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

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
Karen Hall-Dundas, Sanitarian Supervisor

Non-Staff Attendees
Carl Hadsell
Kent Bryson

Called to order at 5:00 PM.

Approval of Minutes:
A motion to approve the minutes for January 23, 2013 was made by Dr. Touma, seconded by Ms. Cyrus and passed.

Environmental Health/Threat Preparedness:
Mr. Mills said some revisions have been made to the Continuity of Operations Plan (COOP). Next month during the Bluestone Dam statewide drill, 8 to 10 health department employees will move to the Tri-State Fire Academy for the day, activate the COOP and work out of that site.

Mr. Mills stated he hopes to do a small demonstration of the new environmental health computer program at next month’s Board meeting. He advised restaurant inspections are now listed on the health department website. He said the final part of the program is a time tracking mechanism, which will be very helpful. He also stated they will be looking into risk based inspections, which will determine how often an establishment is inspected. He will keep the Board advised as this program progresses.

Nursing:
Ms. Oxley asked if Medicare is being billed electronically and if there are still problems. Ms. Napier advised there are still some problems, but they are working through them. She said Jesse Boner, the IT person for the health department, has done a good job of following up on Medicare payments.

Ms. Napier reported 68 Hepatitis B series have been completed since the project started last month. Becky Daniels, one of the health department clinic nurses, has started 50 patients on the Hepatitis B series through the methadone clinic.
Ms. Napier also advised that the clinic has started partnering with Marshall University/OBGYN clinic to see pregnant patients once a month and give them flu and TDaP immunizations. Dr. Yingling asked if we also offered varicella to these women, or asked if they have been immunized against chicken pox. Ms. Napier advised no, as there is no program to cover the cost of the varicella vaccine and it is very expensive. Dr. Yingling asked if we could not offer titers testing as it costs less, and it would be a very small group that would need the vaccine or the titers. Ms. Napier said she will check on that. Mr. Gilpin asked if it is harmful to receive the vaccine while pregnant. Dr. Yingling said no, actually a recent advisory from CDC said pregnant women should be vaccinated with non-live virus vaccines.

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

**Community Transformation Grant (CTG):**
Tim Hazelett reported this program has been operational for approximately 6 months, and he is very pleased with the progress of the initiatives thus far. Ms. Oxley asked what TV stations the commercial is showing on. Mr. Hazelett advised WCHS and Fox 11. He will bring a copy of the commercial to show at next month’s Board meeting.

**Financial Report:**
Ms. Hall advised she received a draft report from the auditors today. There were no exceptions, but they advised we need to correct our purchase order policy, which will be done. This completes fiscal year 2012. Ms. Hall asked if the Board wants the auditor to give a report at next month’s Board meeting, the Board members advised yes. Ms. Hall will email the draft copy of the audit to the Board members for their review before the meeting.

Ms. Hall also reported HIV grant funding that reimbursed us for HIV tests we give has been completely stopped as of January 2013, which is about $12,000 out of our budget that we had counted on. The grant funding will still provide the testing supplies, so we will still do the tests, but we will not be reimbursed for our time.

Mr. Gilpin asked if there are any sequestration effects. Ms. Hall advised not yet, no one has given us any information. She said there has always been a problem with getting signed, completed grants in hand before the grant starts. If this happens in the future, we won’t be able to bill for any grant activities that take place before we receive the signed, completed grant.

**Approval of Expenditures:**
A motion to approve the invoices for January 2013 was made by Mr. Gilpin, seconded by Ms. Cyrus and passed.

**Administration:**
Dr. Tweel advised a vote is needed to elect new chair and vice-chair persons to the Board. A motion to elect Mr. Gilpin as Board Chair was made by Ms. Cyrus, seconded by Dr. Touma and passed.

A motion to elect Ms. Cyrus as Board Vice-Chair was made by Dr. Touma, seconded by Mr. Gilpin and passed.

Dr. Tweel reported there have been problems with water leakage on the west side of the health department building when there are heavy rains with high winds. Neighborgall Construction was called to inspect the problem and determined it was due to old caulking around the 49 windows that needs replaced. Mr.
Gilpin asked if this could be turned in on insurance. Ms. Hall said no, the deductible is too high. Dr. Touma asked if more than one estimate has been asked for. Ms. Hall said no, but she can get more if necessary. The Neighborgall estimate is $11,010 and county guidelines are that multiple bids are only needed if the expense is more than $15,000. Board approval is needed since this expense was not budgeted for, although it will be taken out of the reserve funds.

A motion to approve paying Neighborgall Construction $11,010 to replace the caulking on the 49 windows on the west side of the health department building was made by Dr. Touma, seconded by Dr. Yingling and passed.

Dr. Tweel advised the Board members a vote is also needed to implement the new phone and food policies in the health department. A motion to approve the health department phone and food policies was made by Dr. Yingling, seconded by Dr. Touma and passed.

Stan Mills reported one of the sanitarians, Jessica Barton, has requested a 2 month personal leave of absence without pay due to the death of her husband. A motion to approve the personal leave request of Jessica Barton was made by Dr. Touma, seconded by Ms. Cyrus and passed.

Dr. Tweel said the legal opinion on the Benedum Grant was that it is legal for the health department to be the pass through agent for the grant funds. Local Health, Inc. has hired a new executive director, Deb Koester, and the health department will be monitoring the execution of the grant.

Dr. Tweel also stated that Mr. Mills has been working with the Sheriff for assistance in enforcing the smoking ban.

The next Board Meeting is scheduled for March 27, 2013 at 5:00 p.m.

Ms. Oxley asked if there was any more business. There being none, the Board convened to Executive Session at 5:35 p.m.

The Board reconvened to regular session at 6:52 p.m. and adjourned at 6:54 p.m.

Respectfully submitted,

Harry K. Tweel, MD, FCCP
Secretary

Approved:

Sally B. Oxley, Chairman
Cabell-Huntington Board of Health
Board Members Present:
Harriette Cyrus
Thomas Gilpin, Atty.
Gregory Howard, Atty.
Sally Oxley, PT
Omayma T. Touma, MD
Kevin Yingling, MD

Non-Staff Attendees:
Carl Hadsell
Kent Bryson

Called to order at 5:36 p.m.

Ms. Oxley reported that Mr. Hadsell gave a report to the Board members during the executive session. Discussion was had on a personnel matter. No official action was taken during the executive session.

Executive Session ended at 6:51 p.m.

Respectfully submitted,

Harry K. Tweel, MD, FCCP
Secretary

Approved:

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