



Kanawha-Charleston Health Department

108 Lee Street E.
P.O. Box 927
Charleston, WV 25323



Kanawha – Charleston Board of Health Meeting Minutes

June 3, 2008

Board Members Present

Dr. Steven A. Artz
Ms. Brenda Isaac
Dr. Arthur Rubin
Ms. Shannon Snodgrass
Mr. James Strawn
Mr. Stephen Weber

Presenting Guests

Dr. Kerry Gateley
Ms. Lolita Kirk

1. Call to Order – President

a. Moving the Board meeting to the 1st floor Multi-Media Center – motion needed

Dr. Artz called the meeting to order at 4:30 p.m. As required by the Board's By-Laws, Dr. Artz requested a motion to hold the meeting in the 1st floor Multi-Media Center. The motion to move the meeting was made by Ms. Snodgrass and seconded by Mr. Strawn. The motion passed unanimously.

2. Approval of the minutes for the April 24, 2008 meeting

A motion was made by Mr. Weber and seconded by Dr. Rubin to approve the minutes of the April 24, 2008 meeting as written. The motion passed unanimously.

3. Report of the President – Dr. Artz

a. Selection Board President

A motion was made by Ms. Snodgrass to appoint Ms. Isaac as Board President for the year beginning July 1, 2008. The motion passed unanimously.

b. Discussion of Interim Health Officer selection

c. Discussion of recruitment of new Health Officer

The Board discussed individuals that had been suggested as potential candidates for the interim position. So far the majority of candidates have indicated they are not interested in the position. The Board also discussed the recruitment and interview process for the interim and full-time health officer positions. The salary and number of hours a week an interim will be needed were also discussed. Mr. Weber stated that the Board should be clear that there is no guarantee that the individual selected for the interim will become the full-time Health Officer.

The Board discussed that they must have an Interim Health Officer in place before Dr. Gateley departs. Failure to do so could mean the Department would have to shut down on July 10th. The Board formed a subcommittee to interview Interim Health Officer candidates; Ms. Isaac, Mr. Weber and Mr. Reishman.

4. Report of the Executive Director – Dr. Gateley

a. Recommendations on the Health Officer's position

Dr. Gateley referred the Board to the document in their packets titled "Health Officer Recommendations". Dr. Gateley stated that the document is based on NACCHO's 10 Essential Public Health Services. Dr. Gateley provided the Board with an overview of his recommendation and cited examples of how the Department has provided the Services during his time as Health Officer. Dr. Gateley added that he would like the Board to consider his recommendations when searching for another Health Officer.

5. Report of the Administrative Services Director – Ms. Lolita Kirk

a. Financial duties of the Board Chair and Interim Health Officer

Ms. Kirk discussed with the Board the financial duties of the Board Chair and Interim Health Officer. Ms. Kirk added that as the Board President, Ms. Isaac's signature will be added to the Department's checks.

b. Pay raise recommendation

The Board discussed the pay raise recommendation. The proposed across-the-board raise will give employees a 3% increase and will be applied following the guidance used by the West Virginia Division of Personnel. On a motion made by Dr. Rubin and seconded by Mr. Weber, the raise was approved unanimously.

6. Old Business

Dr. Artz addressed the Board in regards to the document that he had added to their packets. In the document, Dr. Artz added he wished to raise a few points regarding the sale of the building and his reason from abstaining from the May 15, 2008 vote to proceed with a move. Dr. Artz added that he wished to address the issue of any potential conflicts of interest that Board members may have. Ms. Snodgrass asked what type of conflicts of interest did he (Dr. Artz), think the Board had. Dr. Artz replied, "Not the current board." The Board discussed the building sale and costs of relocation. Ms. Snodgrass asked Dr. Gateley if Mr. Molgaard had gotten back with him (Dr. Gateley), regarding the Morris Street building. Dr. Gateley replied that he had not heard anything from Mr. Molgaard.

7. New Business

a. Public Comment Period

Mr. Ray Evans addressed the Board regarding the Morris Square building and the City's bond issue.

8. Adjournment

A motion was made by Mr. Weber to adjourn. The Board then voted to adjourn.

Respectfully submitted,



Kerry W. Gateley, MD, MPH, CPE
Executive Director/Health Officer

KWG/lk