

**Sweetwater County District Board of Health**  
May 2, 2012

Present:

Board members:

Mark Sanders Chairman	Greg Erramouspe
Jeanine Cox, Vice Chairman	Cathie Hughes
Stephanie Wallendorff, Secretary	Chad Franks - Absent
Craig Wolfing	

Board of Health Director:

Janet Gerken

Board Attorney:

Mike Stulken - Absent

Environmental Health Supervisor

Chuck Sykes

County Health Officer:

Dr. Jean Stachon

Commissioner Reid West - absent

Nursing Staff

Guests:

Rocket-Miner

Meeting opened by Chairperson, Mark at 7:15 AM.

Motion to add to vote for new DBOH officers and approve the agenda was made by Cathie, seconded by Craig. Motion carried.

Motion to approve minutes was made by Jeanine, seconded by Mark. Motion carried.

Motion to approve vouchers was made by Jeanine, seconded by Mark. Motion carried.

Janet passed out to each board member copies of job descriptions for Environmental Health employees and the County Health Officer. She commented that changes were highlighted in yellow and most changes were for accountability. Once approved by the DBOH they will be submitted to HR to assist with completion of pay scale. Dr. Stachon, CHO questioned if LGLP will cover her for malpractice. Discussion surrounding topic. DBOH expressed that their belief is that she will be covered as long as she is within her scope of duties. It was stated that Public Health clients are to be seen in Nursing office and not to be billed for services received. Motion to approve job descriptions was made by Jeanine, seconded by Stephanie.

Chuck asked for the board's approval to update rules and regulations and newer technology for septic systems. He would like to add permits to operate septic systems to home owners. Chuck is requesting to move process forward to Sweetwater County Clerks and attorney for review and then advertisement for public comment. Motion was made by Mark, seconded by Greg.

The month of April was election for board members. Mark opened up discussion to elect new DBOH officers. Craig nominated Mark as chairperson, motion to approve Mark as chairperson was made by Jeanine, seconded by Greg. Jeanine said that her term as vice chairperson would be up next April and would like to see a new board member take her place. Craig was nominated. Motion to approve Craig as vice

chairperson was made by Mark, seconded by Jeanine. Stephanie said she would continue her role as secretary. Motion to approve Stephanie as secretary was made by Mark, seconded by Craig.

Treasurer, Robb Slaughter reported how difficult it is for him to keep financial reports for the DBOH since all our information is in-house now. Because he didn't get all the information he asked for before today's meeting, he didn't have an accurate report to give to the board at this time. One thing that did stand out is that the board had a cash balance of \$184,781.24. He didn't have an exact amount of outstanding warrants as of April 30, 2012. He discussed that the County subsidy in the amount of \$298,000 will be paid out in full before the end of the fiscal year. He is pleased with the management with our financials.

County Health Officer, Dr. Jean Stachon reported on her report for the month of April which was included in the packet that went out in the mail. She also had handouts on the 2011 and 2012 Influenza season.

Environmental Health Supervisor, Chuck reported on his report for the month of April which was included in the packet that went out in the mail.

Board of Health Director, Janet Gerken reported on her report for the month of April which was included in the packet. It was reported that TANF/MCH and PHRC Grants will be funded exactly the same as previous year. PHRC Grant will be for 9 months rather than 12, to follow fiscal year. After the 9 month period, due to budgetary constraints within the WDH, it is anticipated that there will be a 4% reduction in grant revenues. Janet explained that when we received H1N1 monies a few years ago, we were asked from purchasing to tag all the equipment that we bought with H1N1 monies. Janet explained to Marty that a lot of the equipment that was purchased was donated to different entities for example hand-held radios. Marty asked Janet to compose a letter to explain where the radios went to and why they are not tagged with Sweetwater County. Janet will be presenting our budget May 16, 2012 to the County Commissioners at 9 AM. Per Bonnie Janet was asked to add three months of cash carry over. Janet will attend the Green River council meeting May 3, 2012 for our request for funding. At this time, there has been no response from the City of Rock Springs regarding the acceptance of a request.

Janet requested an executive session. Motion to go into executive session was made by Mark, seconded by Craig. Motion carried.

Motion to move out of executive session was made by Jeanine, seconded by Craig.

Motion carried.

Respectfully submitted,

Missy Allen  
Administrative Assistant  
SC District Board of Health