

CABELL-HUNTINGTON HEALTH DEPARTMENT
Board of Health Regular Meeting –September 26, 2012

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
Kay Dick, Secretary I

Called to order at 5:05 PM.

Approval of Minutes:

A motion to approve the minutes for July 25, 2012 was made by Mr. Gilpin, seconded by Dr. Yingling and passed.

Introduction of new Community Transformation Grant (CTG) employees:

The 3 new CTG employees, Tim Hazelett, Sara Fitzwater and Heather Sammons, were introduced by phone to the board members. They are attending a CTG conference at Stonewall Jackson this week. Mr. Hazelett gave a brief overview of what the three have been doing and what they hope to accomplish.

Environmental Health/Threat Preparedness:

Threat Preparedness – Mr. Mills stated that threat preparedness is mostly completed for last year's grant. One thing Cabell County was challenged with was getting reports from other counties, which can be daunting, but it is finally finished. We are waiting for the state to advise what will be expected for the upcoming grant year that began in August.

Environmental Health – Ms. Oxley noted that the sanitarians met with the unsafe building commission and asked what their role is. Mr. Mills advised city code requires their attendance and they give their opinion as to whether a building can be rehabbed or not.

Ms. Cyrus asked what is the milk program? Mr. Mills stated 10 times a year the sanitarians pull samples of products from different dairies for testing for the presence of bacteria and antibiotics. Dr. Touma asked if any bad products have been found; Mr. Mills replied no, not recently. Mr. Gilpin asked where the testing is done; Mr. Mills said the State Hygenic Lab in South Charleston. Mr. Gilpin also asked if we let businesses know when inspections will be done. Mr. Mills advised no, unless it is a scheduled re-inspection.

Mr. Gilpin asked how the new environmental computer program is going. Mr. Mills stated we are far ahead of the rest of the state, but not perfect yet. He said the other programs are about 90% complete but the staff is using them. The last piece to be developed is the land use module which is

septic tanks and aeration units. All historic data has been transferred into the new computer program. For example, there are about 16,000 septic systems input, and all that information transferred perfectly. Cabell County is one of only 3 or 4 counties in the state who are using this program successfully. Mr. Gilpin asked what is the backup of the data? Mr. Mills replied that data is backed up to our server as well as to a server in Wayne County. The State has their backups and the company who provides the program has 4 different sites for backup. Mr. Mills also advised the sanitarians are being cross trained to perform all environmental health functions.

Mr. Mills also reported 50 people, including 3 board members, attended the recent health department picnic. We hope this will become an annual event.

Nursing:

Ms. Napier advised both area hospitals have agreed to do rabies vaccinations and bill the patient's insurance. She also reported the clinic has been very busy giving back-to-school shots. She also informed the board of the recent TB case. We tested over 100 people who were possible contacts, but all were negative. She said there have been 7 reported syphilis cases. Testing has been done on all of them, and results should be back in a week or so. All the cases were traced back to a local strip club, which Mr. Mills said will hopefully be closed soon. Dr. Yingling asked if the syphilis cases were offered HIV testing. Ms. Napier said yes, they were tested for HIV and were negative.

Dr. Yingling asked if there is some mechanism in place to alert area physicians to medical issues in our area, such as cases of pertussis, flu and other reportable diseases. Mr. Mills asked if he receives the health alerts? Dr. Yingling said yes, but they don't pinpoint cases in the local area. Dr. Tweel said if a significant increase in a reportable disease is identified, area physicians are alerted. Mr. Mills said he will check to see if the notifications can be batched to be practice specific so the alert would go to physicians whose practice would be affected by the outbreaks.

Ms. Napier advised the 9/21 flu clinic went very well, with 911 flu vaccinations given. She also distributed a letter commending one of the clinic clerks, Rachel Archer, on how well she handled a disgruntled patient. Mr. Gilpin said he thought the flu clinic was very efficient, as he was in and out in a very short time.

Ms. Napier reported the clinic has been tracking pregnant patients for chlamydia and gonorrhea. Dr. Yingling asked if there is a link for tracking pregnant women who may be positive for HIV? Ms. Napier said if they have been a patient previously they will have a chart and hopefully nurses will be checking for that possibility. Dr. Yingling suggested vaccinating the patients who test positive for pregnancy with Tdap, flu and any other shots they may need while they are in the clinic, thereby offering a degree of protection for their unborn child.

PIO Report and Tobacco Report:

These reports were accepted as submitted.

Financial Report:

Mr. Gilpin said it might be helpful to him if at every meeting one grant could be identified, what resources have been deployed to assist in the administration of that grant, and how expenditures tie to that grant. Ms. Hall said she will add that information to her reports.

Dr. Yingling asked about the elevator expense in July. Ms. Hall advised it was to replace a panel in the front elevator. He also asked if the health department has a restricted fund to funnel surplus monies into. Ms. Hall said no, other than what items are listed on the budget that the board approves each year. It is the board's prerogative to allow funds to be set aside for a certain purpose.

We are mandated to keep 3 to 6 month's operating expenses; the rest could be put into a restricted account. Dr. Yingling also inquired as to how cash at point-of-service is accounted for. Is there a way to check that employees are not keeping any of that money? Ms. Hall advised there are set prices for the vaccines we charge for. A log book is kept of what vaccines are given, the charge, and how they are paid for (cash, check, credit card). Also, all vaccine information is entered into the computer into a State program.

Discussion was had on billing for services. Ms. Hall advised there is a process with the state that must be followed to allow fees-for-service. We have to have a proposal, what we are going to charge for and how much we are going to charge. The Board has to approve this proposal, then it must be approved by the state. There are guidelines as to how much we can charge for fees. The issue has been that since 40% of our budget is covered by the levy, do we also charge for services?

