



**Jefferson County Board of Health
Minutes: May 13, 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), Walter Pellish (County Commissioner- Ex. Officio), Bill Zaleski (Sanitarian Supervisor), Marty Freeman (Financial Analyst)

Absent: John Bresland (Member)

Call to Order:

The meeting was called to order at 10:06 by Chairman Shefner. Mrs. Nathan requested a change to the order of the agenda. There were no objections to this change.

Public Comment:

No public comments were made.

New Business:

Legal Opinion from State Regarding Charging for Credit Card Transactions – Discussion (Freeman):

Ms. Freeman presented a legal opinion that the health department cannot implement a credit card transaction fee. West Virginia state code defines what types of charges are allowed by local health departments: “A local board of health’s authority to charge fees may only be for permits, licenses, and the actual services provided by the health department.” Mr. Zaleski added that any change in the credit card policy could negatively affect compliance for food handler cards, permits, etc.

Approval of Organizational Chart 2017:

Board members reviewed a draft of JCHD’s Organizational Chart, which is part of the 2017 Program Plan. The board requested that the chart make clearer which positions are currently vacant as well as a greater distinction between full-time and part-time/temporary staff.

Old Business:

Insurance Coverage for Board Members:

Ms. Freeman presented a report on the level of liability insurance coverage for the Board of Health and JCHD. The Health Department and Board of Health are insured by the Board of Risk and Insurance Management, which handles liability for all state agencies. Employees and volunteers (board members) are covered up to one million dollars per incident. Mr. Trumble inquired whether this insurance only applied to the Board of Health as a whole or if members were covered if they were sued individually. Ms. Lehman clarified that individual board members would be covered as long as they were acting within their scope of work.

New Business:

Physician Director Activity Report:

- The May 5th work session was very productive. Discussed the closing of the Eastern Panhandle Care Clinic as well as Medicaid budget constraints – would like to present proposal on Functional Medicine Outreach Clinic and other programs that support the community.
- Staffing update – received 18 applicants for the Part-Time Health Administrator position, considering maybe 3 candidates for interviews. The Division of Personnel is currently overwhelmed with inquiries about the budget so the process is slow.
- Met with the mayor of Ranson and will meet with the sheriff of Fredrick County MD about issuing Narcan to police officers. Ranson and Charles Town are interested in the possibility of offering harm reduction services such as sharps disposal and needle exchanges.
- Met with the Board of Education regarding the modified Moving Forward program called “Mindful Kids”. The two sessions so far with 4th graders have gone well.
- On Monday the Berkeley-Jefferson Alliance for Substance Abuse Prevention will submit an application for a mentoring grant to work with Morgan County Drug-Free Communities Coalition. Dr. Didden will volunteer as chair.
- Currently working with state and local partners to develop a Zika virus response plan for travel-acquired or locally-acquired cases.
- Working on a draft of a social media policy based on Cabell county’s.

Environmental Activity Report:

- All sanitarians are now Certified Pool Operators. Guidelines for home pools are available at JCHD and will be posted online.
- Phone and in-person contacts have increased dramatically for home building, plan reviews, etc.
- Lots of interest in temporary food service permits for the upcoming Mountain Heritage Arts & Crafts Festival September 23-25.
- Worked on grease trap issue with Charles Town sewer
- Health Inspections are now being posted weekly in the Spirit of Jefferson County.

Medical Activity Report:

- Upcoming outreach at Wright Denny School screening of the documentary “Someone You Love: The HPV Epidemic”
- After-hours vaccination clinic June 1st from 5:00-8:00pm at the health department.

Threat Preparedness Activity Report:

- Tabletop exercise originally planned for Wednesday May 25, 2016 may be rescheduled due to key participants being short staffed.

Approval of April 15, 2016 Meeting Minutes:

Mr. Trumble moved to approve the minutes of the April 15, 2016 regular meeting. Motion was seconded and carried unanimously.

Approval of Payment of Bills and Financial Reports:

Ms. Freeman updated the Board on insurance billing; as requested the monthly financial reports will now include a separate line item for the funds received from insurance. Projected reduction in reserve has been changed to \$224,000. Mr. Trumble moved to accept the financial reports as presented. Motion was seconded and carried unanimously.

Adjournment:

At 11:51 Mr. Trumble made a motion to adjourn. Motion was seconded and carried unanimously.

Board of Health Members:

Robert Shefner, Interim Chair

Lorena Nathan, Vice-Chair

Willis Nowell, Member

John Bresland, Member

Tom Trumble, Member

Walter Pellish, County Commissioner

Term Expires:

06/30/17

06/30/19

06/30/18

06/30/20

06/30/16

Ex. Officio

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