

CABELL-HUNTINGTON HEALTH DEPARTMENT
Board of Health Regular Meeting –May 24, 2017

Board Members Present:

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

Board Members Absent:

Staff Members Present:

Michael Kilkenny, MD, MS, Physician Director
Tim Hazelett, Administrator
Jack Mease, Accountant
Casey Napier, Accreditation Coordinator/Grant Writer
Kathleen Napier, Nursing Director
Kim Lockwood, Epidemiologist
Teresa Mills, Regional Tobacco Coalition Coordinator
Allen Woodrum, Information Technology Manager
Heather Wood, Nurse Practitioner
Laura Johnson, Secretary
Grace Kalmus, PHAP
Elizabeth Adkins, Public Information Officer and Health and Wellness Coordinator
Karen Hall-Dundas, Sanitarian Supervisor
Shelby Peterson, Part-Time Office Assistant
Brian Elswick, Sanitarian
Deb Koester

Visitors:

Brittany Joseph, Marshall Intern
Mariah Robinson, Marshall Intern
Casey Owens, Marshall Intern
Skylar Williams, Marshall Intern
Tyler Deering, Marshall Intern
Hannah Rehm, Marshall Intern

Called to order at 5:00 PM.

Approval of Minutes:

Dr. Touma made a motion to approve the April 2017 Board of Health Meeting minutes. Mrs. Rumbaugh seconded, and the motion was approved.

Budget

The FY2018 Budget was presented. The Annual Budget is one of the seven process steps for the Annual Plan. Mr. Crawford made a motion to approve the budget as presented, Dr. Yingling seconded, and the FY2018 Budget was approved.

Annual Plan:

Tim Hazelett presented the Annual Plan. Appendix A of the Local Health Department Program Plan, Basic Public Health Services Funding and Sharepoint Guidance specifies seven documents that make up the Annual Plan for Quarter 1, 2018; Local Health Department Information, FY2018 Projected Budget, Basic Public Health Services Affidavit (signed), Agency Organization Chart, Sliding Fee Scale, Fee Schedule, and the FY2017 3rd Quarter Environmental Health Report. All seven documents were previously submitted and reviewed by the Board Directors. A motion to approve the Annual Plan was made by Dr. Yingling, seconded by Dr. Touma, and approved.

Strategic Plan:

Tim Hazelett presented the Strategic Plan. The Strategic Plan was developed with Dr. Kilkenny's vision of what we want to achieve in the next three years. The objectives were developed from a departmental perspective with every staff member's participation and aligned to the agency. Once the plan is approved, we will develop strategies, objectives, tactics, and action items for each individual departmental objective. Mrs. Cyrus commended the staff for the hard work and dedication put into the Strategic Plan. Dr. Touma made a motion to approve the Strategic Plan as presented, Mr. Crawford seconded, and the Strategic Plan was approved.

Environmental Health/MRC:

Karen Hall-Dundas presented the Environmental Health Report. Two of our city sanitarians will be participating in the City of Huntington stabilizing neighborhoods initiative. The mosquito complaints are not related to the new ordinance passed.

Threat Preparedness:

Brian Elswick presented the Threat Preparedness Report. We are building a robust Threat Preparedness program. The TP Annual Budget was submitted to the DHHR on April 14th. Four employees participated in the Boone County full scale drill. Four employees attended the National Preparedness Conference in Atlanta, GA. A COOP Seminar was conducted on May 16th, which will lead up to a tabletop exercise. Grace Kalmus and Brian Elswick are working on writing an After-Action Report for the COOP Seminar. All employees have a deadline to complete the basic ICS trainings by June 30th.

CHHD Epidemiology:

Kim Lockwood presented the Epidemiology Report. There was a discussion on the number of Hepatitis B cases in April. 9 out of 16 cases were related to IV drug use. Dr. Yingling recommended the Health Department to educate, recommend, and refer the identified at risk population for Hepatitis B and/or Hepatitis A vaccination. Kathleen Napier said patients can be assessed for patient assistance programs available for vaccination.

Nursing:

Kathleen Napier presented the Nursing Report. 1008 Harm Reduction clients were seen in April. The average weekly number is 250 clients. The clients are seeking other services while here. The Barboursville Police Department received Hepatitis B titers and Naloxone Training. Those who are not immune will be vaccinated. We have also started the same process with the Sheriff's Department. The Huntington Police Department completed the process last year, but continue to send new employees over for titer and vaccination. Dr. Yingling recommended offering the Hepatitis B testing and vaccination to other front line agencies such as the fire department. Mrs. Rumbaugh asked for an update on the initial Harm Reduction Program projections. Complaints on needles in the community has increased. There are currently new efforts in the community to mount metal enclosed sharps containers in public areas. The education piece we have provided has given us a better understanding of the baseline of the problem. Due to our modified 1 for 1 system, we receive 80% of our syringes

back. Now that we are vigorously looking for Hepatitis C, the numbers will go up. Hepatitis C positive results are being received from a lot more sources than in the past.

