



**Jefferson County Board of Health  
Regular Meeting Minutes: May 1, 2019 10:00am  
WVU Extension Office Training Room**

Board Members Present: John Bresland (Chair), Carmela Cesare (Vice-Chair), Ann Smith, Anh Nguyen, Caleb Hudson (County Commissioner)

Board Members Absent: Damien Hinck

Also Present: Nathan Cochran (Assistant County Prosecuting Attorney), Marty Freeman (Health Administrator), Dr. David Didden (Health Officer), Heather Yost (Nursing Director), Kaitlin Lacey (Office Assistant)

**Call to Order:**

The meeting was called to order at 10:04am by Chairman Bresland. The agenda for today's meeting was presented and accepted. The Board welcomed newly appointed member Anh Nguyen.

**Public Comment:**

Brian Cooper asked whether the Board of Health intended to force residents to replace existing septic systems. Owns 4 properties in Jefferson County, Electrician, lived in Harpers Ferry most of his life, want to plan for future and retirement.

Chris Walls, lifetime county resident with pending lots to build. Was told by a surveyor that Jefferson County requires 20 thousand square foot septic reserve area. Trying to plan for future and retirement.

David Lutman concerned that previously approved lots that were bought, sold, financed and taxed are now being denied. If an existing home needs to replace a 30 year old septic system and cannot afford it, the state will only lend up to \$7K for replacement – alternative systems can cost over \$20K. Filed several FOIA requests and the most recent one was told we do not know how to respond. Clerical issue if can't find 1 month old records.

Tom Trumble, Board of Health member 2011-2016, has a farm with a hand-dug well dating back to 1851. The Board's duty is to protect water. Residents have cars, etc. inspected annually for the common good of the county. There is a problem in county bigger than individual homes and that is Rockwool. Disappointed the Board of Health has not adopted a leadership position and has ignored petitions.

David Hartley, Eastern Panhandle Homebuilder Association, trying to understand how resident received approval and later denied. Creates delays and uncertainties for homeowners in Jefferson County.

Linda Zwobote homeowner in Shannandale, had a serious house fire on March 3 and had been trying to rebuild. Was told because the system was installed prior to health dept permitting requirements JCHD cannot inspect. How can the health department not have authority to inspect? In a catch-22 situation.

Margaret Lutman said she understands Board members are volunteers but volunteering for positions comes with obligations to carry out action.

**New Business:**

Agency Activity Report:

- Health Administrator
  - Introduced new Nursing Director Heather Yost
  - Thanked Kaitlin Lacey for her work on Threat Preparedness
  - Heavy workload on grants this time of year
- Health Officer
  - Upcoming Overdose Prevention Meeting 5/14/19 with Injury Prevention and Control Center
  - Quick Response Team grant received
- Environmental
  - Higher turnout for food handler classes in April
  - Monthly report now breaks down conventional versus alternative septic permits
  - Clarification on Home Loan Evaluations – can only be performed if home is occupied for 30 consecutive days
- Clinical
  - Added extra appointment day for immunizations to handle back-to-school shots
  - Working on Family Planning and private pay insurance billing
  - Measles cases in several states – people born before 1957 are considered immune, talk to your doctor if you're concerned or would like to get vaccinated
- Threat Preparedness
  - Continuing to prepare for July MCM exercise
  - Collaborating with county emergency management, hospital, law enforcement, and emergency services to develop an active shooter drill for October this year
  - Attended Center for Threat Preparedness Orientation

Discussion of Fees for Food Handler Training:

Proposing \$15 fee to cover staff time for in-person classes conducted by sanitarians. Ms. Cesare moved that Marty Freeman draft a proposal for charging a fee for food handler training to post for public comment. Motion was seconded and passed unanimously.

Approval of February and March 2019 Financial Reports:

Ms. Freeman reported no significant changes in projections. The Board accepted the reports as presented.

Approval of April 2, 2019 regular meeting minutes:

Ms. Cesare moved to accept the minutes of the April 2, 2019 regular meeting as presented. Motion was seconded and passed unanimously.

Discussion and Adoption of Septic System Appeals Process:

Ms. Smith moved to go into executive session due to liability issues. Motion was seconded and passed unanimously.

