



# Kanawha-Charleston Board of Health

## Meeting Minutes February 4, 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. Krista Farley  
Ms. Sara Hedrick  
Ms. Lolita Kirk  
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

Ms. Snodgrass stated that receiving the minutes in a delayed manner was hard to remember what had been discussed that far back. Ms. Snodgrass added that she felt the turnaround time for minutes being completed should be quicker. The Board instructed Ms. Kirk that Board minutes should be submitted for review, within two weeks after a Board meeting.

Mr. Weber made a motion to accept the minutes of the June 5, July 9, September 21, October 22 and November 19, 2009 meetings as submitted, with a correction on the year on July 9<sup>th</sup> minutes. Mr. Reishman seconded the motion. The Board voted and the motion passed unanimously.

Ms. Isaac again commended Health Department staff and volunteers on their efforts during the H1N1 clinics. Ms. Isaac stated she had attended a principals' meeting this week and that there were many positive remarks. She said that Hoover had commented on how smoothly their clinic ran. She went on to say that because of the response to the H1N1, that children weren't missing school, thus the communities were recognizing the efforts by the Health Department and all involved.

Ms. Isaac read a letter written to Dr. Gupta and Ms. Briscoe, by the school nurses, commending the Health Department and staff for their work to provide H1N1 vaccinations in Kanawha County Schools. The letter recognized Ms. Sara Hedrick for her professional attitude and the efficient manner she handled the school H1N1 clinics. (Copy of letter attached).

### **3. Report of the Health Officer – Dr. Gupta**

#### **a. H1N1 Update**

Dr. Gupta gave the Board an overview of seasonal and H1N1 flu. Dr Gupta stated that seasonal flu peaks normally at week 10, around the middle of March. Dr. Gupta added that the normal rise in seasonal flu at this time of year is not apparent and that numbers are below normal.

Dr. Gupta informed the Board that they would find information regarding influenza, seasonal and H1N1, in their packets. Dr. Gupta discussed with the Board that the H1N1 data shows the highest number of cases and deaths are for ages 18 – 64 followed by ages 0 – 17 years old. Dr. Gupta added that the Department's first H1N1 vaccination efforts specifically targeted these groups.

Dr. Gupta provided the Board with an overview of the Department's H1N1 vaccination efforts. He complimented the staff and all that made the activities a success. Dr. Gupta added that he was very pleased with the teamwork that was displayed and also with the participation from the 150 members of the Kanawha County H1N1 Taskforce. Dr. Gupta informed the Board that the Department had conducted several hundred clinics and that over 35,000 vaccinations had been given. Dr. Gupta added that approximately 20,000 of the vaccinations had occurred in schools. This, stated Dr. Gupta, covered about 50% of the school population. He added that the take-up rate in was the highest in elementary schools, with 60% to 70% of the children enrolled received the vaccination. Dr. Gupta added that to date 126,000 doses of the vaccine has been distributed in Kanawha County with about half of the vaccine being delivered to private practices. Dr. Gupta informed the Board that the Department's strategy for the H1N1 vaccination effort was to concentrate on giving vaccinations and then focus on the data entry required by program. Dr. Gupta added that to date, the Department has entered the data for approximately 20,000 vaccinations. Dr. Gupta noted that staff members from the Bureau for Public Health had assisted by entering approximately 600 of the vaccinations.

Dr. Gupta informed the Board that the Department has applied for additional H1N1 funding from the State. Dr. Gupta added the additional funds will enable the Department to go to businesses, community centers, and government agencies and conduct on-site H1N1 vaccination clinics and expand the Lee Street H1N1 clinics for two days a week to five. Dr. Gupta added that the seventy plus page funding application was submitted to the State on February 1, 2010. Dr. Gupta added that the Department is waiting to hear about the funding before taking further action.

Dr. Gupta gave the Board a summary of how the current H1N1 funds have been used. Dr. Gupta added that the Department must expend the funds before invoicing. This means that the money for the H1N1 activities comes from the Department's cash reserve until the invoices are paid. Ms. Isaac stated this was typical for funding of this type. Ms. Isaac added that this money should be more easily accessed from the government. Dr. Gupta added that because Kanawha-Charleston Health Department is a larger health department, it is able to use its cash reserves to fund the activities until the invoices are paid.

Mr. Reishman asked if the money was there for additional funding. Dr. Gupta said that CDC has the money, but you have to apply, which we have done. Dr. Gupta added that the process is difficult. Dr. Gupta continued that the Health Department had requested an additional \$236,000. Once the money is awarded, we will begin to utilize it. Dr. Gupta added that even though the vaccine is free, there are many costs involved with this process (manpower, travel, supplies, printing, vaccine storage, security, etc.).

Ms. Isaac again stated that without the help of the City and County, and others like Cabin Creek Healthcare Systems, we couldn't have done it. Cabin Creek conducted the clinics in the areas where they have school services. Ms. Isaac added that Cabin Creek will be reimbursed for some of their costs for the second round of school clinics, which will also be ~~also~~ coming from the grant.

Ms. Isaac stated it was good experience and that thankfully the H1N1 didn't turn out as badly as we first thought.

Dr. Gupta informed the Board that there may be interest from CDC into making the SLV a pilot program.

#### **4. Report of the Administrative Director – Ms. Lolita Kirk**

##### **a. Discussion/vote on the results of the February 2, 2010 auction of the assets of the home health agency.**

Ms. Kirk informed the Board that an auction of the Home Health Agency was held on Tuesday, February 2, 2010. The high bidder was Covenant Home Health in the amount of \$250,000.

