

**CABELL-HUNTINGTON HEALTH DEPARTMENT**  
*Board of Health Regular Meeting July 27, 2016*

**Board Members Present:**

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

**Board Members Absent:**

**Staff Members Present:**

Michael Kilkenny, MD, MS, Physician Director  
Jack Mease, Accountant  
Elizabeth Adkins, Health & Wellness, PIO  
Casey Napier, Accreditation Coordinator/Grant Writer  
Rodney Melton, Sanitarian Supervisor  
Kathleen Napier, Nursing Director  
Laura Johnson, Secretary  
Allen Woodrum, Information Technology Manager  
Heather Wood, Nurse Practitioner  
Karen Hall-Dundas, Sanitarian Supervisor  
Teresa Mills, Regional Tobacco Prevention Coalition  
Debbie Ellison, Regional Epidemiologist  
Deb Koester, Accreditation Consultant  
Kim Lockwood, Epidemiologist

**Visitors:**

Charles "CK" Babcock, PharmD, CDE, BCACP  
Sean Delancy, WCHS/WVAH  
Mitch Sutton, WSAZ

Called to order at 5:05 p.m.

Mr. Gilpin opened the meeting by announcing that further internal review of the Mosquito Ordinance was needed and it was being withdrawn from the agenda.

**Approval of Minutes:**

Mrs. Cyrus made a motion to approve both the regular and executive Board of Health Meeting Minutes. Dr. Touma seconded, and the motion was approved.

**Naloxone Dispensing Rules:**

Dr. Kilkenny and Dr. Babcock presented and made a recommendation to the Board of Health to approve the protocol for pharmacy dispensing at the Cabell-Huntington Health Department. There have been substantial developments in the Naloxone distribution since we began distributing in February. A law that allows pharmacists to dispense Naloxone without a prescription has been passed. Individuals can now receive Naloxone along with the appropriate counseling from a pharmacist without

a prescription at any pharmacy. The change of policy at the CHHD allows the pharmacist to provide education to substitute for the Office of Emergency Medical Services (OEMS) training and to be considered as adequate Naloxone education prior to dispensing. The new protocol will enhance the distribution of Naloxone and only apply to pharmacists and pharmacy students. All other staff will continue to distribute under Dr. Kilkenny's order following the required OEMS training. Dr. Yingling made a motion to approve the Protocol for Dispensing at the Cabell-Huntington Health Department and Dr. Touma seconded the motion. The Board of Health approved the new protocol with the guarantee that:

1. A pharmacist or intern or pharmacy intern who dispenses naloxone without a prescription under this protocol shall provide patient counseling to the individual for whom the opioid antagonist is dispensed regarding, but not limited to, the following topics: (1) The proper administration of the opioid antagonist; (2) the importance of contacting emergency services as soon as practicable either before or after administering the opioid antagonist; and (3) the risks associated with failure to contact emergency services following administration of an opioid antagonist.
2. The counseling is documented.
3. A teach back method and overdose walk through will be included in the counseling.
4. Distribution of information about how to contact the WV Poison Control Center will be provided to each recipient.

### **Performance Management Plan:**

Dr. Kilkenny presented the Performance Management Plan. The proposal is to use Schedule A as the framework, be presented yearly, and include an action plan for any of the performances that fall below 100%. Mr. Crawford made a motion to adopt the Performance Management Plan and Dr. Yingling seconded the motion. The Board of Health approved the adoption of the Performance Management Plan.

As a second part of the Performance Management Plan the Board of Health has the option to complete the National Public Health Performance Standards Governance Assessment. This is a self-administered tool by which a Board of Health can assess its own performance based on the 10 Essential Services and the functions of a government Board of Health. The Board of Health has two optional approaches, complete in a facilitated retreat setting or individually complete an online survey and then meet in a facilitated retreat setting to review and discuss the results. Dr. Yingling made a motion to adopt the optional National Public Health Performance Standards Governance Assessment process. Mrs. Cyrus seconded and the motion was approved. The Board of Health requested to complete the assessment by completing an online survey and then meeting to discuss the results.

### **Environmental Health/Threat Preparedness:**

Karen Hall-Dundas presented the Environmental Health/Threat Preparedness Report. The AmeriCorps workers in Disaster Services have been a wonderful resource for the flooding areas. Margi has worked several Saturdays at the Red Cross Center in Cross Lanes. Andi did a lot of the swift water rescue. Several other volunteers have helped clean up flood areas.

