

**CABELL-HUNTINGTON HEALTH DEPARTMENT**  
*Board of Health Regular Meeting – November 20, 2019*

**Board Members Present:**

Donna Rumbaugh  
Kevin Yingling, MD  
Danny Porter  
Fred Kitchen  
Daniel Konrad  
Robert Sweeney

**Board Members Absent:**

**Staff Members Present:**

Michael Kilkenny, MD, MS, Physician Director  
Tim Hazelett, Administrator  
Kathleen Napier, Nursing Director  
Jack Mease, Accountant  
Elizabeth Adkins, Health and Wellness Director  
Laura Johnson, Secretary  
Teresa Mills, Prevention Coordinator  
Tonya Chaney, Regional Epidemiologist  
Rodney Melton, Chief Sanitarian  
Heather Wood, Nurse Practitioner

**Visitors:**

Emmanuel Jaime, WCHS  
Elisha Walker, MU Student  
Raeleigh Mooij, MU Student  
Morah Clons-Stonles, MU Student  
Breon Hayward, MU Student  
Emily Yablonsky  
Taylor Stuck, Herald-Dispatch  
Alyson Kirby, MU Student  
Leigh Pennington, Intern  
Gabby Powers, MU Student  
Cassi Smith, MU Student  
Savannah Mason, MU Student

Mrs. Rumbaugh called the meeting to order at 5:00pm.

A motion to approve the agenda was made by Dr. Yingling, seconded by Mr. Konrad and approved.

**Approval of Minutes:**

A motion to approve the October 2019 Board of Health Meeting Minutes was made by Dr. Yingling, seconded by Mr. Porter and approved.

**Electronic Cigarette Regulation:**

Dr. Kilkenny presented the draft “A Regulation Eliminating Electronic Smoking Devices in Workplaces and Public Places” for the Board of Health’s review, discussion and consideration. Mr. Konrad asked if legal counsel vetted the regulation. Yes, legal counsel has reviewed and approved the draft regulation. Dr. Yingling requested the implementation process to be discussed. The process is (1) Board decision on approval, (2) 30-day comment period followed by (3) public hearing; (4) Board of Health’s approval or denial. Approval would set a 30-day timeframe before implementation. The public hearing would be scheduled onsite prior to a Board of Health meeting. Dr. Yingling requested clarification on Dr. Kilkenny’s understanding of the Board of Health’s discussions on this matter and understand the intensity in which we felt are relevant and does the contents of the document speak forthrightly to the concerns. Dr. Kilkenny stated the regulation would cover several but not all areas of concern the Board expressed. This would only be one of several actions to be taken. It can be modeled after the regulation already in place. Most of the bigger efforts regarding reducing youth vaping are out of our jurisdiction.

Dr. Yingling stated the board expressed three areas of action

1. Proclamation – which has been done
2. Regulation – document reviewing now
3. Reducing youth vaping

Dr. Kilkenny said the third involves aligning with other efforts such as the Prevention Education Partnership (PEP). Teresa Mills is providing vaping education in Cabell County Schools through the American Lung Association program – INDEPTH. Students caught smoking are required to complete a four-session program. Tools to assist in educating students on the harm of vaping are provided. Not on Tobacco is a complete youth cessation program that follows. Teresa Mills has been appointed on the Governor’s Vaping Task Force. The task force is preparing a report to present to Dr. Slemp, who will then present it to the Governor. Three task forces have been created. Tonya Chaney has been assigned to the Data and Collection Task Force. Dr. Yingling requested monthly feedback on the program, including number of schools, interventions and the number of students who quit vaping. Mr. Konrad inquired if the Board of Health can do any other action at this time regarding jurisdiction authority. Dr. Kilkenny stated the regulation is the only action that can be taken at this time.

A motion to adopt the regulation as written and move into the 30-day comment process was made by Mr. Konrad, seconded by Mr. Kitchen and approved. Mr. Sweeney inquired on if the scope of the vaping regulation is the same standard as smoking. Dr. Kilkenny stated the vaping regulation is not greater than the cigarette regulation.

Dr. Yingling made a motion to request the Medical Director to provide other options to the Board of Health can take to intensify actions regarding teen vaping in Cabell County. Mr. Konrad seconded the motion and it was approved.

