

CABELL-HUNTINGTON HEALTH DEPARTMENT
Board of Health Regular Meeting –November 20, 2013

Board Members Present:

Harriette Cyrus
Thomas Gilpin, Atty.
Greg Howard, Atty.
Sally Oxley, PT
Kevin Yingling, MD

Board Members Absent:

Omayma T. Touma, MD

Staff Members Present:

Harry K. Tweel, MD, FCCP
Tim Hazelett, Administrator
Stanley Mills, HHR Program Manager I
Kathleen Napier, DON
Jack Mease, Accountant
Elizabeth Ayers, PIO
Kay Dick, Secretary I
Jenny Erwin, RN
Chris Edwards, RN
Karen Shannon, RN
Heather Wood, RN
Karen Hall-Dundas, Sanitarian Supervisor
Bryan Maynard, Maintenance

Called to order at 5:03 PM.

Approval of Minutes:

A motion to approve the minutes for October 23, 2013 was made by Dr. Yingling, seconded by Ms. Oxley and passed.

Environmental Health/Threat Preparedness:

Threat Preparedness: Mr. Mills reported Jesse Boner, our IT/GIS person, attended an ESRI conference, which is a software vendor that makes mapping programs. She learned some valuable information at this conference. She will continue to add information to the All Hazards Map of Cabell County that our previous IT person developed. Septic system information, as well as mosquito information, is put into this program. Eventually, all communicable diseases information will be entered into this program also. He said the State is still requiring last year's information be sent to them. He thinks this is due to their website crashing.

Environmental Health:

Mr. Mills said fairs and festivals are over for this year. He said Cabell County leads the state in the environmental health program that we are now using. He hopes that in December some of the State staff will come here to go over some issues with us. We use this program more than any other county in the state. Mr. Gilpin asked if this program is for all inspections, not just restaurants? Mr. Mills said yes, it covers everything that the environmental section does. He also said about 6 months ago State staff came here and he told them we record our time in about six different places, is there any way to just record it one time? They said yes, this new program we are now using will allow us to do that. Ms. Oxley asked about Jesse billing Medicare for flu shots; were these paper claims? Kathleen said no, they were filed electronically. Dr. Tweel said we have been doing this for several years.

Nursing:

Ms. Napier reported that 4,012 flu vaccines were given in October, and as of November 12, a total of 5,397 have been given. We held a flu clinic at the Huntington Mall on 11/11 and gave about 280 flu shots there. She and Ms. Ayers attended the Family Medicine Conference at Pullman Square. This was a good opportunity to educate physicians about vaccines. There were lots of questions about bedbugs, and we distributed information about that problem. They are also working on writing a grant for Komen funds that is due 12/1/13, but we won't know if we got it until April, 2014. Dr. Yingling asked about the increase in flu shots from last year? She said we started giving flu shots earlier last year, so we reached people who hadn't received their flu shot elsewhere yet. Dr. Yingling asked her to explain risk assessments. She said there is no PPD available due to the nationwide shortage, so we are doing risk assessments on everyone wanting a PPD.

Epidemiology and Tobacco:

These reports were accepted as submitted.

Change The Future (CTG):

Mr. Hazelett said pending approval from the State there is now a full staff for the CTG team.

Public Information Officer:

Ms. Ayers reported a special flu clinic was offered this year to media people at the Herald Dispatch, and it was well attended. Another flu clinic was held for first responders at the Fire School, but this was not as successful as we had hoped for

Financial Report:

Mr. Mease reported that for the month of October receipts exceeded expenditures by 37.62%. YTD receipts have exceeded expenditures by 21.8%. With one third of the fiscal year behind us, expenditures are 46.19% of projected budget and receipts are 35.25% of projected budget. Mr. Gilpin asked if the amounts listed on grants is amount spent or amount left. Mr. Mease said that is amount spent in October. Mr. Gilpin asked how much of the ending cash balance is restricted grant funds? Mr. Mease said we have actually received very little in grant monies this year.

