



Kanawha-Charleston Board of Health

Meeting Minutes

March 19, 2015

Members – Present

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

Presenting Guests

Ms. Janet Briscoe
Ms. Lolita Kirk
Ms. Candace Nunley
Ms. Nasandra Wright

Members – Excused

Mr. Robert Reishman

1. Call to Order – President

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

2. Report of the President/Interim Executive Director – Ms. Isaac

a. Acknowledgement of the resignation of Shannon Snodgrass

Ms. Isaac stated it was with deep regret she had to acknowledge the resignation of Ms. Shannon Snodgrass. Ms. Isaac then read to the Board Ms. Snodgrass' resignation. Dr. Rubin added how much he valued Ms. Snodgrass' opinions and her work on behalf of the Board particularly on the financial oversight of the Health Department.

b. Approval of the Minutes from the January 15, 2015 Board of Health Meeting.

A motion was made by Dr. Rubin and seconded by Mr. Strawn to approve the meeting minutes of January 15, 2015 as submitted. The motion passed.

c. Discussion of Bureau for Public Health (BPH) initiatives

• Public Health Impact Task Force

Ms. Isaac informed the Board her nomination to the Task Force was not accepted. The Board reviewed the Task Force information and the list of members. Ms. Isaac added that the Board's partner Commissioner Skidmore is on the Task Force.

• Board of Health governance training

The Board discussed the training being offered by BPH. Ms. Isaac stated she is able to attend the training and if the new board member is appointed beforehand, hopefully they will be able to attend as well.

d. Discussion of membership in the West Virginia Association of Local Health Departments

The Board reviewed the information provided by the Association and discussed the reorganization that had occurred in the Association and in Local Health, Inc. On a motion made by Dr. Rubin and seconded by Mr. Weber, the Board approved joining the West Virginia Association of Local Health Departments.

3. Report of the Health Officer – Dr. Rubin

a. Update on the accreditation process

Dr. Rubin reminded the members that the site visit is next Wednesday and Thursday (March 25th and 26th). He noted he attended a staff readiness event last Friday and was impressed with the staff's knowledge. One of things covered at the staff event was the fact that 2/3 of health departments end up on an action plans.

b. Approval of health officer appointment

Dr. Rubin informed the Board they would find a copy of a letter from Dr. Gupta approving his (Rubin) appointment as health officer in their packets.

c. Status of Public health related legislation

Dr. Rubin reported the following:

- Several attempts to preempt local clean indoor air regulations died. We will probably see this tried again next session and that groups are starting to work on strategies for next year.
- A streamlined process for medical immunization exemptions passed.
- The Opioid Antagonist Act, which allows for the administration of drugs, such as naloxene, to be administered by first responders has been signed by governor.
- Legislation passed that would move the management of the Childrens Health Insurance Program (CHIP) from the Public Employees Insurance Agency to DHHR.
- The raw milk bill passed, but the governor has not signed.
- The legislation eliminating the requirement for TB testing of school personnel and students, who are a low risk, passed and has been signed by the governor.

4. Report of the Board's Executive Director/Health Officer Search Sub-Committee

The Board discussed the progress made to date and discussed the need for an executive discussion. (See 11b)

5. Report of the Board's Finance Sub-committee.

Ms. Kirk reported the financial report ending January 31, 2015 was in the Board member's packets.

6. 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.

7. Report of the Clinic Practice Manager – Ms. Candace Nunley

Ms. Nunley reported the clinic services division has set dates for several spring clinics that target school required immunizations. She added the Board would find a flyer in their packets for the upcoming clinic dates, in Kanawha and Putnam.

Ms. Nunley informed the Board there was a good turnout for the legislative wellness clinic.

8. Director of Environmental Health Services – Ms. Nasandra Wright

a. Discussion of the re-assignment of sanitarian areas

Ms. Wright informed the Board that Environmental Health Services is currently using GIS to plot the permitted facilities and private septic systems throughout Kanawha County on a map. The project is being headed by Mr. Law. The project is being headed by Mr. Law (KCHD sanitarian) and supervised by Ms. Wright. She added the information was used in February to restructure the sanitarian regions in Kanawha County.

b. Report on the environmental impact of the train derailment on February 16, 2014

On February 16, 2014, Kanawha-Charleston Health Department (KCHD) was notified of the train derailment in Montgomery that impacted several permitted facilities in Kanawha County. KCHD sanitarians contacted the affected permitted facilities and provided instructions for operating on a conditional basis.

c. Discussion of participation in Interagency Food Safety Analytics Collaboration (IFSAC) Webinar

Ms. Wright stated she represented KCHD on Interagency Food Safety Analytics Collaboration (IFSAC) Webinar. IFSAC is a partnership of the U.S. Food and Drug Administration, the Centers for Disease Control and Prevention, and the U.S. Department of Agriculture's Food Safety and Inspection Service. The meeting provided an overview of an improved method for analyzing outbreak data to determine which foods are responsible for illnesses related to four major foodborne bacteria: Salmonella, Escherichia coli O157, Listeria monocytogenes, and Campylobacter.

Ms. Wright added she has applied for two scholarships for KCHD to attend a training in Baltimore.

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

a. Discussion of the CDC Mass Antibiotic Dispensing Class held March 9th & 10th

Ms. Briscoe reported that her division held a Mass Antibiotic Dispensing Class. The course was taught by CDC instructors and covered topics including the Strategic National Stockpile, Dispensing Operations and volunteer staffing. Health Department's from around the state also attended the 2-day course.

b. Report on the February 16th response to severe weather event and train derailment

Ms. Briscoe stated staff responded to the Kanawha Emergency Operations Center (EOC) covering several events that occurred including severe weather (snowstorm/flooding). KCHD sends staff to the EOC for Level 1 emergencies. Health Department staff also communicate during events occurring after work hours using interoperable radios.

c. Presentation of Epidemiology FY 2015 Disease and Outbreak Reports

Ms. Briscoe also provided 2015 first and second quarter Disease and Outbreak Reports in the Board packets.

10. Old business

None

11. New Business

a. Public comment period

None

b. Executive Session for the purposes to discuss a personnel matter

A motion to go into executive session to discuss a personnel matter was made Mr. Strawn and seconded by Mr. Weber, the Board voted unanimously to enter into an executive session.

On a motion made by Dr. Rubin and seconded by Mr. Weber, the Board voted unanimously to come out of executive session.

Upon return to regular session, a motion was made by Dr. Rubin to extend the officer of employment to Dr. Michael Brumage at an annual salary of \$170,000 and a \$5,000 relocation allowance. Mr. Strawn seconded the motion. The motion passed unanimously. Dr. Brumage was contacted via conference call and accepted the offer.

12. Adjournment

On a motion made by Mr. Weber and seconded by Mr. Strawn, Board voted to adjourn.

Respectfully submitted,

Handwritten signature of Arthur B. Rubin, DO in cursive script.

Arthur B. Rubin, DO, FACOP, MHA
Health Officer