

**Minutes of Berkeley County Health Department
May 23, 2007**

Attending: Bill Kearns Robert Burkhart
 Joy Buck Dr. Diana Gaviria
 Ruby Foltz Courtney Swift

Call to order: 4:00pm by Joy Buck, Vice Chair

Motion to approve the minutes with revision made by R. Burkhart second R. Foltz, approved

Old Business:

- B. Kearns wanted to say that the phone system will be installed on May 25, 2007 for the Clinical building.
- D. Gaviria presented the revised draft policy for closing food restaurants. There is nothing in the state regulations that mentions about closing a restaurant permanently. R. Burkhart mentioned about the policy should state what the serve actions are specifically going to be. We are going to see if Norwood Bentley, attorney for the County Commission, to ask if he would proof read and provide any legal advice. Process would then be to place to policy out for a 30 day public comment period. Comments will then be brought back to the board for review.
- Motion to place the Restaurant Closure policy for 30 day comment period was made by R. Burkhart second R. Foltz, approved

Motion to go into excessive session for reason of personnel was made by R. Burkhart second R. Foltz.

Motion to go out of excessive session was made by R. Foltz second R. Burkhart. R. Burkhart said "Let the record reflect that there were no decisions made during excessive session".

New Business:

- B. Kearns presented the bids for the cleaning contracts. The cleaning contracts that are in place right now are LeScrub at the Dunn Building and C & T cleaning at the Clinical building.

R. Burkhart made a motion that for FY 2008, the bid for cleaning both buildings should be given to LeScrub since they are the cleaning company that provides the service to the rest of the county buildings. Second by R. Foltz. Motion approved

- B. Kearns presented the Fiscal Year 2008 program plan and budget which include revised salaries for personnel and other line items.

- A new line item under “Fees for Service” will be “Re-inspections” which include revisits to establishments and lot inspections where the initial inspection was not sufficient and requires a follow-up. Each re-inspection would then be \$25.00. This new fee was advertised with the other Environmental Health Fee schedule for FY 2008 and received no comments.

Motion to approve the new FY 2008 budget which included the new fee for “Re-inspections” was made by R. Foltz second R. Burkhart. Motion approved

Motion to approve FY 2008 Program Plan was made by R. Foltz second R. Burkhart. Motion approved.

Next meeting will be on Jun 25, 2007

Motion to adjourn made by R. Foltz second R. Burkhart.