Approval of Expenditures:

A motion to approve the invoices for October 2013 was made by Ms. Cyrus, seconded by Ms. Oxley and passed.

Administration:

Strategic Plan: Dr. Tweel asked the Board to review the strategic plan and accept it so we can move forward with it. He asked Ms. Ayers to discuss the plan. She said the planning team had a final meeting with Mr. Hadsell this month. She explained the team has developed the top 5 priority strategic initiatives to help us move forward in the next few years in our overall goals to better serve the community. The team has decided to meet twice a month to identify objectives and goals we want to accomplish for the upcoming year. This information will be shared with the board members once the plan is mapped out as to who is doing what, and when it will be done. She will again be team leader next year and Rodney Melton will be vice-chair. After 2014 he will become team leader, as this position will rotate so everyone will have an opportunity to lead the team. She thinks everyone on the team is willing to participate in achieving these goals. Dr. Tweel said if the Plan is acceptable to the Board, we would like to use it as the public face of the Health Department. Dr. Yingling said he would like to see a time line as to when these strategies will be completed, whether they are 20%, 50% or 100% completed, and when one is 100%, put another one in its place. Mr. Mills said the goal at this Board meeting was just to introduce the Board members to the Plan, then in January give them much more “flesh on the bone”. Dr. Yingling said this Plan is a phenomenal accomplishment that encompasses an enormous amount of work.

Approval of Strategic Plan:

A motion to approve the basic concept of the Strategic Plan as a work in progress was made by Ms. Oxley, seconded by Ms. Cyrus and passed. Dr. Tweel asked if this Plan could be shared with community partners, and consensus was yes.

Building Repairs: Mr. Hazelett reported that the original estimate on building repairs has changed considerably due to many other problems uncovered after more in-depth inspection. What was originally a \$17,000 estimate is now a \$27,000 estimate. This figure should be enough to cover all repairs. One of the problems we will have to address is some mold on the 3rd floor, caused by the moisture from the leaks.

Generator: Walker Cat has assessed the situation and is not sure if they can get parts to fix our generator, and if they could, the cost would probably be 50-60% of the cost to purchase a new one. The issue with the generator is a ring problem which allows the generator to leak oil into the pistons. The cost of a new generator is estimated to be \$39,000, total turn key cost is approximately \$101,000, which would cover removal and disposal of the old unit and installation of the new one. Our current generator was used at Cabell Huntington Hospital for many years before it was installed at our building. Dr. Yingling asked what is powered by the generator? Ms. Napier said refrigerators that keep all our vaccines viable, and all computers, as well as lights in essential areas. Dr. Yingling asked if now is the time to look into getting a generator powerful enough to cover the whole building? Mr. Hazelett said the generator we are looking at will be enough to do that, but there would be an additional expense to wire the whole building for this generator. Mr. Gilpin asked if grant monies are available to help with

the cost? Mr. Mills said we are looking into that possibility; there may be funds available through Homeland Security. Mr. Hazelett said there is a 12 week lead time to get a unit, and due to the cost, it will have to be put out for bids.

Dr. Tweel reported we should have a full staff by mid December, except for a Nurse Practitioner.

Mr. Gilpin 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 5:57 p.m.

Awards: Dr. Tweel presented a clock to our two Board members whose terms have expired, and thanked them for their service: Mr. Howard, who has served 1 term, and Ms. Oxley, who has served 2 terms. Ms. Oxley said of all the boards she has served on, she has probably enjoyed this one the most. She feels like we really make a difference and have been a wonderful group to work with.

Holiday Luncheon: Dr. Tweel reminded the Board members of our holiday lunch on 12/9 at 11:30 a.m.

The next Board Meeting is scheduled for January 22, 2014 at 5:00 p.m.

Respectfully submitted,

Harry K. Tweel, MD, FCCP
Secretary

Approved:

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