



# Kanawha-Charleston Board of Health

## Meeting Minutes

### May 18, 2017

#### **Members – Present**

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

#### **Presenters**

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

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

Ms. Martha Yeager Walker

#### **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 April 6, 2017 Board of Health Meeting**

A motion was made by Mr. Strawn and seconded by Mr. Rubin to approve the meeting minutes of April 6, 2017 as submitted. The motion passed.

##### **b. Discussion of the Board of Health meeting dates for July 1, 2017-June 30, 2018**

The Board discussed the proposed Kanawha-Charleston Board of Health meeting schedule for FY2018.

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

##### **a. Presentation and discussion of the 2017-2020 Community Health Assessment**

Dr. Brumage reported the Kanawha Coalition for Community Health Improvement has completed the triennial community health assessment. During the community forum held on April 25<sup>th</sup>, the top three health issues identified were drug abuse, diabetes, and obesity. Staff are reviewing the final report and will discuss in more detail with Board at the July meeting.

##### **b. Discussion of Public Health Accreditation**

###### **i) Annual Report Status**

Dr. Brumage reported the leadership team met on April 28<sup>th</sup> to review progress on the annual report. A copy of the notes from the meeting are included in your folders. In addition to the domain related assignments, several other annual report components are also in progress. These include the CHIP, Strategic Plan, and quality improvement projects.

**ii) Strategic Plan Update**

To date we have completed staff and leadership surveys, SWOT analysis by division, and held a day-long planning retreat. Currently, division directors are working on aligning goals with Public Health 3.0. Dr. Brumage added we are on target to have the plan to the Board in July.

**c. Discussion of Performance Management/Quality Improvement (PM/QI) efforts**

**i) Minutes from last PM/QI Committee meeting**

Dr. Brumage informed the Board, the minutes from the April 17<sup>th</sup> PM/QI meeting were in their folders. The group meets monthly to discuss quality improvement projects and hear reports of the workforce development and performance based standards sub-committees.

**d. Status report on the Harm Reduction Clinic**

Dr. Brumage reported since January, KCHD has seen over 4,000 patients in the Harm Reduction Clinic. Over 500 of these patients have sought other services during their visits. The largest week since the program began has been 331 on May 10<sup>th</sup>. Dr. Brumage reported that we know of a high-risk overdose population from Appalachian HIDTA, that are not a part of our patient base. He reported that the clinic serves individuals from 26 counties and over 190 different zip codes.

The Greater Kanawha Valley Foundation has funded community syringe kiosks. Dr. Brumage provided the Board with an information on the Sterilis machine that sanitizes and grinds medical waste into small confetti that can be thrown into the regular trash. The machine can process 4 gallons of medical waste a time in a 1 hour cycle.

**i) Status report on regional and statewide coalitions**

Dr. Brumage informed the Board both the Great Rivers and West Virginia Harm Reduction Coalitions are moving forward. Great Rivers has obtained funding from the Benedum Foundation and is currently looking for an executive director to manage the day-to-day functions of the Coalition.

**(1) Report on visit with Richard Goerling**

On April 21 – 22<sup>nd</sup>, Richard Goerling from the Hillsboro, Oregon, Police Department visited with members of the Great Rivers Coalition. Mr. Goerling provides resiliency training to first responders. Funding to have Mr. Goerling provide training to West Virginia's first responders affected by the opioid epidemic is being sought.

**ii) Update on funding**

**(1) Gilead Funding Opportunity**

We have been offered the opportunity to apply for funding from Gilead Sciences. If awarded, the funding, which can be up to \$300,000, and will be used to provide Hepatitis B, Hepatitis C and HIV testing.

**iii) Report on the DEA 360° Summit**

Dr. Brumage reported he attended the DEA 360° Summit at the University of Charleston held on May 11<sup>th</sup>. The opening remarks were given by US Attorney General Jeff Sessions and brought together stakeholders and professionals working in law enforcement, prevention and education, treatment, recovery, healthcare and emergency response. The DEA's 360 Strategy is designed to

help communities deal with the heroin and prescription drug abuse epidemic and the violent crime associated with it.

**iv) Naloxone distribution**

Dr. Brumage reported since January KCHD has provided naloxone training to 466 people and dispensed 422 kits, including 103 refills. To date we have had 110 reported saves.

**e. Report on Fundamentals of Intentional Governance Presentation-April 28<sup>th</sup>**

Dr. Brumage reported on his April 29<sup>th</sup>, presentation at the WV Governance & Leadership Forum held at Stonewall Resort. The title of the presentation was Moving Beyond Legacy Roles in a Time of Transformation Bridging the Gap: Improving the Health of West Virginia's Communities by Linking Clinical Medicine and Public Health.

**f. Discussion of Spotlight on Health TV show**

**i) Upcoming episode features Dr. Raul Gupta, State Health Officer**

The May 25<sup>th</sup> taping of the Spotlight on Health TV show will feature Dr. Gupta. The show is broadcast on the channels of the West Virginia Library Commission. Episodes are also available at KCHD's web site.

