation had stabilized or the vacancy was filled. After some discussion the board members agreed that this should be the responsibility of the new nursing coordinator when one was hired.

North American Human Influenza A (H1N1) – Judy Lausch, and Dr. Zent gave an update on the Health Department's clinic plans and the pandemic. Judy Lausch presented a report for the board members to review. It detailed the current number of H1N1 vaccine doses that the state delivered to Howard County and the number of doses of vaccine the department had administered to Howard County citizens. The plans for upcoming clinics were also briefly discussed. Ms. Lausch reiterated her belief that the health department was doing a good job meeting the community need, but the community response regarding the "numbers" presenting for vaccination were disappointing. There have been 17,300 H1N1 vaccinations administered to date by the health department and its partners in the community. (Attachment)

New Business

Staffing issues -- Mr. Weaver indicated that the part-time Nursing Clerk/Secretary had given notice and accepted another position. Mr. Weaver indicated that the job had been posted by the HR department and several candidates had expressed interest. Interviews for the position would be conducted on January 19th.

Proposed Relocation of Health Department to the Administration Center. – Mr. Weaver informed the board members that the department heads of all the departments housed in the Howard County Government Center had received a request from the Howard County Commissioners on Christmas Eve. The department heads were asked to report to the Commissioners the current square footage housing their department operations, along with their thoughts about the future needs of the department regarding office space. The Commissioner's request referred to the County's desire to vacate the Government Center to make room for another County project being developed; by moving those departments currently housed in the Government Center, from the Government Center -- to several thousand square footage of space now being made available in the Administration Center. Mr. Weaver stated that he reported the Health Department currently occupies 8,777 square foot of floor space and would probably need more in the future. Should the Health Department be moved to the administration center's available 3,000 foot space, it would lose 5,777 square foot of the floor space it currently uses. This would not even count the other departments housed in the Government Center, or their needs. Mr. Weaver advised the members he respectfully informed the Commissioner's that we would not be interested in moving into a smaller location.

Departmental Reports

Health Officer's Report. – Dr. Zent indicated that several candidates had applied for the vacant Nurse Coordinator position, and though job offers had been made, the position was still vacant. He stated that Dr. Scherschel, Mr. Weaver and he had attended a meeting with the PAC (Howard County Personnel Action Committee) that morning to consider revising the salary for the position, and that their recommendation would be forthcoming.

Environmental Health. – James Vest presented a document representing the Environmental Division report, and some discussion regarding the data included in the report occurred. (Report filed with board minutes)

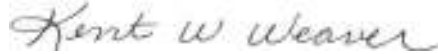
Nursing. – Ms. Lausch presented the Nursing Division report. Her verbal report, a brief synopsis, was based on a document she produced and distributed to the board members. (Report filed with board minutes)

Vital Records. Mr. Weaver indicated that Janet Kissinger was in the process of copying the books between the dates 08/01/1988-12/31/1999, and entering the data from those books into Chronica. The computer pages used to record the data in the books were disintegrating over time, and these records are the only records that still need to be entered into Chronica. Global, Inc. was unable to scan these records due to several issues involving the size, legibility, and orientation of the pages. Janet Kissinger states that these books were not part of the quoted bid for the job Global was contracted to do.

Next Meeting. The next normally scheduled meeting is set for Monday, March 8th, 2010 at 7:00 PM.

There being no further business, the meeting was adjourned at approximately 9:00 PM.

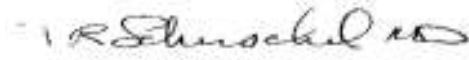
Respectfully submitted,



Kent W. Weaver, Administrator



Signature, Health Officer



Signature, Board of Health Chairman

Howard County Health Department
Board of Health Minutes
March 8, 2010

The Howard County Board of Health met on Monday, March 8, 2010 in Room 210 at the health department. Those in attendance were:

1. Dr. Thomas Scherschel, M.D., Chairman
2. David Sedam, Vice-Chairman
3. Dr. Don Zent, M.D., Health Officer
4. Dr. Lesa Cooney, D.V.M., Member
5. Dr. Emily Backer, M.D.
6. Ms. Rita Sale, MS, Member
7. Ms. Janet Moore, RN
8. Kent W. Weaver, MS, Administrator
9. Judy Lausch, RN, MSN, Public Health Nurse
10. James Vest, REHS, Coordinator-Environmental Health Division

Dr. Scherschel called the meeting to order at 7:00 p.m.

Old Business

Minutes of the January 11th Meeting. – David Sedam made a motion to approve the January 11th Meeting Minutes as written, which was seconded by Dr. Backer, and the motion carried unanimously.

Election of Officers – Mr. Sedam made a motion to retain Dr. Scherschel as the BOH Chair, seconded by Janet Moore. Dr. Scherschel asked if there were any other nominations and there were no other nominations submitted. The floor was closed for nominations. A vote was taken by voice, and Dr. Scherschel was unanimously retained as board Chairman. The floor was opened for nominations for BOH Vice-Chairman. Rita Sale made a motion to retain David Sedam as Vice-Chairman, seconded by Dr. Backer. Dr. Scherschel asked if there were any other nominations for the office of Vice-Chairman and there were no other nominations submitted. The floor was closed for nominations. A vote was taken by voice, and Mr. Sedam was unanimously retained as board Chairman.

Fee Increase Update – Mr. Weaver indicated that since the fee increase approved in 2009 went into effect in mid-March 2009. The revenues collected during January and February 2010 were higher than the same period in 2009 by several thousand dollars. He indicated he would present a spreadsheet at the next meeting to detail the ongoing affects of the increased fees.

Preparedness & 932 Grant Update. – Mr. Weaver presented the proposed 2011 budgets to the members for their review and consideration. Included was the

Preparedness Grant Budget. Mr. Weaver reported that the grant fund would receive \$10,000.00 during the 2010 budget year. The budget reflects the money would be split among various line items (see attached documents)

4 Community Grant2 – United Way/Lily Foundation -- Update. – Mr. Weaver reported that a job description had been developed and interviews for the Neighborhood Coordinator position were underway.

