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| **Warrick County**  **Board of Health**  107 W. Locust St., Ste. 204 - Boonville, IN 47601  Phone - (812) 897-6105  E-mail: health@warrickcounty.gov | **A logo with a sun and blue and green stripes  Description automatically generated** |

Katherine Clodfelter, RN Taylor Fauerbach, RN Jacob Green Leigh Ann Holder, RN.

Melanie Lutz, NP. Tony O’Neal, NRP Paul Perry, MD

MEETING OF THE WARRICK COUNTY BOARD OF HEALTH JUNE 18th, 2025 AT 4:00 P.M.

The Warrick County Board of health met for their scheduled board meeting June 18th, 2025 at 4:00P.M. in the Commissioners Meeting room in the historic courthouse at 107 W. Locust St.

Board members present at the meeting included Mrs. Katherine Clodfelter, Mrs. Taylor Fauerbach, Mr. Jacob Green, Mrs. Leigh Ann Holder, and Mr. Paul Perry.

Others present included Warrick County Health Officer Dr. Kailyn Kahre, Health Department Contract Administrator Juli Shade, Dan with Parrish Consulting, Warrick County IT employee, Guy Whelan, Health department employees, Mrs. Debbie-Bennett-Stearsman, and board Attorney Mr. Aaron Allen.

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| **Board Member** | **Prescence or absence** |
| Taylor Fauerbach | Present |
| Leigh Ann Holder | Present |
| Melanie Lutz | Absent |
| Tony O’Neal | Absent |
| Jacob Green | Present |
| Katherine Clodfelter | Present |
| Paul Perry | Present |

**Old Business**

Juli Shade introduced Dan with Parrish Consulting to talk about the program HIMS to be used for financial tracking/organization purposes within the department. Dan said that he has already talked to the Warrick County Government IT employee, Guy Whelan, about the variance in costs between Parrish Consulting hosting the server located in their IT room in Princeton, which would then be communicated through a secure VPN within the county, and between having the infrastructure internally to Warrick County to host. Dr. Paul Perry asked if there is anyone present that can speak for the department’s current system and what the needs are. Mrs. Debbie Bennett-Stearsman asked about the financial part of the program and what it tracks. Dan stated that it is essentially to manage the ins and outs and keep track of receipts allowing the department to transfer that information into the county’s own financial system. Mrs. Kathy Clodfelter asked if this would be an affiliated agreement and if Parrish Consulting has established that with the other counties. Mrs. Clodfelter also asked if there is a redundancy system in place. Dan explained that in the company’s data center, all electrical and telecommunication systems are redundant. There are on-site and off-site backup systems. Mrs. Clodfelter asked about firewalls, to which Dan stated that absolutely there are and explained the security of the system. Dr. Paul Perry asked Guy Whelan about the system that the Health Department is presently using and the modernity of it and what needs the department has that will be addressed by the new system. Guy explained that the current system is pretty old and that there are a lot of areas for improvement. Dr. Perry asked Guy if he has been involved in the proposal for the new system. Guy stated that he had only talked to Juli Shade about the backend part and that it would be better for Warrick County to use the hosted service instead of the on-site service because of the reliability of storing data and making sure that it is backed up. Dr. Perry asked if the data is stored on servers that Parrish Consulting controls or if it is cloud-based. Dan answered and said that the data is on servers that they control, and that if server failure ever occurs the backups are local and in a cloud to ensure that operations continue while the issue is repaired. Dan stated that the bulk of the cost to implement the program is in the data conversion fees, set up, training, ongoing support, and customization if needed. Dan stated that the monthly fee covers fiber communications interfaces, redundancies, electricity, labor, and licensing. Dan and Mrs. Debbie Bennett-Stearsman discussed other fees related to the program. Mrs. Lee Ann Holder asked if there would be any equipment needed for this program, to which Dan stated no, that the hosting fee includes hardware costs. Mrs. Lee Ann Holder then asked for clarification on the startup and monthly fees. Mrs. Clodfelter asked for clarification on the system being a standalone system and the company being the one who maintains that system. Mr. Jacob Green asked Guy if any local machines will need to be updated to accommodate the program to which Guy explained that desktop computers in the Health Department will most likely be updated this year. Mrs. Taylor Fauerbach asked if the program can be updated as the Health Department establishes new services to offer. Dan stated that yes, the program can be customized as the department grows. Mrs. RaGina Hudson, Public Health Nurse, asked if the program would be able to give the department the ability to work off-site in case of an emergency. Dan stated that yes it will. Dr. Paul Perry asked Juli Shade if she has used the program and if she likes it. Juli stated that it is a good program for checks and balances. Dr. Perry asked Attorney Aaron Allen about the process of approving the purchase of the system, to which he explained. Dr. Perry made a motion to recommend the negotiation proceed and that the commissioners be made aware that the Board recommends the system. Mrs. Taylor Fauerbach seconded. Mrs. Lee Ann Holder asked all those in favor say I and any opposed.

