

CABELL-HUNTINGTON HEALTH DEPARTMENT
Board of Health Regular Meeting –May 29, 2013

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:

Harry K. Tweel, MD, FCCP
Stanley Mills, HHR Program Manager I
Kathleen Napier, DON
Elizabeth Ayers, PIO
Tim Hazelett, CTF Regional Program Manager
Kay Dick, Secretary I
Karen Hall-Dundas, Sanitarian Supervisor
Rodney Melton, Sanitarian Supervisor
Beverly Spurlock, Sanitarian
Jenny Erwin, RN
Chris Edwards, RN
Carol Simmons, RN
Heather Wood, RN

Non-staff attendees:

Kent Bryson, Attorney

Called to order at 5:02 PM.

Approval of Minutes:

A motion to approve the minutes for April 24, 2013 was made by Ms. Oxley, seconded by Ms. Cyrus and passed.

Environmental Health/Threat Preparedness:

Threat Preparedness: Mr. Mills stated a COOP drill is scheduled to be held in June. He just returned from a state threat preparedness conference that was very informative.

Environmental Health: Ms. Hall-Dundas reported on a solid waste problem at a mobile home community in Culloden. She states this should be cleared up now. The Spanish and Chinese foodhandlers classes were poorly attended, therefore were cancelled, but hopefully will be re-scheduled and better attended in the near future.

Nursing:

Dr. Touma asked how many family planning clinics are held each week? Ms. Napier advised three, but the 411 figure on her report covers all family planning services, such as pill pick ups, etc. Each family planning clinic averages 8 or 9 patients.

Ms. Napier advised TB cases continue to grow. The clinic is now treating 12 children under the age of 10 years old, as well as several adults. There are 2 active TB cases at present. Mr. Gilpin asked if any are drug resistant? Ms. Napier advised yes, 1 is and the other is partially resistant. Dr. Tweel said the patient who is drug resistant, during his previous treatment, would take his medicine in the presence of the nurse, but then vomit it up after the nurse left. This patient is currently in the hospital and is very ill. We are still finding contacts who need tested. Dr. Touma asked if where he resided has individual heat/air vent units? Mr. Mills said yes. There is currently a shortage of TB testing supplies, so we are doing T-spots on direct contacts of the 2 positive cases we have. Ms. Napier also stated the State has signed an agreement to provide \$25,000 for TB expenses.

Public Information Officer:

Ms. Ayers gave a copy of the Region II newsletter to each board member. Dr. Yingling asked how information is released to the media? Ms. Ayers advised through emailed press releases, or in person if the media calls to request an interview or conference. He also asked if we push our agenda? Ms. Ayers said yes, to some extent. The newspaper only prints what they have space for, so information we send them is not always published. She said we do use social media, such as facebook, to notify the public. Dr. Tweel said we will do more articles when it is closer to the levy vote.

Epidemiology and Tobacco Reports:

These reports were accepted as submitted.

Change The Future (CTF):

Tim Hazelett reported they are on track to complete certification as Chronic Disease Management Trainers ~~the chronic disease classes until~~ in July, and will do more community outreach after that. He also advised that Sara Fitzwater has accepted a new position in Charleston. Mr. Gilpin asked if the WV agricultural department is involved in the CTF program? Mr. Hazelett said yes, very much so. He said they have received all positive feedback on the fresh fruit and vegetables in the convenience stores, and all area Walmart stores except one are participating in the healthy checkout program. Dr. Yingling asked why all the area libraries are not involved like the one in Mann? Mr. Hazelett said the library in Mann is more like a community center, and they already have programs in place to promote health. Dr. Yingling stated he attended a high school game and was impressed that they were selling fresh fruit there.

Financial Report:

Dr. Tweel announced Nancy Hall's resignation and advised he would give the financial report this month. Dr. Yingling asked if it was typical that the cash balance is positive, and will the gap narrow by the end of the year? Dr. Tweel said yes. Dr. Yingling also asked if there are any restrictions as to how funds are spent? Dr. Tweel said only if stated by the Board or by State regulations.

Approval of Expenditures:

A motion to approve the invoices for April 2013 was made by Ms. Cyrus, seconded by Dr. Touma and passed.

The Board convened to Executive session at 5:35 p.m. to discuss personnel matters, and reconvened at 6:14 p.m.

Administration:

Dr. Tweel advised bids have been received for the clinic remodel, and asked that the job be awarded to the lowest bidder, Neighborgall Construction. This consists of patient registration alterations and noise abatement. Neighborgall submitted a 10 point scope of work outline.