Project Access Funding Request – Mr. Weaver presented a Status 1 report from the Howard County Auditor’s office showing a \$55,873.00 budget balance in the 215 LHD Indiana Trust Fund at the end of 2009. This is the fund from which the donation for Project Access would be allocated. After a brief discussion, Dr. Backer made a motion, seconded by Rita Sale, to provide the additional \$10,000.00 to Project Access. The motion carried unanimously.

Kokomo-Howard County Animal Shelter – Mr. Sedam made a motion, seconded by Dr. Cooney, to provide the Humane Society the same amount of funding the BOH provided in 2009. Mr. Sedam indicated he thought the board had allocated \$2,500.00. Mr. Weaver stated that he would check the 2009 fund ledger to determine the amount. After a brief period of discussion, the members voted unanimously to provide the funding in the same amount as in year 2009. (The 2009 ledger indicates that the BOH funded the Humane Society \$2,000.00 during that budget year)

Howard County School Health Coalition QIP – 269 Fund Grant. – Mr. Weaver indicated he had talked to Sister Catherine Kelly of the HCSHC since the last BOH meeting in January. During the telephone conversation with Sister, he informed her that the Health Department could not relinquish its responsibility “as caretaker of the grant fund” to another party. Mr. Weaver informed the board members that he had also told Sister Catherine and Suzan Overholser via email that he would be happy to disburse any or all of the funds to entities within the HCSHC - who could produce an invoice for the funds. Mr. Weaver stated he had informed Sister Catherine and Ms. Overholser the HCSHC needed to determine which HCSHC partners would be reimbursed and a “proper” representative of the HCSHC would be required to submit the invoice to the Health Department for the funding to be allocated. He told them that the check would only be “cut” by the Auditor’s office with the documentation needed, and he would not submit a claim to the Auditor’s office unless the documentation came from “known members” of the HCSHC, preferably Sister or Suzan.

North American Human Influenza A (H1N1) – Judy Lausch reported another H1N1 clinic was scheduled for March 16th, and also indicated an overview of Howard Counties H1N1 activities and relative statistics could be reviewed in the written Nursing Division Report. (See attached)

Staffing issues -- Mr. Weaver indicated that a part-time Nursing Clerk/Secretary had been hired and the new staff member came with prior medical clerical experience, was fitting in well, and was well into her orientation to the job. He reported at present, it appeared she would be a good addition to the nursing division staff. Dr. Zent indicated that interviews for the Nurse Coordinator position had been conducted and a job offer had been made to the top candidate. We were waiting for the individual to formally accept our job offer.

Proposed Relocation of Health Department to the Administration Center. – Mr. Weaver informed the board members that the County Commissioners were discussing the proposed use of free space in the Administration Center with a consulting firm, and presently there had been no new information to relay to the members.

New Business

County Health Rankings – Mr. Weaver presented a chart depicting the ranking of Howard County against the other Indiana Counties. The study had been conducted and published by the University of Wisconsin and the Robert Wood Johnson Foundation. The board members discussed the results.

Proposed Fee Ordinance Amendment – Mr. Weaver produced two documents (see attached) for the members to review. The first was a spreadsheet depicting the new revenue that could be generated to realign the wage structure of the health department staff. The spreadsheet displayed a modest across the board fee increase. Using the numbers on the spreadsheet, the spreadsheet detailed how the fee increases would generate approximately \$60,000 per year. Mr. Weaver stated the current salary structure would not meet the future needs of the department to attract and retain qualified staff, and funding would not be attainable from the county executives. He felt the only method to obtain the money would be through fee increases. The second document presented was a fee ordinance with the new fees plugged in to replace the current fees. Mr. Weaver stated he wanted the members to see what and how a fee ordinance looked, so they would be familiar with the “appearance of the ordinance.” Mr. Weaver informed the board members of his impressions of how and why the current salaries were not suitable. He then asked the members to consider his comments, the documents presented - and the fee comparisons, with the purpose of salary restructuring in mind over the next two months. He stated he would place the item on the next meeting agenda to revisit.

2011 Proposed Budgets – Mr. Weaver presented all the proposed health department fund budgets, for the board members to review and consider before the next meeting. He stated the board needed to be prepared to amend or adjust them, and approve the budgets, so he could present them to the County Executives during the summer.

Departmental Reports

Health Officer's Report. – Dr. Zent indicated that he had nothing further to add that had not already been discussed during the body of the meeting.

Environmental Health. – James Vest presented a document representing the Environmental Division report, and some discussion regarding the data included in the report occurred. (Report filed with board minutes)

Nursing. – Ms. Lausch presented the Nursing Division report. Her verbal report, a brief synopsis, was based on a document she produced and distributed to the board members. (Report filed with board minutes)

Vital Records. Mr. Weaver indicated that one of the Vital Records staff had a medical issue and was in consult with her physician. He stated that the issue might result in some weeks away from work. Additionally, Mr. Weaver informed the members about the status of the Roger McConnell property – stating that the health department had done their job; the court had done its job, and Mr. McConnell had been ordered by the court to vacate the property.

Next Meeting. The next normally scheduled meeting is set for Monday, May 10th, 2010 at 7:00 PM.

There being no further business, the meeting was adjourned at approximately 9:30 PM.

Respectfully submitted,

Kent W Weaver
Kent W. Weaver, Administrator

Dr. P. Zent

Signature, Health Officer

J. R. Schuchel

Signature, Chairman of the Board



Howard County Health Department
Board of Health Minutes
May 10, 2010

The Howard County Board of Health met at 7:00 PM on Monday, May 10, 2010 in Room 210 at the health department. Those in attendance were:

1. David Sedam, Vice-Chairman
2. Dr. Lesa Cooney, D.V.M., Member
3. Dr. Emily Backer, M.D.
4. Ms. Rita Sale, MS, Member
5. Kent W. Weaver, Administrator
6. Kathy Oldaker, RN, MSN, Public Health Nurse

Vice-Chairman David Sedam, called the meeting to order at 7:00 p.m.

