

CABELL-HUNTINGTON HEALTH DEPARTMENT
Board of Health Regular Meeting –October 22, 2014

Board Members Present:

J. Larry Crawford
Harriette Cyrus
Thomas Gilpin, Atty.
Donna Rumbaugh
Omayma T. Touma, MD
Kevin Yingling, MD

Staff Members Present:

Harry K. Tweel, MD, FCCP
Tim Hazelett, Administrator
Stan Mills, Program Director
Jack Mease, Accountant
Kathleen Napier, Nurse Director, Clinic
Elizabeth Ayers, CTF Regional Program Manager, PIO
Casey Napier, Prevention Coordinator CTF
Karen Hall-Dundas, Sanitarian Supervisor
Kay Dick, Secretary

Non-Staff Present:

Deb Koester, Executive Director of WV Local Health, Inc.

Called to order at 5:00 PM.

Approval of Minutes:

A motion to approve the minutes for September 24, October 01, and October 15, 2014 meetings was made by Ms. Cyrus, seconded by Mr. Crawford and passed.

Environmental Health/Threat Preparedness:

Stan reported on the Ebola situation. The State is hosting conference calls as the information is changing daily. We will meet with the local hospitals Friday to review their plans. We will also be meeting with first responders. He said using this outbreak is a good way to plan for future situations like this. Protocol is to have the hospital send samples of suspected cases to the state or the Centers for Disease Control (CDC). Our only responsibility is case investigation. Tim distributed Power Point information on the responsibility of the Board to quarantine a suspected person. Mr. Gilpin asked if any higher authority can raise that quarantine? Tim advised yes, the state health officer can override the Board's decision. Stan said he feels confident that if an Ebola case is verified in our area we are prepared to handle it.

Stan also reported that bedbugs are still an issue in our area, but thankfully, research shows they don't carry any diseases.

Stan advised September was a big month for temporary food events, such as all the “fests” in our area. These are typically all evening and weekend events, which our sanitarians have to inspect.

Karen reported 6 new volunteers on the MRC (Medical Reserve Corps.) in the past several months. Mr. Gilpin asked about our liability in having volunteers working here? Karen said if they are through OES (Office of Emergency Services) or EMS (Emergency Medical Services) they are covered under their policies.

Nursing:

Dr. Yingling asked about the number of family planning services compared to last year’s figures. Kathleen said that covers the number of services that patient receives while here, so we saw 333 patients, and some received more than one service. He also questioned the increase in PPD’s: Kathleen said that is because last year there was a shortage of PPD vaccine, so those numbers were way down. She also said most nursing and med schools require PPDs before they do clinicals, so we give a lot of PPDs.

Kathleen gave an update on the syphilis outbreak. We have visited several of the businesses these people frequent, and have left educational materials and condoms there. We have done a lot of testing and contact investigation also.

Dr. Yingling asked if there has been a trend change in the number/types of people getting vaccinations from the health department, or have we had to extend our services to newer areas that have not been targeted in the past? He just asked in terms of do we provide enough services, and do we have the personnel to provide these services? Kathleen said there has not really been any change in the number of vaccines that we give, and we have extended the hours/times we offer our services.

Epidemiology and Tobacco Prevention:

These reports were accepted as submitted.

Change The Future (CTG)/Public Information Officer (PIO):

Elizabeth said she is beginning to track media impressions, how much coverage we are actually getting from the local TV stations, radio, newspaper, etc. She is also tracking how many interviews we are doing with the media.

Elizabeth reported that 3 CDSMP (Chronic Disease Self Management Program) classes ended last week. We are looking at getting other classes set up throughout the community. She is working on grant applications to help sustain out initiatives that were started with the Change the Future WV (CTFWV) program. She said there will be a 3-day CDSMP leadership training here on 11/5, and they are encouraging anyone in the community that would like to become a leader to attend this training. The more people that get certified to teach, the more classes we can offer to the public.

Elizabeth also mentioned that CTFWV was promoted at the last MU football game and had pictures for Board members to view. 3 of the 4 CTFWV regions were represented at the game. She also said they will be at the WVU game next weekend. About 500 recyclable grocery bags were given out at the MU game.

Administration – Tim Hazelett:

Tim said that thanks to Jack, Mr. Gilpin and Dr. Tweel the physician director position was voted on to become exempt beginning 11/1/14.

Tim also advised the Culture Assessment will be sent to the Board members prior to the November Board meeting.

Tim reminded the Board members of the active shooter training to be held at the health department on Thursday, October 30th, and invited them to attend.

