

CABELL-HUNTINGTON HEALTH DEPARTMENT
Board of Health Regular Meeting –January 28, 2015

Board Members Present:

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

Staff Members Present:

Tim Hazelett, Administrator
Jack Mease, Accountant
Stan Mills, Program Manager, EH, TP
Kathleen Napier, Nurse Director, Clinic
Elizabeth Ayers, CTF Regional Program Manager, PIO
Casey Napier, Prevention Coordinator CTF
Karen Hall-Dundas, Sanitarian Supervisor
Rodney Melton, Sanitarian Supervisor
Karen Shannon
Becky Daniels
Jesse Boner
Debbie Ellison
Carol Simmons
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)
Michael Kilkenny, M.D., new physician director for CHHD as of 5/1/15

Non-Staff Attendees:

Sholten Singer, from The Herald Dispatch
Lacie Pierson, from The Herald Dispatch

Called to order at 5:00 PM.

Approval of Minutes:

A motion to approve the minutes for November and December, 2014 board meetings was made by Ms. Cyrus, seconded by Dr. Yingling and passed.

Board of Health By-Laws:

A motion to re-approve the existing Board of Health By-Laws was made by Ms. Cyrus, seconded by Ms. Rumbaugh and passed.

Election of Board of Health Chair and Vice-Chair:

A motion to nominate Mr. Gilpin to remain as Chair of the Board of Health was made by Mr. Crawford, seconded by Dr. Yingling and passed.

A motion to nominate Ms. Cyrus to remain as Vice-Chair of the Board of Health was made by Mr. Gilpin, seconded by Ms. Rumbaugh and passed.

The Board adjourned to Executive Session at 5:03 p.m. to discuss a personnel matter.

The Board returned from Executive Session at 5:09 p.m. and Mr. Gilpin announced the Board has selected a candidate for the Physician Director position, Michael Kilkenny, M.D., and asked for a motion to offer this position to him.

New Physician Director:

A motion to authorize the appointment of Michael Kilkenny, M.D., to the position of Physician Director of Cabell-Huntington Health Department, contingent on approval from the State Health Officer, was made by Ms. Rumbaugh, seconded by Dr. Touma and passed.

Mr. Gilpin said the job description has been posted publicly and a compensation package comparable to what Dr. Tweel was receiving has been offered to Dr. Kilkenny. He also advised Dr. Kilkenny has to give a 90 day notice to his present employer. Mr. Gilpin and Dr. Kilkenny signed the Letter of Engagement.

Environmental Health/Threat Preparedness:

Stan Mills presented a slide show (copy attached) that gave an overview of his department. He said the definition of environmental health is “healthy interrelationships between people and the environment”.

He advised his staff was trained on radiological health, which is a different type of radiation training. A nuclear testing facility in Nevada was there, which was very interesting. Mr. Gilpin asked if we own the radiological monitoring equipment, do we have maintenance responsibilities? Rodney said yes, there will be some maintenance such as battery replacement, but that will be nominal. Stan also advised there will be several upcoming drills that we are required to hold yearly.

Dr. Yingling asked if anyone has become ill from Four Pole creek? Stan said not that we know of. He asked what is our responsibility in this matter? Stan said our biggest responsibility is to make sure there is no sewage flow into the creek. This has been monitored for many years.

Dr. Yingling asked about medicare billing. Stan said Jesse Boner, our IT person, is handling that. She follows up on rejections, then re-bills.

Dr. Yingling asked if a person is exposed to possible rabies infection, do we offer them free vaccinations? Stan said only for Cabell County citizens, but we have worked with the hospitals to bill insurance if the person has any. We also offer a patient re-imbusement program to those with insurance.

Nursing:

Kathleen said the clinic report has been re-organized to hopefully be easier to understand. Dr. Yingling asked why 2014 figures are less than 2013? Kathleen said the 2014 figures are only from July through December.

Epidemiology:

Dr. Yingling asked if Debbie attends Cabell Huntington Hospital infection control meetings? Debbie said yes. He also asked about the outbreak at a long term care facility. Debbie explained the protocol when something like that happens. He also asked about the 36 Hep C cases reported. Debbie said these are new cases reported in the state disease registry; they can be from STD or provider locations, etc. We have no way of confirming these cases unless the hospitals give us more information. If a case comes through our clinic, we refer the patient to an infectious disease physician for follow up.

