

CABELL-HUNTINGTON HEALTH DEPARTMENT
Board of Health Regular Meeting –April 23, 2014

Board Members Present:

J. Larry Crawford
Harriette Cyrus
Thomas Gilpin, Atty.
Donna Rumbaugh
Omayma T. Touma, MD
Kevin Yingling, MD

Staff Members Present:

Harry K. Tweel, MD, FCCP
Tim Hazelett, Administrator
Kathleen Napier, Nurse Director
Jack Mease, Accountant
Elizabeth Ayers, CTF Regional Program Manager, PIO
Teresa Mills, Regional Tobacco Coordinator
Debbie Ellison, Regional Epidemiologist
Kay Dick, Secretary

Non-Staff Present:

Nicha Rankin, student
Matt Haldeman, student
Conner Henson, student

Called to order at 5:02 PM.

Approval of Minutes:

A motion to approve the minutes for March 26, 2014 was made by Ms. Cyrus, seconded by Dr. Touma and passed.

Environmental Health/Threat Preparedness:

Stan Mills gave another update on the landfill; extensive testing has been done and no traces of radioactive materials have been found there.

Most environmental staff have attended hazardous analysis training through the Department of Homeland Security. They are also almost finished with standardization training, which means all restaurant inspections will follow the same FDA protocols.

Nursing:

Kathleen Napier advised expanded clinic hours and services are in effect and have been well received by the public. Training has been done on the new X-ray equipment system, and all seems to be going well so far. X-rays were given to approximately 30 Hong Kong students this week, who are here visiting local schools for one week.

She reported the Hepatitis B project has also been expanded to include the Healing Place and Mildred Mitchell Bateman Hospital.

Dr. Yingling suggested practitioners' offices be made aware of the new clinic hours, as they refer patients here. He asked if it could be sent through the Public Health Alert system? Dr. Tweel said yes. Kathleen said she will work on that.

Epidemiology:

Dr. Tweel said Debbie is currently covering 8 counties instead of 9, as Putnam County Health Department has been moved into Kanawha-Charleston Health Department.

Dr. Yingling asked about the Hepatitis C figures, which seem relatively high. Debbie said she used a new reporting format this month and it shows all Hep C cases, not broken down by chronic or acute. She said the number of Hep B cases are of the most concern, as those have increased as much as 10-fold in some counties. Dr. Yingling said a new drug has shown great promise in treating Hep C patients, but it is very expensive. Hopefully grant funds will be made available to help with this cost so this drug can be administered to those most at risk. Debbie said Medicaid may start covering the cost of some Hep C medicines.

Change The Future (CTG)/Public Information Officer:

Elizabeth Ayers advised we are working with the Kids In Motion program at the YMCA. We are going to the weigh-ins and keeping track of the data. We are also working closely with the farmers' markets, trying to get them to use EBT machines, so people can purchase fresh produce with food stamps. There are fees associated with using these machines, so it is hard to get the farmers to use this program. A promotional billboard has just been placed at the WV Power stadium in Charleston.

Week 12 of the DPP (diabetes prevention program) has just ended and seems to be going very well. We will start having classes every 2 weeks in May.

Elizabeth also reported that our Health Fair went very well. There were about 100 people who worked/attended the event. Information regarding our event was sent to the National Public Health Association, and they said will put it in their magazine this summer.

Tobacco Prevention:

Teresa Mills reported the Cabell County Coalition approached the YMCA about having their parks/recreation areas tobacco free. The information will be presented at their Board meeting on 4/28. The Coalition is also addressing the E-cigarette controversy. They are continuing to offer tobacco cessation classes at Marshall University.

Administration – Tim Hazelett:

Tim advised the grant funding from Homeland Security for our generator replacement has been put on hold. We will look at putting that cost in our 2015 budget. Also, our Annual Plan must be completed by 5/21 in order to be presented to the Board at the 5/28 meeting, and the Budget is a part of that Annual Plan. Dr. Yingling asked if 3-5 years' worth of projected expenses, such as building repairs, could be put in the budget? Dr. Tweel said no, the state wants only one year. Dr. Yingling suggested doing an Add report that is separate from the Annual Plan.

