



**Jefferson County Board of Health
Minutes: April 15, 2016 @ 10:00am**

Present: Lorena Nathan (Acting Chair), Thomas Trumble (Member), Bob Shefner (Member), Willis Nowell (Member), John Bresland (Member), Dr. David Didden (Physician Director/ Health Officer), Lydia Lehman (Assistant County Prosecuting Attorney), Walter Pellish (County Commissioner- Ex. Officio)

Absent: none

Call to Order:

The meeting was called to order at 10:05am by Acting Chair Lorena Nathan. The order of the agenda was changed to discuss items requiring legal counsel first.

Public Comment:

Debbie Royalty representing Region 8 West Virginia State Health Insurance Assistance Program asked JCHD distribute information about their services and Medicare-covered preventive services.

New Business:

Selection of new Chairperson:

The Board of Health bylaws do not specifically address an officer's resignation, only stating that "The Vice-Chairman shall have all the authority, duties, and responsibilities of the Chairman during the chairman's absence." As Vice-Chair Nathan does not feel she has the time necessary to perform these duties, Mr. Bresland moved to appoint Mr. Shefner interim chairman until the annual election of officers. Motion was seconded and carried unanimously.

Policy on posting inspection reports online:

Members discussed the need to develop a written policy for posting inspection reports and images. In 2013 the board voted to publish reports including images in extreme cases with repeated violations, or when there is an urgent need to inform and protect the public. Ms. Lehman stated that although West Virginia considers photographs taken during inspections to be public record she recommended caution when using social media, and suggested publishing in local newspapers or on the agency's website. Any policy needs to be uniform across all establishments. Sanitarian Supervisor Bill Zaleski said that JCHD lacks the manpower to take and post photographs of every permitted establishment in the county, and supported Mr. Trumble's suggestion to only post images in cases where an establishment loses their permit to operate.

Old Business:

Response to County Commission budget deliberations:

Dr. Didden presented a finalized copy for members to review before signing. Mr. Shefner moved to approve the letter. Motion seconded and carried unanimously.

New Business:

Exit briefing on FY15 audit – Discussion:

This item was removed due to the auditor being unable to attend the meeting. Because an exit conference is not required for a clean audit it will not be rescheduled.

Physician Director Activity Report:

- Attended Association of Local Health Departments meeting, learned of emergency funding that JCHD could apply for

Functional Medicine Outreach Clinic – Discussion/Action:

Dr. Didden has been working with Jefferson County Community Ministries to develop a Functional Medicine Outreach Clinic, helping at-risk populations with chronic pain and other long-term conditions. Dr. Dave would like to request \$57,000 from the state to get things started with the goal being to eventually support this program with grants and insurance billing. Mr. Shefner moved to approve the physician director submitting a Functional Medicine Outreach Clinic proposal for emergency funding to the Bureau of Public Health. Motion was seconded and carried unanimously.

Environmental Activity Report:

- Detailed rabies investigations, typically 360-400 cases each year in Jefferson County
- Working with veterans group to open Guide Shack Café, which will sell coffee as well as products made by disabled veterans
- Worked with several new business start-ups - JCHD is often the first point of contact for start-ups and directs inquiries to planning and zoning, liquor control, and other licensing agencies

Clinical Activity Report:

- Cholera case has been resolved, patient was cleared to return to work.
- Developing Zika virus response plan according to CDC guidelines for travel or locally acquired cases.

Threat Preparedness Activity Report:

- Training exercise in March on active shooter/mass casualty scenario was a success – very beneficial for law enforcement, schools, EMS, etc. Also provided resources to help JCHD in event of mass casualty.
- Grant application submitted to update 2013 plan, requesting \$5000, allocated mostly towards personnel rather than supplies/equipment.
- Upcoming tabletop exercise on May 25, 2016 from 8:00am to noon. Board members are welcome to attend

Approval of March meeting minutes:

The minutes of the March 11th regular meeting and March 25th special meeting were approved by unanimous consent.

Approval of Payment of Bills and Financial Reports:

The Board-approved budget previously showed a reduction in reserve of \$239,343 this has now been changed to \$223,945 due to increase in insurance billing revenue. Mr. Trumble requested that an estimate of the average amount of insurance claims be included in the budget projections. Members discussed the possible need for a budget work session for fiscal year 2017. The Board received the Financial Reports and accepted them as presented.

Adjournment:

At 11:58 Mr. Bresland made a motion to adjourn. Motion was seconded and carried unanimously.

Board of Health Members:

Robert Shefner, Interim Chair

Lorena Nathan, Vice-Chair

Tom Trumble, Member

Willis Nowell, Member

John Bresland, Member

Walter Pellish, County Commission Liaison

Term Expires:

06/30/2017

06/30/2019

06/30/2016

06/30/2018

06/30/2020

Ex. Officio

This meeting was noticed as follows:

**Public Notice locations: Courthouse and Public Services Building,
online at www.jchealthdept.org**