

CABELL-HUNTINGTON HEALTH DEPARTMENT
Board of Health Regular Meeting – May 23, 2018

Board Members Present:

J. Larry Crawford
Kevin Yingling, MD
Robert Sweeney
Daniel Konrad
Danny Porter
Donna Rumbaugh

Board Members Absent:

Staff Members Present:

Michael Kilkenny, MD, MS, Physician Director
Tim Hazelett, Administrator
Jack Mease, Accountant
Elizabeth Adkins, Health and Wellness Director
Kathleen Napier, Director of Nursing
Kim Lockwood, Epidemiologist
Teresa Mills, Prevention Coordinator
Allen Woodrum, Information Technology Manager
Karen Hall-Dundas, Director of Environmental Health General Sanitation
Rodney Melton, Director of Environmental Health Food Sanitation
Tonya Chaney, Regional Epidemiologist
Thommy Hill, Recovery Coach
Laura Johnson, Secretary

Visitors:

Approval of Minutes:

A motion to approve the May 2, 2018 Board of Health meeting minutes as written was made by Mr. Konrad, seconded by Mr. Sweeney and approved.

FY2019 Board of Health Meeting Schedule

A motion to accept the FY2019 Board of Health Meeting Schedule was made by Mr. Sweeney, seconded by Mrs. Rumbaugh and approved.

Annual Program Plan

Mr. Konrad made a motion to approve the Annual Program Plan documents: Local Health Department Information, Board of Health Acknowledgement, Organizational Charts, Sliding Fee Scale, Environmental Health and Clinic 2019 Fee Schedule, FY2019 Projected Budget, and FY2019 Projected Environmental Health Permits and Inspections Report. Mr. Sweeney seconded the motion and the motion was approved.

Annual Program Plan Document Discussion:

Clinic Fee Schedule – Dr. Yingling recommended a market comparison between our vaccine and administration fees and those of other medical facilities. The vaccine and administration prices are set

in the lower mid-range scale, based on purchase price, insurance reimbursement and to provide access to vaccines.

Organizational Charts – Dr. Yingling inquired the number of employees hired within the last one to two years and the turn-over rate. Seven employees, three of which retired, have left employment in the last three years. We contribute our high employee retention rate to our hiring model and benefits plan. Dr. Yingling inquired on the return investment of the part time billing position. We are currently in the process of assessing the return investment.

FY2019 Projected Budget – Equipment depreciation has been calculated into the computer supplies line item. The Environmental Health Equipment line item is higher than other departments due to the use of more equipment and depreciation calculation. Computer network cost is paid to the State of WV. Due to the loss of two vehicles, we are currently looking for an opportunity to purchase or lease a vehicle in FY2019.

Environmental Health:

Rodney presented the Environmental Health report. Dr. Yingling inquired on the reason there is a significant difference between FY2017 and FY2018 numbers for septic tanks, home aeration units, and manufactured home community inspections. The septic tank inspections are based on new installation. The decrease in aeration unit inspections is due to staff availability. The manufactured home community inspection has lowered due to the definition change. Previously the definition stated two or more on a single parcel of land, whereas now it is defined as four or more on a single parcel of land. Dr. Yingling inquired on the increase of retail food establishment and mosquito complaints and if more personnel are required to handle the complaints. The increase in retail food establishment complaints is contributed to the increase of public education on retail establishments and risk based inspections. Departmental business plans are now being developed to collect the data on how many employees are needed for each service/department. The business plans will allow us to make data driven decisions.

Threat Preparedness:

Tim presented the Threat Preparedness report. The addition of a full-time Threat Preparedness Coordinator has increased and ensured our capability to respond to events.

Epidemiology:

Kim presented the Epidemiology report. Seven cases of Hepatitis A were reported, though only five met case definition. Dr. Yingling inquired on the definition of acute versus chronic Hepatitis A and B. Acute cases are defined as having an onset of symptoms, such as elevated liver enzymes and jaundice. Acute cases are submitted by the hospitals to the health department within 24 hours, which allows Kim to contact the patient during onset of illness. There has also been a slight increase in campylobacter streptococcal pneumonia. Dr. Yingling ask what is the health department's role in monitoring eggs sold in farm to market. The health department monitors and ensures the retail facility does not sell the recalled items. Once a case is identified in a farm to market environment, investigation begins to track down the source.

