



Kanawha-Charleston Board of Health

Meeting Minutes

May 19, 2011

Board Members Present

Ms. Brenda Isaac
Mr. Robert Reishman
Dr. Arthur Rubin
Ms. Shannon Snodgrass
Mr. Stephen Weber

Presenting Guests

Dr. Rahul Gupta
Ms. Lolita Kirk
Ms. Janet Briscoe
Ms. Krista Farley
Ms. Anita Ray

Absent Members

Mr. James Strawn

1. Call to Order – President

Ms. Isaac called the meeting to order at 4:32 p.m.

2. Report of the President – Ms. Isaac

a. Approval of prior meeting minutes

Mr. Reishman made a motion that the minutes of March 17, 2011 Board meeting be accepted as read. The motion was seconded by Mr. Weber. The Board voted and the motion passed unanimously.

3. Report of the Health Officer – Dr. Gupta

a. 2010 Annual Report

Dr. Gupta presented a copy of the 2010 Annual Report to the Board. The report describes the activities of the Health Department; services provided, graphs, monies taken in and spent; additional information. It was stated that this had been the first Annual Report for the Health Department in many, many years. The Board was complimentary and very positive about the report. The Board was informed that the report will be printed and shared with the County, City and the State agencies.

b. Executive Session

Dr. Gupta requested the Board go into Executive Session to discuss personnel issues. The Board decided to wait until the other items on the Agenda had been completed.

4. Report of the Administrative Director – Ms. Lolita Kirk

a. FY2010 Auditor's Report

Ms. Kirk informed the Board that the Health Department's independent audit report for FY2010 was in their packets.

b. WV DHHR Desk Audit/for Three Grants

Ms. Kirk also informed the Board that during April, the Bureau for Public Health's Central Finance office audited three of the Department's DHHR grants. The three audited grants are the AIDS Testing and Counseling, H1N1, and the IAP. Ms. Kirk added that once the results of the desk audit are issued she will forward them to Board members.

c. Financial Report for 2012 Budget

Ms. Kirk added that the financial report for the first three quarters of the current fiscal year was in the packets. Also in the packets for consideration is the proposed operating budget for fiscal year 2012.

Ms. Kirk informed the Board of the possibility of employment cuts. Dr. Rubin asked the directors if they felt there was a need to continue with the security guards. After some discussion it was agreed that this was an expense that the Department could not afford at this time. Dr. Gupta stated it was more reasonable to cut part-time services, then full-time. Ms. Kirk stated that this cut would save the Health Department approximately \$40,000 a year. It was decided that there was no continued need for the security guards and if the need should ever arise, then this issue could be re-opened.

There was also discussion of dropping the disability insurance. Ms. Kirk stated that the Health Department had carried this insurance for years and no claims had been paid in the past 10 years. She went on to say that she had polled the staff, and not one member made mention that they would like to see this coverage maintained.

A motion was made by Dr. Rubin to accept the budget as presented and it was seconded by Mr. Reishman. The Board passed the motion unanimously.

5. Report of the Director of Environmental Health – Ms. Anita Ray

a. Environmental Fees

Ms. Ray informed the Board that the Environmental fees have been approved in time for the majority of the Health Department's permit renewals. On June 30th the current permits to operate food service establishments expire. Ms. Ray added that staff are in the process of preparing renewal notices for permit holders with the new fees for permits schedule.

b. Temporary Food Establishment Inspection Program

Ms. Ray stated that the temporary food season is in full swing and that the workload has decreased a bit in that area. The exemption for non-profit, educational, religious and charitable events has resulted in less inspection time for the sanitarians.

6. Report of the Director of Epidemiology –Ms. Janet Briscoe

Ms. Briscoe stated that the Board would find the bi-monthly Epidemiology Report on outbreaks and communicable disease investigations in their packets.

Ms. Briscoe informed the Board that the Division sponsored a mass prophylaxis training on April 8th for KCHD employees and Medical Reserve Corps (MRC) volunteers followed by the City Readiness Initiative (CRI) Exercise held on April 20th. Ms. Briscoe reported that both the training and exercise were well attended.

Ms. Briscoe stated she had recently attended a regional Advanced Practice Center's (APC) workshop, April 27th – 28th hosted by the National Association of City/County Health Officials (NACCHO). All expenses to attend this workshop were covered through a NACCHO

scholarship. Also added Ms. Briscoe, Epidemiology staff members, Rachel Holloway and Brandon Merritt attended a week-long advanced training at Emory University on Public Health Surveillance.

KCHD received a “Promising Practice” award from NACCHO for their work on continuing influenza School-Located-Vaccination (SLV) clinics during the 2010-2011 season. Ms. Briscoe acknowledged that SLV clinics would not have been possible without the assistance and support of Kanawha County School’s administration and nurses. Plans are already underway to continue influenza SLV clinics for grades K-12 in the fall.

Ms. Briscoe, noted that KCHD participated in the regional hospital preparedness exercise held on May 13th.

Mr. Weber inquired as to the nature of the Bluestone Dam. Ms. Briscoe stated that repairs were being made to the Dam, and that the City and County had been working on an evacuation plan.

7. Report of the Director of Health Promotion – Ms. Krista Farley

Ms. Farley introduced Amy Cramer, an intern from WVU that would be working with her until August.

Ms. Farley stated that KCHD is continuing to partner with the KEYS 4 HealthyKids initiative and will begin distributing the physical activity maps that are included in your packet. The hard copy maps highlight the opportunities on the East End and West Sides of Charleston, however the website version that is available, includes all opportunities in Kanawha County. We are also completing walkability audits around schools and community centers in the area to ensure they are walkable and providing recommendations to the City of Charleston Planners, West Side Main Street, East End Main Street and Charleston Urban Renewal Authority, to be included in their revitalization plans and future projects. We completed a walkability audit on the new West Side Elementary School in March and the report has been distributed.

Ms. Farley went on to say that she is trying to identify all the community events, fairs and festivals being held within Kanawha County so that KCHD can be involved and set up exhibits to recruit more volunteers for the Capital Medical Reserve Corps. We have mini, go kits and t-shirts to use and incentives for the volunteers to try to increase the numbers. We will be asking our volunteers to help man these exhibits in hopes they can encourage other residents to become involved.

Ms. Farley informed the Board that KCHD has received a grant from the National Association of City/County Health Officials (NACCHO) to support the recruitment and retention of volunteers in the Health Department’s Capital Medical Reserve Corps.

8. Old Business

None.

9. New Business

None.

10. Public comment period

No comments.

11. Executive Session

Mr. Reishman made a motion for the Board to go into Executive Session to discuss personnel issues. Dr. Rubin seconded the motion and the Board with Dr. Gupta went into session.

At 5:45, on a motion by Dr. Rubin, and seconded by Mr. Reishman, the Board came out of Executive Session.

12. Adjournment – 5:50 p.m.

A motion was made by Mr. Weber to adjourn and seconded by Mr. Reishman. The Board voted and the motion passed unanimously.

Respectfully submitted,



Rahul Gupta, MD, MPH, FACP
Health Officer/Executive Director