Dr. Yingling asked if it is typical this time of year to be ahead in receipts. Ms. Hall advised yes, we get the biggest chunk of the levy by 9/1. We also get a lump of state aid in July, and grant funds sometimes come in during August and September.

Ms. Hall also advised there are 6 audit proposals to score, and she asked how the board would like to do this. A committee, which is appointed by the board, must meet to go over these. One of the committee members must be an outsider (not a board member or a health department employee). The other two committee members must consist of one board member and one health department employee. There can be more committee members if the board so desires. Ms. Hall asked if a poll could be done and recorded in the next board meeting minutes to allow more time. It was decided that Ms. Oxley and Mr. Gilpin would be on the committee. Mr. Gilpin advised his partner, Dan Conrad, agreed to be on the committee also.

Approval of Expenditures:

A motion to approve the expenditures for July and August 2012 was made by Dr. Touma, seconded by Dr. Yingling and passed.

Administration:

Audit:

Dr. Tweel advised that on September 7, 2012, notice was received from the state that last year's audit was approved. Also, on August 29, 2012 the Annual Plan and Budget were approved by the State

NALBOH Conference:

Dr. Tweel thanked Dr. Touma and Ms. Oxley for attending the National Association of Local Boards of Health (NALBOH) conference in Atlanta in August. Ms. Oxley distributed a flyer about the core functions and 10 essential services of a health department. She said at one of the sessions she attended they talked about the 10 great achievements in public health from 1900 to 1999: vaccinations, motor vehicle safety, safer work places, decreasing lead poisoning, controlling infectious disease, decline in death from coronary disease and stroke, safer and healthier foods, family planning, fluoridation of water for oral health, recognition of tobacco as a health hazard, and concentrating on healthier mothers and babies. She also said she learned that the role of the board of health is not to micromanage, but to scan the community for emerging issues. She also said she and Dr. Touma discussed the fact that the board of health for the Cabell-Huntington health department does not have a strategic plan, which is called "a road map to the future". She said the board will discuss and strategize and come up with a strategic plan.

Ms. Oxley also advised that she learned during one of the sessions that tobacco kills 50% of the people who consume it. She also learned that Health Insurance Portability and Accountability Act (HIPAA) guidelines allow an employer to add a 20% surcharge to an employee's insurance expense if they are a smoker. She said 21 states have a nicotine free hiring policy, but WV is not one of these. Dr. Yingling said next month Cabell Huntington Hospital's campus will become smoke free.

Incentive Grant:

Dr. Tweel announced 50% of these funds have been received. The funds will be used to offset Mr. Hadsell's expenses.

Benedum Grant:

Dr. Tweel again discussed the fact that the health department is "just the bank" in this grant, responsible for disbursement of funds only. The grant was supposed to be used to help improve the professionalism, organization and functioning of the West Virginia Association of Local Health Departments (WVALHD), which previously was made up of all 49 administrators of the 49 local health departments in WV. The grant was to go to West Virginia Local Health, Inc. (WVLHI), a 501(c)(3) entity set up by WVALHD made up of members of WVALHD, all of whom are local health department employees. The Ethics Commission ruled that even though this was not illegal or immoral, the perception was that it was unethical for health department employees to be voting on monies that came to those same health departments. This ruling would essentially have killed the grant and organization, and stopped its ability to function. To try to salvage this situation, what was required was that over 50% of the board not be public health employees, which has been done. This new board has met and agreed that their total purpose is to support local health departments in their function. Up until this point, Benedum has allowed monies from last year's grant funds to be used; however, very soon a decision must be made as to who will be the bank for year two. Dr. Tweel encouraged the board to let the health department continue to do this until clarification is received, but he advised them that there will likely be a challenge.

Mr. Mills suggested that the decision should be taken to the Ethics Commission, and if they signed off on it, then it would not be an issue. Ms. Hall said she would like the board members to read the ethics ruling and see if it's legal for the WVLHI board to accept money before we put ourselves in the position of being held liable for going against an ethics ruling. She gave all the board members a copy of the ethics ruling. Mr. Gilpin asked if there were legal opinions in writing concerning this situation. Dr. Tweel said no, but he should have more information in the next two weeks. The Board decided they will not approve accepting the Benedum Grant until more information is provided to them.

Clinic HIPAA Concerns:

Dr. Tweel announced an architect has looked at the clinic privacy issue and has recommended a firm that is to be here next week to discuss how to improve the situation.

Clean Indoor Air Compliance:

The health department's contact at the Cabell County prosecutor's office is not longer available, so Mr. Mills has been working on how to move forward with a different prosecutor.

Pertussis Outbreak:

Dr. Tweel reported on how well the pertussis outbreak was handled by our staff. Notice was received at 3:50 pm on Friday and staff stayed to administer prophylaxis to those affected, as well as going to the school the following week to do the same for contacts there.

Community/Internal Assessment:

Dr. Tweel advised he thinks progress is going well with Mr. Hadsell on the internal assessment and planning for the community assessment. He said it looks as though both Cabell Huntington and St. Mary's Hospitals will partner with us on this.

Discussion was had on next month's board meeting. Several members say they will not be able to attend on 10/24/12. A decision was made to move it up to 10/31/12.

Ms. Oxley asked if there was any more business. There being none, the Board meeting was adjourned at 6:45 p.m.

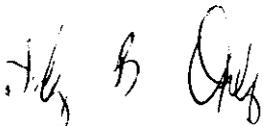
The next Board Meeting is scheduled for October 31, 2012 at 5:00 p.m.

Respectfully submitted,



Harry K. Tweel, MD, FCCP
Secretary

Approved:



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