



KANAWHA CHARLESTON
BOARD OF HEALTH

Po Box 927
CHARLESTON, WV 25323
Phone: 304.348.6494
Fax: 304.348.6821
www.kchdvw.org

Meeting Minutes

November 20, 2008

Board Members Present

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

Presenting Guests

Dr. Laura Gateley
Ms. Lolita Kirk
Ms. Marcie Myers
Ms. Janet Briscoe
Ms. Anita Ray
Ms. Krista Farley
Ms. Lois Deal

1. Call to Order – President

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

Ms. Isaac called the meeting to order at 4:33 p.m. As required by the Board's by-laws, Ms. Isaac requested a motion to hold the meeting in the 1st floor Multi-Media Center. The motion to move the meeting was made by Mr. Weber and seconded by Dr. Rubin. The motion passed unanimously.

2. Report of the President – Ms. Isaac

Ms. Isaac stated that today was the Great American Smoke Out and she felt that the Health Department should applaud the efforts.

a. Approval of the Minutes of the September 25, 2008 meeting

Ms. Isaac asked that a motion be made to accept the minutes of the September 25th, 2008 meeting. Mr. Weber stated that there was one correction to the minutes of September 25, 2008. Mr. Weber stated the minutes showed that he had made a motion and that Dr. Rubin had seconded that motion, however, Mr. Weber was not in attendance that night. Minutes were accepted as corrected. Dr. Rubin made a motion to accept the corrected minutes and Mr. Strawn seconded. The motion passed unanimously.

b. Status of Health Officer search

c. Executive Session to discuss health officer candidates

Ms. Isaac requested a motion to go into Executive Session. Dr. Rubin made the motion and Ms. Snodgrass seconded the motion. The motion passed unanimously.

The Board returned to open session. Ms. Isaac announced that Dr. Rahul Gupta had been chosen as the desired candidate for the new Health Officer. Upon a motion from Mr. Weber and a second by Dr. Rubin, the board passed the motion unanimously to offer Dr. Gupta the position of Health Officer.

Ms. Isaac said that both candidates for the Health Officer position had stated that West Virginia doesn't value public health therefore, the Health Department isn't respected. Ms. Isaac issued a new charge to the Directors and Health Department to promote public health.

3. Report of the Interim Health Officer – Dr. Gateley

Dr. Gateley stated that everything was running smoothly and that the Health Department was staying busy.

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

a. Financial Report

Ms. Kirk noted that the Board would find the revised financial report in their folders. The revised report contains information by operating division. Ms. Kirk added that if the Board members had any questions to please contact her. Dr. Rubin requested that a comparison column be added to the report. Ms. Kirk replied that she would add the information. Ms. Kirk also stated that if there is any additional information the Board would like to see on the financial reports, to let her know. Ms. Snodgrass asked if the Board members could receive the financial reports earlier for review, and Ms. Kirk said she would get them out to them sooner.

b. Computer network costs

Ms. Kirk discussed with the Board the State's recent decision requiring county health departments to pay for their support on the computer network. Ms. Kirk added that the State has made the costs retroactive to July 1, 2008. Ms. Snodgrass asked Ms. Kirk what the year cost was. Ms. Kirk replied \$17,000. Ms. Isaac asked if we have to pay the fees. Ms. Kirk explained that the payments will be withheld from the Department's State Aid payments. Ms. Kirk added that the State is exploring other avenues of funding for this resource. Ms. Kirk added that she and Mr. Greg Rinehart will look at the costs to withdraw from the State's network. The Board would be receiving recommendations once these amounts had been secured.

5. Report of the Director of Business Support Services – Ms. Marcie Myers

a. Patient Totals

Ms. Myers informed the Board that the clinic patient totals were in their packets and that numbers were up.

b. Report on wellness activities, including the latest issue of the newsletter

Ms. Myers noted that the Board would find a copy of the Wellness Newsletter in their packets.

c. Summary of this year's flu clinic activity.