Information and Technology:

Allen Woodrum presented the Information and Technology Report.

Regional Epidemiology:

The Regional Epidemiology Report was presented, 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.

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

Elizabeth Adkins presented the Health and Wellness Report. Seven individuals completed a Diabetes Self-Management Class. We reached 645 individuals with public health education through outreach. Mr. Gilpin asked if the Huntington Housing Authority has given any feedback or made requests for their areas. Teresa has discussed Tobacco Free properties with them and we do provide back to school immunizations. Kathleen Napier trained 100 Housing Authority staff on Bloodborne Pathogens.

Regional Tobacco Prevention Coordinator Report:

Teresa Mills presented the Regional Tobacco Prevention Report. Working with the Huntington Housing Authority with their plan to have all HUD properties tobacco free by January 1, 2018. Education was provided to 1300 individuals through outreach in the month of April. Smoking is not allowed within 20 feet of a door. Once a complaint is made, it is investigated and the business is given new signs to post.

Public Health Associate Program

Grace Kalmus presented the Public Health Associate Program Report. Grace helped facilitate the COOP Seminar and is now working on writing the summary for the Managing Meningococcus Seminar that was conducted in April.

PACT/Accreditation Report:

Casey Napier presented the PACT Report. The site visit has been scheduled for October 3 and 4th. The Board of Health meeting will be on the 4th, normally from 10:30-11:30am, but a schedule has not been set. The board agreed to conduct a summit on September 13th at 3pm to prepare for the site visit.

Financial Report:

Jack Mease presented the Financial Report. A motion to approve the April 2017 Invoices and Receipts was made by Dr. Yingling, seconded by Mr. Gilpin, and approved.

Administration:

Tim Hazelett presented the Administration Report. Tim commended the Safety Committee on their work. Due to their work, we have received an outstanding report from BRIM. The EFS8 states the Board's responsibility as a governance body to the Cabell County Emergency Operations Plan. Mr. Gilpin made a motion to approve the FY2018 Board of Health Meeting Schedule. Mr. Crawford seconded and the schedule was approved.

Physician Director's Report:

Dr. Kilkenny presented the Physician Director's Report. Harm Reduction Report was submitted to the Board. This data came from our Harm Reduction client intake. Almost 2000 individuals were served

in 2016. We received 80% of the syringes back. 20% of the clients seen each week are new. The report is a general information report that is a good overview of our clientele. The data can be used to assist in prevention efforts and develop community programs. We will use the data to identify where we need to expand our outreach efforts and to generate further data, particularly in syringe sharing. Dr. Yingling recommended using this as an opportunity to identify areas where differences have been made and address them to the public as an offensive correction. Our services are not restricted to only Cabell County residents; health does not know a boundary and we will work with other jurisdiction to provide services. The mission of this organization is to protect the health of the public health. The board inquired on our progress towards a second harm reduction site. We are looking at alternative sites in areas that need the service and are not currently being served. Dr. Yingling encouraged us to disseminate this information to community advocates. Dr. Kilkenny assured the board the information will be given to our partners. Mrs. Rumbaugh inquired on needle exchange mobile units. We have been debating mobile units. We are concerned about the confidentiality of the clients. Dr. Yingling said there are two health clinics on wheels at the medical school.

A motion was made 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 by Dr. Yingling, seconded by Mrs. Rumbaugh, and passed.

Tim Hazelett and Elizabeth Adkins introduced the six interns from Marshall University. Kathleen Napier introduced Shelby Peterson, our new part time office assistant.

Executive Session

The Board adjourned to executive session at 6:20 pm.

The Board called regular session back to order at 6:42 pm.

There was no action taken in the executive session.

Mr. Gilpin made a motion to adjourned.

The May 2017 Board of Health meeting adjourned at 6:44 p.m.

The next regular Board meeting is scheduled for June 28, 2017 at 5:00 p.m.

Respectfully submitted,

Michael Kilkenny, MD, MS
Physician Director, Cabell-Huntington Health Department

Approved:

Harriette Cyrus, Chairman
Cabell-Huntington Board of Health

CABELL-HUNTINGTON HEALTH DEPARTMENT
Board of Health Executive Meeting –May 24, 2017

Board Members Present:

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

The Executive Session was called to order at 6:20 pm.

Executive Session ended at 6:42 pm 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