



Kanawha-Charleston Board of Health

Meeting Minutes

September 19, 2013

Members – Present

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

Presenting Guests

Dr. Rahul Gupta
Ms. Lolita Kirk
Ms. Janet Briscoe
Ms. Carol McCormick
Ms. Sara Miller

Member(s) – Excused

Ms. Shannon Snodgrass

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 July 25, 2013, Board of Health Meeting.

A motion was made by Mr. Strawn and seconded by Dr. Rubin to approve the meeting minutes of July 25, 2013 as submitted. The motion passed unanimously.

b. Report on the 2013 National Association of Local Boards of Health (NALBOH) conference and Dr. Marie Fallon Leadership Award presented to the Board during the conference.

Ms. Isaac provided a report on her attendance at the NALBOH Conference. Ms. Isaac informed the Board she attended the conference along with Ms. Kirk. Ms. Isaac stated the conference was very educational and added a number of other West Virginia Health Department's were represented. During the Conference, Ms. Isaac accepted the Dr. Marie Fallon Leadership Award that was presented to the Board and Dr. Gupta for leadership. Mr. Weber asked if KCHD was the only combined, city/county Board of Health and Ms. Kirk stated there were several others in West Virginia.

c. Discussion/performance evaluation of Dr. Rahul Gupta.

Ms. Isaac stated that as part of Dr. Gupta's annual evaluation the Board has requested he present his goals and objectives for the upcoming year. Dr. Gupta presented the past year's progress and discussed his goals and objectives for KCHD in the upcoming year, it was noted a copy was in the Board's packets and available to the public and the press.

3. Report of the Health Officer – Dr. Gupta

a. Status report on quality improvement and accreditation related initiatives, including discussion of Accreditation Workshop co-sponsored by KCHD and the WV Bureau of Public Health.

Dr. Gupta informed the Board that on September 10, 2013, KCHD co-hosted with WV Bureau for Public Health the first Accreditation Workshop in West Virginia. The workshop was attended by representatives from approximately twenty local health departments across the state. The workshop was led by a member of Public Health Accreditation Board from Arlington, Virginia. To date nineteen local health departments in West Virginia have expressed interest in becoming accredited.

b. Update/status of contract with the Putnam County Board of Health (PCBoH)

Dr. Gupta informed the Board that the contract between PCBoH and KCHD has been signed for a 6-month period and state funding is being issued. He added a new location for has been secured at 3282 Winfield Road, in Winfield. The new facility opened on September 16, and 10 patients were seen the first day. He added that we were saving quite a bit in rental fees; from nearly \$15,000 a month to \$1,600 per month.

c. ASTHO meeting August 8th –9th, Chicago, IL: Expanding Adult Access to Immunizations through Community Partners.

Dr. Gupta informed he attended an Association of State and Territorial Health Officials meeting. As a member of NACCHO's Executive Committee, Dr. Gupta stated he will be working with ASTHO on a number of public health related matters.

During the meeting in Chicago, there was much discussion from CDC, pharmacies, and others regarding pandemics and the distribution of countermeasures. For example; during the H1N1 pandemic some of the problems that were encountered in the distribution of vaccine.

d. ASTHO meeting August 13th-14th Arlington, VA: Prescription Drug Strategic Mapping Session

Dr. Gupta stated he had also attended another ASTHO meeting. The meeting was a discussion among state and federal partners with his representation from NACCHO as the local component for the nation. It focused on developing a strategic plan for the ASTHO's incoming President's challenge on Substance Use, Misuse and Abuse. Follow up meetings will continue following ASTHO's annual meeting in Orlando and the official launch of the President's Challenge during the meeting.

e. Presentation and discussion of Health Officer's annual goals and objectives.

See 2c.

4. Report of the Board Sub-Committee on Finance

a. Discussion of FY 2013 financial report – Robert Reishman.

Mr. Reishman stated that the financial report in the Board's packets was self-explanatory. He went on to say that KCHD had an excellent year, better than projected.

He stated there had been some concerns that taking on Putnam would affect our budget, but it hasn't.