Departmental Reports

Environmental Health Report – Kent Weaver presented a document (see document in 2010 BOH meeting record book) from the ISDH regarding a Romaine lettuce recall for the board members to review. He reported that the board members might have interest to see the format and structure of ISDH recall notifications to local health departments. Mr. Weaver further stated that historically and typically, the health department environmental health staff, has found that the major grocers stayed “on top” of these recall issues after receiving notification; and routinely removed recalled items from their stock immediately upon receiving notification.

Public Health Nursing Report – Kathy Oldaker, RN introduced herself to the board members as the new Public Health Nursing Coordinator. Introductions of the various participants around the table followed. She then produced a written document for the board members to review, stating that she was interested in the board members’ views relative to how they would like to see the Nursing department’s report in future meetings. (see document in 2010 BOH meeting record book) She then identified some items contained in the report that would be of particular interest to the members. Mrs. Oldaker indicated her interest in the development of electronic record keeping and retention. She indicated that the department was seeking input from the Howard County Commission on Public Records relative to records destruction in an effort to resolve records storage issues currently being experienced by the Health Department as a whole. She indicated that further work would be required to resolve the issue.

Vital Records Report – Kent Weaver informed the board members that there wasn’t anything new to report for the vital records division, stating that Janet Kissinger was still on FMLA and due to return part-time as soon as possible.

Health Officer Report -- Mr. Weaver informed the board that there was a patient in isolation at Howard Regional Health System whose tests had come back

indicating he was positive for active TB. Mr. Weaver asked Kathy Oldaker to speak to this issue with the members. She indicated her staff would follow the issue to assure compliance.

Old Business

Minutes of the March 8th Meeting – Ms. Sale made a motion to approve the March Meeting Minutes as written, which was seconded by Dr. Cooney, and the motion carried unanimously.

Tattoo & Fee Increase Update – Mr. Weaver presented a spreadsheet for the board members to review. (see document in 2010 BOH meeting record book) After some discussion, Mr. Weaver asked the members if they would like him to remove the item of old business from future agenda. He assured the members he would inform them about anything unusual he might notice, as he continues to track the data. A consensus of the members was noted, and Mr. Weaver indicated he would cease routinely reporting the fee increase data. Mr. Weaver indicated he would report any unexpected trending.

Preparedness & 932 Grant Update – Mr. Weaver reiterated that the grant fund would receive \$10,000.00 during the 2010 budget year. He indicated a change from previous plans had been made to the budget. After discussions with Dr. Zent and Dr. Scherschel during the morning meeting, a decision proposing to spend the money on preparedness staff was reached by Dr. Zent, Dr. Scherschel, Mr. Sedam and Mr. Weaver. (see 932 Fund budget document in 2010 BOH meeting record book)

4 Community Grant2 – United Way/Lily Foundation -- Update – Mr. Weaver gave a brief synopsis of the project for the board members. Mr. Weaver reported that a job description had been developed and interviews for the Neighborhood Coordinator position were underway. Mr. Weaver also stated that he believed a candidate had been offered the position, but was unable to attend the last 4 Community Grant2 meeting, so he was presently unsure about the exact status of the project.

Project Access Funding Request – Mr. Weaver reported that the additional \$10,000.00 awarded to Project Access by the board members at the March meeting had been processed, the auditor's office had mailed the check, and the check had been received the Project Access Administrator.

Kokomo-Howard County Animal Shelter – Mr. Sedam indicated he had received a letter thanking the board members for the \$2,000.00 donation. Additionally, he read the letter which outlined how the funds would benefit the safety of the animal control officers employed by the shelter.

Howard County School Health Coalition QIP – 269 Fund Grant – Mr. Weaver indicated he had processed a request for the grant funding, specifically provided for in the grant, to fund \$2,000.00 to the Bridges Outreach program. He also

reported that he expected that the auditor's office would process the request and cut the check for Bridges as soon as they could accomplish the task.

North American Human Influenza A (H1N1) – Mr. Weaver reported that the H1N1 flu had not ramped back up during the spring as thought possible by the CDC and ISDH, but this would be a continued possibility as time progressed. He also gave an update on the proposed furniture procurement with H1N1 grant funding, and presented a budget proposal he had emailed the ISDH for their consideration and approval. Mr. Weaver indicated that the ISDH would meet to review the budget later in the week and a decision would soon be forthcoming. (see 276 Fund revised budget proposal document in 2010 BOH meeting record book)

Staffing issues -- Mr. Weaver indicated that the open positions had been filled and the staff was currently at the department's appropriated staffing level.

Proposed Relocation of Health Department to the Administration Center – Mr. Weaver informed the board members that the County Commissioners were still discussing the proposed use of free space in the Administration Center with a consulting firm, and presently there had been no new information to relay to the members.

Proposed Fee Ordinance Amendment – Mr. Weaver indicated that the department was now seriously pursuing the capacity to bill Medicare/Medicaid and asked that the issue be tabled until such time as the impact of these new revenues could be reviewed, considered, and the fees adjusted accordingly. He stated that he did not desire to raise fees, unnecessarily placing additional burden on tax payers. He stated the Medicare/Medicaid funding would introduce new/increased revenue to the budget, and that further analysis was needed before any fee increases should be considered.