**5. Report of the Board's finance sub-committee—Mr. Reishman**

**a. Presentation and discussion of the FY2018 operating budget.**

Mr. Reishman informed the Board a copy of the proposed FY2018 operating budget was in their folders. A motion was made by Mr. Reishman and seconded by Mr. Weber to approve the FY2018 operate budget. The motion passed.

**i) Discussion of reduction-in-force proposal**

The Board members noted they had reviewed the proposal that recommended a reduction-in-force of 5 clerical positions in the Clinic Services Division. Mr. Reishman made a motion to approve the proposal that would eliminate five clerical positions in the Clinical Services Division. The motion was seconded by Mr. Weber. Ms. Isaac asked if anyone in attendance would like to make a comment before the Board voted. Ms. Juanita Whittaker, Office Assistant in the Clinic Services Division stated she had been at the health department a long time and had hoped to retire from the health department. Ms. Whittaker also discussed the work performed by the clerical staff and expressed her concerns on how the work could be done without the clerks. The Board voted on the motion and the motion passed unanimously.

**b. Presentation and discussion of FY2016 audit report**

Mr. Reishman informed the Board a copy of the FY2016 audit report was in their folders. Ms. Kirk reported there were no findings in the audit. Ms. Kirk added she wanted to acknowledge the work of Ms. Carol McCormick, who oversees the audit for the Board each year. Ms. Isaac stated the Board appreciates all the work Ms. McCormick does for them.

**6. 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. She also informed the Board we currently have two sanitarian positions vacant. A candidate has been selected for one of the positions and the new employee should be starting in June.

7. **Report of the Division of Clinic Services – Ms. Stephanie DeWees**
  - a. **Presentation and discussion of the activity report**

Ms. DeWees informed the Board that a copy of the activity report was in their packets.
  - b. **Update on the Back to School Clinic in August**

Ms. DeWees informed the Board that the Kanawha County Back to School Immunization Clinics will be held August 7<sup>th</sup> -11<sup>th</sup>.
  - c. **Discussion of the immunization outreach clinics**

Ms. informed the Board that the clinic will be participating in an outreach clinic in partnership with the Kanawha County Housing Authority and WV Jr. College.
  - d. **Presentation of the clinical portion of the Public Health Standards**

A copy of the standards was included in the Boards packets. Ms. DeWees discussed which standards were being met and how they were being met.
8. **Report of the Division of Environmental Health Services – Mr. Stanley Mills**
  - a. **Presentation and Discussion of the activity report**

Mr. Mills informed the Board that inspection numbers were down due to the vacancies in environmental.
  - b. **Voluntary Food Standards**

Mr. Mills discussed the enrollment in the Voluntary Food Standards Program through the Food and Drug Administration to standardize messaging across all inspections.
  - c. **Staffing Update**

Mr. Mills informed the Board that another vacancy in the environmental department has been filled and that the individual is expected to start June 2<sup>nd</sup>.
9. **Report of the Division of Epidemiology & Threat Preparedness - Ms. Janet Briscoe**
  - a. **Presentation and Discussion of the activity report**

Ms. Briscoe informed the Board that a copy of the Threat Preparedness activity report is included in their packet. She explained that the Epidemiology activity report would be included in the next Board packet as the quarter closes.
  - b. **Presentation of Epidemiology and Threat Preparedness Public Health Standards**

Ms. Briscoe reported that as of March 2017 93% of the standards for communicable diseases are being met.
10. **Report for the Division of Prevention & Wellness – Ms. Tina Ramirez**
  - a. **Update on Harm Reduction**

Ms. Ramirez informed the Board that a community meeting for Harm reduction will be held on June 19<sup>th</sup> from 10:30 am to 11:30 am. During this meeting, the 2016 Annual Report and Harm Reduction Manual will be presented.
  - b. **Diabetes Training**

Ms. Ramirez informed the Board that the Prevention and Wellness staff will be participating in Diabetes Education and Empower Training through Quality Insights. The training is to certify the staff to hold 6-week diabetes education classes in the community.

**11. Unfinished Business**

**a. Public Comment**

Ms. Isaac stated that there was an individual in attendance that would like to make a public comment. Mr. Ken Fogle, Executive Director for WV Power Baseball Team, stated that he was concerned that the public comment period for the mandatory food handler training was not well communicated to businesses. Ms. Isaac stated that the communication process for public comment periods would be reviewed.

**b. Executive Session**

A motion was made by Mr. Weber to move into Executive Session for the purposes of discussing a legal matter. The motion was seconded by Dr. Rubin. The motion passed and the Board adjourned into Executive Session.

On a motion made by Dr. Rubin and seconded by Mr. Weber, the Board voted to return to regular session.

**c. No Butts About It! Cigarette Butt Pick Up**

Mr. Strawn invited attendees to the No Butts About It! cigarette butt pick up event on May 25<sup>th</sup> at 8am at Haddad Riverfront Park.

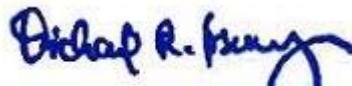
**d. Building project proposal**

Mr. Reishman discussed the replacement of the ceiling tiles at the health department for the yearly building project.

**12. Adjournment**

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

Respectfully submitted,



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