



Kanawha-Charleston Board of Health

Meeting Minutes

May 16, 2019

Members – Present

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

Member(s) – Excused

Mr. James Strawn

Staff – Present/Presenters

Dr. Dominic Gaziano
Janet Briscoe
Lolita Kirk
Carol McCormick
Stanley Mills
Dr. Sherri Young
Judy Crabtree

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

Dr. Rubin called the meeting to order at 4:35 p.m.

a. Roll Call – Lolita Kirk

Ms. Kirk conducted the roll call. Board members were present as listed above.

2. Report of the President – Dr. Arthur Rubin

a. Approval of the minutes from the March 14, 2019 Board of Health meeting

Upon a motion by Mr. Weber, seconded by Dr. Payne, to approve the minutes of March 14, 2019, as submitted, the motion passed.

b. Acknowledgement of Cabell-Huntington Health Department's achievement of national accreditation.

Dr. Rubin informed the Board members they would find a copy of a letter sent to Dr. Michael Kilkenny, MD, Physician Director of Cabell-Huntington Health Department. The letter congratulates Cabell-Huntington on their achievement of national accreditation.

c. Discussion of the Board meeting schedule for the upcoming year (July 1, 2019 – June 30, 2020).

The Board reviewed the proposed meeting schedule for the upcoming year. Dr. Rubin stated members should notify staff if there are any conflicts.

d. Discussion of the health officer search.

Dr. Rubin stated we had a good response of applications after some of the qualifications for the position were changed. He added he would entertain a motion to hire Dr. Sherri Young as the health officer. Dr. Payne made a motion so noted by Dr. Payne, seconded by Mr. Weber. All in favor and no opposed. Dr. Young will report July 1, 2019.

Dr. Gaziano stated he is excited about the selection and considers Dr. Young an asset to the organization.

Dr. Young thanked the board for the wonderful opportunity and is very excited. Dr. Young further stated that it may take a year or so to rebuild bridges and she cannot wait to get started.

Mr. Weber expressed his and the board's gratitude to Dr. Gaziano for his valuable time during the last year and a half.

e. Discussion of the contract with the Putnam County Board of Health

Dr. Rubin asked Ms. Kirk to provide a status on the contract with the Putnam Board of Health. Ms. Kirk explained that Putnam has been able to have their state funding restored and have established a reserve account and voted at their April meeting to return to their own management.

Mr. Nusbaum asked for a background on the relationship with Putnam County. Ms. Kirk provided an overview of how and why the current contract began. Mr. Nusbaum asked if merging the two boards had been discussed. Ms. Kirk replied it has been discussed on several occasions and Putnam's Board has stated they wish to remain independent.

Dr. Rubin stated a draft contract is with the county commission's attorney and once reviewed will be sent to the Board members. Ms. Kirk stated May 28, 2019 is the next Putnam Board Meeting and she hopes to have a copy of the contract by then to distribute among the board members. Ms. Kirk explained that contracting for Putnam Board of Health would include two sanitarians. They would train with Stan (Mills) and then transfer to Putnam County.

Ms. Kirk further explained that the Putnam Board of Health would like to see the relationship between the two counties continue. The Putnam Board of Health also expressed its gratitude to Kanawha-Charleston for their assistance.

Ms. Kirk discussed her last working day at Kanawha-Charleston would be June 30 and that she had applied for a position at the Putnam County Health Department.

Board members discussed the funding and payment for contracted services. Ms. McCormick stated the funds have been closely monitored and the funds are separated and in place. Ms. McCormick stated the separation of funds show in audits and it will show in upcoming audits as well.

Motion to pursue the contract for services between Kanawha and Putnam counties board of health, with provision that the contracts passed through board members before it would take effect. Motion was moved by Mr. Weber, seconded by Mr. Payne.

f. Community Health Meetings regarding the HIV Cluster in Cabell County.

Dr. Rubin discussed the meeting at the Covenant House held for groups that provide services to homeless. Dr. Rubin stated discussions were held regarding the outbreak in Cabell County and efforts to expand HIV testing in Kanawha.

g. Update on Cannabis Grower and Dispensary policies for Kanawha County

Dr. Rubin stated Mr. Mills has been reviewing the legislation. The Board discussed the new law with regards to growing and dispensaries. Dr. Rubin added the next step would be to meet with the County Commission/City of Charleston.

h. Discussion of Cabin Creek Health Systems proposed oral health project

Dr. Rubin stated Cabin Creek was on the agenda to present this evening, but Mr. Robinson was unable to attend. Cabin Creek has presented a proposal for an adult oral health care project at KCHD. The grant application calls for a 5-year commitment. A portion of the grant would be allocated to remodeling a portion of KCHD into a dental clinic. KCHD would receive \$1.00 a year for rent. All other costs including a portion of the utilities would be paid by Cabin Creek. The issue of the space needed for the clinic was discussed. The area identified in the application is the clinic space KCHD uses for patient care. After discussion of the proposal, the Board requested Cabin Creek provide them with a copy of the complete application.

