



# Kanawha-Charleston Board of Health

## Meeting Minutes

### July 21, 2016

#### **Members – Present**

Ms. Brenda Isaac  
Mr. James Strawn  
Dr. Arthur Rubin (via conference call)  
Ms. Martha Yeager Walker  
Mr. Stephen Weber

#### **Member(s) Excused**

Mr. Robert Reishman

#### **Presenters**

Dr. Michael Brumage  
Ms. Janet Briscoe  
Ms. Stephanie DeWees  
Ms. Lolita Kirk  
Mr. Stanley Mills  
Ms. Tina Ramirez

#### **1. Call to Order - President, Ms. Isaac**

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

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

##### **a. Approval of the minutes from the May 19, 2016 Board of Health Meeting**

A motion was made by Mr. Weber and seconded by Mr. Strawn to approve the meeting minutes of May 19, 2016 as submitted. The motion passed.

##### **b. Selection of a Board of Health President for FY2017**

Mr. Weber made a motion to nominate Ms. Isaac to serve as the Board of Health President for fiscal year 2017. Mr. Strawn seconded the motion. The Board voted and approved the motion.

#### **3. Report of the Executive Director/Health Officer – Dr. Michael Brumage**

##### **a. Report on the health department's response to the flooding.**

Dr. Brumage reported the response to the flood was the largest disaster in the county and the first time a field hospital was set up. The response was very robust. Staff manned the county emergency operation center, inspected shelters, issued public information and fielded telephone calls. He added the sanitarians spent a significant amount of time in the flooded areas. Ms. Walker asked about the FEMA funding. Dr. Brumage replied FEMA representatives are in the field going door-to-door.

Dr. Brumage informed the Board on August 11<sup>th</sup>, KCHD will be hosting a Health & Medical After Action Review (AAR). The AAR will look at how the medical response to the flooding was handled and how improvements can be made.

Mr. Strawn asked about the water quality and recreational use issue. Mr. Mills replied when the waters are slow moving and muddy, the bacterial does not go quickly to the bottom of the river. He added during flooding the pollution on the bottom of the rivers

gets stirred up and it is best to stay out of the waters until things clear up. Ms. Walker asked about the public drinking water supplies. Mr. Mills replied they are all very safe.

**b. Status report on the Harm Reduction Clinic (HRC)**

Dr. Brumage reported 105 patients were seen during yesterday's HRC. Slightly less than half were new patients. The HRC hours will be expanded next week from 10:00 a.m. to 3:00 p.m.

Dr. Brumage informed the Board KCHD has received a response from CDC on the needs determination for harm reduction funding. The CDC's approval clears the way for KCHD to apply for funding. Dr. Brumage added the packet prepared by Janet Briscoe was instrumental to the success.

**c. Status report on the Public Health Accreditation Action Plan**

Dr. Brumage informed the Board that tomorrow a special meeting of the Coalition's (KCCHI) Steering Committee will be held. The meeting will be for the purpose of the Action Plan response for Domain 7. Dr. Brumage added we will meet the September 1<sup>st</sup>, deadline for submission of the action plan.

**d. Update on WV ACEs Coalition**

Dr. Brumage informed the Board the third meeting of the WV ACEs Coalition was held on June 23<sup>rd</sup>. He added a representative from the Robert Wood Johnson Foundation attended the meeting and prepared the presentation poster hanging on the Board Room wall. Dr. Brumage announced there will be a Handle with Care Conference in Charleston on October 11<sup>th</sup> and 12<sup>th</sup>. Dr. Vincent Felitti, co-principal investigator, of the Adverse Childhood Experiences Study will be a key note speaker.

**e. Discussion of the Cabell-Huntington – Kanawha-Charleston joint presentation at the 2016 National Association of City County Health Officials (NACCHO) Conference.**

Dr. Brumage informed the Board, Dr. Mike Kilkenny of the Cabell-Huntington Health Department delivered the joint presentation on the Harm Reduction Clinics at the annual NACCHO conference. Dr. Brumage added KCHD and Cabell-Huntington enjoy a wonderful working relationship.

Dr. Brumage introduced Steven Stefano to the Board of Health. Dr. Brumage informed the Board that Steve is a West Virginia School of Osteopathic Medicine and is currently doing a rotation at KCHD.

**4. Report of the Division of Administrative Services – Ms. Lolita Kirk**

**a. Presentation and discussion of staffing report.**

Ms. Kirk informed the Board a copy of the current staffing report was in their packets. Ms. Kirk added she has listed the vacancies that were not placed in the budget due to funding cuts. Mr. Strawn asked if these positions would have been filled if not for the funding cuts. Ms. Kirk replied they are positions that will unless funding changes will remain vacant for FY2017.

**b. Discussion of participation in University of Washington research project related to the development of a uniformed chart of accounts.**

Ms. Kirk noted the Board would find information regarding a University of Washington research project funded by the Robert Wood Johnson Foundation. KCHD is participating in the project along with health departments from New York, Missouri and Kansas. Three other WV local health departments are also participating. KCHD will receive \$15,000 for its work on the study. The administrator of Fayette County, Danny Scalise is working with KCHD on the project. The project's kick-off call was held on Wednesday, July 13, 2016.

**c. Discussion of participation in the Bureau for Public Health's Study to Understand and Support Resource Sharing Models for Public Health Service Delivery**

Ms. Kirk noted she and Mr. Mills had applied to the Bureau for Public Health to participate in the Bureau's study on resource sharing. The contiguous counties participating with KCHD will be Putnam and Fayette. Ms. Isaac joined us yesterday for the initial meeting. Ms. Kirk added a copy of the letter awarding KCHD the funding has been placed in the Board members packets.

