

CABELL-HUNTINGTON HEALTH DEPARTMENT
Board of Health Regular Meeting –June 26, 2013

Board Members Present:

Harriette Cyrus
Thomas Gilpin, Atty.
Greg Howard, Atty.
Omayma T. Touma, MD
Kevin Yingling, MD

Board Members Absent:

Sally Oxley, PT

Staff Members Present:

Harry K. Tweel, MD, FCCP
Stanley Mills, HHR Program Manager I
Kathleen Napier, DON
Elizabeth Ayers, PIO
Tim Hazelett, CTF Regional Program Manager
Kay Dick, Secretary I
Karen Hall-Dundas, Sanitarian Supervisor
Rodney Melton, Sanitarian Supervisor
Beverly Spurlock, Sanitarian
Jenny Erwin, RN
Chris Edwards, RN
Heather Wood, RN

Called to order at 5:02 PM.

Approval of Minutes:

A motion to approve the minutes for May 22, 2013 was made by Ms. Cyrus, seconded by Dr. Yingling and passed.

Environmental Health/Threat Preparedness:

Threat Preparedness: Mr. Mills stated in the months of May and June two drills were held. One was internally at the health department and had the staff dealing with a foodborne illness. The second drill involved all 9 counties of the Bundle Team region. This tabletop drill dealt with the Continuity of Operations Plan (COOP). There was a lot of improvement compared to the same type drill held 2 years ago. Dr. Tweel gave credit to Stan Mills for planning the drill and said he had received kudos from those who rated the drill.

Environmental Health:

Rodney Melton said they are in full swing for pools, fairs and festivals, so all sanitarians are busy with inspections. He reported Dustin Mills had captured a large mosquito that is rare to be found in our area, but it doesn't transmit disease.

Nursing:

Ms. Napier reported the clinic has been at Marshall University orientation offering immunizations to incoming freshmen. This year's numbers have been lower than in the past due to new state laws that

require children be immunized before 12th grade. Mr. Gilpin asked if Marshall was amenable to us being there. Ms. Napier said yes, very much so.

Ms. Napier also stated that 24 clients have completed the Hepatitis B series through the Hep B Pilot project. Other counties who also received this grant are not doing as well as we are. Dr. Touma asked if we are doing community outreach associated with the Hep B project and Ms. Napier said yes, we go to the methadone clinic once weekly.

Dr. Touma asked how we derive at the community outreach number listed on the board report. Ms. Napier stated that it is the number of health fairs we attend and the approximate number of people we see at the health fair.

Public Information Officer:

Ms. Ayers reported this is the 3rd year we have given the HPV, TDaP, and Menactra vaccine to incoming freshman at Marshall and we will keep a total of how many given. Mr. Gilpin asked if student's family can get shots there also. Ms. Ayers advised no, we only offer to students, but family can come to clinic during regular immunization hours.

Epidemiology and Tobacco Reports:

These reports were accepted as submitted.

Change The Future (CTF):

There were no questions regarding the CTF report, and Tim Hazelett advised he had nothing additional to add this month.

Financial Report:

Dr. Tweel announced we have a new accountant in training. He also stated income is down, but that is typical for this time of year.

Approval of Expenditures:

A motion to approve the invoices for May 2013 was made by Mr. Howard, seconded by Dr. Yingling and passed.

Administration:

Dr. Tweel asked the Board members their opinion of the 2013/2014 Board meeting schedule, which is 10 meetings, with no meeting in August or December.

Board Meeting Schedule:

A motion to approve the 2013/2014 Board meeting schedule of 10 meetings on the 4th Wednesday of each month, with the exception of November, which will be on the 20th due to Thanksgiving being on the 27th, was made by Ms. Cyrus, seconded by Dr. Yingling and passed.

Vision/Mission and Strategic Plan/Overarching Goals:

A motion to accept the Vision/Mission and Strategic Plan/Overarching Goals was made by Ms. Cyrus, seconded by Mr. Howard and passed.

Future Planning/Organizational Structure:

Mr. Gilpin said he had suggested at the recent informational meeting between the Board members and the health department planning team that focus should be on the goals for 2013/2014. Breakdown follows:

#5: Dr. Yingling asked if we are required to do this. Ms. Napier said we see a large population with no insurance coverage. We would be a resource for this program. Mr. Gilpin asked if this training to register patients will be paid for with grant funds? Dr. Tweel advised health departments are excluded, but we may be able to partner with another entity for funding.

A motion to approve #15, which states the TP program will develop a coalition of local preparedness partners as well as strengthen communication between CHHD TP leads, was made by Dr. Yingling, seconded by Mr. Howard and passed.

A motion to approve #11, which states the environmental health division will develop interventions to problems identified in the environmental assessment, was made by Dr. Yingling, seconded by Ms. Cyrus and passed.

Dr. Yingling asked why a 10 year plan for environmental health and threat preparedness, but not other departments? Mr. Mills advised training leadership, etc. takes that long.

Mr. Gilpin asked if #7 does not tie into #20, and Dr. Yingling asked if not #8 also? A motion to approve development of #20, #7 and #8 as strategic goals, which states all CHHD/DHHR/DOP policies will be reviewed and revised if needed, we will develop a stronger relationship with Cabell County schools, and develop a uniform and legal procedure to prosecute environmental health violators, was made by Dr. Yingling, seconded by Mr. Howard and passed.

A motion to approve combining #21 and #22, which states CHHD will have an appropriate quality improvement plan and will identify community partners/coalitions, was made by Dr. Touma, seconded by Dr. Yingling and passed.

Discussion was had on the 2014/2015 goals. It was decided the planning team would work to finalize a more permanent document to include specific goals and keep strategies as a work in progress. Mr. Mills said he was hearing that the Board was interested in what the planning team was doing and would like to continue to flesh out strategies and goals. The Board asked that plans/goals be sorted by date/department and explanation as to how these decisions were reached, specific goals, and cost associated with meeting those goals. Dr. Yingling said he would like more information as to why certain dates/strategies were picked.

It was decided to keep the organizational structure as voted on at the May, 2013 meeting.

The next Board Meeting is scheduled for July 24, 2013 at 5:00 p.m.

Mr. Gilpin asked if there was any more business. There being none, the Board adjourned at 5:50 p.m.

Respectfully submitted,

Harry K. Tweel, MD, FCCP
Secretary

Approved:

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