##### **b. Discussion of the generator donated to the Health Department by the Kanawha County Commission**

Ms. Kirk discussed with Board the recent gift of a generator from the Kanawha County Commission. Ms. Kirk added that this generous gift is scheduled to be installed by the end of February. Mr. Reishman stated that the Health Department should arrange for a maintenance and fuel contract.

##### **c. Financial Report**

Ms. Kirk informed the Board that the financial report was in their packets. Ms. Snodgrass stated she didn't like the revised budget unless it was voted on by the Board. Ms. Snodgrass also stated that she did not like the way Home Health was pulled into a separate section. Ms. Snodgrass added that she wanted to go back to the Board's original budget. Ms. Kirk stated that she had incorporated the H1N1 funds into Board's report so the Board could see the changes the H1N1 funding had on the budget. Ms. Kirk added that she would revise the Board's report to comply with the Board's request. Dr. Gupta added that numbers are available in both methods and could be sent to the Board within a day.

#### **5. Report of the Director of Environmental Health – Ms. Anita Ray**

##### **a. Discussion of public sewer extension and proper abandonment of septic tanks**

Ms. Ray informed the Board about a large public sewer project that is about to be started by Union Public Service District in the Big and Little Tyler areas of the County. Ms. Ray

added that the project will involve approximately 300 families. Of a serious concern, Ms. Ray noted, is the proper abandonment of the septic tanks. Ms. Ray added that the tanks have to be disposed of properly to prevent the possibility of the tanks caving in and causing potentially life threatening accidents. Ms. Ray reviewed with the Board the Health Department's procedure to properly abandon a septic tank. The process involves the homeowner obtaining a permit from the Health Department and the Kanawha County Planning Commission. Ms. Ray added with the homeowners facing the cost of the connection to public sewer, she would waive the Health Department's fee for the permit. She added that the homeowner will still be required to apply for and obtain the permit. On a motion made by Mr. Reishman and seconded by Dr. Rubin the Board voted and approved the waiving of the septic system permit fee for this project. Ms. Ray discussed with the Board that the Planning Commission also has agreed to not charge their fee, however she would like to have something in writing from the Health Department and the Planning Commission stating that the homeowners will not have to pay for either permit fee. Ms. Ray added that the Union PSD will be sending a letter to homeowners instructing them on the Health Department's requirements to properly abandon their septic tanks. Ms. Ray added that she will keep the Board informed on the project's process.

Ms. Isaac commended the Environmental Department for staying steadfast with the enforcement of the Clean Indoor Air Regulation.

**6. Report of the Director of Epidemiology – Ms. Sara Hedrick for Ms. Briscoe**

Ms. Hedrick stated that on January 21, 2010, the Health Department provided H1N1 vaccinations in the Capitol Rotunda. Ms. Hedrick added that the Health Department also continues to hold H1N1 vaccination clinics on Lee Street every Monday and Thursday.

Ms. Hedrick also reported that the Department has received three reports of GI illnesses in an area nursing home. Ms. Hedrick added that it was diagnosed as a Norovirus and that it has been contained.

**7. Report of the Director of Health Promotion – Ms. Krista Farley**

**a. Robert Wood Johnson Foundation Healthy Kids Healthy Communities Grant**

Ms. Farley informed the Board that the Health Department has partnered with CAMC and the Kanawha Coalition for Community Health Improvement on a Robert Wood Johnson Foundation Healthy Kids Healthy Communities Grant. The KEYS 4 HEALTHYKIDS project was funded for \$360,000 for four years with community businesses providing additional funds.

**b. NACCHO Tobacco Strategic Planning Meeting**

Ms. Farley informed the Board the Health Department was selected by the National Association of County & City Health Officials (NACCHO) as one of five sites nationally to host a planning meeting to discuss strategies to sustain local tobacco control and prevention efforts. The meeting was held on Wednesday, January 27th.

**8. Old Business**

None.

**9. New Business**

**a. Executive Session**

On a motion made by Mr. Reishman and seconded by Mr. Strawn the Board voted to go into Executive Session.

On a motion made by Mr. Reishman and seconded by Mr. Weber the Board voted to return to regular session.

After returning to regular session, Mr. Reishman made a motion to reject the financial proposal submitted by Covenant Home Health. Ms. Snodgrass seconded that motion. The Board voted unanimously in favor of the motion. Mr. Weber made a motion to counter the proposal and require Covenant Home Health to establish an escrow account or a letter of credit from a bank for the full bid price by Wednesday, February 10, 2010. Dr. Rubin seconded the motion and the Board voted unanimously in favor of the motion.

Ms. Isaac stated that Dr. Gupta is approaching his one year anniversary and the Board needs to conduct an employee evaluation for Dr. Gupta. Ms. Isaac added that before the Board conducted the evaluation, they (the Board) would like for Dr. Gupta to provide them with two or three goals that he would like to set for the Health Department in the coming year. Ms. Snodgrass stated she would like to see some strategic planning and opportunity for growth in the Health Department.

**b. Public Comment Period**

None

**c. Other new business**

On a motion made by Dr. Rubin and seconded by Mr. Weber, the Board voted unanimously to censure the West Virginia State Legislature for continuing to allow smoking at the State Capitol. The Board instructed staff to prepare a press statement regarding the censure and to list Ms. Isaac as the contact.

**10. Adjournment**

A motion was made by Mr. Weber to adjourn and seconded by Mr. Strawn.

Respectfully submitted,



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