

CABELL-HUNTINGTON HEALTH DEPARTMENT
Board of Health Regular Meeting –April 22, 2015

Board Members Present:

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

Board Members Absent:

Kevin Yingling, MD

Staff Members Present:

Tim Hazelett, Administrator
Jack Mease, Accountant
Kathleen Napier, Nurse Director, Clinic
Elizabeth Ayers, Health & Wellness, PIO
Casey Napier, Accreditation Coordinator/Grant Writer
Debbie Ellison, Regional EPI
Karen Hall-Dundas, Sanitarian Supervisor
Teresa Mills, Regional Tobacco Prevention Coordinator
Kay Dick
Barbara Koblinsky
Deb Koester, Executive Director of WV Local Health, Inc.
Kevin McCann, M.D., Local Health Officer for Wayne County Health Department and
Acting Local Health Officer for Cabell-Huntington Health Department (CHHD)

Called to order at 5:00 PM.

Approval of Minutes:

A motion to approve the minutes for the March, 2015 board meeting was made by Ms. Cyrus, seconded by Mr. Crawford and passed.

Environmental Health/Threat Preparedness:

Mr. Gilpin asked where the pet shelter set up next to the human shelter will be. Karen Hall-Dundas said during the upcoming drill these will be at New Baptist Church. They will also be set up on our parking lot on 5/11 for the MRC meeting.

Mr. Gilpin also asked for an update on the Castle Gate/Mulberry situation. Stan said since there is raw sewage running on the ground it is a public health concern, and it may cause hill slippage. Mr. Gilpin asked if the case goes to court, who would be our attorney? Stan said if we were subpoenaed as witnesses, Jason Spears from the prosecuting attorney's office would be representing us.

Mr. Gilpin asked what is the difference between a visit and an inspection of an establishment? Stan said a visit is a follow up from an inspection where there were issues that needed corrected or more information was needed.

Dr. Touma asked about the training for food processing that environmental health staff attended. Stan said 5 employees went to Charleston for the training that was through the FDA. Dr. Touma also asked if we have any means to educate the public about the dangers of raw milk? Stan said yes, there is a webinar available.

Mr. Crawford asked about the Life House/Rocky Meadows issue. Stan said the apartments do not meet a lot of safety standards, such as having bedbugs, roaches, unvented gas heaters, overcrowding, etc. Our agreement with the management was we would evaluate all the properties, which was completed yesterday. We will meet with their Board next week and help prioritize things that they need to do before they place anyone in housing. Dr. McCann stated maybe we can assist these places in getting in touch with people who could help support them, such as Habitat for Humanity, faith based organizations, etc.

Stan introduced the new sanitarian, Barbara Koblinsky. She was welcomed by Board.

IT:

Stan advised of an issue where we had not received payments from Medicare that we should have. Jesse Boner phoned and found that our payments have been sent to the VA Medical Center because the Federal Government said we owed them a debt, which we do not. The lady Jesse spoke with at the VA is supposed to check on this and try to get this issue resolved.

Nursing:

Kathleen reported that all went well with the foreign students who came here for chest X-rays. She said HIV and syphilis rates are still climbing. Two nurses attended a Mass Antibiotic workshop, which was very informative.

Epidemiology:

Stan commended Debbie for her help recently while our local epidemiologist is out on medical leave.

Health & Wellness Director/Public Information Officer (PIO):

Dr. Touma asked if we have contacted the Dietetic department at MU to see how they address the diabetic problem in our area? Elizabeth said yes, she has a meeting with them as well as Cabell Huntington Hospital to address looking at chronic disease programs. She is serving on the diabetes task force, which will address the obesity issue also. Dr. McCann said if funding is needed there are lots of resources through the MU School of Medicine.

Regional Tobacco Prevention Coordinator Report:

Mr. Gilpin asked what is the relationship between the Cabell County Tobacco Coalition (CCTC) and the Regional Tobacco Prevention? Is it a sub-set? Teresa said yes, her goal is to have coalitions in every county. She said the CCTC was started by Dr. Touma and Stan Mills in 2001. Meetings are held here at the health department monthly. Mr. Gilpin said he understands funding will soon expire; Teresa said yes, next fiscal year, but coalitions are allowed to apply for up to \$5,000 for specific activities, and part of the CCTC this year was to educate the public about the dangers of e-cigarettes, so the coalition will carry on with their mini-grant goals and objectives and plan as if they have the \$5,000.