A motion to accept the bid from Neighborgall Construction for the clinic registration area remodel in the amount of \$26,487 was made by Ms. Oxley, seconded by Ms. Cyrus and passed.

Dr. Tweel also reported a tentative bid in the \$20,000 range has been received on repairing the window lintels. He asked the Board approve a request for proposal, which gives the health department the authority to get bids from different contractors.

A motion to approve a request for proposal by the health department for lintel repairs was made by Dr. Touma, seconded by Dr. Yingling and passed.

Dr. Tweel announced that two public health interns from Marshall University will be at the health department this summer. They are seniors in the undergraduate School of Public Health Program. Dr. Touma asked for more information on the meeting with Dr. Shipiro. Dr. Tweel advised they spoke about updating our agreements to include the practice groups because there is an exchange of funds. Because of the relationship between the health department and the medical school, nationally we are listed as an academic health department and we want to increase and strengthen that relationship.

Dr. Tweel mentioned the Organizational Chart and Mr. Gilpin said he would like to address this issue. He said the Board is trying to understand the 3 proposals they have received. He would like for the planning group to explain their proposal, such as the difference between a Local Health Administrator I and an Administrative Services/Operations Manager II. Mr. Mills said there is not much difference except in a leadership role, as the Administrative Services/Operations Manager II is a lesser leadership role and is more routinely involved in accounting functions. The local health administrator would supplement Dr. Tweel. Either position would need to work very closely with the physician director. Mr. Gilpin asked if both positions would be involved in HR functions? Mr. Mills advised yes, both could do some. He said either needs to be a liaison with the WV Division of Personnel, as the health officer should have a greater community role and be involved in those community functions at least 50% of the time. The local health administrator would be present in the health department to handle day-to-day duties/responsibilities. Mr. Gilpin said his personal view is not to make one decision today, as the working environment is changing and we need to be adaptive. Mr. Mills said the planning team has many questions and needs input from the Board before they can move forward as a team. Mr. Gilpin said a decision needs to be made quickly on which jobs to fill.

Mr. Gilpin suggested another meeting between the Board and the planning team, as he felt the first meeting was very helpful. The other Board members agreed to leave the organizational chart as is until they can study the proposals in more detail and meet with the planning team to discuss it further. It was decided to have another meeting on Tuesday, June 18, 2013 at 5:00 p.m. Mr. Gilpin asked if there is anything the Board can do to prepare for this meeting? Ms. Cyrus asked how far along the planning team has come to preparing a strategic plan? She feels the driving mechanism behind an organizational chart needs to be a strategic plan, and if the planning team has not reached that point yet, then talking about an organizational chart is a moot point. Mr. Mills said the team should have a draft of the health department's strategic plan before the June 18th meeting. Ms. Ayers asked if the Board wants to see job descriptions before the meeting? Mr. Gilpin said that would be helpful on the jobs that are changing or may be changing, or any new positions being proposed.

Dr. Tweel said several things need to be decided on tonight regarding the Annual Plan. Some things are still incomplete, such as a strategic plan and planned improvements.

The Board adjourned to executive session at 6:45 p.m. to discuss budget issues, and reconvened at 7:50 p.m.

Mr. Gilpin presented a proposed budget and stated the main presenting issue has to do with personnel and potential additions of positions. He opened the floor for any motions with respect to the approval of new positions.

A motion to approve the hiring of a Nurse Practitioner was made by Ms. Oxley, seconded by Ms. Cyrus and passed.

A motion to approve the hiring of a Sanitarian I was made by Ms. Oxley, seconded by Ms. Cyrus and passed.

A motion to approve the carry over of the summer intern position, which focuses on mosquito investigation, was made by Ms. Oxley, seconded by Dr. Touma and passed.

A motion to approve the budget as a whole, which includes a 2% salary increase for employees, was made by Dr. Touma, seconded by Dr. Yingling and passed.

A motion to approve the budget for purposes of the annual plan was made by Ms. Cyrus, seconded by Dr. Yingling and passed.

A motion to approve the existing organizational chart with the exception of changing the Administrative Services Manager II to an Administrator I position was made by Ms. Oxley, seconded by Dr. Yingling and passed.

Ms. Ayers asked about the electronic sign being included in the budget for this year. Mr. Gilpin said that was presented during the executive session, but the Board is already approving expenses totaling over \$150,000 for this year's budget; however, the issue can be discussed further at the June 18th meeting.

The next Board Meeting is scheduled for June 26, 2013 at 5:00 p.m.

Mr. Gilpin asked if there was any more business. There being none, the Board adjourned at 8:00 p.m.

Respectfully submitted,

Harry K. Tweel, MD, FCCP
Secretary

Approved:

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