Board Members Present:
J. Larry Crawford
Thomas Gilpin
Omayma T. Touma, MD
Kevin Yingling, MD
Donna Rumbaugh

Board Members Absent:
Harriette Cyrus

Staff Members Present:
Michael Kilkenny, MD, MS, Physician Director
Tim Hazelett, Administrator
Jack Mease, Accountant
Elizabeth Adkins, Health & Wellness, PIO
Casey Napier, Accreditation Coordinator/Grant Writer
Kathleen Napier, Nursing Director
Laura Johnson, Secretary
Teresa Mills, Regional Tobacco Coalition Coordinator
Kim Lockwood, Epidemiologist
Heather Wood, Nurse Practitioner
Chris Monsell, AmeriCorps

Visitors:
Alvin Bowyer, Cabell County Commission Candidate

Called to order at 5:00 PM.

Approval of Minutes:
Mr. Crawford made a motion to approve both the regular and executive session July 2016 Board of Health Meeting Minutes. Dr. Touma seconded, and the motion was approved.

Annual Report
Dr. Kilkenny presented the Annual Report to the Board. A motion to accept and approve the 2016 Annual Report was made by Mr. Crawford, seconded by Mrs. Rumbaugh, and passed.

Workforce Development Plan
Tim presented the Cabell-Huntington Health Department Workforce Development Plan. This document guides the development of the agency. Dr. Touma made a motion to approve the Workforce Development Plan and directed Mr. Gilpin to sign it as Chairman. Mrs. Rumbaugh seconded and the motion was passed.

General Environmental Health/MRC:
The Board reviewed the General Environmental Health/MRC and Environmental Food/Threat Preparedness Reports.
**CHHD Epidemiology:**
Kim presented the Cabell-Huntington Health Department Epidemiology Report. The comparison between 2015 and 2016 numbers for Hepatitis B and C was discussed. Mr. Gilpin requested to see the comparison between years for Hepatitis B and C on the report.

**Nursing:**
Kathleen presented the Nursing report. We began offering flu shots on September 23rd. We will be offering flu shots at high risk outreach facilities in the month of October. The figure in the August 2016 report for the Harm Reduction Program represents one year of service. Kathleen commended the clinic staff on their hard work.

**Information and Technology:**
The Board reviewed the Information and Technology Report.

**Regional Epidemiology:**
The Board reviewed the Regional Epidemiology Report, 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 timeliness of communicable/infectious disease reports completed and submitted to the State and CDC. The Community Acquired outbreak of Salmonella was discussed.

**Health & Wellness Director/Public Information Officer (PIO):**
Elizabeth presented the Health and Wellness/PIO Report. Mr. Gilpin asked about the PHAP and Impact Grant status. The PHAP has been awarded and the Impact Grant was partially awarded. Elizabeth will update the Grant Dashboard. Elizabeth introduced Chris Monsell, one of the 5 AmeriCorps. Dr. Kilkenny stressed the importance that the PHAP will be an employee of the federal government and paid by the federal government.

**Regional Tobacco Prevention Coordinator Report:**
Teresa presented the Regional Tobacco Prevention Report. Over 2500 people were reached with tobacco education and outreach during the months of July and August.

**PACT/Accreditation Report:**
Casey presented the PACT/Accreditation Report. The next steps in the accreditation process were discussed. August 10, 2017 is the deadline to complete everything. We are currently uploading documentation into EPHAB and should be finished in the middle or end of October. Once all documentation is submitted, PHAB will assign 3 site visitors who will begin to review the documentation submitted and schedule a site visit. The Board acknowledge the receipt of the Cabell County 2016 Health Care Access Data Book for Analysis. Dr. Kilkenny said access to healthcare will be built into all 6 workgroups: Tobacco, Physical Activity, Substance Abuse, COPD, Diabetes, and Mental Health.

**Financial Report:**
Jack presented the Financial Reports for July and August 2016. A motion to approve the invoices and receipts for July and August 2016 was made by Dr. Yingling, seconded by Mr. Crawford, and passed.

**Administration:**
Tim presented the Administration Report. We have filled 2 sanitary and 1 maintenance positions. There were 2 promotions, Kim Lockwood and Bryan Maynard. Tim presented the completed Cabell-
Huntington Health Department Employee Handbook. All policies and procedures will be reviewed on an annual basis, January 1st. A motion to approve the Employee Handbook was made by Mrs. Rumbaugh, seconded by Mr. Crawford, and passed.

Tim submitted the Organizational Charts, one with FTE and one with names, to the Board of Health for approval and adoption. Two changes were made to the original charts submitted, the maintenance position that is now filled and the PHAP was added. A motion to approve the Organizational Chart and Organizational Chart FTE submitted at this meeting was made by Dr. Yingling, seconded by Dr. Touma, and passed.

The goal of putting 1000 units of EVZIO into the community by September 1st was exceeded by 100-200 units. We distributed around 1150 units with the assistance of CK Babcock and the School of Pharmacy. The Cabell-Huntington Health Department has joined the MU Internal Review Board. Tim distributed two documents from the Division of Personnel, the Administrative Rule Changes and the Pay Plan Policy to keep the Board updated. The clinic had a Federal and State Family Planning Audit. Tim commended the clinic on the fantastic job in their efforts in Family Planning.

Dr. Touma made a motion 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. Dr. Yingling seconded the motion, and it was passed.

The elevator repair and history was discussed. As part of the branding process, we are looking at updating our Cabell-Huntington Health Department sign.

**Physician Director’s Report:**
Dr. Kilkenny presented the Physician Director’s Report. Dr. Kilkenny commended all staff on the amount and quality of work being done.

Mr. Crawford motioned to adjourn, and passed. The meeting adjourned at 6:00 p.m.

The next regular Board meeting is scheduled for October 26, 2016 at 5:00 p.m.

Respectfully submitted,

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

Approved:

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