Board Members Present:
Harriette Cyrus
Thomas Gilpin, Atty.
Greg Howard, Atty.
Sally Oxley, PT
Omayma T. Touma, MD

Board Members Absent
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
Karen Hall-Dundas, Sanitarian Supervisor
Tim Hazelett, CTG Regional Program Manager
Kay Dick, Secretary I

Non-Staff Attendees
Carl Hadsell

Called to order at 5:00 PM.

Internal/Community Assessment:
Carl Hadsell spoke briefly about the Community Health Needs Assessment/Survey that will be available for completion on line from December 3 through December 14. The assessment will target different income levels, education and gender. The planning team has put together a comprehensive Asset Mapping list and will contact those on that list. Both local hospitals are participating in this program. He said there is a challenge since part of Huntington is in Wayne County, and Wayne is also doing an assessment. The planning team has been working on how to organize the health department to move forward. Each department was asked to define their functions and gage the functions from zero to four. He said he thinks things are better at the health department now than when this process was started several months ago.

Approval of Minutes:
A motion to approve the minutes for October 31, 2012 was made by Ms. Cyrus, seconded by Mr. Howard and passed.

Community Transformation Grant (CTG):
Tim Hazelett said the CTG team met with David Prior, CEO at Williamson Memorial Hospital, which is in Mingo County, and has his full support. Mingo County has a very solid community outreach program. They are working on the farm-to-school program in Wayne County. Buffalo Elementary is the site for a pilot program for this project. Ms. Oxley asked him to describe this
program. He said the farmers in the area will sell their fruits and vegetables to the schools. He advised Cabell County has had this program in effect for about 6 years and it is doing very well.

Environmental Health/Threat Preparedness:
Mr. Mills reported the Continuity of Operations Plan (COOP) is being reviewed because by May or June there will be a drill in which health department staff members will be required to go to an alternate site, which is the Tri-State Fire Academy, and set up operations there. He also said our Information Technology (IT) person, Jesse Boner, has been trained to program our interoperable radios, which are capable of interacting with all health departments in the state as well as police, EMS, military, etc.

Ms. Oxley asked what is an HAU? Mr. Mills said that is a home aeration unit, which is a miniature sewage treatment plant that sits in a person’s yard. The sanitarians check on these to ensure that they are working properly. The State now has a requirement that anyone who works on these has to take a 4-day class, and all our health department sanitarians took this training. Sanitarians are now using the electronic computer program, which is working very well. The State is still working on developing the land development module, which is the septic tank program.

Karen Hall-Dundas spoke about the Medical Reserve Corps. (MRC). She said there are 217 volunteers registered, and a core group of about 20 who will respond when asked to help with any function.

Ms. Cyrus asked about the 40 visits to a septic system. Mr. Mills advised that even though only one septic system was installed, the sanitarian made 40 visits to check on other systems.

Mr. Mills also spoke about the fact that all animal bites go into the WV Electronic Disease Surveillance (WVEDS) system, which is not a good program. Environmental health also has a program which is being used at present. The EPI (epidemiology) staff at the State level is considering using our program for their disease investigation as it is much simpler to use. Mr. Gilpin asked if there was not an aerial treatment for rabies? Mr. Mills advised yes, it is used mostly in the eastern panhandle of WV where raccoon rabies is more prevalent. The treatment targets raccoons using rabies vaccine bait.

Nursing:
Dr. Touma asked about the 9 Hepatitis B cases reported. Ms. Napier said yes, there has been an increase in cases in Cabell County. The health department has received a new hepatitis grant that does not require screening and is available regardless of where the patient lives. This grant encourages community outreach, which involves going to the methadone clinics, day work centers, etc. to administer the Hep B vaccinations. We can vaccinate anyone who comes through our STD clinic as well as anyone who is high risk. Ms. Napier reported that the state has now listed sexual contact as a risk factor for Hep C infection, as about 15% of Hep C cases are due to sexual contact. Cabell County has the highest incidence of Hep B and C in the state, based on percentage of population; therefore it was chosen as one of the eight WV counties to receive grant funds. Dr. Touma asked why the rate is higher in Cabell County. Ms. Napier advised she is not really sure, but there are high percentages of drug users, alternative lifestyles, and college students in our area.
Ms. Napier also said there are 1700 doses of flu vaccine left. We are still giving flu shots in all of our immunization clinics. The nurses will be going to the City Mission and the Huntington Mall to give shots.

