



Kanawha-Charleston Board of Health

Meeting Minutes

May 29, 2014

Members – Present

Ms. Brenda Isaac
Mr. Robert Reishman
Ms. Shannon Snodgrass
Mr. James Strawn

Members – Excused

Dr. Arthur Rubin
Mr. Stephen Weber

Presenting Guests

Dr. Rahul Gupta
Ms. Lolita Kirk
Ms. Janet Briscoe
Ms. Sara Miller
Ms. Nasandra Wright

1. Call to Order – President

Ms. Isaac called the meeting to order at 11:00 a.m.

2. Report of the President – Ms. Isaac

a. Approval of the Minutes from the March 25, 2014, and April 8, 2014, Board of Health Meeting.

A motion was made by Mr. Reishman and seconded by Mr. Strawn to approve the meeting minutes of March 25th and April 8, 2014, as submitted. The motion passed with unanimously.

b. Discussion of the meeting calendar for FY2015 (July 1, 2014 – June 30, 2015)

Ms. Isaac stated a schedule of the planned meetings for the Board of Health was in the members' packets. Ms. Isaac stated that the dates should be placed on each member's calendar and changes could be made at a later date, if necessary.

3. Report of the Health Officer – Dr. Gupta

a. Report on WV Community Assessment Population-based Survey (WV-CAPS) presentation at the University of Charleston

Dr. Gupta stated that the findings of the survey were in the Board's packets for review. Dr. Gupta stated that two researchers from the Harvard School of Public Health, Dr. Elena Savoia and Leesa Lin were scheduled to participate in the presentation, however, they experienced travel issues and requested Dr. Gupta make their presentation.

b. Discussion of academic partnerships

• Harvard School of Public Health

Dr. Gupta added, Dr. Savoia and Ms. Lin did meet with him and Ms. Wright the day after the presentation. The meeting was very productive, and the Harvard School of Public Health has requested he, Ms. Briscoe and Ms. Wright continue the discussion

with them at meetings in Boston next month. Dr. Gupta will be presenting at the school on our response activities. He added Harvard is covering the travel costs.

- **University of California-Irvine**

Dr. Gupta stated that the University of California-Irvine also wants to work with KCHD on research. He stated that we have together submitted grant applications to the National Science Foundation.

- **Community researchers**

Dr. Gupta added the success of the research and the presentation were made possible by assistance from community researchers, including Dr. Latif with the University of Charleston and Dr. Charles Schade.

c. Update on accreditation related activities

Dr. Gupta informed the Board that the initial deadline for the accreditation was the end of February of this year, however with the water crisis and the several months of concentration that had to be spent on it, the deadline was missed and a new deadline of September 30, 2014, has been set. Dr. Gupta added that the leadership team has agreed to put in what time is needed to get the accreditation completed as soon as possible.

d. Discussion of media coverage, including appearance on The Daily Show

Dr. Gupta discussed his appearance on The Daily Show with Jon Stewart with the Board. He added that though the appearance on the show was quite brief, it was good experience overall. Dr. Gupta stated that as a result of the appearance, it was discovered Ms. Isaac is a huge fan. Dr. Gupta presented Ms. Isaac with framed autographed photograph of Mr. Stewart. Ms. Isaac expressed her appreciation of the photographs and stated how much she enjoyed watching the filming and meeting The Daily Show's correspondent, Jordan Klepper.

4. Report of the Board Sub-Committee on Finance – Mr. Robert Reishman

a. Discussion of 3rd quarter financial report

Mr. Reishman stated the sub-committee met briefly before the Board meeting and that a budget summary sheet was included in the packets.

Mr. Reishman then stated that the sub-committee discussed a proposal for a \$504.00 across the board raise for all full-time employees and to set aside \$20,000 for merit raises in FY2015. A motion was made by Mr. Reishman and seconded by Mr. Strawn to go forward with the raises and the money for the merit raises. The motion passed unanimously.

b. Discussion and vote on the FY2015 operating budget

Mr. Reishman stated that the operating costs appeared to be on schedule. Mr. Reishman added that the budget for FY2015 included the Putnam contract, and using reserve for purchasing a couple of vehicles, a new phone system and other building improvements. Mr. Reishman felt that the operating budget for FY2015 was right in line with what it should be. At this time a motion was made by Mr. Reishman to accept the

operating budget for FY2015 and the motion was seconded by Mr. Strawn. The motion passed unanimously.

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

a. Presentation and discussion of staffing report

Ms. Kirk informed the Board that the staffing reports were in their packets.

Ms. Isaac asked Ms. Kirk about the Community Transformation Grant ending and the effects on its staff. Ms. Kirk explained that the grant was set to expire in September. She added that presently there were two full-time employees and that they were scaling back as they could. It is possible that the grant could be continued but at this point there has been no formal documentation. Ms. Kirk added that if the grant is discontinued, then the Board would have to vote on a reduction in force.

