



# Kanawha-Charleston Board of Health

## Meeting Minutes

November 15, 2012

### **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

### **Members-Excused**

Mr. James Strawn

#### **1. Call to Order – President**

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

#### **2. Report of the President – Ms. Isaac**

##### **a. Approval of the Minutes from the October 9, 2012, Board of Health Meetings**

A motion was made by Mr. Weber and seconded by Mr. Reishman to accept the meeting minutes of October 9<sup>th</sup>, 2012 as submitted. The motion passed unanimously.

##### **b. Recognition of Commissioner W. Kent Carper's Efforts to Improve Food Safety for the Residents of Kanawha County.**

Ms. Isaac stated the Board would like acknowledge Kanawha County Commission President, Kent Carper for his encouragement and assistance in the new food inspection rating system. Mr. Carper was presented with a certificate of appreciation. Mr. Carper graciously accepted the certificate and commended the Board of Health on all the hard work they have done regarding the new food inspection rating system and also for all the hard work they have done in the past regarding clean indoor air. He stated he knew that the Board had received much criticism and a lot of grief; however he was very pleased with the results of saving many lives and helping to control diseases initiated by smoking.

Mr. Carper went on to say that maybe our food inspection system would be a model for other counties in our state.

**3. Report of the Health Officer – Dr. Rahul Gupta**

**a. Discussion of National Presentations at the American Public Health Association Conference (APHA)**

Dr. Gupta mentioned the items that were presented by KCHD at the APHA's Annual Conference.

- 1) School clinics;
- 2) Legislative Wellness; and
- 3) Social marketing.

**b. Presentation and Discussion of the Goals and Objectives for KCHD**

Dr. Gupta presented to the Board his presentation outlining the progress that has been made and future goals and objectives. A copy of the presentation is available upon request.

**4. Report of the Board Sub-Committee on Finance**

**a. Discussion of the 1<sup>st</sup> Quarter Financial Report**

Mr. Reishman stated that there was nothing new to discuss and that everything seems on track.

**5. Report of the Director of Administrative Services – Ms. Lolita Kirk**

**a. Flu Clinic Activity Numbers**

Ms. Kirk stated that to date, 10,000 flu immunizations have been provided; 4,000 of which have been during the school clinics.

**6. Report from Clinic Services – Ms. Lolita Kirk for Ms. Susan Jordan**

**a. Discussion of Breast Cancer Awareness Activities**

In the absence of Ms. Jordan, Ms. Kirk presented the report for Clinic Services. During October, the Clinic held two breast cancer awareness events. One day was targeted towards KCHD staff and the second day was for the patients in the Breast and Cervical Cancer Screening program. Participants were provided educational materials and breast cancer detection demonstrations. The events totaled over 60 participants, who visited the display and countless others educated through media coverage. Plans are to make this an annual event.

**7. Report of the Director of Environmental Health – Ms. Anita Ray**

**a. Introduction of New Sanitarian Supervisor, Nasandra Wright**

Ms. Ray introduced Nasandra Wright to the Board, our new Sanitarian Supervisor. She informed the Board that Ms. Wright has sanitarian experience in Ohio and a Masters in Public Health. The Board welcomed Ms. Wright.

**b. Update on Environmental Staff**

Ms. Ray informed the Board that her Division currently has two openings. Ms. Ray added she is interviewing sanitarian and clerical candidates. It is possible, she added, that a new sanitarian may be starting in December. Ms. Ray stated that a part-time employee, Anna Coleman, had been helping out with the clerical duties and was doing a great job.

**c. Discussion of KCHD's Super Storm Sandy Response**

Ms. Ray stated she had contacted the 911 Center on Tuesday, October 31, to advise that KCHD was available to assist in storm response. KCHD posted emergency information on the Department's web site, Twitter and Facebook. Information included power outages, food safety, generator use and so forth.