**PIO Report:**
Ms. Ayers reported that the Special Needs Registry was promoted at our flu clinics. The focus now is trying to get facilities registered as shelters, as there is a shortage of shelters for people with special needs. It has now been one year since the registry began, and we have about 90 people registered. During the derecho people on the registry with critical electrical needs were contacted by emergency personnel. Ms. Ayers also advised the Region II newsletter is now on the health department website.

**Epidemiology and Tobacco Reports:**
These reports were accepted as submitted. Dr. Touma asked if the health department could make new “no smoking” signs that state smokers must stay 15 feet from doorways at restaurants and places of business. Mr. Mills said we will remind business owners of the issue and stress compliance.

**Financial Report:**
Ms. Oxley questioned the Quantum Sports Center advertising expense. Ms. Hall advised that was for the CTG program. There will be a large amount of advertising related to the CTG grant, as those funds were to be spent by the end of September, 2012.

Ms. Hall gave some information on current grants, such as the EPI grant is for a regional person who covers 9 counties. This person assists each of these counties with reportable disease protocol, the WVEDS program, as well as providing training for personnel. The Tobacco grant is also a regional grant, with this person covering 6 counties. The tobacco coordinator supports boards of health in passing comprehensive clean indoor air regulations, works with RAZE, which is a school program, Marshall University, and healthy coalitions throughout the 6 county region. Ms. Hall asked Mr. Gilpin if he would like copies of the Statement of Work on grants. He stated no, it would suffice if they could just be available for review if necessary. Mr. Mills reported some of the Threat Preparedness (TP) grant requirements are a COOP drill, an all-hazards plan, and a training plan to cover the next 5 years. Mr. Mills provided the Board members with a copy of the TP grant Statement of Work.

Ms. Hall advised the audit contract has been awarded. The field work will take place after January 1, 2013.

**Approval of Expenditures:**
A motion to approve the expenditures for October 2012 was made by Dr. Touma, seconded by Ms. Cyrus and passed.
Administration:
Dr. Tweel reported that the Board minutes are now on our website.

Ms. Ayers gave the board members cards with the Community Survey website information and asked them to share the information. She also said the planning team has identified 7 core values and gave the board members a copy of these values and asked for their comments/suggestions.

Dr. Tweel advised the architect has given us a tentative plan and preparing a potential cost estimate on remodeling the clinic registration area. After further discussion with him, this matter will be brought back to the Board for their consideration.

Dr. Tweel said he checked on legal support for enforcement and recommends that we do not work through the prosecuting attorney’s office at this time. The alternative would be to hire someone personally.

Dr. Tweel also advised the Benedum grant is on hold until the ethics committee ruling, which is scheduled to be on December 6th. Ms. Hall advised the ethics committee gave approval to pay invoices for the first year of the grant, which she has done.

The next Board Meeting is scheduled for January 23, 2013 at 5:00 PM. Dr. Tweel asked the board members if they wanted the November monthly reports in December or wait until January and get both months at the same time. Consensus was to get both in January.

The board members were reminded of the health department Christmas luncheon on December 17th.

Ms. Oxley asked if there was any more business. There being none, the Board convened to Executive Session at 5:50 P.M.

The Board reconvened to regular session at 6:29 p.m. and adjourned at 6:30 p.m.

Respectfully submitted,

Harry K. Tweel, MD, FCCP
Secretary

Approved:

Sally B. Oxley, Chairman
Cabell-Huntington Board of Health
Board Members Present:
Harriette Cyrus
Thomas Gilpin, Atty.
Greg Howard, Atty.
Sally Oxley, PT
Omayma T. Touma, MD

Staff Members Present:
Harry K. Tweel, MD, FCCP

Non-Staff Attendees:
Kent Bryson, Attorney

Called to order at 5:52 PM.

Discussion was had on a personnel matter. No official action was taken during the executive session.

Executive Session ended at 6:28 p.m.

Respectfully submitted,

Harry K. Tweel, MD, FCCP
Secretary

Approved:

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