



**Jefferson County Board of Health
Minutes: January 11, 2019 10:00am**

Board Members Present: John Bresland (Chair), Carmela Cesare (Vice-Chair), Damien Hinck, Caleb Hudson (County Commissioner)

Board Members Absent: Ann Smith

Also Present: Nathan Cochran (Assistant County Prosecuting Attorney), Marty Freeman (Health Administrator), Dr. David Didden (Health Officer), Bob Custard (Sanitarian Supervisor), Kaitlin Lacey (Office Assistant)

Call to Order:

The meeting was called to order at 10:08 AM by Chairman Bresland. The agenda for today's meeting was presented and accepted.

Public Comment:

Peter Chakmakian, representing David Lutman and others, requested to wait until Board of Health legal counsel arrived to make public comment.

Old Business:

Workplace Safety Plan:

Local fire chief has reviewed the plan and will advise and provide training. Pre-employment background checks are no longer available through county, backgroundchecks.com offers basic checks starting at \$29.99, will implement soon.

New Business:

Agency Activity Report:

- Health Administrator Activity Report
 - Audit will be February 7-9. Purchasing-card vendor changed with the new year.
 - Recruiting new staff.
 - 12- or 15-week delay in receiving grant funds.
 - Preparing for Threat Preparedness review Feb 14.
 - Finances – nothing new, still within projection, waiting on grant funds and environmental billings.

Public Comment:

Peter Chakmakian spoke regarding 71 Pembroke Road and similar properties that previously received health department approval for septic systems but lack sufficient documentation. Would like waivers for applicants to make retesting the soil unnecessary.

David Lutman spoke regarding Environmental Services. Class 2 septic systems are 15-20 thousand dollars more expensive and require maintenance yearly, class 1 systems are virtually maintenance free besides pumping. Believes there is a bigger health risk from class 2 systems not being maintained properly.

New Business:

Agency Activity Report:

- Physician Director Activity Report
 - Received Harm Reduction grant for \$60K, can bill retroactively to May 18 with tracked time and effort.
 - New health officer – Dr. Didden spoke with a colleague at Jefferson Medical Center - interested but nothing firm. There would be a real advantage to have a health officer with ties to hospital system. Dr. Didden will stay on in small capacity during transition with standing orders, etc.
 - Personnel – approved new LPN's starting wage \$16/hr with benefits. In the long-term we plan to have 2 full-time LPNs and 1 part-time RN supervisor. Offered Julie Bauserman short-term contract to help train new nurses through end of fiscal year.
- Environmental Activity Report
 - December is normally quieter but bad fall weather has pushed construction later. Keeping up with workload, busy year ahead.
 - Submitted grant proposal to National Environmental Health Association for CDC-funded intern to work on ground water contamination. Last summer there was an increase in e. coli cases which caused two children to have kidney failure and one senior died. Believed to be tied to groundwater contamination. Half of county residents depend on private wells. 25 grants will be awarded nationwide, should get a small advantage due to medically underserved area.
 - Staff is progressing well and can now perform final inspections on standard septic systems, but still need more guidance on systems with more advanced technology. Staff will be able to work independently while Mr. Custard has speaking engagements in and out of country. Willing to continue part-time at JCHD as long as needed.
 - About 20 people participated in our first Food Handler Training class. Still working to get word out about new requirements.
- Medical Activity Report
 - Nothing out of the ordinary. Injectable naltrexone program will not be accepting new patients until a new health officer is selected.
- Threat Preparedness Activity Report:
 - Completed end-of-year sharepoint updates
 - Attended Public Health Emergency Planners meeting
 - Attended NCR MSA CRI Exercise Planning meeting
 - Attended Local Emergency Planning Committee meeting
 - Conducted quarterly call-down drill with WV Center for Threat Preparedness

Discussion of potential claims regarding Lot 71 Pembroke Grove and related issues. Legal report regarding environmental services and vested property rights:

Ms. Cesare moved to go into executive session in order to receive legal advice. Motion was seconded and carried unanimously.

Ms. Cesare moved to end executive session. Motion was seconded and carried unanimously. It was the unanimous consent of the Board that Mr. Cochran and Mr. Chakmakian continue discussions with Mr. Custard and find an agreeable solution.

Pre-employment background investigations:

This item was discussed under Workplace Safety Plan.

Approval of 2020 budget submission to County Commission:

Projected deficit for 2020 has increased to \$197K due to increased starting salaries for sanitarians. Would like to ask the county to help keep current staffing level sustainable. Mr. Hinck moved to approve the estimated budget for fiscal year 2020 including the request to the County Commission. Motion was seconded and carried unanimously.

Proposed presentation to the County Commission at its regular meeting:

This item was discussed under Approval of 2020 budget submission to County Commission.

