



**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:

Robert Shefner, Chair
 Lorena Nathan, Vice-Chair
 Willis Nowell, Member
 John Bresland, Member
 Carmela Cesare, Member
 Walter Pellish, County Commission Liaison

Term Expires:

06/30/2017
 06/30/2019
 06/30/2018
 06/30/2020
 06/30/2021
 Ex. Officio