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

Board Members Absent:

Staff Members Present:
Michael Kilkenny, MD, MS, Physician Director
Tim Hazelett, Administrator
Jack Mease, Accountant
Elizabeth Ayers, Health & Wellness, PIO
Casey Napier, Accreditation Coordinator/Grant Writer
Rodney Melton, Sanitarian Supervisor
Teresa Mills, Regional Tobacco Coalition Coordinator
Karen Hall-Dundas, Sanitarian Supervisor
Kathleen Napier, Nursing Director
Laura Johnson
Chris Edwards, RN
Jenny Erwin, RN
Bryan Maynard

Non Staff Members Present:
Imisha Gurung, AmeriCorps

Called to order at 5:00 PM.

Approval of Minutes:
Mr. Crawford made a motion to approve the September Board of Health Meeting Minutes, Ms. Cyrus seconded, and the motion was approved.

Environmental Health/Threat Preparedness:
Karen and Rodney presented the Environmental Health and Threat Preparedness report. Mr. Gilpin asked about the status of the subdivision being turned over to Salt Rock Public Services. Karen said we are working on the situation in collaboration with Salt Rock. The pumps for the holding tanks have been pulled. We will continue to work with Salt Rock Public Services on this situation.

IT:
Dr. Kilkenny said the job position for an Information Technology Manager 1 has been posted and the interview process will start soon.
Nursing:
Kathleen presented the Nursing Report. Dr. Yingling asked about the TSpot numbers. Kathleen said the numbers are down due to the number of contact investigations being down. Dr. Yingling asked why we do Mumps and Rubella Titors. Kathleen said schools, immigration, and hospital employees are required to have them. Kathleen will look into the reason of why test for Measles, Mumps, and Rubella versus testing only for Measles. Dr. Yingling suggested the Community Outreach numbers should reflect how many services we provided at each facility, along with how many times we went. Ms. Cyrus said the data could be used for material in grants. Dr. Kilkenny said it would be a very good way for us to measure our effectiveness of presence and we will institute a breakout.

Epidemiology:
Dr. Yingling asked what is the benefit of documenting the number of days from laboratory report to entry in the form. Dr. Kilkenny said it is a measurement of the effectiveness of the organization. It helps us to look at how outbreaks are being or could be responded to and helps identify any delays, as well as identify the where and why of the delay. Dr. Yingling asked about the two cases of cryptosporidiosis in Cabell County. Stan said the cases involved people traveling from another area. There are no known homebased cases.

Health & Wellness Director/Public Information Officer (PIO):
Elizabeth presented the Health and Wellness report. Highlights included training 8 individuals in Chronic Disease Self-Management Classes and 7 individuals in Diabetes Self-Management Classes, who can now teach these classes. 3 AmeriCorps were on-boarded in September. Two are full time and will complete 1700 hours by August 2016, one in Chronic Disease and one in the Clinic. We have one part time AmeriCorps who will work in Disaster Services and complete 450 hours. September media impressions were over 4 million, with 96% earned. Dr. Yingling suggested defining the AmeriCorps outcomes and accomplishments. Elizabeth will include the outcomes and accomplishments in the AmeriCorps section. Dr. Yingling challenges us to be mindful of how to sustain our programs in the event current funding options are unavailable. Mr. Gilpin asked about a timeline on the grants. Elizabeth said the times vary per foundation. Mr. Gilpin asked if the whole amount of the Robert Wood Johnson Foundation goes to the Health Department or if it’s divided up with other participants. Dr. Kilkenny said grant money would be divided up. The grant would be administered through the health department and used to set up a data repository in the health department.

Regional Tobacco Prevention Coordinator Report:
Teresa presented the Regional Tobacco Prevention Coordinator Report. There were several cessation classes at Marshall, though there were no attendees. The Logan County Health Department has decided to update their current Clean Indoor Air Regulation to include e-cigarettes. Teresa spent many hours preparing logistics for the barn projects in Mason and Wayne County and will include pictures in the November report. Dr. Yingling asked what we could do to be more proactive about smoke free campuses. Teresa said we can suggest the Coalition to pursue to present the city a suggestion to make sidewalks a smoke free property. Dr. Yingling recommended that someone gather information on a policy statement made about raising the legal age of smoking to 21 and bring it to the Board. Teresa said based upon a conference call with the Tobacco Free WV, their whole agenda is to help boards of health keep local control at the local level. This year legislatively there will be an attack on clean indoor air. They are going to want to take local control away from Boards of Health and make it state wide regulation. Dr. Yingling said the primary focus is local control. Dr. Kilkenny said we will take the recommendation as a negotiating tactic into our discussions on smoking.

