

**CABELL-HUNTINGTON HEALTH DEPARTMENT**  
*Board of Health Regular Meeting –October 26, 2016*

**Board Members Present:**

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

**Board Members Absent:**

Donna Rumbaugh

**Staff Members Present:**

Michael Kilkenny, MD, MS, Physician Director  
Tim Hazelett, Administrator  
Jack Mease, Accountant  
Elizabeth Adkins, Health & Wellness, PIO  
Casey Napier, Accreditation Coordinator/Grant Writer  
Kathleen Napier, Nursing Director  
Laura Johnson, Secretary  
Kim Lockwood, Epidemiologist  
Teresa Mills, Regional Tobacco Coalition Coordinator  
Allen Woodrum, Information Technology Manager  
Karen Hall-Dundas, Sanitarian Supervisor  
Deb Koester  
Chris Monsell, AmeriCorps  
Grace Kalmus, PHAP

**Visitors:**

Called to order at 5:07 PM.

**Approval of Minutes:**

Dr. Touma made a motion to approve the September 2016 Board of Health Meeting minutes. Dr. Yingling seconded, and the motion was approved.

**General Environmental Health/MRC:**

Karen presented the General Environmental Health/MRC Report.

**Environmental Health/Threat Preparedness:**

Karen presented the Environmental Health/Threat Preparedness Report.

**CHHD Epidemiology:**

Kim presented the Cabell-Huntington Health Department Epidemiology Report. The year to date column represents a calendar year, January to December. There was discussion on the 10 cases of Carbapenem-resistant Enterbacteriaceae. The main concern is if the CRE are in a nursing home. The case definition changed this past year. The state now requires follow up and education, where in the

past they only required follow up for cases in a nursing home. Dr. Yingling requests for previous year to date numbers to be added to the Cabell-Huntington Health Department Epidemiology Report.

**Nursing:**

Kathleen presented the Nursing report. The flu shot numbers will be updated as entered into our system.

**Information and Technology:**

Allen presented the Information and Technology Report.

**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 timelines of communicable/infectious disease reports completed and submitted to the State and CDC. The percentage of cases entered into WVEDSS and submitted to CDC within 30 days for January through September 2016 was discussed. The goal, which has not been achieved, is 90%. The factors that contribute to this goal not being achieved are:

1. The time spent trying to contact the patient, with no success. Counties are encouraged to close cases after 2 weeks.
2. The local level and the state have 1 week to review. Any vacations, staff shortages, etc. contribute to this not being completed in the 1 week period.

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

Elizabeth presented the Health and Wellness/PIO Report.

**Regional Tobacco Prevention Coordinator Report:**

Teresa presented the Regional Tobacco Prevention Report. Clean Indoor Air (CIA) and vaping was discussed. Cabell County's demographics smoking rates have went up to 29%. The data is misleading due to the two different methodologies of collection of data. The 2010-2014 data does not currently reflect vaping. The CDC statements and Surgeon Generals reports show that the Clean Indoor Air Act is successful in preventing second hand smoke exposure. 33 of the 55 counties in West Virginia have a comprehensive Clean Indoor Air policy or regulation. Several states are working on raising the age to purchase from 18 to 21. Dr. Yingling suggests from a public health standpoint we focus on strategies and regulations that encompass the education component on the harmful effects of vaping in elementary, middle, and high schools. Teresa stated the funding for the state evidence based programs for 4<sup>th</sup> and 5<sup>th</sup> graders has been cut. Part of the United Way grant is to provide the education outreach into all the schools in Cabell County. We will be regrouping to make that objective happen.

**PACT/Accreditation Report:**

Casey presented the PACT/Accreditation Report. Mr. Gilpin asked about feedback we have received from the Accreditation Board. Tim said we will not receive any feedback until we have submitted all documentation. The Board expressed their gratitude to the staff for going through the process of accreditation.

**Financial Report:**

Jack presented the Financial Reports for September 2016. A motion to approve the invoices and receipts for September 2016 was made by Mrs. Cyrus, seconded by Mr. Crawford and passed.

**Administration:**

Tim presented the Administration Report. Two board member's term expires the end of this year. One of the two members have assured Dr. Kilkenny they will be extending their term.

Updating the sign for branding and accreditation was discussed. The sign will include our logo, website, phone number, and be two and a half times larger than the current sign and cost around the \$5,000 range. Dr. Yingling made a motion to allow the Cabell-Huntington Health Department to move forward with updating the Cabell-Huntington Health Department sign. Dr. Touma seconded, and the motion was passed.

The Board was invited to participate in the Active Shooters Training being conducted October 27<sup>th</sup>. Grace Kalmus, the Public Health Associate was introduced to the Board of Health.

Mr. Gilpin announced the Cabell-Huntington Health Department was awarded a \$150,000 matching grant from the Appalachian Region Commission to support our Harm Reduction Program. One component will be to extend the outreach of the Harm Reduction Program.

The upcoming communication training was discussed. On December 19<sup>th</sup>, Dr. Robert Bookwalter, a communication specialist at Marshall University, will be providing our leadership team Organization Communication training.

**Physician Director's Report:**

Dr. Kilkenny presented the Physician Director's Report. The Centers for Disease Control and Prevention (CDC) letter of determination of need was discussed. The federal government has freed up money to be used for Harm Reduction and Syringe Exchange Programs. The money is prohibited from being used to purchase syringes, but it can be used for all other medical supplies and staff support. Eligibility requirement: Must partner with the CDC on provision of services and receive a determination of need. The Cabell-Huntington Health Department has received the determination of need from the CDC and is now eligible to seek federal funding. We are near the end of an epidemiologic investigation into the cluster of overdoses that occurred on August 15<sup>th</sup>. This is a very broad investigation in cooperation with the state of West Virginia.

Dr. Yingling expressed the need to have a strategy for grant seeking and management to continue funding the programs already in place. Are there enough resources in that area to continue to reap grants that keep all these programs funded? Dr. Kilkenny said we have a structure for grant seeking and grant management that involves Casey. Casey has been pulled from that to focus on the accreditation effort. As accreditation maintenance lessens, Casey will begin to focus on grant writing and management. Tim reinforced our process of only seeking grants that support our current services. Dr. Kilkenny said that if the opportunity arose for a major grant, we are prepared to hire or partner with an outside grant writer.

The progress in our Harm Reduction Program clients seeking, receiving, and completing treatment was discussed. We do not collect individual statistics. Our services are anonymous and confidential. Dr. Yingling suggested we ask clients to report their success stories to us and use outside resources through partnerships to dissipate the workload. Dr. Kilkenny said that is an excellent suggestion for expanding our services with the ARC Grant.

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

Mr. Crawford motioned to adjourn, and passed. The meeting adjourned at 6:15p.m.

The next regular Board meeting is scheduled for November 16, 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