**Environmental Health:**

Rodney Melton presented the Environmental Health Report. The increase in syringe complaints and pickup were due to assisting the Huntington Police Department in raids. Mr. Sweeney inquired on the kissing bug complaint and the public health concern. Kissing bugs are not usually found in WV. The two brought in tested positive but did not expose anyone. Kissing bugs bite around the facial area. If the bite is scratched, it can cause inflammation of area and possible health conditions. Dr. Yingling stated his appreciation the for-healthcare students having the opportunity to participate in Environmental Health activities and the efforts in training food handlers. Rodney Melton stated food handler certification lasts three years. Sanitarians request verification of food handler certification during inspections and give new hires 30days to complete course.

### **Threat Preparedness:**

Tim Hazelett presented the Threat Preparedness Report. We have trained 100% of our capacity in the updated ICS 200 course. There are 149 Medical Reserve Corp. Volunteer members, with a total of 70 in-kind hours worked in October.

### **Epidemiology:**

Kim Lockwood presented the Epidemiology Report.

Mr. Sweeney inquired if the increase in Hepatitis C is the result of increased HIV screening. Yes, the increase is due to increased testing at multiple places. Dr. Kilkenny stated the WV Bureau for Public Health changed the case definition, which makes it easier to qualify as a case. Tonya Chaney clarified that the classification of a case in WV was changed during the Hepatitis A Outbreak. Hepatitis A, B and C are the same. The liver enzyme count was lowered from 400 to 200 to be considered acute. According to the Bureau, Hepatitis C remains underdiagnosed and undertreated. Mr. Sweeney inquired on the Hepatitis B and C counts. Each case diagnosed is in the count, therefore if a person has both Hepatitis B and C it would be counted in each of the numbers. Dr. Yingling inquired if it is reasonable for the Board of Health to consider setting a goal for all Hepatitis C patients to be properly evaluated and access to care at some point in 2020. Dr. Kilkenny stated it is appropriate to set goals that are in the best interest of our community. It is also appropriate to set goals despite the fact to achieve that we would have to work to remove barriers. Dr. Yingling inquired if the Epidemiology Department has access to the archive collection of all positive Hepatitis C cases in Cabell County. Tonya Chaney stated Hepatitis C is reported to the state and local health department is not required to follow up on those cases. Though as Regional Epidemiologist, Tonya Chaney can run a report on the population. Tim Hazelett stated from an Administrative standpoint, we are in the process of partnering with MU Health to work on HIV and Hepatitis C. The individual would be a MU Health employee, stationed at CHHD. Dr. Yingling stated Hepatitis C should be next in line on our prioritization and prompt to set goal to achieve a change. Dr. Kilkenny stated the goal should align with statewide and national initiatives. Tonya Chaney stated a goal of the CDC PHAP is to provide Hepatitis C education.

### **Regional Epidemiology:**

Tonya Chaney 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.

### **Nursing:**

Kathleen Napier presented the Nursing Report. We conducted 31 flu outreach events in October, in which one clerk and one nurse were assigned and worked hard to immunize our community.

Immunization update:

New Shangri vaccine is a two-dose series. There is an order limit of 10 every 2 months.  
Ordering restrictions for Tubnersol (TB test) has been lifted.

### **Harm Reduction Program**

Michelle Perdue presented the Harm Reduction Report. Though we have noticed a decrease in intake, we are closing in on 900 participants which is half the population identified by the Sean Allen's population study. The nurses completed 171 nurse interactions in October, which included needs assessments.

### **Information Technology:**

Tim Hazelett requested the Information Technology Report be discussed during the Administrative Report.

**Health & Wellness:**

Elizabeth Adkins presented the Health and Wellness Report. The Marshall University Public Health students in attendance were recognized. Over 240 individuals were reached through community outreach in October. We also participated in a statewide walking competition for the first time, in which there were over 300 total participants. Two of our employees were in the top 10 winners of the walking competition.

Dr. Yingling stated he would like to see more detailed information on tobacco programs.

A motion to approve the departmental reports as circulated before this meeting and amplified at this meeting with questions and answers was made by Mr. Sweeney, seconded by Mr. Konrad and approved.

**Financial Report:**

Jack Mease presented the October 2019 financial report.

