

Cass Co. Board of Health Minutes

June 19, 2012

The meeting was called to order by Gary Davis at 7:00pm

In attendance

Gary Davis
Dr. Cherie Bennett
Dr. Christopher Ciotta, DVM
Dori Ditty, MD
Pat Benedict
Donna Corn
Jeff Stanton
Lynda Kennedy

Approval of Minutes

Gary requested approval of March 13th meeting minutes Dr. Chris Ciotta made a motion to approve March minutes, Donna Corn seconded. Board approved unanimously, motion carried.

Review of Health Dept. Budget

Dr. Bennett stated that the Local Health Maintenance Fund (State) 1168.331 had 10 hours per week for a part-time Environmentalist who also will do Emergency Preparedness and will be paid from the Preparedness grant 9122.362. The Medical Assistant was created as a part-time position (15 hours per week) paid out of the LHMF Fund 1168.331 in place of the part-time Registered Nurse that the Cass County Health Dept. wasn't able to fill. The other expenses are the same as last year.

The Preparedness grant 9112.362 has added the salary of the part-time emergency preparedness Coordinator (14 hours per week) and Preparedness Supervisor (3 hours per week).

The County Fund 1159.213 changes are Administrator went from 22 hours per week to 26 hours per week. The retirement rate was increased.

The Tobacco Grant 9113.390 didn't have any changes.

Donna Corn made a motion to approve the proposed County Budget 1159.213. Dr. Chris Ciotta seconded. Board approved unanimously, motion carried.

Donna Corn made a motion to approve the proposed LHMF 1168.331. Dr. Chris Ciotta seconded. Board approved unanimously, motion carried.

Donna Corn made a motion to approve the proposed LHMTF 9113.390. Dr. Chris Ciotta seconded. Board approved unanimously, motion carried.

Donna Corn made a motion to approve the proposed Preparedness 9122.362. Dr. Chris Ciotta seconded. Board approved unanimously, motion carried.

New Business

Discussion of using Carryover Funds in the LHMTF 9113.390 to put in a ceiling over vital records office and to put a one room basic walls and ceiling in the nursing area to make the Cass County Health Department HIPAA compliant. Donna Corn asked about what happens if a violation is reported. Lynda stated that the County could be fined up to \$25,000 a year. Discussion took place about providing HIPAA training for employees.

Discussion of using Carryover Funds in the LHMTF 9113.390 to purchase a new or late model used vehicle to replace the white truck that is 19 years old with recurring power steering issues. Donna asked about policy for vehicle use. Dr. Bennett stated that it would be used for communicable disease purposes and conferences. Lynda stated that the grant requires the Commissioner's to sign a vehicle agreement stating the vehicle is used by the Health Department only. It cannot be used by any other county department.

Dr. Chris Ciotta made a motion to present the HIPAA Compliance request to the Commissioner's for their approval. Donna Corn seconded. Board approved unanimously, motion carried.

Gary Davis adjourned the meeting.