

CABELL-HUNTINGTON HEALTH DEPARTMENT
Board of Health Regular Meeting –July 23, 2014

Board Members Present:

J. Larry Crawford
Harriette Cyrus
Thomas Gilpin, Atty.
Donna Rumbaugh

Board Members Absent:

Omayma T. Touma, MD
Kevin Yingling, MD

Staff Members Present:

Harry K. Tweel, MD, FCCP
Tim Hazelett, Administrator
Jack Mease, Accountant
Stan Mills, Program Manager
Elizabeth Ayers, CTF Regional Program Manager, PIO
Casey Napier, Prevention Coordinator CTF
Andy Rice, part-time, Prevention Coordinator CTF
Karen Hall-Dundas, Sanitarian Supervisor
Heather Wood, Nurse Practitioner, Clinic
Jenny Erwin, RN, Clinic
Kay Dick, Secretary

Non-Staff Present:

Deb Koester, Executive Director of WV Local Health, Inc.
Kent Bryson, Assistant Prosecuting Attorney

Called to order at 5:00 PM.

Approval of Minutes:

A motion to approve the minutes for May 28, 2014 was made by Ms. Cyrus, seconded by Ms. Rumbaugh and passed.

Environmental Health/Threat Preparedness:

Stan Mills advised a multi-level communication drill was held. Hamm and inter-operational radios were tested. Overall it was very successful.

He also advised there have been 2 positive tests for Lacrosse Encephalitis so far this summer, both found in the West End of Huntington. The environmental staff has been busy trapping mosquitoes. They are working on getting a release out to physicians' offices advising the State will do Lacrosse testing for free, so if they have patients coming in with symptoms, please utilize this free service. He said the very young and the elderly population are the ones most adversely affected by Lacrosse; we don't know how children will be affected 20 years from now. He stated we are working with Clark Mosquito Control, out of Chicago, and if we truly had an outbreak we would utilize them for massive spraying.

Mr. Gilpin asked why Jesse Boner, our IT person, is creating spread sheets in Lawrence County, Ohio? Stan said it has a lot to do with our water intake supply. Mr. Gilpin also asked how many Health Space modules are we using? Stan advised we are using everything they had, which is 14 modules; this will cost us about \$4,500 per year to continue. He said State wide, some counties aren't using any, and some are only using 1 or 2 modules.

Mr. Gilpin asked what is happening with the 3 sewer plants that are having problems? A plant operator in Barboursville is working on these at the present; he doesn't want to buy them, but is working with owners to keep them operational. Karen Hall-Dundas advised the homeowners at Clark Estates are planning to take over that plant themselves.

The Board went into Executive Session with Mr. Bryson at 5:10 p.m. and returned at 5:22 p.m. The regular board meeting resumed at this time.

Nursing:

Dr. Tweel commented on the Nursing report in Kathleen Napier's absence. He stated TB cases are finally tapering off, but Hepatitis B & C cases are increasing, which is an ongoing problem. If federal funding comes through we will be a part of a new program through the state, which will involve more outreach testing and treatment for Hepatitis B & C. Mr. Gilpin asked about the increase in family planning patients. Dr. Tweel said that is due in part to offering extended hours and now having a Nurse Practitioner on staff.

Epidemiology:

This report was accepted as submitted. Dr. Tweel commented that Debbie Ellison, Regional Epidemiologist, has been busy with some outbreaks in other counties in our Bundle Team Region.

Change The Future (CTG)/Public Information Officer:

Elizabeth Ayers advised she is in the process of getting more classes scheduled for chronic disease management; one in Ceredo and one in Salt Rock. She has spoken with Mr. Chambers with the city of Huntington to try to encourage city employees to sign up for these classes. We currently have 8 people trained to teach these classes. The Change the Future WV (CTFWV) staff have still been trying to get more stores in our 9 county region to offer the healthy check out options. They are also working with the local farmers' markets to make sure they can offer EBT SNAP (food stamp card) benefits. She distributed the Region 4 Newsletter and the CDSMP (Chronic Disease Management) brochures to Board members.