Tim also invited the Board members to Dr. Tweel’s retirement luncheon at 11:30 a.m. on Tuesday, October 28th.

Financial Report:

Jack pointed out that P-card purchases for September were over \$38,000 and we get rebates on that amount. He also noted that we spent about \$56,000 on vaccines in September. He said revenues exceeded expenses by 30.52% in September, and YTD by a little over 2%. With 25% of the fiscal year passed, our expenditures are 31% of projected budget, and our receipts are 32% of projected budget. He also commented that thus far in October, receipts are over \$400,000, a lot of which is grant monies.

Dr. Yingling asked if it has been considered to make a dashboard of grants that generate revenue for the health department, and the other Board members agreed that would be helpful. Tim said he has a spreadsheet with very similar information and he will share that with the Board members each month.

Approval of Expenditures/Financial Report:

A motion to approve the invoices for September was made by Ms. Cyrus, seconded by Dr. Touma and passed.

Accreditation Readiness Report:

Deb Koester advised the PACT is providing the guidance and oversight for the overall process of accreditation. The Regional Health Connect is one major step the PACT team has been moving forward with; more information regarding this will be shared. She said there was an 80% response rate on the Denison culture assessment, which is great. We are looking forward to getting those results back. She said we have a very good picture for all 12 domains of where the strengths and opportunities lie for improvement within the health department. Staff training is scheduled over the next 6-9 months. This whole process is gaining momentum – all staff are on board and involved, which the accreditation board will be looking for. She said the PACT leadership has been tremendous. Tim also commended the PACT for a job well done.

Dr. Touma asked if any other health departments in West Virginia are accredited? Dr. Tweel advised no, but Kanawha-Charleston health department has applied. Dr. Yingling asked what timeline are we looking at and is that close to the Levy vote? Deb advised we need to have 3 prerequisites in place before actually applying. She said it will probably be 6-8 months before the health improvement plan is ready, which is one of the prerequisites. In the meantime we can continue collecting documentation, so we are looking at 24 months or less to apply. The whole process can take 3-5 years to complete. Dr. Yingling suggested we continue to foster a culture of partnership between the health department and Marshall Medical School. Dr. Tweel advised we plan on doing so.

Administration – Dr. Tweel:

Dr. Tweel reported he is to receive a copy of new proposed legislation for tuberculosis (TB) control in the state. Since the last upgrade of the TB law, which was about 4 years ago, there has not been one case of TB detected through the school immunization program. The proposal, (which goes before the legislature in January, 2015) will therefore be to totally eliminate the school requirement of PPDs for entrance of new teachers, volunteers, and students.

Dr. Tweel thanked the Board for all their support during his 10 year tenure with the health department. Dr. Touma commended Dr. Tweel for his dedication.

Mr. Gilpin asked if there was any more business. There being none, the Board convened to Executive session at 6:10 p.m. to discuss personnel issues.

The Board reconvened to regular session and was called to order at 6:40 p.m.

Mr. Gilpin announced no replacement has yet been found for the physician director position. We have been seeking to have the position declared exempt; this will allow the Board to have more flexibility in being able to attract possible candidates. He asked for a motion to declare the search under the classified requirement failed.

A motion to declare the search for a physician director under the State classified description as failed was made by Ms. Cyrus, seconded by Dr. Yingling and passed.

Mr. Gilpin also said he was given the authority to meet with and negotiate with Dr. Kevin McCann to serve as a temporary part-time local health officer for the health department, which is required by State code. Dr. McCann already serves as the local health officer for the Wayne County Health Department. He is agreeable to serving in the same capacity for us, and will be available by phone when needed.

A motion to employ Dr. Kevin McCann as a temporary, part-time local health officer/physician director for the Cabell-Huntington Health Department was made by Dr. Touma, seconded by Ms. Rumbaugh and passed.

A motion authorizing Dr. McCann to sign checks for the Cabell-Huntington Health Department, commencing on November 1, 2014 until further action by this Board, was made by Ms. Cyrus, seconded by Mr. Crawford and passed.

Mr. Gilpin asked what resources are available to the Board to find a replacement for Dr. Tweel, in terms of a package we can offer, and what marketing and/or recruiting expenses may be incurred. He asked Jack to provide this information to the Board prior to the next Board meeting on November 19th. He also suggested the possible need of a sub-committee in order to define the job description and assisting in the recruiting process. This will be discussed further.

The regular session was adjourned at 6:50 p.m.

The next regular Board meeting is scheduled for November 19, 2014 at 5:00 p.m.

Respectfully submitted,

Tim Hazelett, Administrator

Approved:

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