



715 Green Road, Madison, IN 47250  
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Susan Stack, M.D., Health Officer  
Lindsey Wyne, Administrator

Regular session: January 27, 2025 at 6:00 p.m.

Board members present: Robin Waltz, D.V.M.; Mary Kay Butler, RN; Cameron Willoughby, PharmD; Adam Faulkner; Nathan Hall, M.D.; Gayle Spaulding, D.M.D.

Board members absent: Scott Murphy, M.D.

Staff members present: Susan Stack, M.D.; Lindsey Wyne; Kalyn Robison

Dr. Waltz called the meeting to order at 6:00 p.m.

### **I. Approve Minutes & Reports**

Faulkner motioned to approve the minutes; Dr. Spaulding seconded the motion. The minutes were approved 6-0.

Dr. Spaulding made a motion to approve the quarterly reports; Dr. Hall seconded the motion. The quarterly reports were unanimously approved.

Dr. Spaulding motioned to approve the annual reports; Butler seconded the motion. The motion passed with a 6-0 vote.

Wyne highlighted some of the work done by our School Liaison, mentioning the hearing screenings, hand washing lessons, and dental kits given to students. The annual food safety report shows that retail food inspections have increased 25% by having a part-time food inspection officer.

### **II. Organization of the Board**

The first yearly meeting requires a vote for Chair and Vice Chair. Faulker made a motion for the organization of the board remain with the current Chair and Vice Chair. Dr. Hall seconded that motion. The Board unanimously voted in favor of keeping Dr. Waltz as Chair and Butler as Vice Chair.

### **III. Health Officer Remarks-Open Door Law**

Dr. Stack discussed the Access to Public Records Law and the Open Door Law. We can set guidelines for anyone that would like to access records, such as our meeting minutes. The Open Door Law allows visitors to attend meetings. It does not give the person the right to speak. If someone would like to speak, we would have to set guidelines for public comment. The Board discussed what guidelines to include in an Open Door policy, such as a sign-up, time limit, conduct, and speaker limit. A copy of the policy would be available to any person attending the meeting. Dr. Stack discussed the regulations when a board member attends a meeting electronically. There will be a policy written up on electronic attendances. Minutes need to be made available to the public and will be published on the Health Department website.

Dr. Stack also mentioned House Bill 1001 and Senate Bill 181. If Bill 1001 goes through, HFI funding will be lowered from 150M per year to 100M. Senate Bill 181 gives the State Attorney General power to enforce laws requiring local government to work with ICE. The HD does not collect information regarding immigration status.

#### **IV. Old Business**

None

#### **V. New Business**

##### **A. New BOH Manual**

Wyne reviewed the Local Boards of Health Manual, highlighting the composition of the board and membership selection.

##### **B. Additional office space**

With the creation of the Behavioral Health Navigator position, the HD needs additional office space. Wyne proposed a couple of options for this new office space. Offices could be created in the current boardroom, or in the current classroom. The pros and cons of each space were considered. The Board decided the best option would be to convert the current boardroom into additional office space. Relocation of the patient records was also discussed.

Wyne also brought up the topic of the new time clock. With the new time clock and new handbook, vacations are to be earned and given at an employee's service anniversary. Previously this is not how the HD has given vacation. In 2025, vacation was given at the beginning of the year as it has been done in previous years. Wyne is going to discuss options with the Auditor to make our vacation time work for this year and come up with a plan for vacation time to follow the handbook in the future.

#### **V. Public Comment**

None

#### **VI. Adjournment**

Dt. Hall motioned to adjourn, the motion was seconded by Dr. Spaulding, and the meeting was adjourned at 7:38 p.m.

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Susan Stack, M.D.  
Health Officer

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Robin Waltz, D.V.M  
Chairperson, Board of Health