2011 Proposed Budgets – Mr. Weaver presented all the proposed health department fund budgets, for the board members to review and consider for approval. (the 010 Health Fund, the 514 LHM Trust Fund, the 215 Master Tobacco Trust Fund, the 932 All Hazard Preparedness Fund, and the 137 HIV/AIDS Fund) Mr. Weaver stated he needed to get the board members approval of the departmental budgets, or revise them according to the board members' wishes – to the extent that they would be approved by the board; so he could present the budgets to the County Executives during the annual summer budget hearings. Mr. Sedam indicated that each of the budgets had been reviewed, in depth, by Dr. Zent, Dr. Scherschel and himself -- during the weekly held, Monday morning administrative meeting. He further indicated that Mr. Weaver had explained each proposed budget thoroughly to the aforementioned, and the aforementioned had agreed to recommend the proposals for board approval -- as specified. As Mr. Weaver passed out each budget, the board members reviewed them and some discussion ensued. Before moving from one proposed budget to the next, each in succession in the order listed above, Mr. Sedam called for the members' votes. Mr. Sedam cast the yea votes for Mr. Snow and Dr. Scherschel,

as per their request, during the voting for each of the funds. All the proposed budgets were unanimously approved.

New Business


Health Department Annual Report – Mr. Weaver indicated that Kathy Oldaker had suggested some changes she would like to see made to the nursing report. He also stated due to the coordinator’s absence while on FMLA, he did not have the VR report ready for publication. Mr. Weaver concluded by requesting that the annual report be tabled until the next board meeting to allow time for the report to be fully and adequately completed.

Methamphetamine Lab Condemnation Activity – Mr. Weaver stated to the board members that this agenda item was to be presented by Mr. James Vest, the Environmental Health Coordinator, who had become ill during the day. Mr. Weaver asked Mr. Sedam to table the item until such time that Mr. Vest could present his information to the board members. The board members discussed the issue requesting the item be placed on the next agenda. There was agreement that the board members were highly interested in the Health Department’s role in this activity. Some of the members were not aware the health department was called upon to take action when an operating “meth lab” was discovered by law enforcement officials. Mr. Sedam asked Mr. Weaver to include the agenda item for the next board meeting.

Next Meeting -- The next normally scheduled meeting is set for Monday, July 12th, 2010 at 7:00 PM.

There being no further business, the meeting was adjourned at approximately 8:50 PM.

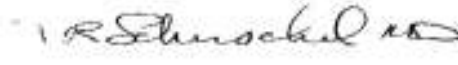
Respectfully submitted,



Kent W. Weaver, Administrator



Signature, Health Officer



Signature, Chairman of the Board

Howard County Health Department
Board of Health Minutes
July 12, 2010

The Howard County Board of Health met at 7:00 PM on Monday, July 12, 2010 in Room 210 at the health department. Those in attendance were:

1. Thomas Scherschel, M.D., Chairman
2. David Sedam, Vice-Chairman
3. Lesa Cooney, D.V.M., Member
4. Emily Backer, M.D., Member
5. Phil Burgan, M.D., Member
6. Rita Sale, MS, Member
7. Janet Moore, RN, Member
8. Don Zent, M.D., Health Officer
9. Kent W. Weaver, Administrator
10. Alan Wilson, Esq., Assistant Howard County Attorney
11. James Vest, REHS, Environmental Health Coordinator
12. Kathy Oldaker, RN, MSN, Public Health Nursing Coordinator
13. Karen Lopke, RN, Hazard Preparedness Coordinator
14. Ken de la Bastide, Howard County Government Reporter, Kokomo Tribune

Chairman Thomas Scherschel, M.D. called the meeting to order at 7:08 p.m.

- Phil Burgan, M.D. was introduced to the board members as the new Mayoral appointee to the Board of Health replacing Robert Snow upon his retirement.
- Alan Wilson was introduced as the new Assistant Howard County Attorney responsible for representing the legal interests of the Board of Health.
- The various board members and meeting attendees then introduced themselves to the group.

Departmental Reports

Environmental Health Report – James Vest presented a verbal and written report of the activities of the Environmental Health Division. His report classifies the compiled data relative to the various divisional functions of the Environmental Health staff into the following areas: Environmental Complaint Program, Pool Program, Wastewater Program, Animal Bite Program, Food Program, Illegal Methamphetamine Drug Lab Program, and Tattoo and Body Piercing Program. (See attached report) Mr. Weaver requested that the Chairman alter the order of the agenda items to allow Mr. Vest to present information pertaining to section B., item 9 (Methamphetamine Lab Condemnation Activity,) in **Old Business**, citing that Mr. Vest and his staff had been very busy inspecting the various food operations at the Howard County Fair since early that morning; and Mr. Vest

would be working long hours the rest of the week at the fair conducting foods inspections.

Dr. Scherschel amended the agenda. Mr. Vest then reported about the Indiana State Statute requirement that the Environmental Health staff, in partnership with the Indiana State Police; the city of Kokomo; and the Kokomo/Howard County Plan Commission, is conducting activity relative to Methamphetamine Lab Condemnation, and how that activity is conducted. Additionally, Mr. Vest produced a document outlining his verbal presentation of the required health department activities relative to “Meth” Lab operations. He then asked the board members if there were any additional questions about the topic. After some discussion by the board of health members, regarding the data compiled and identified via his reporting, Mr. Vest’s report concluded.

Public Health Nursing Report – Kathy Oldaker, RN introduced herself to the board members as the new Public Health Nursing Coordinator. She then presented her verbal and written report of the Public Health Nursing Division activities. Ms. Oldaker highlighted that there had been some new and additional guidelines regarding the use of TB skin testing as compared to IGRA or TST testing. She pointed to her written report for reference to the guidelines. She also indicated that new information had resulted in a nursing division policy change; whereby the nursing staff would recommend to parents that their adolescent children remain in observation for 15 minutes after completion of immunization - due to the possibility of fainting. Should the parent refuse the recommended observation period, it would be policy to request the parent to sign a waiver. The waiver stipulates that the parent had been explained the danger of refusing the observation period, and fully understood there may be a danger to their child resulting from their refusal. Finally, Ms. Oldaker referenced two maps of Indiana included in her report. The maps identified and ranked Indiana counties with regard to exemptions to vaccination, and those county’s rates of meeting the vaccination requirements for each county’s Kindergarten students. (See attached report)

Vital Records Report – Kent Weaver informed the board members that the new state statute requiring usage of the Indiana Death and Birth Registry web site would go into effect starting 2011. He also stated that the Health Department was partnering with the two county hospitals, and the Howard County Medical Society, to communicate with area physicians the need to make preparations to comply by January 2011.

