



Kanawha-Charleston Board of Health

Meeting Minutes

March 18, 2010

Board Members Present

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

Presenting Guests

Dr. Rahul Gupta
Ms. Lolita Kirk
Ms. Janet Briscoe
Ms. Krista Farley
Ms. Anita Ray

1. Call to Order – President

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

2. Report of the President – Ms. Isaac

a. Approval of prior meeting minutes

Mr. Weber made a motion that the minutes be accepted as read. The motion was seconded by Mr. Reishman. The Board voted and the motion passed unanimously.

Ms. Isaac suggested that a committee be formed consisting of Board Members and Health Department staff, Dr. Gupta and Ms. Kirk, to review what the previous meetings minutes contained and to review budget/financial information, prior to a Board of Health meeting. It was suggested that Ms. Snodgrass and Mr. Reishman become the Board members to serve on the committee. Mr. Weber made a motion to appoint to Ms. Snodgrass and Mr. Reishman as the Board members to serve on the committee. The motion was seconded by Dr. Rubin. The Board voted and the motion passed unanimously.

3. Report of the Health Officer – Dr. Gupta

a. H1N1 update

Dr. Gupta informed the Board that Kanawha County had given the most shots of any county in the State, over 50,000, and that approximately 36,000 were given by KCHD staff. Dr. Gupta also noted that the highest number of children vaccinated 20,000 plus, was in Kanawha County.

Dr. Gupta added that KCHD has supplied H1N1 vaccine to providers and that over 100 Kanawha County providers have registered to receive the vaccine. The numbers, Dr. Gupta stated, show that every 1 in 5 vaccine coming from the state came to KCHD. KCHD was allocated vaccination to cover approximately 20% of the population in the State; 126,000 out of 643,000.

Dr. Gupta reported that during majority of the vaccination clinics, the waiting time has been between 5 to 10 minutes. During the busiest clinics, the longest wait time was 40 minutes. Dr. Gupta added that because of the efforts of all involved, there were no school closings or large outbreaks due to the H1N1 virus. Dr. Gupta stated that the H1N1 Task Force now has approximately 150 volunteers from City and County personnel to private businesses. Dr. Gupta stated that to show our appreciation, we will be hosting a luncheon at the Charleston Civic Center on March 30th, from 10:00 a.m. to 1:00 p.m. To date, KCHD has received 40 acceptances, including the State Health Officer, Dr. Cathy Slemp. Dr. Gupta also added that even while providing H1N1 vaccinations, KCHD also managed to provide 12,000 seasonal flu vaccinations. Dr. Gupta noted that over 10% of the regular flu vaccine was given free of charge.

b. Department's H1N1 funding update

Dr. Gupta informed the Board that KCHD is continuing to hold H1N1 vaccination clinics. The clinics are being held daily at the Lee Street clinic and in businesses and community sites throughout the County. Dr. Gupta added that KCHD was the only county in West Virginia to apply for the Phase IV PHER funding. KCHD applied for and will receive an additional \$236,000. The funds will be used to continue vaccination efforts.

c. Past year and the future direction

Past Year

Dr. Gupta reviewed with the Board the activities of the past year and discussed the future direction of KCHD.

- Dr. Gupta stated that the Health Department had purchased new software for the clinic within the past year.
- Additionally, Dr. Gupta informed the Board of the Pain Clinic investigation that has been going on. He stated it has had the largest healthcare associated infection outbreak in recent times. It is still an ongoing investigation.
- Dr. Gupta informed the Board that the sale of the Home Health Agency was progressing. He stated they had received the commitment from the buyer and that the process with the Health Care Authority has begun. Dr. Gupta added that no additional problems are anticipated.
- Dr. Gupta provided the Board with an overview and the current status of the Department's enforcement of the Clean Indoor Air Regulation (CIAR). Dr. Gupta stated that the Environmental Health Division has had more inspections and more convictions than ever. He added that the Department has met with Mr. Mark Plants, Kanawha County Prosecuting Attorney to discuss enforcement and prosecution. Partnerships with the City and County law enforcement and the ABC Commission have been productive. Dr. Gupta stated that he was pleased that the Cabell-Huntington Board of Health has adopted a similar CIAR. Dr. Gupta added that he and Dr. Harry Tweel, the Health Officer for the Cabell-Huntington Health Department are working together to approach other boards of health to encourage them to strengthen their CIAR.