Juli Shade and Tina Latham talked about implementing the program InspectHub. Tina Latham, Food Sanitarian, has previously presented the Board with this program. Tina stated that she would like to use this program. Mrs. Clodfelter asked what the cost of this program was and Mrs. Latham replied that the program costs $1,920.00 annually, or $115 monthly per inspector. The program will cover food, body art, and pools with septic being developed into the program. Mrs. Shade explained that the program offers internet based training that is included in the price. Mrs. Latham and Mrs. Shade discussed any additional fees that may be implemented while using the program. Mrs. Lee Ann Holder asked if the program is something that can post the inspection reports to the WCHD website and Mrs. Latham explained the process for that, and that yes, the program will upload the reports to our website. Mrs. Clodfelter asked Mrs. Debbie Bennett-Stearsman regarding the purchasing process and receiving bids. Mrs. Latham then asked about which other programs she can present to make sure we are within regulation of the purchasing process. Attorney Aaron Allen advised Mr. Shade and Mrs. Latham on sending quotes for the programs to the county’s Acquisition Administrator to be added to the agenda for the next commissioner’s meeting. All of those in favor to endorse say I and any opposed. Mrs. Latham asked the Board about getting tablets to be used while out in the field, which this item had already been voted on and approved.

**New Business**

2025 HFI Budget Changes

Juli Shade explained some changes that have been made to the 2025 HFI Budget. She stated that she had met with Krystal Powless, County Council Administrator, to implement these changes. Mrs. Shade explained that she had budgeted the remaining monies that were not allocated into the budget, removed positions that were not filled, adjusted PERF and FICA amounts, and adjusted the amount that was in the Contractual Services line. Mrs. Shade explained the add-ins to the budget, which include operating supplies, other supplies for partnerships, printing/advertising, and partnerships. Mrs. Shade explained that these add-ins have allocated all of the money that was given to the department from Indiana State Department of Health and will show that the Health Department is able to do what is needed to meet the KPIs and core services. Mrs. Shade explained that with making these changes in the budget and the contracts set with the Vanderburgh County Health Department, the only things that WCHD needs help doing from VCHD are STI testing and the Pre to 3 program, no other help needed.

2026 Budget

Mrs. Juli Shade presented the Board with the 2026 HFI budget and county budget. Mrs. Shade explained to the Board that the total 2026 HFI money received is $334,122.35. Mrs. Shade explained the dollar amounts within the budget and Mrs. Clodfelter asked if the two programs presented earlier, HIMS and InspectHub, were included in the 2026 budget. Juli stated that yes, they are. Mrs. Shade explained the format of the 2026 HFI budget and how each KPI and core service is justified for each expense section and category. Mrs. Clodfelter asked about the “moved to commissioners” notes on the budgets, Juli explained that action was already done. Mrs. Shade explained that the HFI funding is state funding that can not be guaranteed, therefore you do not want your employees in that budget. Mrs. Shade explained how she moved some employees from the HFI budget to the county budget and will move the remaining employees in the 2027 budget. Mrs. Clodfelter asked if any expenses will be allocated back, such as utilities or anything of such since the Health Department is back in the Old Courthouse. Mrs. Shade explained that any changes in the HFI budget can be made throughout the year.

