Board Members Present:
Harriette Cyrus
Thomas Gilpin, Atty.
Sally Oxley, PT
Omayma T. Touma, MD
Kevin Yingling, MD

Board Members Absent
Greg Howard, Atty.

Staff Members Present:
Nancy Hall, Administrative Services Manager
Stanley Mills, HHR Program Manager I
Kathleen Napier, DON
Harry K. Tweel, MD, FCCP
Tim Hazelett, CTG Regional Program Manager
Kay Dick, Secretary I

Non-Staff Attendees
Carl Hadsell

Called to order at 5:00 PM.

Approval of Minutes:
A motion to approve the minutes for November 28, 2012 was made by Mr. Gilpin, seconded by Dr. Yingling and passed.

Internal/Community Assessment:
Carl Hadsell spoke briefly about the Community Health Needs Assessment/Survey. He reported he has been working with the clinic and environmental health to create some internal data that shows 3 year trends. He advised the human needs assessment is completed and the planning team is processing that information. He said approximately 350 surveys were completed. The next big step is to meet with both St. Mary’s Medical Center and Cabell Huntington Hospital to discuss the community improvement plan.

Ms. Oxley asked how close the team is to having a strategic plan; Mr. Hadsell said probably within 3 to 4 weeks. Dr. Touma asked if the results of the community assessment could be shared with the Board members; Mr. Hadsell said that information should be available at the next Board meeting. Mr. Hadsell also said he feels the Board needs to help set strategic direction for the health department; therefore, anything that is planned needs to be reviewed and approved by the Board. Dr. Yingling asked if information can be shared with the Board along this process, not just at the final draft stage. Mr. Hadsell advised yes. Dr. Yingling further asked what the Board should be doing to be actively involved in future changes in the health department. Mr. Hadsell replied that the Board should be aware of the “10 essential public health services” that every health department should be following. There is also a document “Trends in Public Health” that can be shared with the Board.
**Environmental Health/Threat Preparedness:**
Mr. Mills said there will be a state wide drill in March, 2013 during which the Continuity of Operations Plan (COOP) will be followed. Operations will be moved to the Tri-State Fire Academy for the day to see if data records, etc. can be accessed while operating from a satellite location.

Mr. Mills said bedbugs are still an issue. Now the problem is overuse of pesticides in trying to eradicate the bugs.

Mr. Mills also reported there are still a few issues with smoking at the video lottery locations, but the sheriff has agreed to help with this.

Mr. Mills stated the new environmental health computer program is almost complete. More complete data will be able to be accessed and shared with this new program.

**Nursing:**
Ms. Napier thanked the Board members for approving the sound masking in the clinic area; it is working well.

Ms. Napier explained the reason for no flu shots reported in December is due to the fact that the information has not been input into the computer yet. The clinic has been really busy giving flu shots recently; in fact, more vaccine has been ordered from the State.

Ms. Napier said the new Hepatitis B project started in January and a nice ad campaign for the program is available, which will encompass education to physicians’ offices, methadone clinics, jails, etc. and billboard advertising. The health department has been holding Hepatitis shot clinics at the day report and methadone facilities, etc. One major problem is follow up, as this project targets a typically transient population. Dr. Yingling asked if the health department can use the new Hepatitis vaccine that can be completed with two shots instead of three. Ms. Napier said we are locked into purchasing what vaccine the State carries. Dr. Yingling suggested partnering with Ebenezer Outreach Center, Prester and River Cities Ministry to reach these Hepatitis patients.

**Epidemiology, Tobacco and PIO Reports:**
These reports were accepted as submitted.

**Community Transformation Grant (CTG):**
Tim Hazelett spoke about the GIS mapping in the county, specifically the trail systems. He said the State also has a system which will be integrated with the county. Mr. Hazlett also mentioned the Huntington Health Revolution, which is a 90 day challenge for Huntington residents to lose a ton of weight. This challenge began 1/14/13 and will end 4/13/13.

Mr. Hazlett advised 13 Community Health Education Resource Persons (CHERPS) have been trained and certified. He commended Sara Fitzwater and Heather Sammons for the great job they have been doing in recruiting efforts and getting all CTG information out to the public.

Mr. Gilpin asked what the grocery and convenience stores have agreed to do. Mr. Hazelett said the grocery stores will have a healthy checkout aisle. The convenience stores are stocking at least 3 fresh fruits and vegetables in the stores, which has not been done previously. He said all Little General stores in the state have signed onto this program.
Financial Report:
Ms. Oxley asked about the Benedum grant. Ms. Hall advised the check for the 2nd year was received in December, but there have been no expenditures yet. Also, the sound masking expenditure was not on this report; it will be on next month’s expenses.

Approval of Expenditures:
A motion to approve the expenditures for November and December 2012 was made by Ms. Cyrus, seconded by Mr. Gilpin and passed.

Administration:
Dr. Tweel advised a positive response has been received from the ethics commission regarding the Benedum grant. We are currently awaiting a legal response before proceeding. Dr. Tweel also reported a new executive director and accountant have been tentatively hired for Local Health, Inc. / WVALHD.

Mr. Gilpin moved that the motion heretofore approved by the Board members either by phone or electronically regarding proceeding with the second year of the Benedum Grant and to hire an attorney to review and submit a written opinion on the question of any IRS issues, is ratified and confirmed. Ms Cyrus seconded the motion, and it was passed.

Dr. Tweel showed blueprints to the Board members regarding sound masking in the registration area in the clinic. He asked the Board for approval to put these basic instructions out for bid. The Board agreed to do so.

Dr. Tweel said the judge has ruled that until the immunization lawsuit against DHHR in Charleston has been settled, no action will be taken regarding our immunization lawsuit.

The next Board Meeting is scheduled for February 27, 2013 at 5:00 PM.

Ms. Oxley asked if there was any more business. There being none, the Board convened to Executive Session at 6:10 P.M.

The Board reconvened to regular session at 7:28 p.m. A motion to promote two Nurse II positions to Nurse III positions and give a merit increase, as proposed, to the LPN who completed special training was made by Mr. Gilpin, seconded by Dr. Touma and passed. The Board adjourned at 7:30 p.m.

Respectfully submitted,

[Signature]
Harry K. Tweel, MD, FCCP
Secretary

Approved:

Sally B. Oxley, Chairman
Cabell-Huntington Board of Health

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Board Members Present:
Harriette Cyrus
Thomas Gilpin, Atty.
Sally Oxley, PT
Omayma T. Touma, MD
Kevin Yingling, MD

Non-Staff Attendees:
Carl Hadsell

Called to order at 6:11 PM.

Personnel and organizational issues were discussed.

Executive Session ended at 7:27 p.m.

Respectfully submitted,

Harry K. Tweel, MD, FCCP
Secretary

Approved:

Sally B. Oxley, Chairman
Cabell-Huntington Board of Health