



Kanawha-Charleston Board of Health

Meeting Minutes

September 15, 2016

Members – Present

Ms. Brenda Isaac
Mr. Robert Reishman
Dr. Arthur Rubin
Mr. James Strawn - via conference call
Ms. Martha Yeager Walker
Mr. Stephen Weber

Presenters

Dr. Michael Brumage
Ms. Janet Briscoe
Ms. Lolita Kirk
Mr. John Law
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. Isaac

a. Approval of the minutes from the July 21, 2016 Board of Health Meeting

A motion was made by Dr. Rubin and seconded by Mr. Weber to approve the meeting minutes of July 21, 2016 as submitted. The motion passed.

b. Executive Session for the purposes of discussing a personnel issue

A motion was made by Ms. Walker and seconded by Dr. Rubin to move into an executive session for the purposes of discussing a personnel action. The motion passed and the Board moved into an Executive Session.

A motion was made by Dr. Rubin and seconded by Mr. Weber to return to regular session. The motion passed and the Board returned to regular session.

The Board discussed Dr. Brumage's annual performance evaluation. Ms. Isaac stated Dr. Brumage had informed the Board he would not accept any pay increase because of the current budget status. Ms. Walker noted Dr. Brumage had a very busy first year. The Board also discussed increasing the amount of time off given to Dr. Brumage. Dr. Rubin made a motion to increase Dr. Brumage's annual time off to 16 hours per month, with the sick leave to remain at the current rate of 12 hours per month. Mr. Reishman seconded the motion. The Board voted and the motion passed. Dr. Brumage expressed his gratitude to the Board. Mr. Strawn thanked Dr. Brumage for a great year.

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

a. Status report on the Harm Reduction Clinic

Dr. Brumage reported that the Harm Reduction Clinics continue to grow. He added other than the \$5,000 in additional funding from the County Commission, the program does not cost any additional tax dollars. The program relies heavily on volunteers and donations. Yesterday the HRC saw 135 patients in 5 hours and is currently following

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1,000 patients. Dr. Brumage also reported there is interest in the program from the Office of National Drug Policy and a Johns Hopkins University researcher is interested in conducting research

Dr. Brumage noted a recent ACE's survey was done. Seventy-four (74) responses have been received so far.

b. Report on the Public Health Accreditation Action Plan status

Dr. Brumage reported on the completion and submission of the Action Plan. He noted the Action Plan was submitted on time. The next step will be for the review team to evaluate the documents and submit their recommendation to the Public Health Accreditation Board (PHAB). The next PHAB meeting is November 15th. Dr. Brumage added he is very proud of the staff and the work that was done.

c. Discussion of the upcoming Handle with Care Conference – October 11th – 13th

Dr. Brumage discussed the upcoming Handle with Care Conference. The Handle with Care program was mentioned during President Obama's visit last year and provides law enforcement a system to inform schools that a child may need extra consideration at school because of a traumatic event. During the recent overdoses in Huntington, forty (40) children were involved in some capacity or other as having a parent who overdosed or who witnessed an overdose. The Conference is being held by the West Virginia Center for Children's Justice. Dr. Vincent Felitti the co-principal investigator of the ACEs study will be a presenter. Dr. Brumage added the day before the conference the WV ACEs Coalition will also be meeting.

Dr. Brumage added he had met earlier in the day with WVDHHR Secretary Karen Bowling and Deputy Secretary Jeremiah Samples to discuss the activities of WV ACEs Coalition and possible areas DHHR and the ACEs Coalition could collaborate.

Mr. Strawn noted the Conference will be the topic on his television show next week.

d. Discussion of nomination to serve on the Bureau for Public Health's Advisory Council

Dr. Brumage informed the Board he had submitted his name to the Bureau to serve on the Public Health Advisory Council. Dr. Brumage added with his public health background and the work being done at KCHD, he would be a good fit for the Council. Ms. Walker asked who established the group and who was selecting the members. Ms. Kirk stated the Council was based on recommendations made during last year's Public Health Impact Taskforce. We do not know who is responsible for the selection of the Council's membership. Dr. Brumage to date he had not received any word from the Bureau.

4. Report of the Board's Finance Sub-Committee- Mr. Reishman

a. Discussion of the FY2016 financial report

Mr. Reishman reported the Finance Sub-Committee had met and reviewed the end of the year financials. The report is in the Board's folders. He added the year ended positively. Mr. Reishman reported the heating and cooling work is also complete. We will begin looking at the lighting project next.

