

**CABELL-HUNTINGTON HEALTH DEPARTMENT**  
*Board of Health Regular Meeting –May 28, 2014*

**Board Members Present:**

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

**Board Members Absent:**

Omayma T. Touma, 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  
Casey Napier, Prevention Coordinator  
Karen Hall-Dundas, Sanitarian Supervisor  
Kay Dick, Secretary  
Bryan Maynard, Maintenance

**Non-Staff Present:**

Deb Koester, Executive Director of WV Local Health, Inc.

Called to order at 5:00 PM.

**Approval of Minutes:**

A motion to approve the minutes for April 23, 2014 was made by Ms. Cyrus, seconded by Ms. Rumbaugh and passed.

**Environmental Health/Threat Preparedness:**

Stan Mills gave another update on the landfill; hopefully the report will be completed by the next Board meeting. Ms. Cyrus asked if this information will be made public; Mr. Mills said that will be up to the Mayor, but he is sure he will do so.

Mr. Mills said we have received 29 reports of animal bites, which is about average for this time of year.

There are some problems with at least 3 sewage plants in our area that are not working properly. Our sanitarians are working on this, but at this point we are not sure what can/should be done about them. A meeting is scheduled here on Friday; we will meet with DEP, Public Service Commission and County Commission to try to determine a long term solution to these problems.

### **Nursing:**

Kathleen Napier advised clinic staff are now going to The Healing Place as part of the Hepatitis B Project. She is still trying to get Mildred Mitchell Bateman Hospital on board.

The clinic is looking into using an electronic records system. We are working with the current State system, Healthstat, to upgrade our system.

Many of the PPD clients that we deferred last year due to the shortage of PPD will have to have those before school starts on August 7<sup>th</sup>.

### **Epidemiology:**

Dr. Tweel stated that he is pleased with the work that Debbie Ellison, Regional Epidemiologist, is doing, as keeping track of all reportable diseases for the 9 county region that she covers is a daunting task.

### **Change The Future (CTG)/Public Information Officer:**

Elizabeth Ayers advised April was a busy month, as will be the next few months until our grant ends September 30<sup>th</sup>. She is still seeking additional funding through the CDC. She hopes to have more information on this at the next Board meeting.

She stated PEIA will no longer offer employee wellness screenings here at the health department, but will cover the cost of one screening per year through private physician visit.

### **Tobacco Prevention:**

Teresa Mills reported the Cabell County Coalition has provided tobacco free signage to the YMCA for their parks/recreation areas. Mr. Gilpin asked about e-cigarettes. Dr. Tweel said data is being collected regarding the danger of these, and the Federal designation is that they are regarded as a tobacco product.

### **Administration – Tim Hazelett:**

Tim discussed the Annual Plan/Budget for fiscal year 2015. He advised the Board must vote on approving it tonight, as it has to be submitted by June 1<sup>st</sup>. Dr. Yingling asked what we do with excess funds, is the amount listed for employee development/training enough? Jack Mease said expenses and revenue have to match, so if money is added to one place, the same amount has to be taken from another place for the budget to balance.

Discussion was had on State mandated services/optional services provided by the health department, Levy funding and general revenue funds. Tim advised the Board that next year's Budget hopefully will give more detail in all areas, as all departments are now aware of what their budget is and can report on what areas are facing a projected shortfall or excess of funds.

On July 7, 2014 compilation accountants will be here to conduct an audit report. We expect to have the audit completed mid-to-late August, at which time the State should release funds that are being withheld until the audit is completed.

Tim distributed a Memorandum Of Understanding (MOU) between the Cabell-Huntington and Boone County Health Departments. We have been asked by the State to help them get their operations back on track. We anticipate less than 2 weeks of our assistance should be sufficient time to accomplish this.

A motion to approve the MOU between Cabell-Huntington and Boone County Health Departments, providing Mr. Gilpin has the authority to fill in the time and commitment when that is determined, was made by Ms. Cyrus, seconded by Ms. Rumbaugh and passed.

