Jefferson County Board of Health
Minutes: November 18, 2016 10:00am

Board Members Present: Bob Shefner (Chair), Lorena Nathan (Vice-Chair), Willis Nowell, John Bresland, Carmella Cesare

Board Members Absent: Walter Pellish (County Commissioner- Ex. Officio)

Also Present: Lydia Lehman (Assistant County Prosecuting Attorney), Marty Freeman (Health Administrator), Dr. David Didden (Health Officer), Julie Bauserman (Head Nurse), Katherine Roy (Sanitarian), Nicole Love (Sanitarian)

Call to Order:
The meeting was called to order at 10:06am by Chairman Shefner. The agenda for today’s meeting was presented and accepted.

Public Comment:
No public comments were made.

Old Business:
Update on WV Inroads:
Further inquiries with the Office of Technology have revealed that the state does not allow public access to state computers – JCHD would need to purchase a separate computer and internet service.

New Business:
Agency Activity Report:
- Health Administrator –
  - New Threat Preparedness Coordinator Judy Pittinger is doing well
  - Target goal set for insurance billing: submit within two weeks of visit
  - Working on reconciling accounts receivable between Quickbooks and Office Ally
  - Berkeley County Health Department pre-authorizes health insurance prior to appointment, will look into this as a future long-term goal
- Physician Director –
  - Attended harm reduction program and conference
  - Participated in naloxone training at the Day Report Center and Jefferson County Community Ministries
  - Administering monthly naltrexone injections to recovering opiate addicts; blocks opiate receptors to help prevent relapse
• **Environmental** –
  - Remediation of several establishments with multiple violations
  - Finishing up inspections of all public schools in county
  - Sewage backup in downtown Shepherdstown – older pipes not designed to handle so many restaurants – all businesses on German street will be required to have grease traps

• **Clinical** –
  - Numbers holding steady with clinical services, over 500 flu shots
  - Fewer outbreaks than last month
  - Increase in travel vaccinations – doubled since 2011
  - Discuss vaccine prices during clinical services work session

• **Threat Preparedness** –
  - Missing radio located at site used for warming center last year

**Approval of October Meeting Minutes:**
The minutes were approved by unanimous consent.

**Approval of Payment of Bills and Financial Report:**
The board received the financial reports and accepted them as presented. The Office of Technology is moving to a cloud-based system and the charge for services has increased to $3200 per year - worked into budget for now but will look into cheaper alternatives for the future.

**JCHD Uniform Policy:**
In the past JCHD has reimbursed employees for shirts and scrub tops with embroidered logo. Sanitarians are allotted additional funds for seasonal outerwear and steel-toed boots. Whatever amount is spent on uniforms must be added to the employees W-2s as reported income. Would like to approve an amount of $250 per year on an opt-in basis. Dr. Didden will draft a formal policy to be brought before the Board for approval next month.

**Update on County Commission presentation on possible levy:**
This item was tabled until the next regular meeting.

**Adjournment:**
At 11:56am Ms. Nathan moved to adjourn. Motion was seconded and carried unanimously.

**Board of Health Members:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Term Expires</th>
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<tbody>
<tr>
<td>Robert Shefner, Chair</td>
<td>06/30/2017</td>
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<tr>
<td>Lorena Nathan, Vice-Chair</td>
<td>06/30/2019</td>
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<td>Willis Nowell, Member</td>
<td>06/30/2018</td>
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<td>John Bresland, Member</td>
<td>06/30/2020</td>
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<tr>
<td>Carmela Cesare, Member</td>
<td>06/30/2021</td>
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<td>Walter Pellish, County Commission Liaison</td>
<td>Ex. Officio</td>
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