- Dr. Gupta informed the Board of additional areas that the Environmental Health Division was busy with at this time. They have been working with the Union Public Service District on a sewage issue, which was mentioned at the February Board meeting (Big Tyler and Little Tyler area).
- In addition, Dr. Gupta added that Environmental Health is getting ready to enter their food festival period. This will increase the number of requirements for food permits and inspections. Dr. Gupta added the Environmental Health staff has been so busy, he (Dr. Gupta) didn't know how much more the sanitarians could do. Dr. Gupta indicated that there may be a need to provide permits for mass gatherings in addition to individuals, as we do more permits. Dr. Gupta added that the Department may also need to modify the current fee structure and look at nonprofits as well.
- Dr. Gupta informed the Board that KCHD had been mentioned in the National Association of Local Boards of Health (NALBOH) publication for the tobacco cessation work.
- Dr. Gupta added that we have made our annual posting of salaries to the KCHD web site.
- Dr. Gupta informed the Board that next month, he will travel to Raleigh, NC, April 15th, to sit on Institute of Medicine conference panel regarding H1N1 response. Dr. Gupta also added that he will be attending the Minority Health Conference (April 19th-20th) in Washington, D.C.

Future Direction

- Dr. Gupta informed the Board that in their packets, he would find his vision to strengthen clinic services. Currently, Dr. Gupta stated, KCHD is interviewing for an Office Manager for the clinic. The Office Manager will be in charge of the office assistants and taking care of the everyday management of the clinic. Also, the Office Manager will be required to be proficient in billing and coding. The clinic currently has 4 office assistants and he feels that the staff must be cross-trained. Dr. Gupta added that there is a need for additional medical personnel in the clinic. With the information he has provided the Board, the additional costs for the personnel he wants to add would only be around \$20,000 extra a year (this is over the expenses of replacing previous personnel). Such will be possible by modernizing the strategic plan for the clinic services as outlined. He believes the clinic personnel structure we are working under is outdated. Dr. Gupta added that if the clinic is going to offer additional services, they will need more help and this will provide so. Dr. Gupta believes the Health Department is here to provide services and we need to focus on adding new services, while re-structuring the old. He stated he remains open minded looking for all available options being presented now and in the future.
- Dr. Gupta stated that we need to improve on our every day functions; that we need to update procedures; restructure the clinic and modernize the equipment.
- Dr. Gupta reported that evaluations needed to be completed and the needs of each division need to be met.

- Dr. Gupta added that a blueprint for the physical restructuring of the clinic has been established and is currently in the works.
- Dr. Gupta feels that leadership is a big part of being productive. He stated he believes that there needs to be improvements in the customer service area, policies for staff and programming policies need to be reviewed, and that additional services, by the whole Health Department, need to be added. He went on to say that he believes these services can reach outside of the Health Department.
- Dr. Gupta stated that the growth of the Health Department begins within. He added that the Board Members have a lot at stake here. Dr. Gupta recommended that the Board review their By-laws and make any needed revisions. He also reported that he recommends that the one director make a division specific presentation at each Board meeting.
- Ms. Snodgrass asked if the Health Department could provide pre-employment screenings for other agencies and Dr. Gupta stated we could, however, we would have to have contracts in place to do this. He feels there are a lot of opportunities for us and that we could lead the County and State as a health agency.
- Dr. Gupta stated that part of the improvement process was to give the Department a face. He added that a new logo, stationary, etc has been designed and that the Department is having new business cards printed for all the staff with each operating divisions services printed on the back of the card. Dr. Gupta added that KCHD is evaluating vendors for a new website. Other items in progress include employee I.Ds, building security and repairs.
- Dr. Gupta added that he also wants to develop the Health Promotion Division. Dr. Gupta stated that he would like for us to be the leaders in this area as well. To expand, we need to develop marketing strategies, and partner with other organizations and agencies as training sites.
- Dr. Rubin asked if the CDC has been researching the H1N1, as to if a booster will be needed. Dr. Gupta informed the Board that the H1N1 vaccine would be included with the seasonal flu vaccine next year. Dr. Gupta added that one of the pharmaceutical companies has developed a high dose flu vaccine, which has antigen 4 times as the normal dose. However, it is more expensive and though it may be have more antigen, data is not conclusive at this time and the CDC has not recommended it in preference to the regular vaccine (equal recommendation). Ms. Isaac added that there would be a Flu Summit at the Civic Center in May and she felt that Dr. Gupta should accompany her in a presentation of the immunizations in schools, etc.

4. Executive Session

A motion was made by Mr. Reishman to go into Executive Session for the purpose of Dr. Gupta's annual evaluation. Dr. Rubin seconded the motion.

Upon returning to regular session, Mr. Reishman made a motion to increase Dr. Gupta's annual salary to \$165,000. Dr. Rubin seconded the motion. The Board voted and the motion was approved by a unanimous vote.

