



**Jefferson County Board of Health  
Minutes: July 20, 2018, 2018 10:00am**

Board Members Present: John Bresland (Chair), Carmela Cesare (Vice-Chair), Ann Smith, Damien Hinck

Board Members Absent: Lorena Nathan, Caleb Hudson (County Commissioner)

Also Present: Marty Freeman (Health Administrator), Dr. David Didden (Health Officer), Bob Custard (Environmental), Kaitlin Lacey (Threat Prep), Shannon Hicks (Exchange Union)

**Call to Order:**

The meeting was called to order at 10:05am by Chairman Bresland. The agenda for today's meeting was presented and accepted.

**Public Comment:**

No public comments were made.

**Old Business:**

Request for funding from Jefferson County Schools:

Dr. Didden approached superintendent Dr. Gibson about the possibility of receiving annual contributions from the Board of Education and received a positive response. Calculations based on services provided by JCHD staff including vaccinations, standing orders, and inspections totaled \$14,250. Dr. Didden is optimistic about getting at least some funding from the BOE.

Harm Reduction Program Update:

Dr. Didden introduced Shannon Hicks of the Exchange Union. JCHD received funding to help develop community organizations offering harm reduction services and provide technical support and networking. Difficulties in transportation and spread-out populations make offering services at the health department tricky, so it will be better to help develop a mobile unit. The Exchange Union meets at Jefferson County Community Ministries at 6:30 on Thursdays.

**New Business:**

Election of Officers:

Ms. Smith moved to keep the Chairman and Vice-Chairman in their current positions. Motion seconded and passed unanimously.

Agency Activity Report:

Administrator

- Completing Jurisdictional Risk Assessment

- Behind on billing but catching up
- Well and septic applications have quadrupled over the past 3 years
- Salary increases need to be balanced with permit costs which are state controlled and JCHD is currently billing at the highest level

#### Health Officer

- Hep A outbreak rising to 626 cases mostly in Kanawha, 1 in Berkeley County, none in Jefferson. JCHD received 100 doses of vaccine for high risk individuals
- Salmonella outbreaks around country from cereal and pre-cut melon
- Still no word on Holler Grant or SAMSA Grant

#### Environmental

- Hiring 2 new sanitarians at the end of this month
- Sanitarian Training in Charleston begins August 6
- Retention incentive for Danielle Phillipson
- Looking to hire OA 1 to handle food cards and revise and improve filing system
- State will conduct requested program assessment on JCHD
- Gillian Beach is now licensed in WV, Geetha Berry is working towards licensing

#### Revision of Local Rules, Policies, and Procedures 4.2 and 4.7:

Mr. Custard presented proposed changes to Local Rules, Policies, and Procedures items 4.2 and 4.7. These changes would affect required food safety training, and bring sewage absorption bed policy in line with state guidelines. The Board will discuss further at the next regular meeting.

#### Environmental Section – Board Request to hire full-time Office Assistant 1 position:

Ms. Cesare moved to hire a full-time Office Assistant for purpose of depth of coverage; motion was seconded and passed unanimously.

#### Presentation by Bob Custard on his “white paper” of observations and recommendation for the Health Department:

Mr. Bresland remarked that Mr. Custard’s expertise was very valuable to JCHD - shadowed him on site inspections. Recommendations include adopting FDA food code, updating Environmental info on website, and improving data analysis.

#### Agency Activity Report (continued):

##### Medical

- Nursing Director on maternity leave, planning gradual part-time return for naloxone training, back-to-school vaccination clinic
- Multi-state e. coli outbreak, 1 fatality

##### Threat Preparedness

- Finalized and submitted Jurisdictional Risk Assessment
- Conducted CRI call-down drill via WVPAlert
- Fiscal year end updates to Sharepoint and DCIPHER ORR
- National Capital Region planning conference call for 2019 drill

Letter to County Commission regarding drug abuse epidemic:  
Tabled until next regular meeting.

John Bresland meeting with Bill Kearns, Berkeley County Health Department:

Bill Kearns is still very interested in pursuing regionalization of Berkeley, Morgan, and Jefferson County Health Departments. Jefferson will need to balance budget and change indoor air quality ordinance before moving forward.

Proposed change in working hours at the Health Department:

Polled staff, majority would favor changing hours from 8:30AM-4:30PM to 8:00AM-4:00PM. The Board discussed the benefits and possible drawbacks. A more formal request from staff will follow before implementing.

Approval of Financial Reports:

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

Approval of June 6 regular meeting minutes and June 28 special meeting minutes:

Ms. Smith moved to approve the minutes as presented; motion was seconded and passed unanimously.

**Adjournment:**

Meeting adjourned at 12:09pm.

**Board of Health Members:**

John Bresland, Chair  
Carmela Cesare, Vice-Chair  
Lorena Nathan, Member  
Ann Smith, Member  
Damien Hinck, Member  
Caleb Hudson, County Commission Liaison

**Term Expires:**

06/30/2020  
06/30/2021  
06/30/2019  
06/30/2023  
06/30/2022  
Ex. Officio

**This meeting was noticed as follows:**  
**Public Notice locations: Courthouse and Public Services Building,**  
**online at [www.jchealthdept.org](http://www.jchealthdept.org)**