

CABELL-HUNTINGTON HEALTH DEPARTMENT
Board of Health Regular Meeting –November 19, 2014

Board Members Present:

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

Board Members Absent:

Donna Rumbaugh

Staff Members Present:

Tim Hazelett, Administrator
Jack Mease, Accountant
Kathleen Napier, Nurse Director, Clinic
Elizabeth Ayers, CTF Regional Program Manager, PIO
Casey Napier, Prevention Coordinator CTF
Andy Rice, part time Prevention Coordinator CTF
Karen Hall-Dundas, Sanitarian Supervisor
Rodney Melton, Sanitarian Supervisor
Kevin McCann, M.D., Acting Physician Director for Cabell-Huntington Health Department

Non-Staff Present:

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

Called to order at 5:00 PM.

Mr. Gilpin introduced Dr. McCann as the acting health officer for the health department.

Approval of Minutes:

A motion to approve the minutes for October 22, 2014 meeting was made by Dr. Yingling, seconded by Dr. Touma and passed.

Environmental Health/Threat Preparedness:

Threat Preparedness: Karen Hall-Dundas reported that the Southern Radiological Strike Team has been established. This includes the 9 Bundle Team counties as well as Kanawha. Training, which includes all our environmental staff, will be held 12/16, 17 & 18 at the fire school. Once the training is completed, the monitoring equipment will be housed here. We will strictly monitor, we will not be a first responders team.

She stated a WV Redi (WV Responder Emergency Deployment Information System) drill was held on 11/12 and 11/13. This system was developed as a means to contact our volunteers in case of emergency. This drill went very well.

She also said another country, Mali, has been added onto the Ebola list of monitored countries.

Environmental Health: Rodney stated all our sanitarians have completed the standardization process for inspecting food establishments. Inspections will be more in-depth, giving a better understanding of how the food establishments are operating as a whole.

Mr. Gilpin asked who issued the court order regarding the sewage treatment systems at Holiday Park and Clark Estates? Karen said it was initiated through the Dept. of Environmental Protection (DEP). The judge talked with the owner and advised certain steps that must be taken to fix the problem by December. The owner has done nothing so far; Karen says he is quite ill and she is not aware if he is physically able to take care of this. The Public Service Commission is petitioning to have him removed as owner and looking for someone to take over as owner/operator. We are only assisting in the process at this point.

Nursing:

Kathleen gave an update on the syphilis outbreak. She said all but one of the contacts has been in for treatment.

She gave recognition to 2 part time employees, Misty Morrow and Sue Bock, who did an excellent job working our flu outreach clinics.

She advised she & Tim spoke at a Rotary meeting last week about Ebola. Mr. Gilpin asked if we were staying in contact with CDC? Kathleen said yes, we have weekly phone conferences with the State and CDC, as well as receiving e-mails on updates daily.

Epidemiology and Tobacco Prevention:

These reports were accepted as submitted.

Change The Future (CTG)/Public Information Officer (PIO):

Dr. Touma asked about the “sale to save smoking areas” press release. Elizabeth explained that was an article in the newspaper.

Dr. Touma also asked how the Kids In Motion program is working? Elizabeth asked Andy to give an update on that since he helps with the data collections of weight, etc. Andy said turnout has been larger in recent sessions. Additional funding has been received and will enable the program to be more mobile. They have also been working with insurance companies to cover the cost of the program.

Elizabeth reminded the Board that the Change The Future (CTF) grant will be ending in December. We have been searching for grants to fund this program; one of which is the Well Point Foundation, which distributes funds in 25 states. We are trying to build a generic template for grant applications that can be used for multiple grant opportunities.

She also advised air quality testing will start next week in Wayne County, then move into Mason County. This testing will be completed by end of year.

Financial Report:

Jack advised we received almost \$1,000 rebate from P-card purchases in the last quarter.

Dr. Yingling asked why the Levy funds vary each month? Jack said it depends on tax collections. Dr. Yingling also asked about expanding clinic services, billing for services, etc. Are these tied to Levy? Jack said yes, it is hard to charge for services when we get so much funding from the Levy.

Dr. Yingling asked if there are plans in place to continue services if we are faced with funding cuts in the future? Tim said we are always looking for additional grant funding opportunities. If those avenues prove unproductive, then we would have to look at cutting services. To establish a clinical revenue structure to replace any of our revenue streams will be very difficult. Dr. Yingling asked what the Board can do to support specific opportunities to grow those revenues? Tim advised there's really nothing they can do at this time.

Mr. Crawford asked how much money we have to keep in reserve? Tim advised 3 months of operating expenses. Mr. Crawford asked if that money is invested. Jack said yes, through the State in an investment pool.

Jack advised our audit committee received bids, met, graded our audit report, and sent out the recommended auditors to the State. It has been approved and signed by the State auditor's office and is ready to go.

Approval of Expenditures/Financial Report:

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

Administration – Tim Hazelett:

Tim advised all departmental plans have been completed. A potential security/HIPAA violation has been discovered by Cabell Huntington Hospital regarding their records stored on our 4th and 5th floors. At the present time anyone can get on our elevators and gain access to those 2 floors, so we are working to correct this situation. Our front/public elevator will only be going to the 3rd floor in the future, and the freight elevator will be accessible only by using a key fob, which will be given only to key personnel.

Mr. Gilpin asked for an update on our Leadership team. Tim advised the team is comprised of all supervisors and Jack. The goal is to evolve the organization so that these individuals are running their teams the way they should be operating, and giving them the resources to do that. Conduct codes will be established and go back to the Denison Culture Survey as a guide to how the leadership team should be conducting themselves. Deb said this all ties into the accreditation process. Mr. Gilpin said he would like a presentation by supervisors, possibly quarterly, giving a description on what their department does and where they are in the process of putting their

departmental plans in place. Tim said the leadership team will determine a schedule of who will report.

Tim also advised hopefully starting in January the board reports will begin showing performance markers. This will give board members a more in-depth view into department functions.

Mr. Gilpin asked if there was any more business. There being none, the Board convened to Executive session at 6:00 p.m. to discuss personnel issues.

The Board reconvened to regular session and was called to order at 6:51 p.m.

Mr. Gilpin advised the Organizational Chart needs updated. He called for a motion to accept the new Organizational Chart that was given them to review.

A motion to accept the new Organizational Chart was made by Ms. Cyrus, seconded by Mr. Crawford and passed.

The board also decided that a new position needs to be created for an accreditation coordinator/grant writer.

A motion to create a new position for an accreditation coordinator/grant writer was made by Ms. Cyrus, seconded by Dr. Touma and passed.

Tim invited all Board members to our Christmas luncheon on Wednesday, December 10th at 11:30 a.m.

The regular session was adjourned at 6:55 p.m.

The next regular Board meeting is scheduled for January 28, 2015 at 5:00 p.m.

Respectfully submitted,

Tim Hazelett, Administrator

Approved:

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