Emergency Preparedness Contract Employee

Mrs. Juli Shade and Dr. Kahre have discussed using money that the department has from the State to hire an Emergency Preparedness Coordinator. Mrs. Shade said she has talked to Kevin Cox, Gibson County Emergency Preparedness Coordinator, and he is willing to fill the position for Warrick County. The position is part-time, so Kevin Cox can work both jobs. Dr. Paul Perry asked what would happen in case of a two count disaster, to which Juli explained Gibson County has a backup Emergency Preparedness Coordinator for Kevin, and there would be one in Warrick County for him too. Sarah Godshall, Public Health Nurse, would be the backup. There was some discussion on how Mr. Cox would be paid, if the job position would need to be posted, and contract stipulations. Warrick County Health Officer, Dr. Kahre, recommended that the board would pursue a contract with Mr. Kevin Cox as the department’s part-time Emergency Preparedness Coordinator. Dr. Paul Parry made motion to reflect Dr. Kahre’s motion. Mrs. Taylor Fauerbach seconded. All in favor of said motion say I. Motion’s passed.

WCHD Facebook Page

Dr. Kahre discussed that her and Mrs. Juli Shade had an idea for a WCHD Facebook page to promote community awareness and outreach. Dr. Kahre stated that social media is the number one way to communicate with people. Dr. Kahre stated that the WCHD website is a work in progress, so the idea of having the Facebook page is to post events, such as Walk With Nature, and seasonality topics, such as making sure to wear sunscreen, how to avoid tick and mosquito-borne illnesses, water safety, and food recalls. Dr. Kahre and Juli Shade would have administrator rights and approve anything that would be posted. Mrs. Taylor Fauerbach stated that she thinks it is a great idea and that it will be important that the page is maintained and that she thinks there are a lot of good opportunities such as intern possibilities and developing different campaigns to help do education. Mrs. Kathy Clodfelter, Mrs. Lee Ann Holder, and Dr. Paul Perry, and Mr. Jacob Green agreed with Mrs. Taylor Fauerbach. Mr. Jacob Green asked Mrs. Debbie Bennett-Stearsman if there are any current county policies on social media. Mrs. Bennett-Stearsman replied that yes, there are. Attorney Aaron Allen advised Dr. Kahre to work with Guy Whelan to make sure the page is run properly. Attorney Aaron Allen advised the Board to approve Dr. Kahre and Juli Shade looking into the policy to make sure the Facebook page is allowable and working with Guy Whelan to make sure the page is set up properly. Discussion on administrator rights from Mrs. Kathy Clodfelter. Dr. Paul Perry asked if the page can be information only. Mrs. Taylor Fauerbach made motion to approve the investigation on making a Facebook page and making sure there is a policy that goes along with it in terms of administrative rights and what gets posted. Attorney Aaron Allen interjected stating that this is just an idea that is being coordinated, therefore no motion to approve is necessary. Dr. Paul Perry stated that he would like the record to show that the board thinks having a Facebook page is a great idea. Dr. Paul Perry asked Dr. Kahre if she receives reports regarding tick-borne illnesses, to which she stated that she received weekly disease reports from the State. Meeting with Alex from VIV, the company who runs the Health Department website, and gave him a list of to-do things that needed to be updated on the website.

**Staff Reports**

**Health Officer-Dr. Kahre**

She was contacted by the ED physician group to join them for the Warrick Hospital 50th Anniversary Celebration on August 30th, 2025. ED physicians group asked Dr. Kahre if the Health Department could provide any services. Dr. Kahre advised that we can hand out gun locks, Narcan, sleep sacks/pack and plays. Other ideas included doing a drug takeback (partnering with pharmacy department at Warrick Hospital) or needle exchange. Partnering with Warrick EMA to be stationed at the Warrick County 4-H fair to hand out sunscreen, water, information on mosquito illness prevention. Going to be in contact with different schools within the school corporation to see who is doing back to school bashes that the Health Department can attend to hand out health supplies and get children signed up to come in and get vaccines. Mrs. Lee Ann Holder asked if the department can give out information about e-coli at the 4-H fair. Mrs. Kathy Clodfelter talked about the idea of handing out mosquito patches.

**Contract Administrator/Finance-Juli Shade**

Mrs. Juli Shade talked about looking into mosquito bracelets. She brought up partnering with Purdue Extension to collaborate and do something with chronic disease prevention. Explained that she does not have a lot to add other than she has been working on budgets. Address employees having to clock in/out and asked if employees can go back to how the system was when it was first implemented, meaning employees do not have to clock in and out everyday. Mrs. Kathy Clodfelter said that since Juli is the administrator, it is her decision.