Mr. Gilpin mentioned a letter he received from Dr. Deutsch. Teresa said he also hand delivered a copy of that letter to her. He indicated that he has been a coalition member for many years and hopes this mission can continue.

Accreditation Process Update:

Rodney advised the next Regional Health Connect (RHC) meeting will be on 4/28 at the Big Sandy Arena. Randy Housch will be speaking on substance abuse and its effects on the family unit.

Rodney said domain groups are progressing and Quality Improvement (QI) projects are in the works. Mr. Gilpin stated he feels even if accreditation was not a factor, that the process we are going through will be very beneficial for the health department.

Financial Report:

Jack said he reported on budgeted and un-budgeted items this time. For example, Benedum is not a budgeted item, we are just a pass through. In March we brought in more money than in the past several months, and so far in April we have already received \$325,000. Mr. Gilpin asked if we are going to meet our budget? Tim said yes, but we are still waiting on payments from Oasis, which we should receive before 7/1/15.

Approval of Expenditures/Financial Report:

A motion to approve the invoices for March, 2015 was made by Ms. Cyrus, seconded by Dr. Touma and passed.

Administration:

Tim said the Budget was sent to the Board for review, and the 2016 Annual Plan is due by 6/1/15. He reported the RHC meeting today was outstanding; spin off groups were organized and another training will be held on 5/6. Mr. Gilpin asked if there is any liability issue with the syringe exchange program? Tim said at present there are no laws regarding this issue. On 5/15/15 the harm reduction program will be turned over to the Sustainable Strategies and they will try to match up funding. Tim said this initiative is really gaining ground and Dr. Yingling is one of our biggest supporters.

Ms. Rumbaugh suggested we attend a joint meeting of all the neighborhood groups on 5/21 at Central United Methodist Church to address the drug problem in our area.

Tim asked the Board to approve a paid internship through the MU School of Business. The intern will be helping develop our employee manual. Dr. Touma asked if we work with the School of Public Health? Tim said yes. Mr. Gilpin asked if we have to amend the budget to pay the intern? Tim said no. Mr. Gilpin asked why we have to pay the intern? Tim said if they do work that benefits us, the United States Department of Labor states we have to pay them as employees.

A motion to approve a one-time paid internship for one student from the MU School of Business for 320 hours this summer at a cost of \$9.00 per hour, was made by Ms. Cyrus, seconded by Mr. Crawford and passed. We need to assess the benefit before continuing this program next year.

A motion to approve Tim being a member on the Executive Council of the West Virginia Association of Local Health Departments was made by Mr. Crawford, seconded by Ms. Cyrus and passed.

Regarding the Budget, Mr. Gilpin proposed that the Board see if there are any material changes from last year's Budget, other than personnel, and they will ask for any further information if needed. The final decision on the Budget will be deferred until the May Board meeting, as he would like Dr. Yingling's and Dr. Kilkenny's input. He asked if there were any major changes on the income/expense and has the issue of building a capital expenditures fund been addressed? Tim said yes and no; he said State aid increased \$90,000 this year, other State revenue is about the same as last year. Additional revenue is more than last year; Federal revenue is down considerably. We will

possibly be billing for services in the future per Dr. Kilkenny's thoughts. Mr. Gilpin asked if the budget format is the same as last year's? Tim said yes, it is.

The Board adjourned to Executive Session at 6:15 p.m. to discuss personnel issues.

The Board called regular session back in order at 7:00 p.m. No action was taken in Executive Session.

A motion to accept the 2016 fiscal year Board meeting dates as submitted was made by Dr. Touma, seconded by Ms. Rumbaugh & passed.

The meeting was adjourned at 7:05 p.m.

The next regular Board meeting is scheduled for May 27, 2015 at 5:00 p.m.

Respectfully submitted,

Tim Hazelett, Administrator

Approved:

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