



# **Kanawha-Charleston Board of Health**

## **Meeting Minutes**

### **May 17, 2018**

#### **Members – Present**

Ms. Brenda Isaac  
Mr. Robert Reishman  
Dr. Arthur Rubin  
Ms. Martha Yeager Walker  
Mr. Stephen Weber

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

Mr. James Strawn

#### **Presenters**

Ms. Janet Briscoe  
Dr. Dominic Gaziano  
Ms. Christina Hinkle  
Ms. Lolita Kirk  
Mr. John Law  
Mr. Stanley Mills  
Ms. Brandi O'Dell  
Ms. Tina Ramirez

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

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

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

- a. A motion by Dr. Rubin to approve the minutes from the March 15, 2018 Board of Health meeting was seconded by Mr. Weber. The motion passed.
- b. A motion by Mr. Reishman to approve the minutes from the March 28, 2018 Emergency Board of Health meeting was seconded by Mr. Weber. Motion passed.
- c. Mr. Weber moved, and Dr. Rubin seconded the motion that the typographical error in the minutes from the July 20, 2017 Board of Health meeting located on Page 3, line 4, that reads "26 states" be corrected to read "26 counties". Motion passed.
- d. The proposed meeting schedule for FY2019 was reviewed.
- e. The letter of approval received from the Commissioner of the West Virginia Bureau for Public Health regarding Dr. Gaziano's appointment as Health Officer was reviewed. The Board thanked Dr. Gaziano for serving as interim health officer.
- f. An organizational chart for Kanawha-Charleston Health Department (KCHD) was reviewed. Mr. Reishman moved that the organizational chart be approved, and Mr. Weber seconded the motion. Motion passed.

President Isaac announced the agenda would be rearranged to first cover mandatory financial topics and pressing issues.

#### **3. Report of the Finance Subcommittee - Mr. Robert Reishman, Chairman**

- a. Mr. Reishman presented the FY2017 audit. Ms. Walker asked questions about how the audit is completed, made available to KCHD for review and subsequently presented to the board for its approval. Mr. Reishman, Ms. Kirk and Ms. O'Dell explained the procedure.
- b. Mr. Reishman presented the third quarter financials for FY2018.

c. During discussion of the FY2019 budget, Mr. Reishman stated income and expenses are anticipated to remain similar to FY2018. Dr. Rubin moved, and Ms. Walker seconded the motion to approve the budget for FY2019 as presented. Motion passed.

**4. Report on the recent Hepatitis A Outbreak - Ms. Janet Briscoe and Mr. Stan Mills**

Extensive discussion of the recent Hepatitis A outbreak in Kanawha County ensued. Plans for a low-cost Hepatitis A vaccination clinic for Kanawha County food service workers called "Project A+" to be held at the Civic Center on May 30, from 8 a.m. until 6 p.m. include staffing support from the University of Charleston School of Pharmacy and local hospitals. State funding to the health department is being redirected to subsidize the cost of vaccine, so that the expense can be held to \$20.00 for workers or their employers.

Staff from the State Bureau for Public Health are embedded at the health department to assist with the continuing investigations of new Hep A patients. The cases are reported to KCHD through confirmed lab reports from hospitals or providers. Contacting the patients while they are hospitalized makes tracking other exposed individuals easier. Dr. Rubin commented on the high percentage of Hep A patients, 63 of 94, who are co-infected with Hepatitis C, and, 11 of 94 who are co-infected with Hepatitis B.

Mr. Mills reported that Environmental Division employees note that restaurants are doing well with training employees on handwashing and hygiene. The current FDA Food Code requires restaurant managers to be certified. More than 5,000 food handlers have received food handler training.

**5. Report of the Division of Clinic Services - Ms. Christina Hinkle**

Ms. Hinkle reported the clinic is expediting the many requests for Hep A vaccinations and clinics. Seven out-of-health-department clinics have been held, with eight more planned, including vaccinating 2,000 Kanawha County employees at a two-day clinic, May 22 and May 23. The two-day clinics will be held at the Kanawha County Emergency Ambulance Association offices.

