



# **Kanawha-Charleston Board of Health**

## **Meeting Minutes**

### **March 14, 2019**

#### **Members – Present**

Dr. Arthur B. Rubin, President  
Mr. Jeremy Nelson  
Mr. Paul Nusbaum  
Dr. William Payne  
Mr. James Strawn  
Mr. Stephen Weber

#### **Staff – Present/Presenters**

Dr. Dominic Gaziano  
Janet Briscoe  
Lolita Kirk  
John Law  
Stanley Mills  
Deborah Snaman

#### **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. Introduction and welcome of new Board of Health Member, Jeremy Nelson**

The board members welcomed Mr. Nelson, who spoke briefly about his background.

##### **b. Approval of the minutes from the January 17, 2019 Board of Health meeting**

Upon a motion by Mr. Weber, seconded by Dr. Payne, to approve the minutes of January 17, 2019, as submitted, the motion passed.

##### **c. Approval of the minutes from the February 6, 2019 Emergency Board of Health meeting**

Upon a motion by Mr. Weber, seconded by Dr. Payne, to approve the minutes of February 6, 2019, as submitted, the motion passed.

##### **d. Report and discussion of March 12, 2019 meeting with Mayor Amy Goodwin**

Dr. Rubin presented the Mayor a prepared educational program on the work and services of the health department. He asked that she consider appointing a board of health member as a liaison to one of her community task forces. He explained the status of KCHD's search for a health officer and explained the personnel shortages and probable issues and causes. He asked for a standing quarterly meeting with her to be attended by the health officer or the board president.

He reported that Mayor Goodwin told him the city budget contribution to KCHD will be \$100,000 next year, down from \$120,000, and they spoke candidly about recent issues she felt caused the brand of the Kanawha-Charleston Health Department to be "damaged" in the community. She did state that she would like to tour the health department again.

Dr. Rubin said he wants the health department to re-create contacts with other mayors in communities within Kanawha County. Mr. Nusbaum requested the board establish regular contact with the Kanawha County Commission, as well.

**e. Review and discussion of proposed changes to the Kanawha-Charleston Board of Health By-Laws**

Following discussion, upon a motion by Mr. Weber, seconded by Mr. Strawn, to approve the changes to the Kanawha-Charleston Board of Health By-Laws, as corrected, the motion passed.

**f. Report on the status of search for a new health officer**

One candidate is still interested and has requested a meeting or teleconference with city and county officials, and those arrangements are being made. As the Board continues to search for other candidates, Dr. Rubin presented two suggested changes to the health officer job qualifications to broaden the position to qualified doctors with differing credentials;

- Change the requirement for a master's degree in Public Health to be "preferred";
- Change the requirement for five years' experience in Public Health to be "preferred".

Dr. Rubin reviewed the Public Health Accreditation Board requirements for health officer, and they had no job qualifications stated, so the change will not adversely affect KCHD's accreditation status. Upon a motion by Mr. Strawn, seconded by Mr. Weber, to approve the changes to the health officer job qualifications, as submitted, the motion passed.

Mr. Law reported on the latest meeting of the Kanawha Coalition for Community Health Improvement. Dr. Rubin would like KCCHI Executive Director Judy Crabtree to attend a board of health meeting and explain the new three-year focus on substance abuse, diabetes and obesity.

**g. Other reports from the President**

Dr. Rubin is meeting with Dr. Catherine Slemple, State Health Officer and Commissioner of DHHR's Bureau for Public Health, on Monday, March 18, to discuss local health issues. He will request her input and expertise on House Bill 2079, a medical cannabis bill approved by the legislature but not yet signed into law by Governor Justice, that will involve local health departments in the permitting or approval of licensed distributors. Dr. Rubin submitted a copy of the bill to the board members for their review.

He reported Cabin Creek Health Centers has hired Dr. Michael Brumage as their medical director. Dr. Brumage will be visiting Sunnyside Health Center located in the Kanawha-Charleston Health Department but will not be seeing patients here. Cabin Creek is implementing Medication Assisted Treatment (MAT) at other office locations, but not at KCHD. Dr. Brumage will also be in KCHD as part of the student rotations for the preventive medicine residency.

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

**a. Discussion of February 21, 2019 Kanawha County Commission meeting**

Ms. Kirk and Dr. Rubin attended the Kanawha County Commission meeting on February 21. Funding from the county has been cut from \$160,000.00 to \$80,000.00 per year. A letter dated March 8, 2019, details the dispersal of funds which require a real financial need and a written invoiced request for the funding which lists, in detail, how the funds will be used.