Ms. Smith moved to resume regular session. Motion was seconded and passed unanimously. Ms. Cesare moved to approve the appeal process with the following changes:

Step 2 – Change “property owner” to “applicant”

Step 3 – Change second sentence to “The appeal hearing will be held as soon as reasonably possible, but not later than 45 days of the date it is received, unless delay is requested by the applicant. Alternatively, the applicant may waive the hearing before the Health Officer and proceed directly to Step 8 (i.e., hearing before the Board of Health).”

Step 5 – Add “Health Officer and applicant”

Step 6 – Add “Health Officer holds a hearing regarding the appeal”

Step 8 – Change “The hearing before the Board of Health is held within 45 days of the date it is requested by the applicant.” Add “The hearing can be postponed at the applicant’s written request for a period not to exceed 120 days.”

Motion was seconded and passed unanimously.

Presentation by Bill Polk on Health Department Filing Room Needs:

Well and Septic files are currently organized by the name of the property owner. Environmental staff want to re-organize by map and parcel number and expand the file room to accommodate the new system. Scanning and digitizing is the end goal, but improving organization and efficiency is the first step. Mr. Polk said JCHD would need approval from the county commission and to pay for materials.

**Adjournment:**

Meeting adjourned at 1:07pm.

Respectfully submitted,

  
David Didden, Health Officer



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

**May 2019 Activities**

Services Unit/Program	Activities
<b>Administration- Health Administrator</b>	<ul style="list-style-type: none"> <li>• <u>Administrative</u> - I continue to work on a request to the County Commission to modify space in our Environmental Section to accommodate a revision to our filing system as well as looking into using the County Planning and Zoning Map system. We have a demonstration scheduled for June.</li> <li>• <u>Personnel</u>– We are in the process of converting one PT Temp nurse to PT Perm to cover the Epidemiology function and round out our staffing compliment after the departure of Julie Bauserman at the end of May.</li> <li>• <u>Grants</u> - All FY 2020 grant renewals have been submitted and we are awaiting approval.</li> <li>• <u>Insurance Billing</u> – We are in the process of credentialing Dr. Terrence Reidy with the various insurance companies so he can operate from our Health Department. This is our first transition from one Health Officer to another and we are slowly learning our way through.</li> </ul>
<b>Administration- Health Officer</b>	<ul style="list-style-type: none"> <li>• Questions about Measles</li> <li>• Quick Response Team launch</li> <li>• Governor’s pilot project with WVU-East</li> <li>• Meeting with county prosecuting attorney et al</li> <li>• Naloxone training and distribution</li> <li>• Long-acting injectable naltrexone patients</li> </ul>
<b>Clinical Services</b>	<ul style="list-style-type: none"> <li>• TB               <ul style="list-style-type: none"> <li>○ 2 Screening Letters</li> <li>○ 10 PPD (skin test)</li> <li>○ 3 T-spot (blood test)</li> <li>○ 3 patients receiving medication</li> </ul> </li> <li>• Immunizations               <ul style="list-style-type: none"> <li>○ 39 patients</li> <li>○ 65 vaccines administration</li> </ul> </li> <li>• Family Planning               <ul style="list-style-type: none"> <li>○ 41 patients</li> </ul> </li> <li>• Breast and Cervical Cancer Screening               <ul style="list-style-type: none"> <li>○ 4 patients</li> </ul> </li> <li>• STD               <ul style="list-style-type: none"> <li>○ 11 patients</li> </ul> </li> <li>• Harm Reduction               <ul style="list-style-type: none"> <li>○ 8 vivitrol injections</li> </ul> </li> </ul>

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**May 2019 Activities**

<b>Environmental Health</b>	<ul style="list-style-type: none"><li>• Food Establishments Opened: 3</li><li>• Food Establishments Closed: 0</li><li>• Food Inspections: 63</li><li>• Complaint Investigations: 2</li><li>• Food Handlers Cards: 175</li><li>• Permits – Septic/Well: 50</li><li>• Well and Septic Evaluations: 7</li><li>• Information Requests: 62</li><li>• Septic Finals: 10</li><li>• Bite Reports Investigated: 26</li><li>• Bite Encounters Tested: 1</li></ul>
<b>Threat Preparedness</b>	<ul style="list-style-type: none"><li>• Public Awareness, Education and Training Committee meeting</li><li>• Attended Water Security Tabletop Exercise</li><li>• Local Emergency Planning Committee meeting</li><li>• Completed ORR self-assessment</li></ul>