Health Officer Report -- Dr. Zent indicated there was no new information to add to the reports received from the various divisional coordinators.

Old Business

Minutes of the May 10th Meeting – Mr. Sedam made a motion to approve the May Meeting Minutes as written, which was seconded by Dr. Backer, and the motion carried unanimously.

Preparedness Grant Update (932 Grant) – Karen Lopke presented an oral report and referenced sections of the Nursing Report and 2009 Annual Report for the board members to review. (See reports attached) Additionally, she gave a brief description of FEMA, Department of Homeland Security, National Incident Management System, and Incident Command Structure including some history and referred to acronyms the board members might benefit from hearing that would assist them in understanding Preparedness related jargon they might be hearing in future preparedness discussions.

4 Community Grant2 – United Way/Lily Foundation -- Update – Mr. Weaver produced and distributed two documents for the board members to review, indicating that Cathy Stover had been hired by the 4 Community Partners as the community Liaison. The documents he presented consisted of the new pamphlet intended for distribution in the community to advertise the “4 Community Project,” and a list of community needs that had been identified by the initial two target neighborhoods. The primary focus of the project was to assist the neighborhood “champions,” who were stepping forward to lead the project in their own neighborhoods. Project focus was to use the community Liaison as the primary mentor to the Neighborhood Champions, who would serve as leaders in their own neighborhoods to help enable families to actively participate in identifying barriers and finding solutions. Additionally the Liaison would mentor “champions” to help neighborhoods break down identified barriers inhibiting neighborhood families to effectively parent their children and build “the family.” The Liaison would also help to enable neighborhoods to identify programs and resources to deploy locally, to fulfill or provide tools, and to overcome the barriers to identified needs. Finally, Mr. Weaver stated that the project was eventually intended to roll out to the entire county over time, as modeled from lessons learned from the Evansville, IN and Grand Rapids, MI projects. Those two communities had been selected as model programs, which if successful duplication could be achieved; the results are hoped to lead to similar positive outcomes in Howard County. The outcomes and results in Evansville and Grand Rapids have been documented, as their outcomes have been measured after decades of development in those communities. The board members participated in some discussion about the possible limitations and successes the project might incur.

Howard County School Health Coalition QIP – 269 Fund Grant – Mr. Weaver indicated the Howard County Auditor’s office had distributed \$2,000.00 of the HCSHC funding to the Bridges Outreach program. He also reported that he had not received any additional claims from the HCSHC to process to continue in distribution of the funds. Mr. Weaver indicated he would contact known members of the committee to determine how the committee’s activities were progressing.

H1N1 Flu – Status Update (including the Nursing Clinic furniture) – Mr. Weaver reported that the ISDH H1N1 claims portal was currently shut down while the state closed out their fiscal year. As a result he was not able to determine exactly how much H1N1 funding would not be spent by Howard County. He stated that the Health Department would not spend anywhere from between

\$80,000 to \$120,000 of the funding, and that he had a number of claims still waiting to post to the portal as soon as it again became available for use. Mr. Weaver indicated that the nursing clinic furniture procurement with H1N1 grant funding had been approved, the furniture had been ordered, and it was slated for delivery Monday and Tuesday, July 19th and 20th. Kathy Oldaker reported that the contents of the office furniture was being packed for removal from the clinic, afterward the current furniture would be removed by the Coroner's Office and some United Way Agencies, the floors would be stripped, waxed, and buffed by the Howard County maintenance department; before the new furniture arrived and was to be installed on the 19th and 20th.

Proposed Fee Ordinance Amendment – Mr. Weaver stated that the Fee Ordinance had been revised and approved by the Howard County Commissioners lowering the shot administration fee for childhood immunizations to \$14.00. He stated that fee reduction was necessary to comply with the maximum allowable fee approved by the Federal Government for the Vaccines for Children program (VFC). The fee reduction was necessary to sign a Memorandum of Understanding (MOU) with New Castle Pediatrics, a Nationally Certified Rural Health Clinic. Signing the MOU would enable Howard County to receive free vaccine from the VFC funding. Additionally, Mr. Weaver indicated that the department was continuing the effort to bill Medicare/Medicaid and asked to continue to table the amendment until such time as the impact of these new revenues could be reviewed, considered, and the fees adjusted accordingly. He stated that he did not desire to raise fees, unnecessarily placing additional burden on tax payers. He stated the Medicare/Medicaid funding would introduce new/increased revenue to the budget, and that further analysis was needed before any fee increases should be considered.

2009 Health Department Annual Report Presentation -- Mr. Weaver presented the annual report in document form to the board members, inviting them to digest the report at their convenience and to present any questions arising from reading the report to him via telephone, email, or at the next board meeting. (See attached 2009 Annual Report) He further indicated that the report was somewhat informal in appearance, as compared to the 2008 report, as a result of the ISDH's request for the information to be presented to them on their prepared web survey site. ISDH would not require a formal LHD report to be submitted to them, so long as County Health Departments completed their ISDH web survey. Howard County had complied earlier with the ISDH request, submitting the Howard County Health Department survey answers to the ISDH survey site, a couple of months prior to this BOH meeting.

Methamphetamine Lab Condemnation Activity – James Vest presented information on this agenda item during his divisional report earlier in the meeting.

New Business

Memorandum of Understanding (MOU) – New Castle Pediatrics – Kathy Oldaker stated that the MOU had been signed with NCP and that the CHIRP web

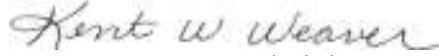
site was being adapted to reflect the status change. The Childhood vaccines would be provided to Howard County via the VFC funding in the future.