**8. Report of the Director of Epidemiology & Threat Preparedness – Ms. Janet Briscoe**

**a. Report on Accreditation Related Activities**

Ms. Briscoe introduced Ms. Tina Ramirez. Ms. Ramirez will be assisting KCHD with pre-accreditation related activities. Ms. Briscoe stated that KCHD had recently completed a workforce survey to assess training and education needs. The survey will be instrumental in identifying priorities during the accreditation process. All employees were given an opportunity to complete the confidential survey online. Compilation of the survey will be conducted by an outside agency and aggregate data will be available soon.

**b. Update on Fungal Meningitis Multistate Outbreak**

Ms. Briscoe provided an update on the CDC's investigation of the ongoing multistate outbreak of fungal meningitis. Ms. Briscoe stated that the investigation is ongoing and that the FDA was also looking into the causes. Ms. Briscoe went on to say that there had been a voluntary recall of all medications that were implicated. Ms. Briscoe informed the Board that to date there had been 461 cases, of which 451 were fungal meningitis resulting in 32 deaths. Ms. Briscoe did report that no cases had been reported in West Virginia. Ms. Snodgrass asked if there would continue to be new cases or if the incubation period was ending. Ms. Briscoe stated that we could still see more cases for the next several months because fungal infections develop slowly.

**c. Upcoming Training – CDC – Mass Antibiotic Dispensing Workshop**

The Division of Emergency Preparedness and Cities Readiness Coordinator are holding a CDC Mass Antibiotic Dispensing Workshop on November 28<sup>th</sup> through the 29<sup>th</sup>. This mass prophylaxis training will provide skills and tools to efficiently dispense medications during a public health emergency. Ms. Briscoe stated that the Board was welcome to attend the training.

Mr. Weber asked about the mobile response vehicle that KCHD had helped to purchase with the County a few years ago. Ms. Ray informed the Board that the vehicle has been used during responses and has served as a command center.

**9. Report of the Director of Health Promotion – Ms. Krista Farley**

**a. Update on American Public Health Association Presentations**

Item was discussed in Section 3a.

**b. Update on KCHD Mobile Application Developed Through a National Library of Medicine Grant**

Ms. Farley stated that the emergency preparedness app is finished and has been submitted to the App Store. She went on to say that the review could take from two days to two months depending on number of apps awaiting approval. Ms. Farley

informed the Board that we would be able to change content as needed, depending on the emergency situation. The Google Play application is in progress also. Ms. Farley that KCHD would be notifying the Board as soon as the app is available for download from the Apple App Store.

**c. Discussion on the Status of the Community Transformation Grant (CTG)**

The media campaign will begin January 1<sup>st</sup>, with WOWK and WV Radio Corporation (channels 13 and 59 [Bluefield]). Ms Farley stated that CTG staff had begun working on placing the healthy checkout and convenience store kits in the stores within the nine counties. Ms. Farley went on to say that the team had been meeting with county commissioners, senior centers, community organizations and healthcare providers to build or strengthen coalitions, communication and community support. Ms. Farley added that the team was participating in a diabetes prevention program training on December 5<sup>th</sup> and 6<sup>th</sup>, and hosting a chronic disease self-management trainer course the week of January 14<sup>th</sup>.

**10. Old Business**

None.

**11. New Business**

**a. Public comment period**

None.

**b. Executive Session – Personnel Issues Including a Discussion of Dr. Gupta’s Performance Evaluation**

A motion was made by Mr. Weber and seconded by Dr. Rubin to go into executive session. The Board voted unanimously to go into Executive Session

The motion to return to regular session was made by Mr. Weber and seconded by Dr. Rubin. The Board voted unanimously to go return into regular session.

Ms. Isaac made a motion that in recognition of Dr. Gupta’s job performance that the Board award Dr. Gupta a 5% merit raise. The motion was seconded by Mr. Reishman. The Board voted unanimously to approve the motion.

**12. Adjournment –**

A motion to adjourn was made Mr. Weber. The Board voted unanimously to adjourn.

Respectfully submitted,



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