



Kanawha-Charleston Board of Health

Meeting Minutes

November 30, 2011

Board Members – Present

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

Presenting Guests

Dr. Rahul Gupta
Ms. Lolita Kirk
Ms. Janet Briscoe
Ms. Krista Farley
Ms. Susan Jordan
Ms. Anita Ray
Commissioner W. Kent Carper

1. **Call to Order – President**

Ms. Isaac called the meeting to order at 4:30 p.m.

2. **Discussion of establishing a letter grading system for food service establishments – Kanawha County Commission President W. Kent Carper**

Ms. Isaac introduced and welcomed Mr. Carper. Ms. Ray started the discussion by noting that she had conducted some research on letter grading systems established by other health departments nationwide. She stated she had contacted the state health department and was informed that a letter grade system would be regressive compared to the current system that was adopted in 2000. She went into detail regarding the restaurant inspection process and the placement of inspection reports at eating establishments. Several board members stated that they had never seen an inspection report at restaurants that they had visited. The posting of the inspections was discussed and Ms. Ray noted that part of an on-going process improvement of the food service inspections was addressing that issue. He also stated that there should be a way to calculate the current system into a letter grade system that other states have in place so it could be beneficial to the public. Mr. Carper stated that it shouldn't be done if the costs were too high, if it wasn't the best system for public health or if it went against the current state health laws. Mr. Carper also inquired as to why inspections were not on the Health Department's web site. Ms. Ray stated that the current system and software were not capable of posting to the website. Dr. Gupta stated that he had wondered the same. However, purchasing an expensive electronic posting system that would not 'talk' with other electronic systems at the state was not the best idea. Therefore, he worked with the state health department to write and obtain a federal grant that would include establishing same software system in several LHDs as well as the state. This will allow a seamless transfer and sharing of such information and data and would be a valuable quality improvement initiative. Ms. Ray added that the new software and hardware is in

the process of going through the purchasing process at state in order for us to do this. Ms. Isaac noted that a letter grade system was a good idea and a committee needed to be developed. Ms. Isaac stated she would like to have a county and city representative input.

A motion was made by Mr. Strawn to form a Board subcommittee to study the feasibility of a restaurant letter grading system. The motion was second by Mr. Reishman and the Board voted unanimously in favor of the motion.

3. Report of the President – Ms. Isaac

- a. **Approval of the minutes from the September 29, 2011 Board of Health Meeting.**
Ms. Isaac apologized to Dr. Rubin for the September 29, 2011 Board Meeting being scheduled on a recognized religious holiday. She also added that Mr. Reishman's absence was also unavoidable. Ms. Isaac requested that the last board minutes reflect that the wording be changed from absent to excused. Ms. Snodgrass addressed issues she had with the September 29, 2011 Board meeting minutes and requested that approval be postponed. Mr. Weber made a motion to defer approval of the minutes until the issues discussed were addressed. Mr. Strawn seconded the motion. The Board voted and approved the motion.

4. Report of the Health Officer – Dr. Gupta

- a. **Discussion of the CDC Community Transformation Grant**
Dr. Gupta provided an update to the Board with regards to the Community Transformation Grant. He stated that he worked with other stakeholders to write for and obtain a CDC award for a total of \$1.88 million in the first year for this 5-year grant to West Virginia. Major parts of the grant will be rendered among 4 regions in state that he helped establish. One fiscal agent for each region (Kanawha-Charleston HD for region 3) will receive a little over \$300,000 for a nine month period. Dr. Gupta added that the grant has the possibility of being renewed annually for an additional 4 years.

5. Report of Board Sub-Committees

- a. **Report of the Finance Sub-Committee**
Ms. Snodgrass noted that one quarter financial numbers was not enough to present a clear financial picture of the health department as the reserve is not included. Ms. Snodgrass stated that she was not aware that the Health Department had a \$1.5 million reserve and ask if the other Board member were aware of the reserve. Most members indicated that they were aware. Mr. Reishman stated that there was nothing unusual in the financial report other than the 1st quarter payment for flu vaccine and the fact that monies are yet to come in to pay for flu shots. Mr. Reishman stated the sub-committee did discuss the possibility of budgeting funding some merit raises in FY2012. He added that the sub-committee also discussed the posting of salaries on the web site and whether the practice should continue. There was a discussion by the Board members of the posting of salaries. Dr. Rubin stated that the state employees' salaries are available on-line and that it was public information.

