

**CABELL-HUNTINGTON HEALTH DEPARTMENT**  
*Board of Health Regular Meeting – October 23, 2019*

**Board Members Present:**

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

**Board Members Absent:**

Robert Sweeney

**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:**

Bishop Nash, Herald-Dispatch  
Leigh Pennington, MU Student  
Sarah Bankston, WSAZ  
Kimberly Thomas, Public Health Associate

Mrs. Rumbaugh called the meeting to order at 5:03pm.

Dr. Yingling expressed the Board of Health's appreciation of the Cabell-Huntington Health Department's staff and Dr. Kilkenny's excellent response to the Hepatitis A Outbreak and their expertise brought to the community.

Dr. Yingling expressed the Board of Health's appreciation to Bishop Nash, Herald-Dispatch reporter, for the excellent articles that improved the community's understanding and knowledge on public health important aspects.

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

**Approval of Minutes:**

A motion to approve the September 2019 Board of Health Meeting Minutes with Dr. Yingling's amendments was made by Mr. Porter, seconded by Mr. Kitchen and approved.

**Cabell-Huntington Health Department FY2019 Annual Report:**

Dr. Kilkenny presented the Cabell-Huntington Health Department FY2019 Annual Report.

**Environmental Health:**

Rodney Melton presented the Environmental Health Report. In September, a new sanitarian was hired. The number and size of fairs and festivals have increased. Education on the requirements is given out to fair/festival organizer prior to event date. Environmental Technician continues to do a great job on responding to complaints.

Mrs. Rumbaugh expressed her appreciation for the Cabell-Huntington Health Department's attendance at the West Huntington Picnic, where thirty flu shots were given.

**Threat Preparedness:**

Tim Hazelett presented the Threat Preparedness Report. In perspective of the Incident Command System, we are in the process of recertifying all staff through training. Currently 75% of our staff have completed training and the rest will be completed by October 31<sup>st</sup>. Sixty-two and a half in-kind ours were reported in September. The Threat Preparedness safety fair, "Say Boo to the Flu" was an outstanding event with an attendance of 300. We have set up our Virtual Emergency Operations Center. A member of the Center for Local Health participated in our CAB019 HIV Cluster Outbreak meeting and commended the Cabell-Huntington Health Department on their response.

**Epidemiology:**

Tim Hazelett presented the Epidemiology Report.

**Nursing:**

Kathleen Napier presented the Nursing Report. Over 300 HIV tests were completed in September. Of those, 200 were rapid tests and 1/3 were conducted through the Harm Reduction Program. Harm Reduction clients are tested upon entry into program and on a quarterly basis thereafter. The number of Nurse Visits in Harm Reduction was corrected. There were 165 visits in September. Recognition to the Nursing Staff for all the education and services provided was stated. Ryan White Part B added a full-time case worker on-site.

**Regional Epidemiology:**

Tonya introduced Kim Thomas, our Public Health Associate through CDC.

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.

**Harm Reduction Program**

Kathleen Napier presented the Harm Reduction Report. We continue to provide prevention education, counseling, referral to services, Naloxone education and training and community outreach. St. Mary's School of Nursing students are rotating through the program, as well as Marshall University Pharmacy students. All clients are seen by a recovery coach at each visit. Fifteen clients were referred to recovery programs in September.

**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 and introduced Leigh Pennington. Leigh Pennington is working with the Health and Wellness Department to complete her 160 hour internship. She is currently working towards her master's degree at Marshall University. Her primary initiative is a social media tobacco campaign on vaping, which is set to launch November 1<sup>st</sup>.

In September, 600 individuals were reached through community outreach. Media impressions in the state of WV were over 4 million and over 34 million nationally. The podcast of the HIV Forum has been posted and emailed to the Board of Health for distribution.

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

### **Financial Report:**

Jack Mease presented the September 2019 financial report.

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

### **Administration:**

Tim Hazelett presented the Administration Report and the Cabell-Huntington Health Department Performance Management Report. The agency completed 139 of the 142 Bureau for Public Health Standards (BPHS) at 100%. There are a total of 206 total standards, in which we completed 203. The Environmental Health Key Performance Indicators were low, due to being down one employee. A corrective plan of action was created and implemented. Tim Hazelett commended the Executive Leadership, Jack Mease, Kathleen Napier, Rodney Melton and Elizabeth Adkins, for owning the key performance indicators and driving performance to improve public health in Cabell County and the City of Huntington.

Dr. Yingling commended the Health Department on providing additional cyber security insurance. Dr. Yingling also asked the agency to include the Board of Health in expressing appreciation to the Pallottine Sisters Foundation. Tim Hazelett stated our initial contact with the Pallottine Sisters Foundation was through a request for proposal, in which we worked with Deb Koester to write a five county, multi-state region proposal for \$300,000. The foundation awarded \$75,000. Tim Hazelett stated we learned a lot from the opportunity to meet with the grant funding agency.