Dr. Rubin pointed out that both the city and county felt the need to cut the budgets of many public entities, but he stressed that Kanawha-Charleston Health Department is a good

steward of public monies, and that our current strong bank balance is due to careful fiscal management and to unfilled important job positions, including the health officer and other division directors. Mr. Weber commented that the wording in the county commission's letter was strong, and he was disappointed that the county felt the need to oversee the board's handling of finances to the point of requiring detailing of requests. Dr. Payne concurred. Mr. Nusbaum said he believed that through better communication and by treating the commission as a partner, the money could be returned to the budget. Also, he and Dr. Rubin assured the board that in an emergency, the county and city could be counted on to support the health department as needed.

In the proposed fiscal year 2020 state budget there is a \$1.5 million increase to the state aid to local health departments line item. If the budget is approved, it will restore 37.5% of the FY2017 funding cut. These funds are restricted for use of basic public health services.

**b. Presentation and discussion of Staffing report**

Ms. Kirk reported that recruitment is underway for the vacancies. Deborah Snaman has accepted a temporary upgrade and is serving as the Interim Clinic Director and Carol McCormick has accepted a temporary upgrade and is serving as the Interim Administrative Services Director. These appointments will be until the positions are filled or a term of six months. John Law is retiring, and Maggie Linksy has accepted another position.

**c. Presentation of the FY2020 Budget and Financial report**

Second quarter income was down, due to slowness in grant payments. At the end of February, a shortage of \$100,000. Approximately \$50,000 is from delayed payment of the regional epidemiology grant.

**d. Presentation of FY2018 Audit report**

The audit is without findings. Ms. Kirk complimented Carol McCormick on doing a great job in coordinating the audit, as usual. Ms. McCormick will need two board members to serve on the audit committee.

**e. Discussion of special hiring rate for Sanitarian classification**

Ms. Kirk presented a proposal for the board's approval which is needed to submit to the West Virginia Division of Personnel for a special hiring rate for sanitarians. She explained issues with the job requirement of a minimum of a bachelor's degree and training certification, the low starting salary of \$24,912 compared to similar state jobs requiring less certification for equal or more pay, length of training of 8 to 12 months, and retention averaging only a year and a half. Discussion followed. Upon a motion by Mr. Strawn, seconded by Mr. Weber, to approve Option 4 of the sanitarian salary proposal to be presented to the Division of Personnel for a special hiring rate, the motion passed.

**4. Report of the Division of Clinic Services – Ms. Deborah Snaman**

Ms. Snaman reviewed the clinic services report. The clinic is still getting requests for influenza and hepatitis A vaccinations. The new shingles vaccine is backordered from the manufacturers. There has been no increase in requests for measles vaccinations despite the recent outbreaks in nearby states.

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

Mr. Mills answered questions about the activities report. Although it has been difficult to retain trained sanitarians, the crew has done a good job getting the inspections in Kanawha county caught up and completed on time.

**6. Legislative Report – Mr. John Law**

Mr. Law briefly reviewed his legislative report. This is the first legislative session in at least five years where local health departments have not faced a major battle in either the clean indoor air arena or immunization arena. SB175, authorizing DHHR rules, which contains an update to the food service establishment rules, passed. SB348 restricting sale of tobacco products to individuals less than 21 years of age and imposed a secondary fine of \$25 on adults caught smoking in a vehicle with children less than 17 years of age was killed, but a bill allowing trained pharmacists to prescribe tobacco cessation products was approved.

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

The hepatitis A outbreak in Putnam county is unofficially closed since there has not been a case since December, over 100 days. Forty-two counties in West Virginia have reported cases, with Kanawha, Cabell and Putnam counties reporting the highest numbers. In Kanawha County the numbers of new reported cases are dropping. For the past few months there have been fewer than ten cases per month; there have been over 1,000 investigations in Kanawha County since outbreak started last spring.

**8. Unfinished Business and Public Comment Period**

Marshall University Master's in Social Work students, in conjunction with the Charleston-based group, Solutions Oriented Addiction Response (SOAR), introduced themselves as Lauren Hay, Joe Solomon, and Kate Laishley, with Dr. Lindsey Acree of the University of Charleston as their sponsor. The students are completing a class capstone project to improve their communities by placing secure syringe drop boxes in high drug use/high syringe litter areas across the city. The students requested assistance from KCHD with the collection and proper disposal of the medical waste after the installation of the boxes. Interim Administration Services Director Carol McCormick spoke to the students about assisting with the waste collection once the boxes are located. The students will follow-up with the Board after city approval is granted for the placement of the collection boxes.

Megan Ross, Epidemiologist with DHHR, spoke to the board about the grant and resources available in the diabetes program.

Dr. Rubin and Mr. Strawn both introduced University of Charleston Student Body President Joshua McClung.

**9. Adjournment**

There being no more business and no further public comments, upon a motion by Mr. Nelson, seconded by Mr. Weber, the board adjourned until the scheduled May 16, 2019 meeting.

Respectfully submitted,



Lolita Kirk  
Acting Executive Director