PACT/Accreditation Report:
Rodney presented the PACT/Accreditation report. The Regional Health Connect came up with 6 priority issues to address. Goals and objectives on approaching and addressing the situations in the
community are being discussed through small workgroups. Domain workgroups are still in progress. TSheets training begins this week and we will begin using the new timesheet system November 1st. We are finishing the Work Force Competency Assessment.

Financial Report:
Jack presented the financial reports for September. We are now totally using purchase orders.

Approval of Expenditures/Financial Report:
A motion to approve the cash expenditures was made by Ms. Cyrus, seconded by Dr. Yingling, and passed.

Administration:
Dr. Kilkenny presented the administration report. We have some personnel vacancies and are looking to fill them. We severed a contract with Stericycle and signed with Accu-Med Medical Waste. The advantage of that is that it will cut our expenses by $800 a year for more than twice the capacity of waste. The state mileage rate has increased to .575 a mile and are looking into ways to save money by renting or leasing vehicles. Mr. Gilpin asked about liability issues. Tim said we will be looking into that. Dr. Kilkenny said the parking lot has been brought up to ADA requirements. The Cabell Huntington Hospital lease agreement has been updated. The West Virginia Board of Risk and Management reviews us annually and gave us 4 items to address. Tim and Dr. Kilkenny will be leaving Saturday to go to the American Public Health Association National Meeting. Tim said the Public Information Officer Training was one of the best trainings he has attended. We received positive feedback from attendees and Jim Vance. We plan on bringing him back for brand training. We have resolved the issue of funding the Syringe Exchange Program from a medical waste aspect. Mr. Gilpin asked about the lease with Cabell Huntington Hospital. Tim said it expires in August 2017 and increases every year. Dr. Kilkenny said we were charged in the last meeting to look into the Cabell County Levy to increase funding through the levy system and have discovered two options. We can ask that our portion be increased while one or all of our partners’ portions be decreased by that amount. The other option is to ask for the levy to be increased by asking the levy to be an additional tax. We are looking at other revenue streams that we can move forward with in the future. Mr. Gilpin asked if the levy is on a particular schedule. Tim said yes, it is on a 5 year levy. We have to address the County Commission in December. Dr. Yingling said we need to make every effort to assure the community of what the incredible value of what they get for the levy funding. Mr. Gilpin said that this is something that is a continuation, we are not asking for more, but we need to keep it coming. Dr. Kilkenny said we are working very hard at being able to say what we do for the money. We have an inventory of the 90 programs we administer at the health department. We have quantitative data for the majority of those. We can tell you exactly what we did and for what program to support and justify what we do for the citizens of Cabell County that justifies their trust in us and their vote for the levy. Dr. Yingling suggested clearly identifying the funding sources and identify the unfunded mandates. Dr. Kilkenny said accreditation is moving in the right direction. It will cause some delays in services, but as we accomplish this the delays will disappear. The Harm Reduction Program is amazing. The Syringe Exchange today served almost 90. We have served 300 individuals, with half of them being new clients. We know of 7 that have gone into treatment. There is still a waiting list for treatment. Heather is seeing several for wound infection care. Dr. Yingling said one of the points that was made at the Summit was where they convinced the hospitals to help pay for the Harm Reduction Program. If we are reducing the burden on your facility in a variety of ways, then you should become a better partner. Dr. Yingling encourages us to seek a contribution from the hospitals in our community to sustain the Harm Reduction Program. Dr. Kilkenny said thank you for that and we will be asking for donations. Tim said the WV Public Health Impact Task Force will be meeting with the WV Association of Local Health next Thursday from 10am to 2pm in Charleston. They will be discussing models. On December 9th a model will be placed in front of the task force that could be a recommendation to go before the
legislative body. Any staff or Board Member is welcome to the meeting. Mr. Gilpin said this is a model of consolidating counties into regions. Tim reminded the board that the By-Laws change next month.

The Board adjourned to executive session at 6:10pm.

The Board called regular session back to order at 6:45pm.

Dr. Yingling made a motion to allow an additional position to be created for a nurse to be hired that will comply with both the needs of the Harm Reduction Program and the grant in connection with that. Ms. Rumbaugh seconded the motion, and the motion was approved.

The next regular Board meeting is scheduled for November 18, 2015 at 5:00 p.m.

Mr. Crawford motioned to adjourn, and passed. The meeting adjourned at 7:00 p.m.

Respectfully submitted,

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

Approved:

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