Tim Hazelett addressed the incredible public health impact the Marshall University Brad D. Smith School of Business has in the community. Through our partnership, we are hosting four undergraduate interns and four master students this semester. We consistently host five to eight interns at this agency per semester.

Kathleen Napier informed the board of the state inspection on our x-ray equipment. The state has given us 30 days to provide a plan of removal of our x-ray equipment. We have received a bid and request the Board of Health's approval to spend \$2,500 to remove all equipment. The cost to operate and maintain equipment is \$17,000 annually. We have not used the equipment in two years. The state provides x-rays onsite at no charge to us and Radiology Inc. reads the x-rays at \$17 per x-ray. Removing the equipment is the most cost-effective solution and will free up space we can utilize effectively. Mr. Konrad made a motion for the Cabell-Huntington Health Department to spend up to \$2,500 to remove x-ray equipment. Mr. Kitchen seconded and the motion was approved.

Elizabeth Adkins presented a request for approval to spend \$18,000 to redesign and maintain our website and social media platforms. The goal is to launch new platforms January 1<sup>st</sup>. As a model agency, we see a tremendous opportunity to take our website and social media to the next level, improving access to our programs and services as well as increase education. A Request for Proposal

was placed in the Herald-Dispatch. Four bids, ranging from \$18,000 - \$148,000 were received. Each bid was reviewed and scored by a team of three, Elizabeth Adkins, Allen Woodrum and Tim Hazelett. The Board of Health is being asked to approve contracting with BullsEye Total Media to redesign and manage our website and social media platforms. Dr. Yingling asked if BullsEye is a state approved agency. Elizabeth stated we followed the state proposal process. Mr. Kitchen asked what improvement we anticipate if approved. Through BullsEye's expertise, we anticipate a change in our messaging to increase efficiency and communication. Internal staff will be trained to edit website and social media platforms. Mr. Kitchen stated he agrees that our web presence must reflect our model agency efforts. Mr. Kitchen inquired on report capabilities. Elizabeth Adkins will be reviewing analytics and reporting them regularly through board report. Mr. Kitchen inquired on if the \$18,000 covers building structure and maintenance. Yes, it will also include increasing our video production. Tim Hazelett provided a breakdown in the cost. Through utilization of our website, we will have the opportunity to enhance our availability and ability of our website to get our message out to the community. Mr. Konrad inquired on the timeframe of contract. Contract would be reviewed annually for changes and approval. A motion to approve the redesign and maintenance of website and social media platforms as presented was made by Dr. Yingling, seconded by Mr. Kitchen and approved.

Tim Hazelett presented a request for approval to bring information technology inhouse. We are currently spending \$54,000 annually for information technology services through the State of WV. Our internet is slow and is hindering our performance. We propose bringing information technology and management in house, which will not only increase speed and productivity, but save between \$25,000 - \$35,000 annually. We anticipate a cost savings of \$8,000 this year by moving IT internally by January 1<sup>st</sup>. Our intention is to stay a state agency, which will cost an additional \$400 annual fee to register an .gov account. Through our current system, it takes half a day to enter one week into our timesheet system. WV State of Office Technology has assured us they will not fix our issue. We have strategically researched the problem and solutions. A motion to approve moving IT inhouse and the upfront costs was made by Mr. Konrad and seconded by Mr. Kitchen. Dr. Yingling asked for assurance to the Board that Cabell-Huntington Health Department has the expertise to set up and maintain internal Information Technology. Tim Hazelett assured the Board of Health that we have the expertise through our Information Technology Director, Allen Woodrum. The motion to approve internal information technology was approved. Mr. Kitchen commended the agency for moving IT inhouse and finding money to cover costs, instead of just asking for money.

The Cabell-Huntington Health Department has applied for and received three Public Health Associates through CDC.

#### Emergency Funding Update:

Tim Hazelett stated we have a tremendous partner in Marshall Health and have found funding to enhance the Infectious Disease efforts in our HIV Cluster response.

We applied for Emergency Funding. Three specific areas, social worker position, SNS response and testing supplies, will be fully funded through the Regional Epidemiology Grant, about \$92,000. We expect to receive between \$150,000 - \$160,000 to cover other costs at 50%. Dr. Kilkenny stated we are receiving less funding than requested due to additional situations in the state.

#### **Physician Director's Report:**

Dr. Kilkenny presented the Physician Director's Report.

#### HIV Cluster Update:

Case count 81. Our efforts are shifting toward linkage to care. Though we are doing a good job in linkage to care, the viral suppressant rate is low. It is harder to achieve a high viral suppressant rate in a population that don't have the ability to support themselves. By providing more case management and support, we will assist this population in becoming stable, so they can achieve viral suppressant

status. Marshall Health's commitment in providing infectious disease services is fantastic. Through our partnership, services are being provided on-site more frequently. It is imperative we don't miss an opportunity to provide services to this population. The goal is to increase the viral suppression rate through access to linkage to care with Ryan White part B and infectious disease services in Harm Reduction.