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

a. Discussion of staffing report

Ms. Kirk informed the Board that the staffing information was in their packets and that we are currently close to full staff. Ms. Kirk added that a couple of employees have been hired for Putnam; an accounting tech started September 3rd and a nurse is scheduled to start October 1st. Mr. Strawn stated that he would like to have the Putnam staffing information added to Kanawha's report at the next meeting. Ms. Kirk replied she would make the change. Dr. Rubin asked if the Putnam County Board of Health was still meeting and Ms. Kirk informed the Board they were.

6. Report from Clinic Services-Ms. Carol McCormick

a. Update on immunization clinics, including the start of Flu Vaccination Clinics.

Ms. McCormick stated KCHD has received half of the flu vaccine order. As of September 11th, over 100 flu shots have been given. Ms. McCormick added the school clinics will be starting on September 23rd.

Ms. McCormick stated that a flu clinic is planned for Putnam County's Heritage Days on September 28th.

b. Discussion of nationwide PPD shortage.

Ms. McCormick discussed briefly the shortage of PPD. She stated that there was a nationwide shortage, however for the time being, KCHD has enough for new school employees and for the new students from out of state and kindergarten students for both counties. When asked why there was a shortage, Ms. McCormick informed the Board that the vaccine companies had not made enough.

7. Report of the Director of Environmental Health

a. Introduction of new sanitarian – Mr. Matthew Law

Ms. Kirk stated Ms. Ray was at a conference and the new employee Matthew Law was at training. Ms. Kirk added that Mr. Law should be available to attend the next Board of Health meeting. She added Mr. Law is the sanitarian hired with the additional City and County funding.

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

a. Status of new staff

- **Regional Epidemiologist – Ms. Lindsey Mason**

Ms. Briscoe stated that a new regional epidemiologist had been hired. She added that Ms. Mason was in training, but hopefully would be able to attend the next Board meeting.

- **CDC Public Health Associate – Mr. Michael Williams**

Ms. Briscoe informed the Board the CDC has assigned another Public Health Associate to KCHD. Mr. Michael William is in training and hopefully will be present at the next Board meeting.

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 the 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.

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

a. Discussion of Media Workshops

Ms. Miller informed the Board that Change the Future WV, has been working with Kate Long, a well-known reporter for the Charleston Gazette, to hold media workshops in some of our rural counties. These workshops are to encourage small town newspaper reports and papers to cover stories highlighting health opportunities and healthy people in the communities. So far, workshops have been held in McDowell, Wyoming, Fayette and Mercer Counties. Feedback from those that attended has been very positive and our team will continue to work with rural county media to emphasize the importance of healthy lifestyles.

b. Discussion of Chronic Disease Self-Management Program

KCHD will host an upcoming Chronic Disease Self-Management Master Training the week of October 21st through 25th. This training allows members of the community to be trained in the program and to possess the ability to then train leaders in their communities to teach the classes. This system allows for communities to ensure sustainability and take ownership of the program.

c. Discussion of Clinical/Referral Network for Chronic Disease Prevention Programs

We have been working with the clinic to develop a prevention program referral form to be completed by individuals 18 and older that come through the clinic. This will serve as our pilot referral project to increase referral numbers into our prevention programs such as Diabetes Prevention Program, Chronic Disease Management Program and Diabetes Self-Management Program .

Mr. Strawn thanked the CTG (Change the Future) personnel for setting up a booth at the 17th annual Kanawha County Health Fair sponsored by Highland Hospita. He stated this year's fair was a big success.

11. Old Business

None

12. New Business

a. Public comment period

None

b. Executive Session – Personnel Issues

At 5:20 p.m., a motion was made by Mr. Weber and seconded by Mr. Strawn for the Board to go into Executive Session to discuss personnel issues. Motion passed unanimously.

At 6:08 p.m., the Board came out of Executive Session and a motion was made by Dr. Rubin and seconded by Mr. Reishman, to return to regular session. Motion passed unanimously.

Upon returning to regular session, a motion was made by Mr. Weber and seconded by Dr. Rubin to hire legal representation for a personnel matter. This motion passed unanimously.

Upon a motion made by Mr. Reishman and seconded by Dr. Rubin, the Board agreed to give Dr. Gupta a 3% raise in salary and a \$5,000.00 bonus, to go into effect immediately. This motion passed unanimously.

13. Adjournment

At 6:10 p.m., Dr. Rubin made a motion to adjourn the Board meeting, which was seconded by Mr. Weber. The Board voted unanimously to adjourn.

Respectfully submitted,



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