6. Report of the Director of Environmental Health Services – Ms. Nasandra Wright

a. Discussion of Emergency Food Alert System

Ms. Wright stated that the Environmental Health Division was continuing their quality improvement steps. Ms. Wright added currently the division is working on a food alert system. Ms. Wright explained that this system would make it possible to alert restaurant owners in just a matter of seconds, to any emergency that may occur. She went on to say that within the next few weeks, the system will be tested. She explained that in situations like the water emergency, numbers would be in a system that would automatically text and call the food establishments and hopefully, in the future, others, such as hospitals, schools, nursing homes; any permitted facility that the emergency may affect, would be notified by this system. She stated that a “boiled water advisory” would be another situation that the alert system would be convenient for.

Ms. Wright added there was a handout from the American Public Health Association (APHA) in the Board’s packet, which explains how the APHA used the Kanawha-Charleston Health Department and a health department in North Carolina, as models when dealing with Quality Improvement.

Mr. Strawn asked Ms. Wright if they were having any problems with the start of the festival season, as far as food preparation and the permits. Ms. Wright stated that everything seemed to be going well. Ms. Wright added that KCHD still offers free food safety classes.

7. Report of the Director of Epidemiology & Threat Prep – Ms. Janet Briscoe

a. Overview of the Regional Epidemiology training held on May 9th

Ms. Briscoe stated that the Division of Epidemiology partnered with the Cabell-Huntington Health Department to present a symposium on infectious disease management in healthcare. The symposium was designed for staff at hospitals, long term care facilities, and surgery centers. Over 50 healthcare personnel were in attendance from Kanawha, Putnam, and Cabell Counties. Ms. Briscoe added that Dr. Gupta and hospital infection control personnel presented on the water crisis and that continuing education hours were given for nurses. Ms. Briscoe added that she felt it was a very successful training.

b. Report on the WV State Capitol Complex closed POD exercise

Ms. Briscoe stated that work continues on the closed point of dispensing (POD) operational plan at the Capitol. She added much progress had been made and that a discussion-based exercise was held on May 15th at the Capitol Complex. A number of state offices were represented including the Governor's office, Board of Risk and Insurance Management, and the Department of Administration. Cabinet Secretary of the Department of Military Affairs and Public Safety, Joe Thornton also participated in the exercise. Ms. Briscoe stated that this project has been in the making for approximately five years. She added that she felt the main campus would be ready to hold a functional or full scale exercise by the end of this year. When asked if this included all state offices, Ms. Briscoe stated that the main capitol complex would be the model for other state departments, but that for now only the main campus was involved. KCHD has been approached by Department of Health and Human Resources and Division of Environmental Protection and set up closed POD's and plans are to add these offices.

Ms. Briscoe informed the Board that as far as she knows, KCHD is the only local health department working with state government to develop a closed POD as part of continuity of operations planning.

Ms. Briscoe stated that KCHD would have been satisfied to have gotten a 98% rating from CDC on the local technical assistance review of the mass countermeasures plan like we did last year, however she was informed that KCHD's score was a 99% this year. Ms. Briscoe informed the Board that 5 years ago, KCDH score a 70%.

Ms. Isaac at this time commended Ms. Briscoe for her continued help throughout the year. She explained that Ms. Briscoe had helped her with many issues that have been presented regarding infectious diseases and the schools.

8. Report of the Director of Prevention and Wellness – Ms. Sara Miller

Ms. Miller stated that the Wellness newsletter was in the Board's packets.

a. Update on the Health Department Walk-it Off competition

Ms. Miller informed the Board that 10 health departments were participating in the Walk-It-Off competition and that sadly she had to report, after 6 weeks, KCHD was in 5th place. She said currently we have walked 2,848 miles and that 14 individuals have already walked 100 miles. She was happy to announce that KCHD had 34 participants and that the next closest health department had 24.

b. Announcement of the Community Transformation/Change the Future WV night at Power Park

Ms. Miller reiterated what Ms. Kirk had said about the expiration of the grant and she added that the grant could possibly be continued, but that there has been nothing in writing as of yet.

Ms. Miller stated that KCHD's Change the Future, has set aside July 3rd to host a community night at the Power Park. We have invited all our partners, organizations and stakeholders to attend and set up a booth displaying their information. Ms. Miller added

that if anyone had a group that might be interested in setting up a booth, that they could e-mail her for a registration form. Ms. Miller stated we would be paying for the tickets.

9. Old business

None

10. New Business

a. Public comment period

Mr. Strawn wanted to introduce Clay Crist, who was a Healthcare Administration Intern, working with Highland for the summer. Mr. Strawn stated that Mr. Crist had been placed with the marketing division for his internship under Mr. Strawn's watchful eye.

Mr. Strawn added that he was proud of the direction the Health Department was headed. He stated that he feels the bar has been set high, with local, statewide and national recognition and publicity.

Ms. Snodgrass stated she felt it was very nice to be leader.

b. Executive Session

At 11:45 A.M., a motion was made by Mr. Reishman and seconded by Mr. Strawn for the Board to go into Executive Session to discuss a personnel matter.

At 12:10 P.M., a motion was made by Mr. Reishman and seconded by Mr. Strawn to return to regular session.

A motion was then made by Mr. Reishman and seconded by Mr. Strawn to give Dr. Gupta a \$3,500.00 bonus. Motion passed unanimously.

11. Adjournment

At 12:11 P.M. a motion to adjourn was made by Mr. Reishman and seconded by Ms. Snodgrass. The Board voted unanimously to adjourn.

Respectfully submitted,



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