5. Report of the Administrative Director – Ms. Lolita Kirk (continued after Executive Session)

Ms. Kirk stated she had sent the report to the Board a week prior to the meeting and that a copy of the report was in their packets. Ms. Kirk asked the Board if the format of the report was satisfactory. The Board agreed that the financial report format was acceptable.

6. Report of the Director of Environmental Health – Ms. Anita Ray

Ms. Ray informed the Board that her numbers were in their packets.

Ms. Ray also informed the Board that she and Ms. Briscoe had gone to Pratt after the recent flooding. Ms. Ray added that she had survey environmental damages and offered clean up advice and Ms. Briscoe had provided tetanus vaccinations.

Dr. Rubin asked Ms. Ray if there were any reports of sewage backup in Kanawha City. Ms. Ray responded that she was not aware of any complaints from that area. Ms. Ray added that in these matters, KCHD can advise about cleanup, does not have jurisdiction. Ms. Ray added that the WV Department of Health & Human Resources, Engineering Division has jurisdiction for public sewage. Dr. Rubin asked if restaurants have flood damages are they required to contact KCHD. Ms. Ray replied that yes they should notify KCHD about the damage. Ms. Ray added that a restaurant that had been damaged by flooding would be required to remain closed until the cleanup was complete.

7. Report of the Director of Epidemiology –Ms. Janet Briscoe

Ms. Briscoe discussed the requirements for tetanus shots with the Board. Ms. Briscoe mentioned that Epidemiology and Environmental Health are exploring the development of printed materials offering advice to individuals affected by flooding.

Ms. Briscoe added that KCHD was still conducting H1N1 clinics at shelters and for outlying community groups. Ms. Briscoe also informed the Board that thanks to CAMC donating seasonal flu vaccine, KCHD has also been able to offer seasonal and H1N1 flu vaccinations at the clinics.

Ms. Briscoe extended an invitation to the Board for the H1N1 Appreciation Luncheon on the March 30th, at the Charleston Civic Center.

8. Report of the Director of Health Promotion – Ms. Krista Farley

Ms. Farley stated that KCHD is wrapping up the grant for the NACCHO for the Sustaining Efforts to Prevent and Control Tobacco Use Strategic Planning Meeting

Ms. Farley informed the Board that the KEYS 4 Healthy Kids Robert Wood Johnson Foundation Grant is in the assessment stage and activities will start on June 1, 2010.

Ms. Farley added that KCHD is working on a Chronic Disease Management model for funding opportunities with Senator Byrd's Office.

Ms. Farley also informed the Board that KCHD will be exhibiting at Health Kids Day, April 17th, at the YMCA and probably at the Thomas' Hospitals Kidoodle on May 1, 2010. Dr. Rubin requested that KCHD participate in the Teddy Bear Fair with CAMC, the first Saturday in October.

9. Old Business

None.

10. New Business

a. Public comment period

Ms. Isaac recognized Mr. John Miller, Councilman, City of Charleston. Councilman Miller stated that on February 10th, he had hand delivered a letter to the Governor and also to KCHD and the Board of Health. The letter, stated Councilman Miller, was in reference to the smoking at the State Capitol. Mr. Miller stated he didn't feel that it was fair for them to smoke in the Capitol.

Councilman Miller added that he had visited the Senate Clerk, Mr. Darrell Holmes office to discuss the smoking in Mr. Holmes office and the other offices in the Capitol. Councilman Miller added that he had left a poster for Mr. Holmes to display in his office to discourage smoking. Councilman Miller stated he had brought a copy of the same poster for Dr. Gupta. Councilman Miller noted that Mr. Holmes is no longer allowing people to smoke in his office.

Councilman Miller provided the Board with an overview of his background and work experience. He added that he wanted to commend the Board on their stand against smoking and wanted them to know he was an advocate. Councilman Miller added that he has been in contact with a member of the Governor's staff concerning the smoking in the Capitol Building.

Ms. Ray stated she was contacted by the Attorney for the Department of Administration and Ms. Ray informed them that the Health Department has no jurisdiction at the Capitol, as far as the smoking ban. Ms. Ray added that that the Department of Administration has authority over the State buildings, therefore they could issue a letter or order, that there is to be no smoking in any of the State buildings. Ms. Ray was told that they would be getting back in touch with her. Dr. Rubin asked the Board if they should issue a letter on their stand, to the Governor, however after some discussion, they decided to put a hold on any additional action at this time.

11. Adjournment

A motion was made by Jim Stawn to adjourn and seconded by Mr. Weber. The Board voted and the motion passed unanimously.

Respectfully submitted,



Rahul Gupta, MD, MPH, FACP
Health Officer/Executive Director