She also reported that an article that Andy Rice, our part-time CTF employee, wrote and submitted to the American Public Health Association was accepted for publication. We are very proud of his accomplishment.

She advised the health department will be having a back-to-school immunization clinic on August 1st and we will be partnering with Cabell Huntington Hospital to offer immunizations at the Huntington Mall on August 9th.

Tobacco Prevention:

This report was accepted as submitted.

Accreditation – Deb Koester/Dr. Tweel:

She stated the entire organization is very engaged in the accreditation process. She said the focus right now is on the prerequisites, which are the strategic plan, the community health assessment, community

health improvement plan and the SWOT (strengths, weaknesses, opportunities, threats) analysis. Dr. Tweel distributed a copy of Benefits of Health Department Accreditation, which is general information regarding accreditation and a map showing the number of states moving towards that goal. Accreditation will likely be tied to future grants. The cost of working with PHAB (Public Health Accreditation Board) will be approximately \$20,000, which can be spread over a 5 year period. He estimates that we are at least one year away from making application to PHAB. He said he appreciates the efforts the staff are putting forth in this process. Much of it is just documenting what we are already doing. Mr. Gilpin stated to the other Board members that no action is required on this item at the present time, he just wanted them to understand the process and where the health department is headed in this endeavor. He gave an example of the emphasis put on this process: the HHR Bureau for Public Health Center for Local Health is holding a workshop called "Public Health Accreditation Readiness" on August 21st in Flatwoods, WV and he would like to have Board involvement in this program. He volunteered to attend this workshop, and all agreed that he should go.

Administration – Tim Hazelett:

Tim gave an update on the search for a new physician director. He has put feelers out in many different areas locally and nationally, but there has been little response thus far. He said one possibility is to hire a recruiter to find a candidate, but that is quite expensive. Consensus was to just continue doing what we are doing at present and more discussion will be had in executive session.

He also asked the Board to approve signing the Department of Personnel (DOP) Service Level Agreement. This must be signed before September 1, 2014 agreeing to abide by their policies or we will be dropped from their program and will have to operate on our own.

A motion to approve signing the DOP Service Level Agreement was made by Mr. Crawford, seconded by Ms. Rumbaugh and passed.

Tim gave an update on the audit. He said it is expected to be completed by 7/31/14. He requested the Board set a special meeting August 6th to hear the auditor's report.

A motion to have a special Board meeting on August 6th to discuss the audit was made by Ms. Cyrus, seconded by Mr. Crawford and passed.

Dr. Tweel also mentioned that the salary increase approved by the Board will not take effect until August 1st. In the past DOP would allow salary increases to be retroactive, but that has now changed.

Tim discussed the BRIM report which initially listed 3 items from last year's report that they said were not corrected, but they removed 2 of those items after discussion with Tim. One of those items was regarding our generator. Tim reported we have requested bids for replacing the generator that we expect to have by 8/1/14, and we will discuss those at the September Board meeting.

Financial Report:

Jack said cash expenses for May were normal, except for United Bank Center, which is the P-card. Over \$40,000 was put on our P-cards during the April/May statement period. He and Tim have attended P-card training today in Charleston and found that in the 6 months we have been using the P-cards we are way ahead of others in the state. He also stated we are averaging about \$300 per month rebate income from using the P-card for our purchases. Tim said he hopes to have a new P-card policy to present to the Board at the September meeting.

Approval of Expenditures/Financial Report:

A motion to approve the invoices for May and June, 2014 was made by Ms. Rumbaugh, seconded by Ms. Cyrus and passed. A motion to approve the financial report for May and June was made by Ms. Cyrus, seconded by Mr. Crawford and passed.

Mr. Gilpin asked if there was any more business. There being none, the Board convened to Executive session at 6:20 p.m.

The Board reconvened to regular session at 6:55 p.m. and adjourned at 6:56 p.m.

The special Board meeting is scheduled for August 6, 2014 at 5:00 p.m.

The next regular Board meeting is scheduled for September 24, 2014 at 5:00 p.m.

Respectfully submitted,

Harry K. Tweel, MD, FCCP
Secretary

Approved:

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