**5. Report of the Division of Clinic Services – Ms. Stephanie DeWees**

**a. Presentation of activity report**

Ms. DeWees informed the Board a copy of the Clinic activity report was in their packets.

**b. Report on Tdap vaccination clinic in Clendenin**

Ms. DeWees reported clinic staff gave Tdap shots from July 7th to July 10th in Clendenin. KCHD assisted the Kanawha County Emergency Ambulance Authority in this effort. Ms. DeWees added 243 Tdap vaccinations were given during the four days. She added an additional 150 Tdap vaccinations have been given at KCHD since the flooding occurred.

**c. Status report of (EHR) electronic health records**

Ms. DeWees reported the process to begin using electronic health records in the clinic will begin soon.

**d. Update on school immunization clinics**

Ms. DeWees reported the turn out for the most recent school immunization clinic held on July 11<sup>th</sup> was good. We had a good social media coverage. Twenty children participated. In the clinic. The Back to School clinic dates have been set for this year. The dates are August 1 – August 5<sup>th</sup>. A copy of the flyer that was sent home with children is in the packets.

**6. Report of the Division of Environmental Health Services – Mr. Stanley Mills**

**a. Introduction of new employee – Ms. Emilee Price**

Mr. Mills introduced Ms. Emilee Price to the Board. Ms. Price is joining KCHD as a sanitarian. The Board welcomed Ms. Price.

**b. Presentation and discussion of proposed fees for services.**

Mr. Mills informed the Board they would find a proposal in their packets for fees for services. He added the last increase to fees was in 2011. If the proposed fees are approved by the Board they will go out for a 30-day public comment period and then be submitted the Bureau for Public Health for approval. Mr. Weber made a motion to

put the proposed fees out for public comment. Mr. Strawn seconded the motion. The Board voted and approved the motion.

Mr. Mills noted that fees for business and individuals affected by last month's flooding are being waived.

**c. Update on public comment period for the proposed Food Service Worker Regulation.**

Mr. Mills stated the public comment period is in progress for the proposed regulation. To date no public comments have been received. He added any comments will be provided to the Board at the September meeting.

**d. Discussion of working with Fayette County Health Department to provide sanitarian services.**

Mr. Mills informed the Board we have begun working with the Fayette County Health Department to provide sanitarian services.

**7. Report of the Division of Epidemiology & Threat Preparedness - Ms. Janet Briscoe**

**a. Report on Vulnerable and At-risk Training Workshop – June 2<sup>nd</sup>.**

Ms. Briscoe reported KCHD hosted a Vulnerable and At-risk Training Workshop on June 2<sup>nd</sup>. Ms. Christina Smith from the ARC of the Mid-Ohio Valley taught the morning workshop "Emergency Planning for At-risk Populations". Mr. Seth Staker also presented on Medical Countermeasures to Access and Functional Needs Populations". The workshop was attended by more than 30 partners from agencies serving vulnerable and at-risk populations in Kanawha and Putnam County.

**b. Report from the June 1<sup>st</sup> Kanawha Multi-agency Planning and Advisory Committee (MPAC)**

Ms. Briscoe reported the quarterly meeting of the Kanawha Multi-agency Planning and Advisory Committee (MPAC) was held on June 1st.

**c. Presentation of the 4<sup>th</sup> quarter FY2016 Epi activity report.**

Ms. Briscoe informed the Board a copy of the April - June 2016 Epi Report was in their BOH packets.

Dr. Rubin asked about the report and the number of Lyme disease cases. Ms. Briscoe replied the report is the number of case investigations, not confirmed cases. Dr. Rubin asked if the report could be presented differently. Ms. Briscoe replied she would revise it for the next meeting.

**8. Report for the Division of Prevention & Wellness – Ms. Tina Ramirez**

**a. Discuss of grant award from the North American Syringe Exchange Network**

Ms. Ramirez informed the Board KCHD has been awarded a \$1,300 grant from the North American Syringe Exchange Network to order supplies for Harm Reduction Clinic.

**b. Report on community meetings/trainings**

- i) Substance Abuse Panel for Community, Marmet City Town Hall - May 3rd
- ii) First Choice Town Hall Meeting, South Charleston – June 30th
- iii) Heroin Town Hall Meeting, Teays Valley Church of the Nazarene – May 5<sup>th</sup>

- iv) Naloxone Training for Loved Ones (Family of Substance Abuser Support Group), Hurricane Tuesday -June 21st

Ms. Ramirez reported KCHD has participated in a number of community meetings and trainings and she has served as a panel member and discussed the harm reduction program and Naloxone trainings that are offered each Wednesday at 12:30. Around 300 people attended the meetings in Kanawha and Putnam Counties.

**c. Discussion of the Baby and Me Tobacco Free Program**

Ms. Ramirez informed the Board KCHD is working with Unicare and the Kanawha County WIC to launch a Baby and Me Tobacco Free Program. The program gives participating mothers counseling on quitting smoking and incentivizes participants with vouchers for free diapers. The first meeting was held on June 30<sup>th</sup>. Program will roll out in September.

**d. Report of the July 15th Farmer's Market at KCHD.**

Ms. Ramirez reported KCHD in collaboration with DHHR SNAP hosted a pop-up Farmer's Market on July 15th and with exception of August 5<sup>th</sup> will run through the rest of the summer.

**e. Report from the NACCHO HPV Grantee meeting- June 8th -10th**

Ms. Ramirez reported Ms. Ciara Moore, Program Coordinator attended a meeting as part of the health departments HPV grant with the National Association of City/County Health Officials (NACCHO)

**9. Unfinished Business**

None

**10. Public comment period**

None

**11. Adjournment**

A motion to adjourn was made by Mr. Strawn and seconded by Mr. Weber the Board adjourned.

Respectfully submitted,



Michael Brumage, MD, MPH, FACP  
Executive Director/Health Officer