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5. Report of the customer satisfaction committee – Mr. Law

Mr. Law informed the Board they would find a copy of the Customer Satisfaction Committee's report in their packets. The customer satisfaction surveys are an action plan item. The Committee is comprised of members from each of the operating divisions. The committee originated a customer satisfaction survey, a copy of which was sent to board members for their input. We also received input from stakeholders and members of the public before finalizing the survey instrument.

To date two surveys have been conducted. A small one-on-one survey was conducted during a walk-in clinic. The second survey involved the sanitarians distributing surveys during the last week of July. He added 100 customers replied.

Committee meetings are scheduled in September and November. The committee will continually analyze the results of the surveys we conduct and make recommendations to Dr. Brumage for quality improvement.

We will report at least annually on committee actions to the Board of Health

6. Report of the Division of Administrative Services – Ms. Lolita Kirk

a. Presentation and discussion of staffing report.

Ms. Kirk informed the Board they would find a copy of the staffing report in their packets. She added Ms. Vanessa Jordan had recently retired and one of the clerical staff in Environmental Health, who previously had worked in finance is being cross-trained. The funding for the position will be used to hire an assistant for Dr. Brumage.

b. Discussion of WV State Auditor Training for County and Municipal Boards and Authorities

Ms. Kirk stated she had received a request to forward the information on the WV State Auditor Training from the County Commission. Ms. Kirk added both she and Ms. McCormick are registered for the training session in South Charleston.

c. Discussion of KCHD serving as a test center for the WV Division of Personnel

Ms. Kirk informed the Board that beginning in October, KCHD will serve as a testing center for the West Virginia Division of Personnel (DOP). The testing will be held during non-business hours and it is anticipated DOP will continue using KCHD for several months while DOP's new location is being renovated.

7. Report of the Division of Clinic Services – Dr. Brumage

a. Presentation of activity report

Dr. Brumage informed the Board the clinic activity report was in their packets.

b. Report on back to school immunization clinics in August

Dr. Brumage reported KCHD held Back to School immunization clinics during the first week of August. The clinic averaged 60-70 patients each day. He added the staff did a great job in handling this large volume of patients.

c. Status report of (EHR) electronic health records

Dr. Brumage reported steady progress is being made on the implementation of electronic medical records. The staff are completing the on-line training modules and

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preparing patient data for the transfer. The hardware has also been ordered. The target start is the second week of October. Ms. Walker asked if the system would talk to other systems. Ms. Kirk replied the new system meets all of the federal requirements and the information we currently report to the state, such as immunizations will upload into SIIS (State Immunization Information System).

d. Update on community and school located flu immunization clinics

Dr. Brumage reported on September 6, the community and business flu clinics began. Seventy-four of these clinics are scheduled for September and October. He added the school located vaccination clinics will also be held this fall.

8. Report of the Division of Environmental Health Services – Dr. Brumage

a. Presentation and discussion of the activity report

Dr. Brumage informed the Board the activity report was in their packets.

b. Report on the public comment period for the proposed Food Service Worker Regulation.

A copy of the final regulation for the Board's consideration is in your packets. The health department did not receive any public comments.

c. Report on the public comment period for the proposed fees for services

Dr. Brumage reported no public comment was made on the proposed fees for services. A copy of the proposed fees is in the Board's folders for consideration. If approved, the fees will go to the Commissioner for the Bureau for Public Health for approval.

Mr. Reishman made a motion to approve the regulation and the fees as submitted. Dr. Rubin seconded the motion. The Board voted and approved the motion.

d. Report on the mosquito surveillance.

Dr. Brumage reported a copy of Environmental Health's mosquito surveillance report was in the Board's folders. The report covers the mosquito trapping from May 1 through August 26. There were no positive pools of mosquitoes for the tested arboviruses. Dr. Brumage and the Board members discussed Zika virus and the cycle for mosquitoes.

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

The Division of Epidemiology and Threat Preparedness held the following trainings during the month of August. Ms. Briscoe added the trainings are supported by grant funding from a variety of sources such as the National Association of City and County Health Officers (NACCHO), Department of Military Affairs and Public Safety (DMAPS) and Public Health Emergency Preparedness (PHEP).

a. Report on the Medical After Action Report/Improvement Plan - 2016 June flood response

On Thursday, August 11, 2016, KCHD hosted a countywide forum facilitated by Deb Koester. The forum reviewed the medical/pharmacy response for the June flooding that occurred in Kanawha County and identified methods to improve the response to future medical/health emergencies. An After Action Report/Improvement Plan (AAR/IP) will be developed and provided the Kanawha/Putnam Emergency Planning

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Committee. Participants included representatives from local and state partner agencies and organizations in Kanawha County.