Medicare/Medicaid Reimbursement – Kathy Oldaker reported that the MOU with NCP, and the changed fee ordinance - lowering the childhood shot administration fee, was the first steps completed in the Medicare/Medicaid Reimbursement application process. She further indicated that she was in the process of completing the 30 plus page application for reimbursement, but would need to receive our reactivated Medicare/Medicaid claims number to complete the application. Once approved for reimbursement, the Nursing division would be able to file for reimbursement for claims up to a year prior to being approved.

Next Meeting -- The next normally scheduled meeting is set for Monday, September 13th, 2010 at 7:00 PM.

There being no further business, the meeting was adjourned at approximately 9:10 PM.

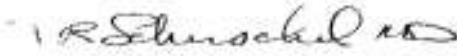
Respectfully submitted,



Kent W. Weaver, Administrator



Signature, Health Officer



Signature, Chairman of the Board



Howard County Health Department
Board of Health Minutes
September 13, 2010

The Howard County Board of Health met at 7:00 PM on Monday, September 13, 2010 in Room 210 at the health department. Those in attendance were:

1. David Sedam, Vice-Chairman
2. Emily Backer, M.D., Member
3. Rita Sale, MS, Member
4. Don Zent, M.D., Health Officer
5. Kent W. Weaver, Administrator
6. James Vest, REHS, EVN Coordinator
7. Kathy Oldaker, RN, MSN, PHN Coordinator

Vice-Chairman Mr. David Sedam called the meeting to order at 7:10 p.m.

Departmental Reports

Environmental Health Report – James Vest presented his report of the Environmental Health Division activities. His report classifies the compiled data relative to the various divisional functions of the Environmental Health staff into the following areas: Environmental Complaint Program, Pool Program, Wastewater Program, Animal Bite Program, Food Program, Illegal Methamphetamine Drug Lab Program, and Tattoo and Body Piercing Program. (See attached report) After some discussion by the board of health members, regarding the data compiled and identified via his reporting, Mr. Vest's report concluded.

Public Health Nursing Report – Kathy Oldaker, RN presented her report of the Public Health Nursing Division activities. She indicated the nursing staff was to begin recommending to parents that their adolescent children remain in observation for 15 minutes after completion of immunization - due to the possibility of fainting, and recommendations from immunization authorities. Additionally, Ms. Oldaker requested to change the time frame for her written board report, which consisted of continued reporting cycles of two months each meeting, but with an allowance to exclude the month immediately prior to the meeting. She indicated that the month immediately preceding each meeting would be reported at the subsequent board meeting along with the activities occurring during the current board meeting month; so that each meeting, board members would still get a two month report. She stated the report would simply have a one month lag. She additionally explained this would allow the Nursing Division about 5 weeks to put together the Nursing Division report, and if approved, would help avoid rushing the accurate production of the report. The board members present agreed, and asked to be verbally informed of any time sensitive information that might occur during the month prior to the meeting. Finally, Mr. Weaver passed out a recent IHAN alert which had been received by the Health Department for the board members to review. He stated he thought the members might be interested in

viewing the format that the Health Department typically received the alerts from ISDH. (See attached report)

Vital Records Report – Mr. Weaver reported that the Vital Records Division was operating with no exceptions to the routine, other than the following: Mr. Weaver reported that the software company, Global, had downsized the employee who had been responsible for supporting its “Chronica” software, which Global had developed. Chronica is currently being used by nine Indiana County Health Departments – including the Howard County Vital Records Division. Mr. Weaver indicated that Chronica had proven to be a stable and reliable data collection and documentation platform, and had needed very little support from Global to date. He also indicated that while the Vital Records officials in the various counties using Chronica were confident in continued use of the software, including those members of the Howard County Health Department Vital Records Division, the Howard County Information Technology Director was concerned about the Howard County IT department’s inability to support the software. Mr. Weaver indicated he would report any new developments during the next regularly scheduled board of health meetings.

Health Officer Report -- Dr. Zent informed the board members that he had addressed the Howard County Medical Society about the new state statute regarding usage of the Indiana Death and Birth Registry web site, which would go into effect starting January 1, 2011. Mr. Weaver presented a letter he had written to the Howard County Commissioners. He stated the letter was written in response to the board member’s request during the last board meeting. The board had requested Mr. Weaver take action to improve parking issues for handicapped individuals and mothers with children, allowing those special populations of customers to park nearer to the health department. After some discussion, the board members requested the letter be signed and delivered to the Commissioners. (See included letter)

Old Business

Minutes of the July 12th Meeting – Ms. Sale made a motion to approve the July Meeting Minutes as written, which was seconded by Dr. Backer, and the motion carried. (This motion to approve should be tabled until such time that a representative quorum is in attendance)

Preparedness Grant Update (932 Grant) – Mr. Weaver presented Karen Lopke’s report stating the Preparedness staff had hosted a Table Top exercise that 28 individuals from nine partnering agencies had attended. Additionally, Mr. Weaver reported that the 2010 LTAR (Local Technical Assistance Review had been conducted by the ISDH Dist. 6 Preparedness Team Leader, Jim Waechter. The minimum score allowable for compliance to the Attachment A. Preparedness Base Grant (or Deliverables) section of the Preparedness Grant was 70/100. Mr. Weaver reported that the department had received a 94/100 score. Mr. Weaver also reported that the department had received a copy of the proposed 2010-2011 Preparedness Grant contract. (See reports attached)

4 Community Grant2 – United Way/Lily Foundation -- Update – Mr. Weaver distributed the minutes of 2 Tabletop exercises the 4 Community Partners had conducted on July 20, 2010 and August 25, 2010 for the members to review. He also stated the project was

progressing and the “partner’s” expectations to date had been positive and productive. He stated with further community participation and promotion, the “partners” expected positive outcomes to grow proportionately.