A motion to approve the October 2019 invoices and receipts was made by Mr. Sweeney, seconded by Mr. Konrad and approved.

**Administration:**

Tim Hazelett presented the Administration Report. In this semester, we have hosted 10 interns; 5 master and 5 undergraduate students. Each department is a preceptor for students and we will continue to take as many as our capacity will allow. We already have 4 undergrad students signed up for next semester.

Information Technology Update:

The state has been contacted of our change to internal information technology. We are expecting a shipment of equipment next week and have a meeting to discuss our timeline on Friday. Our application for a .gov account has been accepted and we applied for credentials today. As of January 1<sup>st</sup>, we will have chhdwv.gov accounts.

X-ray equipment has been removed, which makes us in compliance with the state.

Dr. Yingling inquired on the monthly medical waste expenditure. We are classified as a large-scale medical waste generator. Through this classification, we can produce an unlimited amount of medical waste at no additional cost. Though our medical waste increased, our cost was reduced.

Dr. Yingling requested a summary on the last bullet point of Administration report:

- The Cabell-Huntington Health Department has instituted an Executive Management Team composed of the five department directors and Dr. Kilkenny. This team is very cohesive and is developed on the CHHD Performance Management Model. It has allowed the agency to develop our team, enhance our operations and build a program that is cross functional and more efficient in quality improvement.

In the past, we had a large group of leadership members with a limited functionality. We have changed to a programmatic model where each department manager is responsible their own department way from expenditure all the way down to performance management as well as quality improvement.

responsibility make high level decisions. There has been tremendous impact on departments in flexibility and implementation. It has assisted in Dr. Kilkenny's knowledge in what is happening at the departmental level and allows us to make high level decisions. It allows us to be more flexible and implement quicker. Dr. Kilkenny stated the business architecture of operations is from Tim Hazelett, who is strong in business administration. Tim Hazelett decides for the business students to intern on public administration. Tim Hazelett's leadership has made us strong in this area. Though we have always been capable, the past business structure did not allow us to perform at our highest capability.

Cabell-Huntington Health Department Performance Model:

Do you know your job?

Do you have the tools to perform your job?

The transformation set up in 2015 has brought us into the 21<sup>st</sup> century in business management model. We are now more effective.

Dr. Yingling stated hearing this is very encouraging. The Board can reflect that over the past several years upon rejuvenation, organizational leadership and business management within our health department the return on any investment this Board has made is multiplied many times. Dr. Yingling inquired on if there is a line item in our budget for continued tools for success. Dr. Kilkenny stated yes, the Board of Health gives us the support and tools necessary and is very responsive to our needs while being appropriately challenging to push us to do better. The Board of Health requested feedback from the Department Heads on the model change. Kathleen Napier stated it is exciting to have a budget. I can now analyze spending, which results in looking at improvements in our departmental systems. This also allows us to give our employees ownership and to contribute to improvement opportunities. Elizabeth Adkins stated the change is a huge benefit. Each member brings something different to the table. We can talk about issues and be consistent. Rodney Melton stated it is a good learning experience. We are able to troubleshoot problems and plan a year or even further out based on what we want to accomplish.

**Physician Director's Report:**

Dr. Kilkenny presented the Physician Director's Report.

No legal consultation was available for executive session.

Board of Health was invited to our Holiday Luncheon scheduled for December 19<sup>th</sup> at 11:30am. As a token of our appreciation of the Board, each board member was given a fruit basket.

Board of Health expressed their appreciation for the token of appreciation and the work the health department does.

Elizabeth Adkins invited the Board to attend the Policy Roundtable on December 12<sup>th</sup> at noon. At this meeting, we will be discussion topics with legislation.


Elizabeth Adkins also requested the Board member to schedule their picture with BullsEye.

A motion to adjourn was made by

Meeting adjourned at pm

The next regular Board meeting is scheduled for January 22, 2020 at 5:00 p.m.

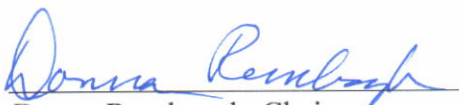
Respectfully submitted,



Michael Kilkenny, MD, MS

Physician Director, Cabell-Huntington Health Department

Approved:



Donna Rumbaugh, Chair  
Cabell-Huntington Board of Health