Dr. Yingling asked if we know how many people have applied for the Physician Director position? Tim advised no, that information will not be available until 5/2/14.

Dr. Touma asked if we have a commitment from a physician to conduct our TB clinic? Tim said yes, through the end of this year for 1 day a month. Dr. Tweel is working the other one we offer each month.

Financial Report:

Jack reported that for the month of March, revenues were \$247,000, and expenditures were \$230,190. Revenues exceeded expenditures by 7.6%. YTD expenditures exceed revenues by 3.96%. With 75% of the fiscal year finished, our expenditures are at 75.68% of projected budget, and our receipts are at 78.3% of projected budget. Through April 17th we have received \$477,000 in revenues. Each month our income fluctuates, but expenses stay relatively the same.

Dr. Yingling asked if there is cause for worry if we have several months in a row of low revenues? Do we ever have to defer expenses until we receive more revenue? Dr. Tweel said adjustments do have to be made from time to time and we do try to limit expenses during those periods, but our cash flow is such that there is no reason to worry.

Approval of Expenditures:

A motion to approve the invoices for March, 2014 was made by Dr. Yingling, seconded by Dr. Touma and passed.

Administration – Dr. Tweel:

Dr. Tweel advised we were late getting required information to the auditors, therefore state/federal funds to us have been put on hold until this issue is resolved. The information has been submitted to the auditors; now we are waiting on them to advise when they will be able to conduct the audit. This should not be a problem in the future.

Dr. Tweel also said the community group meeting went well. Those who attended seemed interested in addressing the health issues facing our area.

Dr. Tweel stated we have applied for an HIA (Health Impact Assessment) competitive grant, which will focus on septic contamination. This is a state-wide initiative, but we will focus on our 9-county bundle team region. This is designed for development of legislation to address this issue. We should know if we will receive this grant by the end of the month.

Dr. Tweel advised the Benedum Grant is a continuation of the grant we have supporting WV Local Health Inc. in providing an executive director, who has been very valuable. Participation by local health departments has gone from about 30% to 94% and 48 of the 49 WV counties are involved. Dr. Tweel requested cancelling the June meeting, as he will be out of town, and instead asked if the meeting could be held in July. The proposed schedule for next year will be sent to Board members prior to next month's meeting and will be up for vote at the May 28th meeting.

A motion to cancel the June meeting and have a July meeting was made by Dr. Touma, seconded by Mr. Crawford and passed.

Dr. Tweel announced the WV Association of Local Health's board meeting was held today. We had asked to hire their executive director to assist with our accreditation process. They have agreed to give us 25% of her time.

Dr. Tweel said the Boone County Health Department administrator, as well as the DHHR commissioner, has asked us to help support them during some financial difficulties they are facing. We will send personnel to audit their programs & offer suggestions.

Mr. Gilpin asked if there was any more business. There being none, the Board convened to Executive session at 6:07 p.m.

The regular session reconvened at 6:36 p.m.

Mr. Gilpin said no action was taken during the Executive session, but the Board does have questions/requests regarding the new Physician Director position:

They would like to have a one page summary of benefits offered.

How are days off, vacation handled? Are they banked?

Is there a contract that the State provides that the new Physician Director signs? Dr. Tweel advised no, that is not required by the State on any new employee.

Are the costs of obtaining CMEs covered? Yes, we pay for any trainings/meetings attended.

Relocation expense covered? It has not been in the past, but that is up to the Board.

Tail coverage? Dr. Tweel said all employees are covered through our BRIM insurance policy.

The regular session was adjourned at 6:47 p.m.

The next Board Meeting is scheduled for May 28, 2014 at 5:00 p.m.

Respectfully submitted,

Harry K. Tweel, MD, FCCP
Secretary

Approved:

Thomas H. Gilpin, Chairman
Cabell-Huntington Board of Health