Ms. Myers noted that the flu shot clinic summary was also in their packets. Ms. Myers stated they had completed 93 outside clinics and had provided children's' clinics on

Fridays. Information on free vaccine and donated vaccine were also in the packets. Income on sold vaccine was expected by the end of December.

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

a. Environmental Health activity report

Ms. Ray informed the Board that the Environmental activity report was in their packets and stated that the division had been keeping very busy.

Clean Indoor Air Regulation Enforcement

Mr. Weber asked if there were any problems, and Ms. Ray stated no. Ms. Isaac asked about the court proceedings and Ms. Ray stated she had not been notified as of yet. Ms. Ray stated that five (5) establishments gave pleas, but did not have any other information as of this date. Ms. Ray stated that she would advise the Board of dates once they were received. Ms. Ray went on to say that one of the cases had been dropped because the establishment was owned by someone other than the person being cited. The new owner was operating without a legal permit. Ms. Ray stated that the alcohol permits (from the Alcohol Commission) are transferrable; however the Department's permits are not. Ms. Ray stated that the new owner did come in and paid for a new permit. Ms. Isaac stated their needed to be more communication and cooperation between agencies. Ms. Harris (Environmental Supervisor) stated that this problem could be addressed at the Sanitarians Liaison meeting. Ms Snodgrass stated the media had done a good job on coverage.

Dr. Rubin asked if the Health Department had been notified of the Boiled Water Advisory from West Virginia Water and Ms. Ray said yes. Ms. Ray added that because of prior issues, West Virginia Water is doing follow-ups after notification.

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

Ms. Briscoe stated that the Flu Shot campaign got off to a slow start, however it did pick up. She informed the Board the numbers were in their packets.

Ms. Briscoe stated there had been no culture confirmed cases of influenza. The typical viruses were being reported.

a. Nurse Director

Ms. Briscoe reported that negotiations were still pending for the hiring of a new Clinic Nurse Director position.

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

a. Take Your Best Shot

Ms. Farley updated the Board on the project (\$12,000 grant for individuals between the ages of 11 and 21). Ms. Farley added that a press release had gone out and the first phase of the campaign was wrapping up and the 2nd phase would begin next year.

b. School Wellness Program

Ms. Farley informed the Board of the progress regarding the program. Ms. Farley stated that Sissonville schools had been randomly selected as a target site. The selection was good because the schools were all in one area and easily reached. Ms. Farley stated that Kellogg had issued a \$2,000 mini grant, and that three (3) schools in the Sissonville

area had received \$4,500. Ms. Farley stated that the training which was scheduled for September 29th was a success. There were 54 in attendance and reactions were cooperative and positive.

9. Report of the Director of Home Health Services – Ms. Lois Deal

Ms. Deal informed the Board that her report was in their packets. Ms. Deal said she had been turning down referrals due to a shortage in staff. Ms. Deal added that she was experiencing difficulties in obtaining physical therapists and that she is currently short one field nurse, who will be off indefinitely. She stated that business was basically the same.

Ms. Deal informed the Board that there were going to be some additional charges for Home Health software due to an update to MISYS. Ms. Deal added that she will be submitting the costs to the Board once the quotes were obtained. Ms. Deal also informed the Board that Cahaba, the Medicare intermediary, will no longer provide dial-up access and that the Department will have to contract with a company to provide the service. Ms. Deal added that initial estimates have been obtained ranging from \$600 to \$1,100 per year and that she will be forwarding the information to the Board.

Mr. Weber stated that it appeared the Health Department was losing money on home health services and asked if it was possible to turn this around. Ms. Deal stated that one of the problems was that we get patients no one else wants. Ms. Isaac asked if the health department provides a service in home health that is not available elsewhere? Ms. Isaac stated that the Board needed clarification and numbers. This was reiterated by Mr. Weber and questioned if we should eliminate some of the loss or all of it. Ms. Snodgrass said that she felt someone should take a close look at Home Health and summarize whether or not it is worth keeping.

10. Old Business - Nothing to report

11. New Business - Nothing to report

12. Adjournment

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

Respectfully submitted,



Laura T. Gateley, MD
Interim Health Officer

LTG/vj