

**CABELL-HUNTINGTON HEALTH DEPARTMENT**  
*Board of Health Regular Meeting –July 25, 2018*

**Board Members Present:**

J. Larry Crawford  
Daniel Konrad  
Danny Porter  
Donna Rumbaugh – conference call

**Board Members Absent:**

Kevin Yingling, MD  
Robert Sweeney

**Staff Members Present:**

Michael Kilkenny, MD, MS, Physician Director  
Tim Hazelett, Administrator  
Jack Mease, Accountant  
Kathleen Napier, Director of Nursing  
Kim Lockwood, Epidemiologist  
Teresa Mills, Prevention Coordinator  
Karen Hall-Dundas, Director of Environmental Health General Sanitation  
Tonya Chaney, Regional Epidemiologist  
Laura Johnson, Secretary  
Michelle Perdue, Harm Reduction Coordinator  
Elizabeth Adkins, Public Information Officer/Health & Wellness Director  
Allen Woodrum, Information Technology Director

**Visitors:**

A motion to approve the June 2018 Board of Health minutes was made by Mr. Konrad, seconded by Mr. Porter, and approved.

**Environmental Health:**

Karen Hall-Dundas presented the Environmental Health report. One West Nile positive pool has been identified in West Virginia. The Environmental Technician has passed certification for housing inspector.

**Threat Preparedness:**

Tim Hazelett presented the Threat Preparedness report. Medical Reserve Corps. (MRC) volunteer hours will be included on the monthly report. The Jurisdictional Risk Assessment (JRA) was completed in June. The JRA assesses risks in Cabell County and the City of Huntington for a five year period. Three staff members attended the NACCHO conference.

**Epidemiology:**

Kim Lockwood presented the Epidemiology report. Mr. Konrad inquired on the national plateau. The rise in Hepatitis A appears to have a regional effect. Based on what has been seen in other areas, the response is 18 months.

**Nursing:**

Kathleen Napier presented the Nursing report. The number of clients seen in the Harm Reduction Program significantly decreased due to the new guidelines. Clinic personnel are working with the Epidemiology Department to vaccinate contacts of cases, conduct contact investigations, and enter data into WVEDDS.

Mr. Crawford commended the agency for conducting the Public Health Forum.

Mr. Konrad inquired on any actions the board could or should be doing in reference to the Hepatitis A Outbreak. Tim recommended the Board's approval to apply for Emergency Funding. The funding will assist in increasing capacity during our response to the Hepatitis A outbreak. As Administrator, Tim recommended the Board's approval to apply for Emergency Funding. A motion to approve the application Mr. Konrad made a motion to approve application of Emergency Funding. Mr. Porter seconded and the motion was approved.

Dr. Kilkenny recommended the Board's approval of the change in policy and enforcement in bare handling of food. The current policy discourages any bare handling of food. Cabell County adopted a recommendation that food not be handled before it was cooked. Although food is to be cooked to a temperature to kill the organisms, there is no guarantee it does reach the appropriate temperature. No bare handling of any foods has been enforced. The enforcement has been a little more than voluntary. In the updated policy, bare handling of food will be enforced to the level of a critical violation. Dr. Kilkenny recommended the board to enact that policy to reduce the risk of Hepatitis A. The current food code says minimize contact. We are asking Cabell County to exceed that minimal requirement and say no bare handling of any food. Mr. Konrad inquired on the restaurants ability to handle a new policy. Kim Lockwood said this policy has been enforced since 2007 as a non-critical violation. Raising the violation to critical is a higher enforcement. Three critical violations result in voluntary closure until correction of procedures. The update will enhance the safety across the board without putting an undue punitive action in place. A motion to approve the change in the Bare Handling policy and enforcement of policy was made by Mr. Konrad, seconded by Mr. Porter and approved.