Dr. Brumage stated during the response he realized how very few clinical assets the health department has. Thanks to responders such as Ambulance Authority (KCEAA) and WV Health Right clinical resources were quickly mobilized.

- b. Report on the August 24th HAI/Infection Control Training for outpatient clinics**
Ms. Briscoe reported the Division of Epidemiology partnered with the West Virginia chapter of APIC (the Association of Professionals in Infection Control and Epidemiology), to present a training targeting outpatient medical and dental practices and clinics. The purpose of the training was to focus on infection control standards that should be in place in every medical office. The curriculum was developed and presented by APIC members.
- c. Report on the August 25th Interoperable Radio training**
Ms. Briscoe reported the Division of Threat Preparedness, in cooperation with the Kanawha Putnam Emergency Planning Committee (KPEPC) and WV Department of Military Affairs and Public Safety (DMAPS) hosted an 'Interoperable RADIO 101' training at the Advanced Technology Center at Bridge Valley. The training was a beginner training. This training was directed toward anyone needing to feel more comfortable with the operations of their IRP radio. State and local agencies who use interoperable radios in emergency situations were invited to attend.
- d. Report on the CPR instructor's course**
Ms. Briscoe reported that Stephanie DeWees and she have completed the CPR instructor's course for both BLS and Heartsaver CPR. Ms. Isaac asked if the certification was from the American Heart Association. Ms. Briscoe replied yes. Ms. Briscoe added KCHD has grant funding to purchase dummies and an AED trainer.

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

Ms. Ramirez introduced MPH students monitoring the Board meeting. Ms. Ciara Moore, Ms. Christy Clark and Ms. Megan Ross. The Board welcomed the students. Ms. Ramirez also introduced Ms. Teresa Mills. Ms. Mills, stated she has recently been assigned to Kanawha County as the Regional Tobacco Prevention Coordinator. Ms. Mills added she works out of the Cabell-Huntington Health Department and has 14 years of experience in tobacco prevention work. The Board welcomed Ms. Mills.

- a. Discussion of Naloxone (Narcan) Training**
Ms. Ramirez reported on the Heroin Town Hall meeting that was held on August 22nd, at St. Paul United Methodist Church. Around 10 people attended. KCHD partnered with the University of Charleston to provide the training. Ms. Ramirez added the training received good media coverage. Dr. Brumage attended and distributed the Naloxone auto-injectors.
- b. Report on the National Overdose Awareness Day Listening Event and Naloxone Training**
Ms. Ramirez reported on the Overdose Awareness Event she attended. The event was a listening event to see what churches do well addressing substance abuse and

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what areas can be improved. Ms. Ramirez stated that it was the first session and they will continue statewide. The findings will be compiled and distributed to all churches in WV. Around 30 people attended and 10 stayed for the Naloxone training and received the Naloxone kits.

Ms. Ramirez noted we have a 78% return rate on the syringes during the Harm Reduction Clinic. She added it has been reported to us that two of individuals who have attended the Naloxone training have save three lives.

c. Report on the Rx Parent Meeting – September 12th

Ms. Ramirez reported she was on the panel at the South Park Housing Project on September 12th to discuss the Harm Reduction Program and Naloxone training. Law enforcement discussed with parents the dangers of the medications in medicine cabinets and distributed locking prescription boxes.

d. Report on the Baby and Me Tobacco Free

Ms. Ramirez gave an update on a new tobacco cessation program that Prevention and Wellness is partnering with UniCare and will roll out at the Kanawha and Putnam County WIC offices in October. It will target 150 pregnant women and provide 12 sessions (4 prenatal and 8 post-delivery). Diaper vouchers will be provided with each session.

11. Unfinished Business

Mr. Reishman asked if we had the hi-dose flu vaccine. Dr. Brumage replied we did.

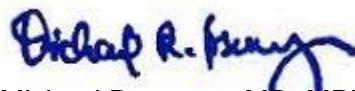
a. Public comment period

None.

12. Adjournment

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

Respectfully submitted,



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