**6. Report of the Health Officer – Dr. Dominic Gaziano**

Dr. Gaziano spoke briefly about Hepatitis A, its effects on the body, and mortality rates. Kentucky officials are recommending all citizens receive a Hep A vaccination. For the past 10 years, most school-aged children have been immunized, and vaccinating children should continue to be a priority.

**7. Report of the Acting Executive Director– Ms. Lolita Kirk**

- a. Ms. Kirk reported the notes of the PM/QI meeting from April 24, 2018, were available in the packets.
- b. PHAB Accreditation observations and recommendations on Section 2 were received and acknowledged.

**8. Report of the Division of Administrative Services – Ms. Brandi O'Dell**

- a. While reviewing the staffing report, Ms. O'Dell reported one sanitarian has resigned, but another has been hired. One epidemiology position has been filled from a transfer from a threat preparation position, so there is a new job opening there.
- b. After the review of FY2019 Annual Program Plan, Ms. O'Dell requested President Isaac's signature, so it could be submitted.

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

- a. Mr. Mills presented the statistics report.
- b. Mr. Mills reported a summer mosquito specialist intern is being embedded with KCHD by the Bureau for Public Health.

**10. Report of the Division of Epidemiology and Threat Preparedness - Ms. Janet Briscoe**

Ms. Briscoe reported she was able to recruit and train retired registered nurses to help with the Hep A vaccination clinics for At-Risk community members.

**11. Report of the Division of Prevention and Wellness – Ms. Tina Ramirez**

Ms. Ramirez presented the Community Health Improvement Plan (CHIP), an accreditation requirement that demonstrates KCHD's community alliances and how we intend to accomplish our joint goals. President Isaac commented many health statistics have improved because of seatbelt use and lower smoking statistics with the passage of the Clean Indoor Air Act; and now drugs, obesity and diabetes have moved into areas on which a higher emphasis will be placed.

**12. Discussion of Harm Reduction program status – Ms. Brenda Isaac**

The recent 2018 Evaluation Report of the Kanawha-Charleston Health Department Harm Reduction Syringe Services Program from the Bureau for Public Health was discussed. Ms. Isaac reported she received a copy from the media, since it was not sent to her as President of the Kanawha-Charleston Board of Health. The Board is having the evaluation reviewed by experts in the harm reduction field. KCHD is still offering harm reduction services to our patients, distributing naloxone and participating in needle pick-up, but doing no needle exchange. Dr. Rubin will lead a subcommittee to respond to the evaluation.

Ms. Walker asked who did the review, what the review procedure was, and why KCHD was not allowed a preliminary response. She said there should have been a procedure in place allowing for comment.

President Isaac reported a letter was received from Charleston Mayor Danny Jones asking for the agenda and minutes of the meeting where the Board of Health approved the Harm Reduction Program. Her response is that the executive director and division directors are hired to develop and maintain programs under the auspices of the governing Board. The Board is then informed of their progress at regular meetings.

**13. Executive Session**

Dr. Rubin moved the Board go into executive session. Mr. Weber seconded the motion, and the motion passed.

Mr. Reishman moved the Board return from executive session, and Mr. Weber seconded the motion. The motion passed.

Mr. Reishman moved the search for a qualified Health Officer/Executive Director begin. Mr. Weber seconded the motion, and the motion passed. President Isaac asked Ms. Kirk to start the search. Ms. Kirk will train Ms. O'Dell in the process.

**14. Unfinished Business**

There was no unfinished business to be discussed.

**15. Adjournment**

Mr. Reishman made a motion to adjourn the meeting. The motion was seconded by Mr. Weber, the motion passed and the meeting adjourned.



Respectfully submitted,

Lolita Kirk, Acting Executive Director

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