A motion to adjourn to Executive Session for education from legal counsel was made by Mr. Konrad, seconded by Mr. Kitchen and approved.

Executive session was called to order at 6:05pm.

A motion to return from Executive Session was made by Mr. Konrad, seconded by Dr. Yingling and approved.

Executive session ended at 7:07pm and the Board reconvened into regular session at that time.

The Board collectively discussed with its Attorney, the concerns about vaping, particularly youth vaping. The Board received information regarding existing policies about the use of vaping products, particularly indoor use. No action was taken in executive session.

Mr. Konrad inquired on the potential policy or statement to address vaping issues.

Dr. Kilkenny read the statement drafted in response to the Board of Health's request at the September board meeting.

WHEREAS, according to the Surgeon General of the United States, E-cigarettes are a rapidly emerging and diversified product class which typically deliver nicotine, flavorings, and other additives to users via an inhaled aerosol and are referred to by a variety of names, including "e-cigs," "e-hookahs," "mods," "vape pens," "vapes," and "tank systems;"

WHEREAS, e-cigarettes are now the most commonly used tobacco product among youth, surpassing conventional cigarettes in 2014 and e-cigarette use is strongly associated with the use of other tobacco products among youth and young adults, including cigarettes and other burned tobacco products;

WHEREAS, e-cigarette use among youth and young adults has become a health concern, since current use of e-cigarettes by young adults 18-24 has surpassed that of adults 25 years of age and older;

WHEREAS, the use of products containing nicotine poses dangers to youth, pregnant women, and fetuses, and the use of products containing nicotine in any form among youth, including in e-cigarettes, is unsafe;

WHEREAS, vaping products use an e-liquid that may contain nicotine in addition to a combination of flavoring, propylene glycol, vegetable glycerin, and other ingredients and may also contain toxic chemicals such as formaldehyde, acrolein, acrylonitrile, propylene oxide, crotonaldehyde and acetaldehyde, as well as metal particles such as nickel, lead, and chromium, which can be inhaled into the lungs;

WHEREAS, e-cigarettes are marketed by promoting flavors and using a wide variety of media channels and approaches that have been used in the past for marketing conventional tobacco products to youth and young adults;

WHEREAS, according to 2018-2019 data 28.2% of 12<sup>th</sup> grade student in Cabell County reported using e-cigarettes in the past 30 days and that percentage is higher than the national rate of 26.7%;

WHEREAS, the Centers of Disease Control and Prevention (CDC), the Food and Drug Administration (FDA), and state and local health departments nationally, are investigating a multistate outbreak of severe lung disease associated with the use of vaping products;

WHEREAS, on August 26, 2019 the West Virginia Bureau for Public Health directed all health care providers to immediately report any cases of severe lung disease associated with the use of vaping

products to be immediately reported to the local health department, which includes the Cabell-Huntington Health Department;

NOW, THEREFORE, to protect the present and future health of the citizens of Cabell County and the City of Huntington, West Virginia, the Cabell-Huntington Board of Health and the Cabell-Huntington Health Department recommend against the use of e-cigarettes and related vaping products by all children, youth, young adults, and pregnant women.

The Cabell-Huntington Board of Health and the Cabell-Huntington Health Department condemn marketing practices to entice children, youth, and young adults to use e-cigarettes, including flavorings and messaging directed at youth and will use any means within their authority to protect the health of these vulnerable citizens.

The Cabell-Huntington Board of Health promotes clean indoor air in Cabell County and the City of Huntington, West Virginia through its Clean Air Ordinance, which prohibits smoking in specified indoor public spaces. The Board of Health interprets e-cigarette use or “vaping” in any form also to be prohibited in these regulated areas.

The Cabell-Huntington Board of Health and the Cabell-Huntington Health Department recommend that any person affected by these recommendations that finds him/herself unable to stop using nicotine, not start or resume using smokeless or smoking tobacco, but consult a health professional regarding recommendations for use of FDA approved methods to stop using nicotine.

A motion to approve the Cabell-Huntington Board of Health Official Statement was made by Mr. Konrad, seconded by Mr. Kitchen and approved. Statement will be released to public on Thursday, October 24<sup>th</sup> through a media release.

Mr. Konrad made a motion for the Cabell-Huntington Health Department to consult counsel and start the process to adopt a new regulation that implements the Clean Air Indoor regulation as applied to vaping. Such that it is in compliance with the state law and enforceable in this organization’s territory. Management is to start the process for Board review at the November Board of Health meeting. Motion was seconded by Mr. Kitchen and approved.

A motion to adjourn was made by Mr. Konrad

Meeting adjourned at 7:14pm

The next regular Board meeting is scheduled for November 20, 2019 at 5:00 p.m.

Respectfully submitted,



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

Approved:



Donna Rumbaugh, Chair  
Cabell-Huntington Board of Health