



Kanawha-Charleston Board of Health

Meeting Minutes

July 25, 2013

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. Carol McCormick
Ms. Anita Ray
Ms. Nasandra Wright

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 March 21, 2013, Board of Health Meeting.

A motion was made by Mr. Strawn and seconded by Mr. Reishman to approve the meeting minutes of May 16, 2013 as submitted. The motion passed unanimously.

b. Discussion of the Board of Health and Dr. Gupta's nomination for the National Association of Local Boards of Health (NALBOH) Dr. Marie Fallon Leadership Award.

The Board discussed their nomination for the award and what an honor it was to be nominated. The Health Department staff congratulated the Board on the nomination. Ms. Isaac will attend the NALBOH Annual Conference and the awards ceremony

c. Election of a Board President.

A motion was made by Dr. Rubin and seconded Mr. Strawn for Ms. Isaac to be Board Chair for FY2014. The motion passed unanimously

Ms. Isaac discussed the importance of the local health departments and the county boards of education working together. She noted that as a result of such collaboration Kanawha County Schools was able to reduce the number of absences due to head lice from 2,830 days in 2006 to 689 days. Ms. Isaac said this would not have been possible without KCHD's assistance.

3. Report of the Health Officer – Dr. Gupta

a. Status report on quality improvement and accreditation related initiatives.

Dr. Gupta announced that yesterday (July 24), KCHD became the first in West Virginia to submit an application for accreditation to the Public Health Accreditation Board. Dr. Gupta acknowledged the staff for their work on the application.

b. Discussion of recent National Awards received by the Department in Dallas, Texas.

Mr. Strawn presented the Board with the two model practice awards given to the Board during the Annual Conference of the National Association of City County Health Officials (NACCHO). Mr. Strawn reported on his attendance at the Conference. He noted the two awards were for the Board's Clean Indoor Air Regulation and the School Located Vaccination program.

c. Update/status of contract with the Putnam County Board of Health's Statement of Support, from Dr. Marian Swinker, Commissioner, Bureau for Public Health/WVDHHR or representative.

Dr. Gupta informed the Board they would find a letter in their packets from Dr. Swinker. Dr. Swinker was unable to attend the meeting. Ms. Isaac read the letter to the Board. It was noted the contract has been signed by both Boards (KCHD and PCHD).

In response to a question about policies, Dr. Gupta stated that the two boards will maintain their individual policies.

Dr. Gupta informed the Board, that KCHD is finalizing an agreement with DHHR's Office of Children and Families. The agreement will allow KCHD to hold walk-in clinics and have office space at the DHHR Office in Putnam County. Dr. Gupta recognized and thanked DHHR Commissioner Doug Robinson and his staff for their assistance.

Mr. Keith Lyons, Sanitarian, provided a report on his activities in Putnam County. Mr. Lyons stated he has been busy catching up food service inspections. He added the public has been receptive and the work is going well. Mr. Strawn asked what a typical day was for Mr. Lyons. Mr. Lyons replied he might do three to four site reviews for the sewage program, a few complaints and some food service inspections. Mr. Lyons added that he was working on catching up the swimming pool inspections as well.

Dr. Gupta noted Ms. Kirk had recently attended the Southern Health Association's Annual Conference. Ms. Kirk stated KCHD is the first member to join from West Virginia.

The Board discussed the Kanawha County Commission's recent recognition of the new Food Rating Program's Gold Star Program. Ms. Wright attended the June 13, 2013 County Commission meeting and discussed the program's success.

4. Report of the Board Sub-Committee on Finance

a. Discussion and selection of Audit Committee.

The Board discussed the annual audit process and selected Mr. Reishman to serve as the Board's representative on the Audit Committee.

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

a. Discussion of the WV Division of Personnel's action regarding local boards of health granting across-the-board salary increases.

Ms. Kirk informed the Board that the West Virginia Division of Personnel is seeking a legal opinion as to whether or not local boards of health have the authority to grant local health department employees, across-the-board salary increases. Ms. Kirk added the Board may either wait on DOP's legal opinion or proceed with merit increases in the same amount as the across the board salary increases.

Followed by discussion, Ms. Snodgrass made a motion to proceed with granting the employees a merit raise in same amount approved in the May meeting. Mr. Strawn seconded the motion. The Board voted and the motion passed unanimously.

b. Presentation and discussion of staffing report.

Ms. Kirk informed the Board the staffing report was in their folders.

6. Report from Clinic Services-Ms. Carol McCormick

a. Discussion of back to school immunization clinics.

Ms. McCormick reported KCHD is holding a number of school immunization clinics before the start of school.

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

a. Status report on the hiring of a new sanitarian.

Ms. Ray informed the Board a new sanitarian has been hired and will start in September. Ms. Ray added this is the position being paid for by the additional support from the Kanawha County Commission and the City of Charleston.

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

a. Biggest Loser Run/Walk Staff and Volunteer Activity.

Ms. Briscoe thanked the Board members, staff and family members who participated in the Biggest Loser Run/Walk and those who volunteered to assist with the race. The event took place on June 29th and promoted fitness for all age groups.

b. Medical Reserve Corps (MRC)/Multi-agency Planning & Advisory Committee (MPAC) training and volunteer appreciation event.

On June 28th, KCHD hosted a volunteer training and appreciation dinner for Medical Reserve Corps (MRC) volunteers and members of the Kanawha Multi-agency Planning & Advisory Committee (MPAC). The training included a panel discussion with KCHD staff and responder agencies, to discuss events surrounding the June 29, 2012 Derecho weather event.

c. CDC's assignment of Public Health Associate to the Department.

Ms. Briscoe informed the Board that CDC has chosen KCHD as a host site for a Public Health Associate. This position is fully funded by the CDC for two years. The Associate will start at KCHD within the next week.

Ms. Briscoe also noted KCHD was requested by the Army National Guard, to participate in the Ridge Runner training project. The training was for members of the Army Civil Affairs Team from Fort Bragg, North Carolina.

Ms. Briscoe updated the Board on the hiring for the Regional Epidemiologist opening. Ms. Briscoe added the position has been offered and she is waiting on a response from the candidate.

10. Report of the Director of Prevention & Wellness – Ms. Sara Miller

a. Discussion of Diabetes Prevention Program

Ms. Miller informed the Board that the Diabetes Prevention Program was implemented on June 3rd at Charleston Arbors Apartments, with approximately 8 participants. The class is now in week 8 of a 16 week program and data shows a portion of participants are experiencing weight loss as projected.

Ms. Miller noted the Board would find the Change the Future WV monthly newsletter in their packets.

b. Discussion of Chronic Disease Self-Management Program

Recruitment for participants and location has started for the Chronic-Disease Self-Management Program (CDSMP), to be successfully implemented by October. Ms. Miller stated after our staff holds three CDSMP or DSMP sessions, we will be able to train individuals in the community to teach the class, allowing the program to be sustainable within the community after the grant ends.

11. Old Business

None

12. New Business

a. Public comment period

None.

13. Adjournment

Mr. Reishman made a motion to adjourn. The Board voted unanimously to adjourn. The meeting ended at 5:25 p.m.

Respectfully submitted,



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