### **Epidemiology:**

Kim presented the Cabell-Huntington Health Department Epidemiology Report. Dr. Yingling recommended distributing Carbapenem-resistant Enterobacteriaceae (CRE) case information to all physicians. Kim said most of the cases are UTI infections. The biggest concern for the State is if they are in long term health care facilities. The report is sent out to all health care providers through the WV HAN (Health Alert Network) system. We are in the process of updating the contact information.

### **Nursing:**

Kathleen presented the Nursing report. Dr. Yingling requested an argument to public concerns about Harm Reduction Programs and Syringe Exchange Programs. The concern is that clean needles are given out and discarded by the user in the community. Kathleen said we have an 80% return rate of the needles distributed. We will also pick up any needles found in the community. Dr. Kilkenny recommended educating people in the proper disposal of syringes. Mrs. Rumbaugh said that people in the community think drugs are in the syringes given out. The weekend of September 17<sup>th</sup> is the Marshall Share event. A group of about 90 will be cleaning up the West End. Mrs. Rumbaugh recommended for the health department to educate the participants on proper handling of syringes. The contact person at Marshall is Elizabeth Sheets.

### **Information and Technology:**

Allen presented the Information and Technology Report. Mr. Gilpin asked if the Academic Research Data Collection and Analysis must be through an Institutional Review Process. Dr. Kilkenny said we have signed a contract with the Marshall Institutional Review Board. We have a software available to create questionnaires and collect data in a uniform and verifiable manor that we will utilize in the future.

### **Regional Epidemiology:**

Debbie presented the Regional Epidemiology Report, which included regional epidemiological trainings and meetings held in the past month, field and partner education that was completed, and disease investigation and surveillance undertaken. This included timeliness reports which are generated on a monthly basis and presented to establish timeliness of communicable/infectious disease reports completed and submitted to the State and CDC. An additional Campylobacter report was included. Counties have improved greatly on completion of cases. Food and waterborne disease have increased since spring. Campylobacter numbers were reviewed due to the increase in reports. A coupled of hospitals in the region have switched to non-cultured based tests usch as PCR. We have seen the number of reports increase do to labs changing from culturing to PCR testing. No common factor has been linked between the reported cases.

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

Elizabeth presented the Health and Wellness/PIO Report. There were several national media impressions in the month of June around Harm Reduction.

### **Regional Tobacco Prevention Coordinator Report:**

Teresa presented the Regional Tobacco Prevention Report. Received notification on June 30<sup>th</sup> that Cabell-Huntington Health Department will house the Regional Tobacco Prevention Grant again this year. The work plan will change. Teresa will now be cover 8 counties, Boone, Putnam, and Kanawha were added. United Way Grant awarded us \$17,500 for education on cessation services.

### **PACT/Accreditation Report:**

Rodney presented the PACT/Accreditation Report.

### **Financial Report:**

Jack presented the Financial Reports for June 2016.

### **Approval of Expenditures/Financial Report:**

A motion to approve the invoices and receipts for June 2016 was made by Dr. Yingling, seconded by Dr. Touma, and passed.

**Administration:**

Dr. Kilkenny presented the Administration Report.

A motion to accept and approve the department reports provided in writing to us before the meeting, reviewed and amplified by the staff at this meeting and set forth in the agenda for the meeting except for the proposal regarding the Mosquito Ordinance was made by Mrs. Cyrus, seconded by Mr. Crawford, and passed.

**Executive Session**

The Board adjourned to executive session at 6:20 p.m.

The Board called regular session back to order at 6:36 p.m.

There was no action taken in the executive session, but the personnel needs of the organization were reviewed. Mrs. Cyrus made a motion to create a new position for an Environmental Technician to supplement the work that is being done by our sanitarians. Mr. Crawford seconded and the motion was passed.

The next regular Board meeting is scheduled for September 28, 2016 at 5:00 p.m.

The meeting was adjourned at 6:38 p.m.

Respectfully submitted,

Michael Kilkenny, MD, MS  
Physician Director, Cabell-Huntington Health Department

Approved:

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

**CABELL-HUNTINGTON HEALTH DEPARTMENT**  
*Board of Health Executive Meeting –July 27, 2016*

**Board Members Present:**

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

The Executive Session was called to order at 6:20pm.

Executive Session ended at 6:36pm and the Board reconvened into regular session at that time.

Respectfully submitted,

Michael Kilkenny, MD, MS  
Physician Director, Cabell-Huntington Health Department

Approved:

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