- 3. Kanawha County Communities of Excellence Initiative-** Judy Crabtree, Executive Director, Kanawha Coalition for Community Health Improvement Ms. Crabtree provided the Board with an overview Coalition's work of the work being done for the upcoming community health assessment. Ms. Crabtree also discussed the Malcolm Baldrige award. The award is an excellence award which started in business and until now, has never been looked at for the community level until now. The Coalition has been invited to be one of the "communities". List of members is growing as we are going into our 8th year and we have grown leaps and bounds. In 2018, we spent the entire year creating the profile and faced tough questions. Requirements are different in each area. In the Fall, they'll receive feedback reports which will go into consideration when implementing. Board members will receive the survey.

4. Report of the Acting Executive Director – Ms. Kirk

a. Status of the special hiring rate for sanitarians.

Ms. Kirk informed the Board the WV Division of Personnel (DOP) has reviewed the request for the special hiring rate for sanitarians and recommends leaving the hiring salary the same and request a retention incentive. This process will get the sanitarians to the \$30,000 salary level but will take six months. DOP also states the Board can propose an increase for senior level sanitarians as was originally submitted. DOP stated there is also a review of the sanitarian classification's pay grade but are unable to provide a timeline for a decision.

The Board discussed the sanitarian pay rate and how it was too low for the work required. While the option is not the best option, it does provide for a better salary for the sanitarians. The Board discussed continuing to seek a change in the pay grade for the sanitarian classifications. A motion to request a retention incentive for sanitarian 1 employees in the amount of 10% following the successful completion of the probationary period (6-months) an increase in the amount of \$3,000 for all current permanent sanitarians was made by Mr. Weber and seconded by Mr. Nusbaum. Mr. Nelson abstained due to a conflict of interest. The Board voted and the motion passed.

b. Staffing announcements/introduction of new staff

Ms. Kirk informed the Board that there has been some success to fill vacancies. Carol and Deborah have both agreed to accept promotions to division directors for Administrative Services and Clinic. I would also like to introduce Kandy Forsythe. Kandy is our new administrative secretary. Ms. Lori Kersey has accepted the Public Information Officer position and will join the department on May 31st.

Mr. Mills is conducting interviews for the sanitarian vacancies. The epidemiologist position is currently posted. The administrative services assistant position has been

eliminated in the FY2020 budget. The nurse 3 is vacant and Deborah is reviewing the posting. The Prevention and Wellness position remains open and will be up to Dr. Young to fill.

c. Progress reports of year end reports

i) Strategic Plan

Staff have provided updates and report will be finalized for the July Board of Health meeting.

ii) Class A Performance Based Standards

The Performance Based Standards sub-committee is reviewing submission from the directors. The annual report will be presented at the July Board of Health meeting.

d. Presentation and discussion of FY2020 Budget

Ms. Kirk stated a copy of the proposed budget was in the Board member's folders. One change has occurred since the budget was sent to the Board, the State Aid amount has been received from the WV Bureau for Public Health. The funding level increase \$17,000. The proposed budget calls for use of reserve funds to cover the budget shortfall. On a motion made by Mr. Weber and seconded by Dr. Payne the board voted to approve the budget.

Dr. Rubin discussed the reestablishment of the finance sub-committee. Mr. Nusbaum and Mr. Nelson agreed to serve on the sub-committee.

5. Report of the Division of Administrative Services – Ms. Carol McCormick

a. Presentation and discussion of staffing report

Ms. McCormick informed the Board the staffing report was in the folders.

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

a. Presentation and discussion of activity report

Mr. Mills demonstrated a split container, the lower half containing water with mosquito larva and pupa and the upper chamber containing adults. Mr. Mills explained they are the type of mosquito that can carry West Nile virus. Mr. Mills added the mosquito's we fight are container breeders.

Mr. Mills stated they are caught up by end of April on their inspections. Good staff, lots of planning. Busy mosquito season, so staff will be collecting and submit to lab for testing. We will also do tick drags looking for Lyme disease in deer ticks.

Staff are also trying to get to all the pool inspections completed before the season begins.

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

a. Presentation of division activities

Ms. Briscoe noted the Board would find her report in the meeting folders. She noted she will be attending the National Healthcare for the Homeless Conference next week.

8. Unfinished Business

a. Public Comment Period

None

Dr. Rubin noted the next meeting is scheduled for July 25th at 4:30 p.m.

9. Adjournment

Dr. Rubin motioned to adjourn seconded by Dr. Payne. The Board adjourned.

Respectfully submitted,



Lolita Kirk
Acting Executive Director

