



**Jefferson County Board of Health
Minutes: February 12, 2016 @ 10:00am**

Present: Thomas Trumble (Chair), Lorena Nathan (Vice-Chair), Bob Shefner (Member), Willis Nowell (Member), Dr. David Didden (Physician Director/ Health Officer), Lydia Lehman (Assistant County Prosecuting Attorney), Marty Freeman (Accountant), William Zaleski (Head Sanitarian), Julie Bauserman (Head Nurse), Sandy Hite (Threat Preparedness Coordinator), Ardyth Gilbertson (Nurse Coordinator of Moving Forward Program)

Absent: John Bresland (Member)

Call to Order:

The meeting was called to order at 10:01 by Chairman Trumble. The agenda for today's meeting was presented and accepted.

Public Comment:

No public comments were made.

Old Business:

Safe Disposal of Household Sharps – Discussion/Action (Didden):

Dr. Didden requested that the board make JCHD a safe disposal site. Mr. Nowell moved to approve Dr. Didden's suggestion. Motion seconded and carried unanimously.

Purchasing card manual and procurement policy – Discussion/Action (Freeman):

Mrs. Freeman added more specifics on prohibited items per Mr. Trumble's request. Mr. Shefner moved to approve the Purchasing Card manual and Procurement Policy. Motion seconded and carried unanimously.

Background checks for all new employees – Discussion/Action (Lehman):

Ms. Lehman presented different options for background checks offered through the county; including motor vehicle, financial, sex offender registry, and criminal background checks. Members discussed the benefits and drawbacks of each type of background check, and the need to avoid redundancy (i.e. background checks are already required for nursing licenses). Ms. Lehman recommended tailoring background checks to each type of employee. Performing basic background checks on all new employees was approved by unanimous consent.

Moving Forward De-Stress Clinic funding – Discussion/Action (Gilbertson/Didden):

Ms. Gilbertson reported on the status of the Moving Forward Program. The next clinic has been opened up to previous participants due to numerous requests. A qualitative feedback survey was performed during the clinic and after 6 months, would like to repeat at 1 year as well. 63% of participants report

improvement after the 6 month survey. Finances: \$8,800 spent so far on acupuncturist, therapist, and nurse coordinator. Plans for a pilot age-appropriate 9-week stress management program for students at Shepherdstown Elementary are underway.

Final Report of the West Virginia Public Health Impact Task Force (Didden):

Tabled, Dr. Didden will inquire on status.

New Business:

Approval of January meeting minutes – Discussion/Action:

Minutes were approved by unanimous consent.

Approval of Payment of Bills and Financial Reports – Discussion/Action:

The Board received the financial reports and accepted them as presented.

Strategic Planning Retreat Preparation – Discussion/Action:

The Strategic Planning Meeting will be held February 19-20, 2016 at the Clarion Hotel in Shepherdstown, facilitated by Judith Millesen. Public notice will be posted as a special meeting/work session with no voting taking place. Senior staff are welcome to attend the full meeting, and all staff are invited 8:00pm Friday.

SB506 and Local Health Department Billing for Services – Discussion/Action (Didden):

Senate Bill 506 will allow local health departments to bill insurance companies at the maximum allowable rate ... other changes in procedure... Dr. Gupta asked for endorsement from local boards of health. Mr. Shefner moved to endorse, seconded by Mr. Trumble. Vote 2/2, Dr. Didden broke tie in favor of motion.

Proposed 25% Reduction in State Allotment for Local Health – Discussion/Action (Nathan):

Members discussed the proposed cuts, agreed they need to be proactive in seeking additional funds to ensure JCHD can continue to offer necessary services.

Physician Director Activity Report (Didden):

- Public health legislation
- Infectious diseases update
- Staffing

Environmental Activity Report (Zaleski):

- Possible regionalization of Local Health Departments - concerns from staff
- SB372

Medical Activity Report (Bauserman):

- Working more closely with Job Corps to provide vaccines to their students
- Working with school nurses to increase HPV vaccination rates
- Training this spring on veteran mental health

Threat Preparedness Activity Report (Hite):

- EOC activated during Winter Storm Jonas

Adjournment:

At 12:18pm Mr. Trumble made a motion to adjourn. Motion seconded and carried unanimously.

Board of Health Members:

Tom Trumble, Chairman
Lorena Nathan, Vice-Chair
Willis Nowell, Member
Robert Shefner, Member
John Bresland, Member
Walter Pellish, County Commissioner

Term Expires:

06/30/16
06/30/19
06/30/18
06/30/17
06/30/20
Ex. Officio

**This meeting was noticed as follows:
Public Notice locations: Courthouse and Public Services Building,
online at www.jchealthdept.org**