



Kanawha-Charleston Board of Health

Meeting Minutes

March 20, 2012

Members – Present

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

Presenting Guests

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

1. Call to Order – President

Ms. Isaac called the meeting to order at 4:36 p.m.

2. Report of the President – Ms. Isaac

a. Approval of the minutes from the January 19, 2012 Board of Health Meeting.

A motion was made by Mr. Weber and seconded by Mr. Strawn to accept the minutes as presented from the January 19, 2012 Board of Health meeting. The motion passed unanimously.

3. Report of the Health Officer – Dr. Gupta

a. Report on Legislative Update

Dr. Gupta stated that there were several bills pertaining to public health passed in this year's legislature. They are as follows:

- 1) Senate Bill 437 - This bill dealt with substance abuse. He said with this bill, hopefully there will be stricter control and a limited amount of sales of these certain drugs and that actually there should be a decrease in the amount of these drugs used in the making of meth.

The Board and Dr. Gupta discussed methadone clinics and how there is little control over them. Dr. Gupta stated that there needed to be a comprehensive program in place to help these individuals to slowly decrease their intake of the drug and to eventually be free of this drug. He also stated that he feels the clinics sometimes can be part of the problem and not the solution.

- 2) Senate Bill 597 – This bill was passed very quickly. It dealt with the requirements of installing carbon monoxide detectors in certain facilities that house sleeping individuals, (child care facilities, adult day care; hotels, etc.). Dr. Gupta added that the Kanawha County Commission and Mayor of Charleston were very instrumental in getting this bill presented and passed so quickly. In Kanawha County, under Dr. Gupta's leadership, a Task Force was created specifically for the investigating of and developing some recommendations that were presented to the Legislators and that these recommendations were included in the bill. Dr. Gupta reported that he feels this is a very strong and comprehensive bill and he is very pleased with it.
- 3) Senate Bill 4012 – Dealt with removing the Commissioner of the Bureau of Public Health from certain public boards.
- 4) Senate Bill 4015 - Dr. Gupta reported that this bill created the Herbert Henderson Office of Minority Affairs. Dr. Gupta added he was active in the development of this bill over the past 2-3 years. The passage of this legislation will allow the state to qualify for a number of grants from the federal office of Minority Affairs.

Legislative Study Resolutions

- 1) HCR 107 – Request that the Joint Committee on Government and Finance conduct a study regarding the implementation of reproductive health education.
- 2) SCR 33 – Request that the Joint Committee on Government and Finance study public school health, nutrition and wellness programs
- 3) SCR 59 – Request that the Joint Committee on Government and Finance study expedited partner therapy for the treatment of certain sexually transmitted diseases
- 4) SCR 81 – Request that the Joint Committee on Government and Finance study mandatory immunization exemptions.

b. Discussion of Performance Management/Accreditation Readiness Grant opportunity

Dr. Gupta stated that Ms. Briscoe has taken a leadership role in this grant. This was the 1.2 million dollar grant obtained by the West Virginia Department of Health & Human Resources from the CDC and is scheduled to expire on September 30, 2012. We are requesting funding through an application to the WVDHHR and are hopeful that it will be provided in time to use the funding prior to its expiration.

c. Report on the National Association of City and County Health Officials Board of Directors' meeting

Dr. Gupta informed the Board that he had recently attended the NACCHO Board of Directors' meeting in Washington, D.C. as the Board representative from HHS Region 3. He added that while attending the meeting, he met with representatives from West Virginia's Congressional representation. Dr. Gupta stated that he was also able to talk with Senator Manchin.

Dr. Gupta stated that part of the NACCHO Board meeting included a session with Dr. Thomas Frieden, Director of the Centers for Disease Control. The NACCHO Board discussed with Dr. Frieden the four (public health) key priorities for CDC: 1) "Knowing better: through surveillance, epidemiology, laboratory services; 2) better support to state and local health departments; 3) increasing impact in global health; and 4) using science to inform policies to promote health/maximizing health. For CDC the identifying key is "winnable battles" that can make a major health difference while saving lives and money. Some of the winnable battles include tobacco control; nutrition; physical activity and food safety. Dr. Gupta passed out a printout on the President Obama's budget for the coming year.

d. Report on the Legislative Wellness Project

Dr. Gupta updated the Board on the Wellness Project that had been initiated due to concerns that Delegate Poore had about the health of her colleagues at the Capitol. As stated at the January 19th Board of Health meeting, Delegate Poore discussed with Dr. Gupta the possibility of developing a program that would monitor risk factors and make legislators more aware of potential health problems and ways to help prevent illness as well as help make a positive impact in their communities. Because of these concerns, Dr. Gupta, with the help of his staff, organized two separate clinics to be held at the Capitol while the session was in. The first clinic was January 18th and 19th, with 30 participants. The second clinic was March 1st and 2nd, and there were 8 participants. Because of the interest, Dr. Gupta stated that he plans for the Health Department to make this a yearly event.

4. Report of Board Sub-Committee on Finance

a. Financial Report

Ms. Kirk informed the Board that the financial report as of January 31, 2012 was in their packets. She added that the Department remains in good financial standing.

b. Fees for Service

Ms. Kirk informed the Board that the fees for services for the clinic and environmental divisions are being reviewed. Ms. Kirk stated there are a few new fees that are being considered and the information will be prepared for the Board's consideration at the July board meeting.

c. FY 2011 Audit Update

Ms Kirk stated that a copy of the Department's FY2011 audit was in their packets. She added there were no findings.