Howard County School Health Coalition QIP – 269 Fund Grant – Mr. Weaver stated that there had not been any additional funds distributed, other than the \$2,000.00 to the Bridges Outreach program. Additionally he reported that the committee appeared to be dysfunctional at present. Mr. Weaver stated he would again contact members of the committee, to determine what he could do to help allocate the available funds; and renew attempts to communicate with the grantor, NACCHO, to determine whether they had information regarding the funding requirements.

H1N1 Flu – Status Update (including the Nursing Clinic furniture) – Mr. Weaver reported that he had posted the final departmental claims to the ISDH H1N portal. He distributed copies of the portal record to the board members, showing there were two outstanding claims that ISDH had not yet paid. Additionally, Mr. Weaver reported one of the two outstanding claims was for the furniture purchased and installed during the last week of July 2010. Mr. Weaver stated that there were a few items “of issue” which still needed correcting by the vendor, before he intended to submit the claim to the Howard County Auditor for payment. (see copy)

Proposed Fee Ordinance Amendment – Mr. Weaver stated that the Environmental Health team recommended the inclusion of a “repeat inspection” fee be added to the “Public/Semi-Public Pool” section of any future proposed Fee Ordinance. Additionally, Mr. Weaver indicated that the department was continuing the effort to bill Medicare/Medicaid, stating that some work had been completed to process the application. Once completed, submitted, and approved, he expected the Medicare/Medicaid funding would introduce new revenue to the budget. Additionally, he stated further analysis was needed before any fee increases should be considered.

2011 Health Department Budget-- Mr. Weaver reported that it appeared as though the Health Department budget, approved by the board members for consideration by the Howard County Council, had been passed as proposed. He further stated that the Indiana State Board of Government Finance must still approve the budget, before it could be officially adopted and appropriated by the Howard County Council.

Medicare/Medicaid Reimbursement – Kathy Oldaker indicated that she was still in the process of completing the 30 plus page application for reimbursement, and that some work was still needed to complete the document. Once approved for reimbursement, the Nursing division would be able to file for reimbursement for claims up to a year prior to being approved.

Next Meeting -- The next normally scheduled meeting is set for Monday, November 8th, 2010 at 7:00 PM.

There being no further business, Dr. Backer made a motion to adjourn and the meeting ended. The meeting was adjourned at approximately 8:25 PM.

Respectfully submitted,

Kent W Weaver
Kent W. Weaver, Administrator

Dr. P. Zent

Signature, Health Officer

J. R. Schrock

Signature, Chairman of the Board



Howard County Health Department
Board of Health Minutes
November 8, 2010

The Howard County Board of Health met at 7:00 PM on Monday, November 8, 2010 in Room 210 at the health department. Those in attendance were:

1. Thomas Scherschel, M.D. - Chairman
2. Emily Backer, M.D., Member
3. Lesa Hofmeyer, DVM, Member
4. Phil Burgan, M.D., Member
5. Janet Moore, RN, Member
6. Don Zent, M.D., Health Officer
7. Carly Conner, Student Member
8. Kent W. Weaver, Administrator
9. James Vest, REHS, EVN Coordinator
10. Kathy Oldaker, RN, MSN, PHN Coordinator

Thomas Scherschel, M.D., Chairman, called the meeting to order at 7:08 P.M.

Departmental Reports

Environmental Health Report – James Vest presented his report of the Environmental Health Division activities. He reported data relative to the Environmental Health functions in the following areas: Environmental Complaint Program, Pool Program, Wastewater Program, Animal Bite Program, Food Program, Illegal Methamphetamine Drug Lab Program, and Tattoo and Body Piercing Program. After some general discussion, Mr. Vest's report concluded. (See attached report)

Public Health Nursing Report – Kathy Oldaker, RN presented her report of the Public Health Nursing Division activities. (See attached report)

Vital Records Report – Dr. Zent reported about the ongoing issues related to the (IDRS) Indiana Death Registry System which is slated to require Physicians, Funeral Directors, Coroners, and Health Departments to enter data on the IDRS web site beginning 1/1/11. He reported the registration process for physicians was still going forward slowly. Finally, he mentioned that as the law was currently written, affected physicians who did not register and use the IDRS in the required time frame - would be guilty of a misdemeanor. Dr. Zent also indicated there was some "movement" to amend the law to remove the misdemeanor penalty; making the failure to register and use the IDRS - a matter for the Indiana Medical Credentialing board to address during the credentialing process. Mr. Weaver reported that the Vital Records Registrar, Janet Kissinger, and he - had met with Alan Wilson, the Assistant County Attorney - to review the health department's policy manual regarding the issuance of Paternity Affidavits. Mr. Weaver stated that Mr. Wilson was very satisfied that the policies addressed the required "points of law."

Health Officer Report -- Dr. Zent had no additions to the remarks he had made when he previously spoke about the IDRS issues.

Old Business

Minutes of the July 12th Meeting – Mr. Weaver had informed the board members prior to the meeting that the motion to approve the July meeting minutes needed to be re-affirmed, since the meeting lacked a quorum. The board members read the July minutes. Afterward, Dr. Backer made a motion to approve the July Minutes as written, which was seconded by Dr. Burgan. The motion unanimously carried.

Minutes of the September 13th Meeting – The board members read the meeting minutes. After the members read the minutes, Dr. Backer moved to approve, seconded by Janet Moore. The motion carried unanimously.

Preparedness Grant Update (932 Grant) – Mr. Weaver reported that the Preparedness Grant had been approved appropriating the allotted \$10,000 to the Coordinator’s Salary line item. Additionally, Mr. Weaver stated that Karen Lopke, the Coordinator, had made a great deal of progress amending and updating the Preparedness plan, but noted that ongoing staff training should be a future concentration. He indicated that both he and Ms. Lopke had attended a recent community training scenario organized by the county EMA department, and the two Kokomo hospitals. Mr. Weaver stated that the training scenario was conducted at a local hotel, and simulated a response to an explosion of a methamphetamine lab in one of the hotel rooms. He stated other community partners had also participated -including the fire departments, ambulance crews, American Red Cross, and various other emergency response agencies. Mr. Weaver indicated that he and Ms. Lopke were at the scene to observe, and determine if/where the Health Department could “fit” into the ICS structure as responders to the incident.