**Financial Report:**

Jack reported that for the month of April, revenues were \$619,586 and expenditures were \$241,448. For the month of April revenues exceeded expenses by 256%. YTD revenues exceed expenditures by 10.89%. With 83.33% of the fiscal year finished, our expenditures are at 83.3% of projected budget, and our receipts are at 99.38% of projected budget.

Jack advised we received about \$700 back from using the P-card, and anticipates that will be even more in the next quarter.

**Approval of Expenditures:**

A motion to approve the invoices for April, 2014 was made by Dr. Yingling, seconded by Ms. Cyrus and passed.

**Administration – Dr. Tweel:**

Dr. Tweel introduced Deb Koester, who spoke to the Board of the accreditation process. She said she has been here during most of the month of May and has seen lots of training going on. She has met with the supervisors and observed the operation of their departments. She said there are basically 3 broad areas that will be focused on in the next 12 months: 1). The accreditation prerequisites, which are the Strategic Plan, the Community Health Assessment and the Community Health Improvement Plan. 2). Gap analysis, which is needed to identify where there are gaps that need to be closed and what resources are needed in order to accomplish that. 3). Focusing on infrastructure pieces, such as individual performance improvement plans, developing a Quality Improvement (QI) plan, a workforce development plan and organizational branding strategies, which lets the public know who we are and what we offer.

Mr. Gilpin asked if there was any more business. There being none, the Board convened to Executive session at 6:28 p.m.

The regular session reconvened at 7:20 p.m.

A motion to approve the 2015 Budget, with an amendment to provide for a 4% across-the-board salary increase for all eligible health department employees, was made by Ms. Cyrus, seconded by Dr. Yingling and passed.

Mr. Gilpin made the comment that the Board really values the contributions that are being made by health department staff, and they are doing the best they can to recognize that. They appreciate the investment that each employee is making to improve the operation of the health department.

A motion to approve the 2015 Annual Plan was made by Dr. Yingling, seconded by Mr. Crawford and passed.

Mr. Gilpin advised the Board is not sure there will be as much extra cash as what is projected, current balance is \$4.59 million, with a beginning balance of \$4.3 million, but we are in the part of the year where expenditures usually exceed revenues. He asked for a motion that administration be empowered to expend monies that are forecast to be in excess of our beginning balance for fiscal year 2014 (that being the \$4.3) to such of the proposed capital expenditures as can be accomplished within those amounts without further Board approval being necessary.

A motion to approve administration being empowered to expend monies that are forecast to be in excess of beginning balance for fiscal year 2014 to such of the proposed capital expenditures as can be

accomplished within those amounts without further Board approval being necessary was made by Dr. Yingling, seconded by Ms. Rumbaugh and passed.

Tim advised the Board there was only one applicant for the Physician Director position, which is now listed as “open until filled”. One individual has contacted Tim on several occasions who has ties to the military. He says there are 4,000 to 6,000 military personnel who will be moving into civilian life. Tim has asked him to provide a list of possible candidates, which he has said he will do. Tim also said since he now has access to the Indeed database he can reach out to individuals who have updated their resumes in recent weeks. He said he is going to check with Kanawha-Charleston Health Department to see what they did in their physician search.

Dr. Yingling asked what happens if no physician director has been hired by Dr. Tweel’s retirement? Tim advised we can’t operate without a health officer. Tim said he thinks for around \$10,000, which we can spend without Board approval, he can find ideal candidates, but up until now he has only been getting sales pitches where people want to take our money, but not deliver, and we will not accept that. He said information was sent to 38 publications with no response. The Board gave their blessing to explore other avenues as deemed necessary, up to \$10,000, to try to find suitable candidates for the physician director position as quickly as possible. Dr. Yingling advised Tim to send him the criteria we are looking for and he will outsource it as much as possible.

A motion to accept the 2015 Board meeting dates schedule was made by Mr. Crawford, seconded by Ms. Cyrus and passed.

The regular session was adjourned at 7:43 p.m.

The next Board Meeting is scheduled for July 23, 2014 at 5:00 p.m.

Respectfully submitted,

Harry K. Tweel, MD, FCCP  
Secretary

Approved:

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