**Administrative Assistant-Sydney Little**

Absent - Report was given by Juli Shade.

Daily duties- acceptance of birth and death records, processing and issuance of birth and death certificates. 575 birth certificates issued for the month of May. 357 death certificates issued in the month of May. Total of 242 births in Warrick County for the month of May. Total of 98 deaths in Warrick County for the month of May. Moving offices, straightening up and organizing offices. Mrs. Shade stated that Mrs. Little helps her a lot with gathering information and documents needed.

**Vital Records-Jackie Ramsey**

Absent – Report given by Juli Shade.

220 death certificates sold since 06/01/2025. 338 birth certificates sold since 06/01/2025. 25 deaths from 06/01/2025 - 06/17/2025. 15 deaths at Deaconess Hospital, 5 at nursing homes, 5 at home. For the month of May: 3 suicides (2 hangings, 1 gunshot wound to the head), 1 natural methamphetamine toxicity. Juli Shade stated that creating a SOFA team in Warrick County would be a great program to meet KPIs.

**Food Sanitarian-Tina Latham/Katrina Sizemore**

Tina Latham gave the report for this division.

47 food inspections. One pool inspection. Splash pad got to open up on time. Mrs. Lee Ann Holder asked if the splash pad got everything they needed because last meeting there was discussion about them not opening up on time. Tina explained that the report came in on time and was satisfactory.

**General Sanitarian-Angelina Pribble**

Absent – report given by Juli Shade

Angelina had 3 septic complaints, 4 housing complaints, 2 vector complaints, 1 animal complaint, zero mold complaints, went on 6 septic inspections, and issued 5 septic permits. In the month of May, Angelina worked with Colin Ward on a few septic complaints, continued the normal training that they have been doing, learned about the correct ways to perform dye tests, and went over codes. Angelina went on inspections and did site visits as request. She has been doing a lot of research and educating herself on the Warrick County Soil Survey book to further familiarize herself with the soils she works with on a day to day basis. She has been implementing new and improved OSS processes such as new materials/information to hand out to installers. She is working on the installer list to hand out to those in need of installers. Angelina also helped pack and move offices, unpack and get set up in the new office. Angelina has an important soil/septic workshop coming up that she will be attending on 06/19/2025, along with new trainings provided by State.

**Public health Nurse-RaGina Hudson**

She had cleaned, packed, organized, unpacked offices. Stated that she is working on everything that has been previously discussed.

**Public Health Nurse-Sarah Godshall**

Absent – report given by RaGina Hudson.

Nurses completed school clinics, handed out dental kits, continued doing TB skin tests. Went to Kindergate and did all employee skin tests/reads. Continued doing the DOT for the latent TB patients being treated. Attended the District 10 nurses meeting. Sarah Godshall and RaGina Hudson will be going out of town for the Public Health Nursing Conference in the next week.

**Client Relation Manager-Chris Crowe**

Recent weather has interrupted a few Walk with Nature walks. 48 total participants attended Chris’s exercise class and averaging about 6 participants at Walk with Nature. Chris said that she has been performing regular duties during the move. Keeping the office open with Jackie as far as answering phones and helping customers with birth/death certificates. Very proud of how the move went and how RaGina was able to get the nurses office organized quickly.

Mrs. Debbie Bennett-Stearsman asked if the Health Department could provide drug testing for new hires in the county.

Dr. Paul Perry announced that this is his last meeting. Stated it has been a true privilege and an honor to be part of the Board. He is the newest member of the Newburgh Town Council, unable to serve on the Warrick County Board of Health.

**Adjournment**

Mrs. Holder then entertained a motion to adjourn the meeting as all items of business had been addressed. Mrs. Kathy Clodfelter made a motion to adjourn the meeting. Mr. Jacob Green seconded the motion and the motion was approved.

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| **Board Member** | **Yes or No Vote** |
| Taylor Fauerbach | Yes |
| Leigh Ann Holder | Yes |
| Melanie Lutz |  |
| Tony O’Neal |  |
| Jacob Green | Yes |
| Katherine Clodfelter | Yes |
| Paul Perry | Yes |

Minutes prepared and respectfully submitted by Sydney Little, Administrative Assistant for Warrick County Health Department.