4 Community Grant2 – United Way/Lily Foundation -- Update – Mr. Weaver indicated that 2 partner committee meetings and 2 Tabletop exercises had been conducted since the last BOH meeting. He also stated the project was continuing to move forward, as meetings within the target communities were continuing, and the community members were enthusiastically participating in the process.

Howard County School Health Coalition QIP – 269 Fund Grant – Mr. Weaver stated that there had not been any additional funds distributed, other than the \$2,000.00 to the Bridges Outreach program.

He stated that he had contacted NACCHO to determine, what he could from them regarding their knowledge of how the distribution of the funding should occur – and whether the Health Department had fulfilled its obligation to NACCHO to their satisfaction. Mr. Weaver stated that the contact at NACCHO, Penny Berryman, Senior Analyst, Infrastructure & Systems – the only NACCHO staff member mentioned in the School Health Coalition file; did not remember any details, but Ms. Berryman had assured Mr. Weaver that the Health Department had fulfilled any obligation to NACCHO - or the Health Department would not have received the funding. Mr. Weaver stated that Ms. Berryman had informed him the preceding information, said she would ask around to other NACCHO staff members with

whom she thought could provide more information, and get back with Mr. Weaver as soon as she could.

Mr. Weaver indicated Ms. Berryman had returned a call several days later, and indicated she was unable to give him any additional information. Mr. Weaver stated Ms. Berryman further stated to Mr. Weaver that she felt Howard County should disburse the funding in the manner that they felt appropriate under the circumstances, as she was sure the Health department had fulfilled its obligation to NACCHO.

Mr. Weaver further stated he had spoken to Susan Overholser, one of the coalition's committee members, and Ms. Overholser had stated she would give him a list of the coalition participants that she felt might desire to receive a share of the funding. Mr. Weaver indicated he had not heard any results from that conversation as of the time of the November BOH meeting.

After some discussion, the board members indicated that should further progress not ensue, regarding claims from coalition members for allocations of the funding, a deadline should be set and the funding for the project should be terminated. The members agreed that should progress not occur by January, the funding should be used in a manner determined by consensus of the BOH. Mr. Weaver stated he would contact members of the committee again, to determine what he could do to help allocate the available funds to the coalition.

H1N1 Flu – Status Update (including the Nursing Clinic furniture) – Mr. Weaver reported that he had posted the final departmental claims to the ISDH--H1N portal site, the state had paid into the Health Department accounts all the moneys that had been posted for reimbursement, and all the H1N1 claims incurred by the health department had been paid. Furthermore, Mr. Weaver stated that all the furniture had been received, any issues regarding vendor error had been corrected, and the vendor (Beckley Office Equipment) had been paid. He stated all outstanding financial issues relative to H1N1 had been disposed.

Proposed Fee Ordinance Amendment – Mr. Weaver stated that the Environmental Health team recommended the inclusion of a “repeat inspection” fee be added to the “Public/Semi-Public Pool” section of any future proposed Fee Ordinance. Additionally, Mr. Weaver indicated that the department had completed and submitted the Medicare provider application to the Medicare provider application processing center. Additionally, he stated - further analysis was needed, after the provider status had been approved and reimbursements began to be received, before any “across the board” fee increases should be considered. After some discussion, Dr. Scherschel recommended that the Fee Ordinance should be slated on the BOH agenda, for review for possible revision, on an annual basis. Dr. Scherschel proposed July as a possibility for yearly review.

2011 Health Department Budget-- Mr. Weaver reported that the Health Department budget, approved by the board members for consideration by the Howard County Council, had been passed by the “council” as proposed. Additionally, he stated the budget had been properly advertised as required by Indiana law. Finally, he stated that the Indiana State Board of Government Finance must still approve the budget before it could be officially adopted, and finalized, by the Howard County Council.

Medicare/Medicaid Reimbursement – Mr. Weaver indicated that the Medicare provider application had been completed and mailed to the Medicare provider application processing center.

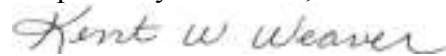
H1N1 Phase 4 “Extension” Grant – Mr. Weaver indicated that late in the first week of October - the ISDH had advertised to Local County Health Departments that ISDH was making \$10,000,000 available to LCHD applicants from remaining H1N1 funding allocated to Indiana. ISDH had further announced that LCHD proposals to receive the funding needed to be received by ISDH within 10 days. The deadline was October 22, 2010. Mr. Weaver stated that he had met with Kathy Oldaker and Karen Lopke and they had put together a proposal, which included 11 different proposed “activities” that met the conditions required by the ISDH. Mr. Weaver indicated that he had not had time to show a copy of the proposal to Dr. Zent at the time of the BOH meeting. Mr. Weaver indicated he had sent the proposal to ISDH on time, and expected that ISDH would approve some of the requested items. Finally, Mr. Weaver indicated he would distribute the proposal to the board members as soon as possible for the members to review.

Parish Nursing – Kathy Oldaker reported to the board members that the Nursing Division, along with Dr. Zent, was reviewing the Parish Nursing program function - to determine if changes should be made in its structure.

Next Meeting -- The next normally scheduled meeting is set for Monday, January 10th, 2011 at 7:00 PM.

There being no further business, Dr. Backer made a motion to adjourn, seconded by Dr. Burgan, and the meeting ended. The meeting was adjourned at approximately 9:15 PM.

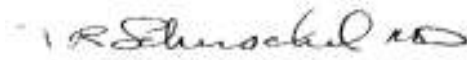
Respectfully submitted,



Kent W. Weaver, Administrator



Signature, Health Officer



Signature, Chairman of the Board