Dr. Kilkenny asked for the Board's approval to authorize our expenditure of \$20,500 to purchase 500 doses of vaccine to use for people who are not eligible for the high risk vaccine, do not have insurance or funds. We would like to apply our sliding fee to individuals who are on limited income and do not meet the criteria for high risk vaccine. The expenditure would increase access to vaccine. Mr. Konrad asked if 500 doses is enough. Dr. Kilkenny said we are asking for approval of expenditure for 500 at this time and availability for emergency approval of an additional 500 if necessary. A motion to authorize the expenditure for 500 doses of Hepatitis A and the availability for emergency approval of an additional 500 doses if necessary was made by Mr. Porter, seconded by Mr. Konrad and approved.

**Information and Technology:**

Allen Woodrum submitted the Information and Technology report.

**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. This included timeliness reports which are generated on a monthly basis and presented to establish timelines of communicable/infectious disease reports completed and submitted to the State and CDC. Training to local health departments continues. In June, 90 cases were reported in Cabell County. 75 of those are Hepatitis A. Prior to the Hepatitis A outbreak, we were averaging 18.

**Health & Wellness:**

Elizabeth Adkins presented the Health and Wellness report. The two-year United Way Grant ended on June 30<sup>th</sup>. Teresa Mills did an excellent job reaching a total of 746 fourth and fifth grades students on tobacco and prevention education.

A motion to approve the departmental reports as submitted and presented to the Board was made by Mr. Konrad, seconded by Mr. Porter and approved.

**Financial Report:**

Jack Mease presented the June 2018 financial report. Mr. Porter made a motion to approve the June 2018 invoices and receipts. Mr. Konrad seconded and the motion was approved.

**Administration:**

Tim Hazelett presented the Administration Report. Michelle Perdue was commended for acquiring a \$95,000 grant and extended two other grants through December 31<sup>st</sup> for the Harm Reduction Program. The Board has been provided a Performance Management Dashboard for review. Goals and objectives have been set for each department. Key performance indicators will be reported on a quarterly basis and the entire performance management on a bi-annual basis.

**Physician Director's Report:**

Dr. Kilkenny presented the Physician Director's Report. Dr. Kilkenny commended the staff for the extraordinary effort towards outbreak response. Our staff have been able to manage up until now with minimal interruptions in all basic services while handling an outbreak we have not experience before. Dr. Kilkenny stated he does not know of another staff of a health department in the state that has performed what we have.

The Board adjourned to executive session at 5:32pm.

The Board called regular session back in order at 5:48pm.

Not action was taken in executive session.

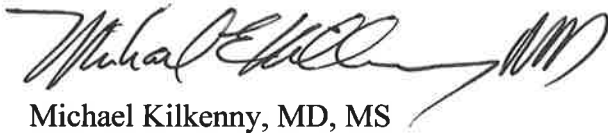
Mr. Konrad made a motion for this fiscal year to give Dr. Kilkenny a one-time allocation of 80 hours additional vacation time and a salary advancement of \$7,500 and maintain professional costs that includes travel, licensures, and other costs. The Advanced Professional Development Training Expense Reimbursement Agreement is required by state code to be completed. That provides the method to pay for professional trainings. We would get reimbursed should an employee leave the agency. The motion was seconded by Mr. Porter and approved.

Tim Hazelett stated the Emergency Funding Application has been submitted.

Mr. Porter made a motion to adjourn at 5:51 p.m.

The next regular Board meeting is scheduled for September 26, 2018 at 5:00 p.m.

Respectfully submitted,



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

Approved:



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J. Larry Crawford, Chairman  
Cabell-Huntington Board of Health

**CABELL-HUNTINGTON HEALTH DEPARTMENT**  
*Board of Health Executive Meeting – July 25, 2018*

**Board Members Present:**

J. Larry Crawford  
Daniel Konrad  
Danny Porter  
Donna Rumbaugh – conference call

**Board Members Absent:**

Kevin Yingling, MD  
Robert Sweeney

The Executive Session was called to order at 5:32pm.

Executive Session ended at 5:48pm and the Board reconvened into regular session at that time.

Respectfully submitted,



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

Approved:

  
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J. Larry Crawford, Chairman  
Cabell-Huntington Board of Health

