

CABELL-HUNTINGTON HEALTH DEPARTMENT
Board of Health Regular Meeting –June 22, 2016

Board Members Present:

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

Board Members Absent:

Thomas Gilpin
Kevin Yingling, MD

Staff Members Present:

Michael Kilkenny, MD, MS, Physician Director
Tim Hazelett, Administrator
Jack Mease, Accountant
Casey Napier, Accreditation Coordinator/Grant Writer
Rodney Melton, Sanitarian Supervisor
Karen Hall-Dundas, Sanitarian Supervisor
Kathleen Napier, Nursing Director
Teresa Mills, Regional Tobacco Coalition
Laura Johnson, Secretary
Allen Woodrum, Information Technology Manager
Kim Lockwood, Epidemiologist
Heather Wood, Nurse Practitioner
Deb Koester
Bryan Maynard, Maintenance

Visitors:

Called to order at 5:00 PM.

Approval of Minutes:

Ms. Rumbaugh made a motion to approve the May 2016 Board of Health Meeting Minutes. Dr. Touma seconded, and the motion was approved.

Environmental Health/Threat Preparedness:

Karen and Rodney presented the Environmental Health/Threat Preparedness Report. The Environmental Health/Threat Preparedness report was approved as presented to the Board.

Epidemiology

Kim presented the Cabell-Huntington Health Department Epidemiology Report. There was a discussion on the collaborative effort during the Neisseria Meningitides case. There was one case in Cabell County and one in Kanawha County, but no connection was determined. Kim will submit her final report to the Board of Health. The Board approved the Epidemiology report as presented.

Nursing:

Kathleen presented the Nursing report. The Nursing Report was approved as presented to the Board.

Information and Technology:

Allen presented the Information and Technology Report. Our new website is receiving 3000 visits per day. The Board requested information on trend, the top 10 pages visited. The Information and Technology Report was approved as presented to the Board.

Regional Epidemiology:

Dr. Kilkenny 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 timeliness report was included, the percentage of cases closed within 30 days in the Western Region between January and May 2016. The Regional Epidemiology Report was reviewed and approved as presented to the Board.

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

Tim presented the Health and Wellness/PIO Report. The Board requested the Pew Charitable Trust article and VICE video. The Health and Wellness/Public Information Officer Report was approved as presented to the Board.

Regional Tobacco Prevention Coordinator Report:

Teresa presented the Regional Tobacco Prevention Report. The Regional Tobacco Prevention Report was approved as presented to the Board.

PACT/Accreditation Report:

Rodney presented the PACT/Accreditation Report. The PACT/Accreditation Report was approved as presented to the Board.

Healthy Vision 2020:

Tim presented a PowerPoint on the Healthy Vision 2020 – Cabell-Huntington Health Department Community Health Improvement Plan. Information included the 10 steps conducted during the planning process, Healthy Vision 2020 goals, partner organizations, the 6 work groups, the objectives of each workgroup, and the alignment with state and national priorities. Deb said the CHA is data driven, will be updated each year, and will be a living document.

Dr. Touma made a motion to adopt the Healthy Vision 2020. Ms. Rumbaugh seconded, and the motion was approved.

Financial Report:

Jack presented the Financial Reports for May 2016.

Approval of Expenditures/Financial Report:

A motion to approve the cash expenditures for May 2016 was made by Mr. Crawford, seconded by Ms. Rumbaugh, and passed. The May 2016 Invoices were approved.

Administration:

Tim presented the Administration Report. A picture and bio from each board member was requested to add to the Cabell-Huntington Health Department website. The Board's participation was requested for the Active Shooters course in the fall. The Administration Report was approved as presented to the Board.

Physician Director:

Dr. Kilkenny presented information on the Institutional Review Board (IRB). IRBs exist primarily to insure that human beings are treated fairly and with respect in terms of research. We are collecting information, human subject research, and believe it is our obligation to the public. An IRB will make sure we are protecting the information collected and compliant with all policies and regulations. We have contacted the Marshall University Institutional Review Board, which is accredited and is cost effective. We have met their prerequisites; filed a Federal Wide Assurance (FWA) document and completed the CITI training. With these assurances we would stand to partner with a higher caliber of academic partners for publication and more likely to be published in a more prestigious peer journal. As research funding efforts occur, having these in place it would be critical for us to be successful in obtaining funding.

A motion to approve contracting the Marshall University Institutional Review Board to serve as the IRB for the Cabell-Huntington Health Department was made by Mr. Crawford, seconded by Dr. Touma, and approved.

Tim presented Teresa with a plaque of the Herald-Dispatch article featuring her. This plaque will be placed on the Accreditation Wall, located in the administration hallway.

Executive Session:

The Board adjourned to executive session at 6pm.

The Board called regular session back to order at 6:30pm.

There was no action taken in the executive session.

Ms. Rumbaugh motioned to adjourn. The meeting adjourned at 6:21p.m.

The next regular Board meeting is scheduled for July 27, 2016 at 5:00 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 –June 22, 2016

Board Members Present:

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

Board Members Absent:

Thomas Gilpin
Kevin Yingling, MD

The Executive Session was called to order at 6:00pm.

Executive Session ended at 6:30pm 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