



# **Kanawha-Charleston Board of Health**

## **Meeting Minutes**

### **January 17, 2019**

#### **Members – Present**

Dr. Arthur B. Rubin, President  
Dr. William Payne  
Mr. James Strawn  
Mr. Stephen Weber

#### **Staff - Present**

Dr. Dominic Gaziano, Interim Health Officer  
Janet Briscoe, Director, Epidemiology and Threat Preparedness  
Lolita Kirk, Chief of Staff/Acting Executive Director  
John Law, Public Information Officer  
Maggie Linsky, Secretary  
Carol McCormick, Administrative Services  
Stanley Mills, Director, Environmental Services  
Seth Staker, City Readiness Initiative Coordinator

#### **1. Call to Order - President, Dr. Arthur Rubin**

Dr. Rubin called the meeting to order at 4:30 p.m.

#### **2. Report of the President – Dr. Arthur Rubin**

##### **a. Approval of the minutes from the November 15, 2018 Board of Health meeting**

Upon a motion by Mr. Weber, seconded by Mr. Strawn, to approve the minutes of November 15, 2018, as submitted, the motion passed.

##### **b. Report on the status of interviews for a new health officer**

Dr. Rubin stated the second interview with one candidate went well and that person is interested but may have other opportunities. A second candidate was interviewed but was not considered a good fit for the position. If the first candidate declines to continue with the interview process in the next two to three weeks' time, the applicant search will continue.

##### **c. Other reports from the President**

Dr. Rubin attended the Kanawha Coalition for Community Health Improvement meeting as the KCHD representative. He was pleased with how the coalition development strategies mesh with KCHD's Strategic Plan and will continue to attend and update us regularly.

Dr. Rubin offered his congratulations to newly elected Charleston Amy Mayor Goodwin and offered assistance from the Health Department. He suggested that Board members or staff could participate with task forces or in other roles that might serve the community.

#### **3. Presentation and discussion of Cabin Creek Health Systems partnership with the health department – Craig Robinson and Amber Crist**

Cabin Creek Health Systems Executive Director Craig Robinson, MPH, presented a brief history of Cabin Creek, a Federally Qualified Health Center (FQHC), and its relationship with KCHD. Since February 2018, Cabin Creek has been offering basic acute and chronic illness medical care, family planning, screening for Hep C and HIV, and behavioral health

services in the health department clinic area under the “Sunnyside” location name three days per week. Cabin Creek would like to integrate Medication Assisted Treatment (MAT) services and possibly provide other addiction treatments at its Sunnyside location pending stakeholder interaction.

Mr. Robinson answered Questions from the Board of Health. A fact sheet was distributed and was added to the meeting packets.

**4. Executive Session**

Upon a motion by Mr. Weber, seconded by Dr. Payne, to go into executive session to discuss personnel, the motion passed.

Upon a motion by Mr. Weber, seconded by Dr. Payne, to return from executive session, the motion passed.

President Rubin announced no business requiring action occurred in executive session.

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

**a. Presentation of the FY2018 Strategic Plan report**

Dr. Rubin commented he felt the Epidemiology and Threat Preparation Division had exceeded expectations while coping with the Hepatitis A outbreak. He strongly recommended we continue our relationship with the Kanawha Coalition for Community Health Improvement.

**b. Presentation of indirect cost rate proposal**

Ms. Kirk presented Certified Public Accountant John L. Shaheen’s indirect cost proposal, prepared in accordance with 2 CFR Part 200 for the purpose of maintaining an indirect cost rate with the West Virginia Department of Health and Human Resources. The cost rate is 5% lower than last year. Upon a motion by Mr. Weber, seconded by Dr. Payne, to approve the report, the motion passed.

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

Ms. Kirk presented the staffing report. All positions have been advertised with the Department of Personnel.

**d. Status of FY2018 audit**

KCHD has met all requirements and the audit is proceeding.

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

Mr. Mills presented the activities report and stated the unusually mild winter weather has led to an unexpected seasonal increase in the number of septic system inspections and more animal bite incidents.

**7. Report of the Division of Prevention & Wellness – Mr. John Law**

Mr. Law briefly reviewed his written activities report.

**8. Report of the Division of Epidemiology and Threat Preparedness – Ms. Janet Briscoe**

Ms. Briscoe reviewed the Division reports with the Board, and Dr. Rubin said he was very pleased with the epidemiological curve chart showing the ascent and recent drop in Hepatitis A cases in Kanawha County over the past year. Commencement of the campaign with paramedics at KCEAA to vaccinate high-risk populations for Hep A over the next few

months is pending based upon funding. Ms. Briscoe noted many Kanawha County children have been vaccinated at an early age for Hep A for daycare or preschools. Several thousand more residents have been prophylactically vaccinated since the Hepatitis A outbreak began in early 2018. More than 1000 people have been diagnosed as infected with the Hep A virus. These figures mean that a sizable percentage of the county's population are now immune to the virus.

Ms. Briscoe has been asked by the Center for Disease Control and Prevention (CDC) to co-present in May in Washington DC at the National Health Care for Homeless Conference & Policy Symposium regarding best practices during a Hepatitis A outbreak.

Dr. Rubin requested KCHD staff research if there are any concerns regarding food safety caused by the government shut-down of non-essential personnel that should be communicated with the public.

#### 9. Adjournment

There being no more business and no public comments, upon a motion by Mr. Weber, seconded by Dr. Payne, the Board adjourned until the scheduled March 21, 2019 meeting.

Respectfully submitted,



Lolita Kirk, Acting Executive Director



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