

Environmental Health Liaison Meeting
April 10, 2007
Minutes

Present: David Hourdequin, Ron Winecoff, Paul Higdon, Dr. Jim Davis,
Barry Patterson, Ken Ring, and Sue Blaine

Other: Susanna Forrester - Highlands Newspaper

The Environmental Health Liaison Meeting was opened by Mr. David Hourdequin at 6:10 p.m. Dr. Jim Davis announced that although it was not on the agenda, he wanted to add the item of Closed Session to discuss Personnel issues at the end of today's meeting.

Minutes from January 16, 2007 and February 15, 2007 were approved unanimously on motion by Mr. Ron Winecoff and second by Dr. Jim Davis. Minutes from March 13, 2007 were approved unanimously as amended, on motion from Mr. Ron Winecoff and second from Dr. Jim Davis.

1) Monthly Application Summary Report - A discussion was held on the ways the Monthly Application Summary and the state submitted reports show the numbers. Fast Track numbers have increased. Some questions have come up about Fast Track fees. The matter has been referred to the Legal Department. Barry Patterson, Environmental Health Supervisor, reported that if we complete 50 permits within the next two weeks EH will meet the 3rd goal (which was to start working on the applications received the first week of March by the end of April).

2) Backlog versus Turn Around Time (TAT) - They are two different things. TAT is the time from when someone submits a completed application to the time of the first contact/visit. Backlog is the number of applications not yet assigned to or scheduled by staff.

3) Staff Vacancy and Current Staffing Status - Mr. Patterson reported that one staff member is out on medical leave. It looks to be a very busy summer for number of permits. Mr. Patterson takes turns going out with the interns to help get them established. We are recruiting for a 7th staff person. Once a staff of seven is obtained, there should realistically be a 6 week turn around time (assuming we receive 100 - 120 applications monthly), in the summer (the busier months). The slower winter time would allow staff time to catch up on other issues. Winter time TAT should be in the 3-4 week range. The 16 year history indicates 250 permits per staff issued per year. The complaint level has improved significantly, (i.e., dropped), and we are receiving complimentary phone calls and letters.

4) April 18/19, 2007 - State Team Conducting OSWW Program Review and Manpower Utilization Study (Results for May/June Board of Health) - Three people are scheduled to come April 18 & 19 for two days to work with the Manpower Utilization and to conduct a Program Review.

5) Fee Issues

a) Permit Renewals - ½ discount for renewal of permits with no change - Permit renewals have a 5 year life before expiration. Would like to encourage the public to come in before the 5 years are up. We could put notice on the ebsite, fee schedule and applications. A motion was made by Mr. Paul Higdon and seconded by Dr. Jim Davis to refer this request to the BOH. The motion passed unanimously.

b) Pools - Return visit fee/administrative penalty - With 45-50 pools in the county, we average about 100 public swimming pool inspections a year. Many are

not ready for their inspection. A motion to instate a return fee for inspection to public swimming pools was made by Mr. Ron Winecoff and seconded by Dr. Jim Davis, to be effective January 01, 2008 for \$50 for a re-inspection visit. The motion passed unanimously and the Health Director will bring it before the Board of Health for approval at the May meeting.

c) Restaurant/FLE fees - We only receive approximately \$15,000 per year but our cost is about \$200,000. The local county government recommended approval to our state legislature, where legislation was introduced at the General Assembly regarding this matter.

A motion to go into Closed Session to discuss personnel issues was made by Dr. Jim Davis at 6:55 p.m., and seconded by Mr. David Hourdequin. The motion passed unanimously. The Media was excused for the Closed Session.

A motion to come out of Closed Session was made by Mr. Paul Higdon at 7:25 p.m. with a second by Mr. Dave Hourdequin. The motion passed unanimously.

The EHL Committee returned to open session and adjourned at 7:26 p.m.

Respectfully Submitted,

Sue Blaine