6. Report of the Administrative Services Director – Ms. Lolita Kirk

Ms. Kirk informed the Board members that they would find a conflict of interest form in their packets. The statement is a requirement of the annual audit. Ms. Kirk stated that Board members could either sign the form and return it to her at the end of the meeting, or return it in the provided envelope.

Ms. Kirk also noted that the Board would find the Health Department's staffing report in their packets.

7. Report of the Clinic Nurse Supervisor – Ms. Susan Jordan

a. Report on the flu shot clinic activity.

Ms. Jordan informed the Board that as of November 23, the Health Department had administered over 15,000 flu shots. Ms. Jordan added that the school flu vaccination clinics were on-going.

8. Report of the Director of Environmental Health – Anita Ray

a. Discussion of the food program

Ms. Ray stated that the Department considers the recent food safety meeting a success. She added that there has been a lot of good interaction with Kanawha County food service owners. The feedback that has been received since the meeting has been very positive from both the City of Charleston and the permit holders.

Ms. Ray informed the Board that a requirement for taking an annual training course, has been recommended by many of the restaurant owners. Ms. Ray added that she will be working on developing such a program in time for the 2012 permit renewals. This may be on-line training, a CD provided to the permit holders or in- person. The training and type of training will depend on the funding available.

Ms. Ray discussed with the Board the posting of food service inspection reports where the public can see and read them is required in Kanawha County. Ms. Ray stated that she has discussed with her staff to be sure to verify that this being done properly. She added that she has also instructed sanitarians to make sure the inspections are legible.

b. Discussion of a quality improvement process for the consistency of inspections

Ms. Ray stated that her division is undertaking a performance improvement process for the food program. One of the goals is to achieve greater consistency in debiting violations among all of our sanitarians. This should promote better service to both our food service establishments and the public.

9. Report of the Director of Epidemiology & Threat Preparedness – Janet Briscoe

Ms. Briscoe informed the Board that the bi-monthly Epi Report on outbreaks and communicable disease investigations was in their packets.

a. Discussion of the Health Department's objective to obtain public health accreditation and ongoing processes.

Ms. Briscoe presented an orientation on public health accreditation and discussed KCHD's ongoing preparation to meet the set of nationally recognized performance standards and measures established by the Public Health Accreditation Board (PHAB). She informed the Board of the many advantages for health departments that achieve accreditation including, performance improvement opportunities, enhanced management, leadership development, and strengthening relationships with members of the community. The accreditation process will challenge KCHD to think about its roles and responsibilities and how it fulfills them and will encourage and stimulate quality and performance improvement. Ms. Briscoe explained to the Board that working through the accreditation process will enable the health department to assess and improve organizational capacity, work with local communities to improve the health status of their residents and will help to identify strengths and uncover gaps in our agency's performance.

10. Report of the Director of Health Promotions – Ms. Krista Farley

a. Update on KEYS 4 HealthyKids

Ms. Farley informed the Board that the KEYS 4 HealthyKids has held two community forums on the West Side and East End over the last few weeks to reassess the progress of the program and to gauge the community need. Ms. Farley added that an application process is being developed for other communities as the program is expanded throughout Kanawha County in the next year. A toolkit will be developed to distribute to all communities in Kanawha County which will explain the assessment process and guidance to achieve policy and environmental change. The Greater Kanawha Valley Foundation requested that KEYS convene a meeting of interested physical activity sites who would like to find a mechanism to offer programs to disadvantaged youth.

b. Discussion of attendance and presentation at the Southern Obesity Summit

Ms. Farley stated that her presentation at the Southern Obesity Summit was a huge success with a large number of attendees. She added that a number of communities have followed up with her wanting assistance on mapping their communities.

c. Discussion of Library of Medicine Project

Ms. Farley informed the Board that KCHD has received a Library of Medicine contract to develop tools for first responders and volunteers to use before, during and after emergencies. She added that KCHD has partnered with West Virginia School of Osteopathic Medicine to serve as the library component. She also stated that KCHD will be surveying and holding focus groups with first responders to determine their needs then develop a web vortal and smart phone application.

11. Old Business

None

12. New Business

A sample of the KCHD 2012 Calendar was shown to Board member. Dr. Gupta noted that Krista Farley had completed the project.

a. **Public comment period**

Ms. Carol McCormick strongly stated that public salaries should remain posted on the web site.

13. Adjournment – 6:30 pm

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

Respectfully submitted,



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