5. Report of the Board Sub-Committee on the Food Establishment Public Notification System Review

Mr. Reishman read from the minutes of the sub-committee's last meeting. In reference to the proposed new rating system, the Board's sub-committee recommended holding a public hearing, with a 30 day public comment period. This period is set so the public can submit their comments regarding the rating system they prefer; the Critical/Non critical or switch to a color system with the rating of Excellent/Good/Fair. The information for the public would be specific and explained so that there should be no problem understanding the suggested

forms. Dr. Gupta stated that this would be an educational time for the public and it needed to begin as soon as possible. The comment period will begin April 1, 2012. At the end of the comment period, the sub-committee will meet to review the comments and make any additional recommendations to the Board. Upon a motion made by Mr. Reishman and seconded by Ms. Snodgrass, the motion passed unanimously.

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

a. Discuss the proposal of KCHD entering into a card participation agreement with the State's Purchasing Card Program (P-Card)

The Board discussed the benefits of the State's Purchasing Card Program and how it would be an improvement on the Health Department's current bank card and payment system. Dr. Rubin questioned if there would be special training for employees before using this system and Ms. Kirk informed the Board that employees would have to go through a special training process. She added that there are no fees attached to this program for the Health Department. It was also discussed about the limits of this program and Ms. Kirk assured the Board that the card would have limits, controlled by the Administrative Services. On a motion made by Mr. Reishman and seconded by Ms. Snodgrass, the Board voted unanimously to approve the Health Department enrolling in the State of West Virginia's Purchasing Card Program.

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

a. Update on new law requirement for 7th and 12th grade immunizations

Ms. Isaac discussed the new immunization requirements for the 2012-2013 school year. She stated that she had been involved in discussions with the State regarding this new law. She has her own reservations about how this will affect the attendance in the schools and also how the shots will be paid for if there is no insurance or free vaccine. Mr. Strawn asked who would pick up the cost if individuals were unable to pay and Dr. Gupta stated that the Health Department could not pick up the cost. The vaccine is expensive and we have no way of being reimbursed. Again, it was suggested that the State had made it mandatory and that they should find a way to pay for the vaccine. It was stated that this was not a well thought out plan by the State.

Ms. Jordan added that five high schools have been scheduled for April. KCHD will be staying after the schools close so parents of middle school children can come to the clinic. KCHD is developing flyers to inform parents of what the regulations are and what each child must bring with them to receive the vaccinations.

b. Results of BCCSP annual Monitoring

Ms. Jordan informed the Board that the Clinic recently undergone monitoring by the West Virginia Department of Health and Human Resources (WVDHHR) of the Breast and Cervical Cancer Screening Program (BCCSP). The Health Department received an excellent review and was commended for our clinic's organization and follow through with patients. Added Ms. Jordan, KCHD sees approximately 100 BCCSP patients annually.

c. CDC review to improve STD/HIV community education and testing capacities.

Recently KCHD received a visit from CDC in conjunction with WVDHHR's e HIV/STD Program manager. CDC requested to observe a clinic and to see how services were provided at a local health department. Both the CDC analyst and WVDHHR HIV/STD coordinator were impressed with recent clinic growth, the improvements to the facilities, the professional development of the clinics, and advancement of diagnostic procedures to include newly implemented OraQuick HIV testing.

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

Ms. Ray passed out a handout of a draft posting policy for inspections. Mr. Reishman read the policy aloud for all in attendance. Ms. Ray stated that she feels the new pilot program should be in a particular area initially, rather than throughout the county. She said it would be easier to assess the viability of the program and work out any unforeseen problems.

Mr. John Miller asked about when the intended date for the grading system to change was set and Ms. Ray informed Mr. Miller and the Board that the new software from the State was supposed to be up and running by July. She went on to explain that once the software is ready, the sanitarians would have laptops with printers to use in the field and that the rating system would be setup on the computer. The inspection report would print out and automatically would have the color rating designation on the bottom of the report. She added that there is still a lot of work that needs to be completed, but that hopefully, once the environmental software is up and running, it will make the job easier and more efficient. The sanitarians will still have to carry their cameras for pictures during an inspection as the tablet computers will not have a built in camera.

Ms. Ray stated that the Environmental Division has been going through a Quality Improvement process with the food inspection program. She stated that this process will help her monitor how the sanitarians are doing the inspections in the field. Photos are required to be taken by the sanitarians during their inspections. These photos have helped support the violations marked on several occasions. Ms. Ray also stated that Ryan Harbison, the District Sanitarian, has been and will continue to help with the Quality Improvement process.

Ms. Ray stated that the snack bar at the Judicial Annex had not been closed down. When asked about the situation with the Fire Marshall, Ms. Ray stated that procedure was followed. Any time there is a question regarding a fire hazard, the sanitarians are required to report to the Fire Marshall. The Health Department had received a complaint about the snack bar and when the complaint was investigated, the City Fire Department was called, however it was later discovered that the inspector who responded was not qualified to inspect county buildings. Ms. Ray went on to state that the snack bar was not closed down by the Health Department, that the Division of Rehabilitation Services was considering shutting it down due to the unprofitability of the business in the past year, (this was stated in their letter to the Kanawha County Commission).

Ms. Ray informed the Board that the Sanitarian Supervisor, Gail Harris, was retiring at the end of the month (March). She invited the Board to attend the retirement party for Ms. Harris on Friday, March 30, at 2:00 p.m. Ms. Ray stated the position had been posted with the State Division of Personnel.

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

Ms. Briscoe informed the Board that her report was in their packet. She went on to say that numbers of reported cases was low and that influenza has been down in our area. She also added that there are some threat prep activities coming up.

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

a. Community Transformation Grant

Ms. Farley stated that the hiring of employees for this grant is still on hold due to the approval and distribution of the money. She added that we are ready to hire and proceed once everything is approved.

10. Old Business

None.

11. New Business

None.

12. Public comment period

13. Adjournment – 6:10 pm

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

Respectfully submitted,



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