Nursing:

Kathleen presented the Nursing report. Thommy Hill, the full-time recovery coach was introduced to the board. Referrals into treatment has increased from 5 a week to 10 a day due to Thommy's exceptional skills. 126 patients have completed opt out testing as of two weeks prior to the Board of Health Meeting. The clinic is working closely with the state and other partners on the Hepatitis A situation.

Information and Technology:

Allen presented the Information and Technology report. The new server has been installed. One of the three old servers has been transitioned to the new server and decommissioned. Dr. Yingling inquired on access to patient data through hacking of the server. All patient data is stored in Office Ally, not the server. Employee information is stored on the server, which is locked down by the state. Dr. Kilkenny commended Allen on his patience and hard work in the complicated task of installing the new server.

Regional Epidemiology:

Tonya presented 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 timelines of communicable/infectious disease reports completed and submitted to the State and CDC.

Health & Wellness:

Elizabeth presented the Health and Wellness report. Over 110,000 people were reached through the social media campaign in April.

A motion to approve the departmental reports as submitted and presented to the Board was made by Mrs. Rumbaugh, seconded by Mr. Sweeney and approved.

Financial Report:

Jack presented the April 2018 financial report. Mr. Konrad made a motion to approve the April 2018 invoices and receipts. Mr. Sweeney seconded and the motion was approved.

Administration:

Tim presented the Administration Report.

Physician Director's Report:

Dr. Kilkenny presented the Physician Director's Report. The Cabell-Huntington Health Department All Hazards Plan was activated Thursday, May 17th in response to the Hepatitis A Outbreak. We are directed in collaboration with the State Bureau for Public Health and CDC. We are working diligently with partners to conduct an appropriate, effective, and timely response. Case reports are sent out weekly. The Bureau for Public Health has issued a change in Kanawha and Putnam County's Hepatitis A Outbreak response strategy. Only those two counties have been ordered to vaccinate all food service workers. The Cabell-Huntington Health Department's strategy has not changed. All patients are assessed on an individual basis. Businesses have contracted with us to provide vaccine for their employees, at a cost to the business. Mr. Konrad asked if the health department has the authority to require restaurant employees to be vaccinated. Though food service workers are not in any additional increase to contract Hepatitis A as the general public, we can recommend vaccination to all food service personnel. Due to the lack of capacity to vaccinate the private community, we are currently gathering pharmacy capacity information. Dr. Yingling stated that within the last five years, the board has gained an understanding that the health department is the experts in public health and wants recognition in the community. The clinical practice population was also unclear of who was the public health expert source. As of last year, the clinical practice community acknowledges and expects the Cabell-Huntington Health Department's expert source role in public health. Dr. Yingling acknowledged the Cabell-Huntington Health Department's executive leadership impact in the expansion of Harm

Reduction Programs across the state. 54 of 55 counties in WV have started a Harm Reduction Program. The state published WV Harm Reduction guidelines in February 2018. The Cabell Huntington Health Department Harm Reduction Program began in 2015 and was certified in November 2017. Though our program meets many, if not all parameters, we will ensure it aligns with the 2018 guidance and use the guidance to enhance our program and goals to increase positive outcomes. Due to the comprehensive planning in Huntington, city data is looking better. Syringe access keeps city disease free while naloxone keeps individuals alive. Treatment and removal of the need for our services is the ultimate goal. The decrease in our role is a good sign that the program is working.

Mr. Sweeney made a motion to adjourn at 6:20pm.

The next regular Board meeting is scheduled for June 27, 2018 at 5:00 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Michael Kilkeny MD".

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

Approved:

A handwritten signature in blue ink, appearing to read "J. Larry Crawford".

J. Larry Crawford, Chairman
Cabell-Huntington Board of Health