

STARKE COUNTY HEALTH BOARD  
MINUTES 2-17-2011

Board members present: Deb Hansen, Dr. Lochner, Dr. Bartush, Donna Bailey, Brenda Stanojevic and Bev Fraine.

Staff present: Dr. Alexander, Frank Lynch and Dave Kesvormas.

Commissioner liaison present: Jennifer Davis

The meeting was called to order by President Deb Hansen. Staff reports were reviewed by the board.

Frank Lynch informed the board that the Health Department was in need of a new copy machine. He brought a proposal to lease a copy machine for \$100 a month on a 3 year lease which would include all repairs. Discussion ensued about how advancements in technology have brought the cost of buying a machine that could copy, scan and fax into a reasonable range. Dr. Bartush made a motion to purchase a new copy machine. 2<sup>nd</sup> by Bev Fraine. Dr. Lochner added an amendment to be approved by Dr. Alexander and Frank Lynch. Motion carried.

Dr. Lochner made a motion that the Sanitarian position remain a separate position. 2<sup>nd</sup> by Dr. Bartush. Motion carried.

Board members were given a copy of the job description for the Sanitarian position. This will be posted internally on February 21, 2011 for 3 days and then advertised in the paper. A physical, drug test and a background check will also be required.

Since the septic permit will no longer include a soil sample Dr. Lochner made a motion to decrease this fee to \$60.00. 2<sup>nd</sup> by Donna Bailey. Motion carried. This will also need the Commissioner's approval at their March 7<sup>th</sup> meeting.

Dr. Lochner made a motion that fee for Death Certificates and Birth Certificates both be \$10.00 for each copy. 2<sup>nd</sup> by Bev Fraine. Motion carried. This fee change will also need to be approved by the Commissioners at their March 7<sup>th</sup> meeting.

The next meeting will be held on Thursday, March 17<sup>th</sup> at 6:30 p.m.

Dr. Bartush made a motion to adjourn the meeting. 2<sup>nd</sup> by Brenda Stanojevic. Meeting was adjourned at 8:23 p.m.

Brenda Stanojevic, Secretary the Starke County Health Board.



Starke County Health Board  
Minutes 1-13-2011

Board Members Present: Dr. Lochner, Dr. Bartush, Donna Bailey, Brenda Stanojevic, Deb Hansen, Jennifer Davis and Bev Fraine

Staff Present: Dr. Alexander, Frank Lynch and Gwen Kaylor

Others Present: Dave Kesvormas and Ted Hayes

The meeting was called to order by Dr. Lochner with a motion for Board President. Dr. Bartush nominated Deb Hansen. 2<sup>nd</sup> by Donna Bailey. Motion carried unanimously.

All board members and staff introduced themselves.

Deb Hansen asked for a motion for Vice President of the Board. Donna Bailey made a motion for Dr. Bartush. 2<sup>nd</sup> by Deb Hansen. Motion carried unanimously.

Dr. Alexander requested that the Board appoint a Secretary. Donna Bailey made a motion for Brenda Stanojevic. 2<sup>nd</sup> by Dr. Bartush. Motion carried unanimously.

Dr. Alexander informed the Board that she had received a letter of resignation from Dave Singleton effective 2-28-11.


There was discussion about posting and advertising this position. There was also discussion about combining the position of Sanitarian and Food Inspector with no decisions made at this time.

Frank Lynch informed the board that the contract for the Health Inspector ended on 12-31-10 and he also believed that the insurance ended at the same time. Frank is going to clarify that and report to Dr. Alexander and Deb Hansen.

Next Health Board meeting will be February 17<sup>th</sup> at 6:30 P.M.

Dr. Lochner made a motion to adjourn the meeting. 2<sup>nd</sup> by Dr. Bartush. Motion adjourned at 7:45 P.M.

Brenda Stanojevic, Secretary



STARKE COUNTY BOARD OF HEALTH  
KNOX, INDIANA

MINUTES - REGULAR BIMONTHLY MEETING - THURSDAY, NOVEMBER 18<sup>TH</sup> 2010

The regular bmonthly meeting of the Starke County Board of Health, moved up from its usual schedule in December, was held in the second floor conference room of the Starke County Courthouse, on Thursday, November 18<sup>th</sup> 2010, and was called to order at 635 PM by President Robert Howard.

Board members present were: Donna Bailey, Joseph Bartush, MD, Deborah Hansen, RN, Robert Howard, Richard Lochner, MD, Brenda Stanojevic, and Madge Whickar.

Staff present were: Walter Fritz, MD, Frank Lynch, LPN.

Staff absent were: Gwen Kaylor and David Singleton.

Visitors present were: Theresa Alexander, M.D.

The minutes of the previous meeting of October 28<sup>th</sup> 2010 were reviewed and approved as presented.

Departmental reports were presented and accepted.

Mr. Howard asked about department job descriptions requested previously. Frank Lynch stated they were all available, having been updated earlier this year. Frank also stated that department policy and procedures were complete, with varying dates of update. Mr. Howard stated they would be discussed at the next meeting of the board.

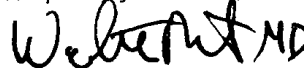
The restaurant inspection position was discussed at length. Currently, the delay in implementing relates to difficulty in obtaining an individual liability insurance policy for the independent contracted position. No additional action was taken.

The septic system for the restaurant at 200 North and US 35 was again discussed. Mr. Howard was emphatic that the board had previously required a state inspection prior to any further usage. Frank stated that the state health department had been contacted and had declined to become involved, although nothing existed in writing relating to this. No further action was taken.

The next meeting date was set for Thursday, February 24<sup>th</sup> 2011.

The public portion of the meeting was adjourned at 705 PM. The board then held an executive session with David Singleton.

Respectfully submitted,



Walter Fritz, M.D.  
Starke County Health Officer