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

Mr. Gilpin asked if the funding for Change the Future has ended? Elizabeth said yes, as of December 31st, but we are working on some venues to try to save some of those programs that were started, such as the chronic disease management portion. She and Kathleen have become master trainers in diabetes management, which means they can now train people to become trainers. She introduced Casey as the new Accreditation Coordinator/Grant Writer.

Regional Tobacco Prevention Coordinator Report:

Tim mentioned that Teresa has also re-vamped this report to show input/output strictly related to her grant.

Planning Actions Coordinators Team (PACT):

Rodney announced that he has taken over as the new chair for the PACT, and is in the process of learning the ropes of his role. He talked about the great turnout for the first Regional Health Connect (RHC) meeting, and said our goal is to keep the momentum going. The next RHC meeting will be held here on February 24th. All Board members are invited to attend.

Rodney also explained about the 3 work groups that have been formed to work on the 12 Domains that are part of the accreditation process we are starting.

Financial Report:

Jack explained that revenue has been a little low the past two months, partly due to not receiving prompt payments from the State Oasis program. Expenses exceeded revenues in November by 263%, but YTD revenues were over expenses by 2.3%. In December expenses exceeded revenue by 186%, making YTD expenses over revenues by 5.9%. Mr. Gilpin asked how much money is in the Oasis pipeline? Jack said that is hard to say because we don't know what the state has submitted for payment. Tim said an estimate is \$100,000-200,000. Dr. Yingling asked at what point the Board has a responsibility to intervene when we reach a certain point of operating in the red? Tim said it is not addressed in the By-Laws, but he assured him the Board would be made aware if it became an issue of concern. Dr. Touma said we have operated like this for many years; revenues and expenses are always fluctuating, but we always remain very solvent.

Approval of Expenditures/Financial Report:

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

Accreditation Process Update:

Deb Koester gave the Board an accreditation readiness update document which summarizes the ongoing work on the accreditation process. Another document she presented to the Board is based on Standard 12.3.2, which requires a health department to assess annually the actions taken by their Board of Health. She, on behalf of the CHHD Leadership Team, presented the 2014 Summary of Board of Health Actions. Dr. Koester briefly reviewed the document, which summarized the Board's approvals and actions during the year. At this time, no changes were recommended by the Leadership Team to the Board and there were no questions by Board members. No additional Board action was taken.

Administration – Tim Hazelett:

Mr. Gilpin asked about the State not funding WV Train. Tim said many of our grants require training, and WV Train has many training opportunities on their website, but the State is no longer funding this. We have looked into funding this ourselves, as we do not want to lose this training resource for our employees. We have recently learned that the State is now re-thinking their decision.

Tim thanked Dr. McCann for filling in as Local Health Officer since Dr. Tweel's retirement.

Dr. Yingling mentioned that it is currently the legislative session and asked why he doesn't hear anything from Cabell-Huntington Health Department advocating any pending bills? He said it would be helpful if Board members knew of opportunities to help us. Stan told them about the Cow Herding bill, and Kathleen mentioned HB 286, which pertains to immunization exemptions.

Mr. Gilpin asked if there was any more business. There being none, the Board convened to a second Executive session at 6:42 p.m. to discuss personnel issues.

The Board reconvened to regular session and was called to order at 7:05 p.m.

Mr. Gilpin announced that as part of the Annual Plan the Board is charged with reviewing the health department's organizational chart. They have reviewed the revised organizational chart with several changes made.

A motion to accept the Cabell-Huntington Health Department Organizational Chart as presented to the Board, with the exception of the two CTFWV positions which will be eliminated since this grant has ended, was made by Ms. Cyrus, seconded by Mr. Crawford and passed.

The regular session was adjourned at 7:07 p.m.

The next regular Board meeting is scheduled for February 25, 2015 at 5:00 p.m.

Respectfully submitted,

Tim Hazelett, Administrator

Approved:

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