Proposal to increase reinspection fee and officially adopt late payment:

This item was tabled until the February regular meeting.

Approval of December 2018 Financial Reports:

This item was discussed under Administrator Activity Report.

Approval of December 14, 2018 regular meeting minutes:

Mr. Hinck moved to approve the minutes of the December 14, 2018 regular meeting as presented. Motion was seconded and passed unanimously.

Adjournment:

Meeting adjourned at 12:28 PM.

Respectfully submitted,

David Didden, Health Officer

**Jefferson County Health Department, WV
Monthly Activity Report
for the Board of Health**

December, 2018 Activities

Services Unit/Program	Activities
Administration- Health Administrator	<ul style="list-style-type: none"> • <u>Financial</u> – No significant items to report. The audit of our 2018 books will be held on February 7 and 8, 2019. Our accountant, Kunkle and Associates, are working on the financial statements for the auditor. During December we began preparing for the issuance of 1099's and W2's for employees by reviewing financial data, ordering appropriate forms and supplies needed to mail. The vendor for our PCards has changed and we are preparing to issue new cards to our employees. We hope to issue W2's next week following year end reporting due to the State, Consolidated Public Retirement Board, and WV State Workforce and Social Security/IRS. • <u>Administrative</u> - We are attempting to meet with the Fire Company for our section (Independent) of Jefferson County to get their review and comments on our draft security plan required by our insurer, the WV Board of Risk. • <u>Personnel</u> – We currently are recruiting for a Sanitarian I and Licensed Practical Nurse positions and are preparing to advertise for PT Head registered nurse in the near future. We have submitted a request for an Environmental Technician Position Description to be approved. • <u>Grants</u> - The log jam at the State level regarding grant agreements seems to be improving. We have bill several grants and have received some payments that will increase our bank balance. We have just this week of 2019 received the Harm Reduction Grant Billings materials. • <u>TP</u> – Working with Kaitlin to review our documentation and knowledge base in order to prepare for an audit of our program in February. • <u>Insurance Billing</u> – Continue to work with the front office staff and Wendi to improve our billing and posting of insurance claims.
Administration- Health Officer	<ul style="list-style-type: none"> • Quick Response Team grant • Harm Reduction Program grant • Recruitment of new health officer • Personnel Update
Threat Preparedness	<ul style="list-style-type: none"> • Completed end-of-year sharepoint updates • Attended Public Health Emergency Planners meeting • Attended NCR MSA CRI Exercise Planning meeting • Attended Local Emergency Planning Committee meeting • Conducted quarterly call-down drill with WV Center for Threat Preparedness
Clinical Services	<ul style="list-style-type: none"> • Family Planning- 25 Patient encounters • BCCSP- 4 Patient encounters • STD- 6 Patient encounters <ul style="list-style-type: none"> - 1 treatment • TB <ul style="list-style-type: none"> - Screening Letters- 3

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December, 2018 Activities

	<ul style="list-style-type: none"> - Skin Tests- 4 - Blood Tests- 3 - Diagnostic Clinic- 1 - Chest X-ray-1 • Immunizations <ul style="list-style-type: none"> - Vaccinations Given- 52 - Patient Encounters- 33 • Harm Reduction <ul style="list-style-type: none"> - 12 Urine Drug Screenings and/or Vivitrol injections given
<p>Environmental Health</p>	<ul style="list-style-type: none"> • Establishments Opened: 2 <ul style="list-style-type: none"> ○ Opening Reinspection: 0 ○ Large plan review: 1, Medium plan review: 0, Small plan review 3: • Establishments Closed: 5 Establishments due to water notices. Establishments were reopened. • Inspections Food and General: <ul style="list-style-type: none"> ○ Food Inspections: 14 <ul style="list-style-type: none"> ▪ Food Follow up: 7 ○ Child Care: 2 <ul style="list-style-type: none"> ▪ CC Follow up: 1 ○ Mobile Home Parks: 2 <ul style="list-style-type: none"> ▪ MHP Follow up: • Food handler cards: 175 • Well and Septic Information Requests: 30 • Well Permits: 4 • Well Permit Renewal: 0 • Septic Complaint Investigation: 5 • Septic Permits: 12 <ul style="list-style-type: none"> ○ Alternative systems: 0 ○ Conventional system: 12 • Septic Finals: 10 • Septic Permit Renewal: 2 • Septic Seals DEP: 7 • Site evaluation for permits: 20 • Subdivision/Minor Plat Changes: 2 • Home loan evaluations: 1 <ul style="list-style-type: none"> ○ Water evaluations: 1 ○ Septic evaluations: 0 • Rabies: 19 <ul style="list-style-type: none"> ○ Animal Encounter (Bites and scratches) Reports Received: 19 ○ Sent for Testing: 2