



**Jefferson County Board of Health  
Regular Meeting Minutes: June 14, 2019 10:00am  
WVU Extension Office Training Room**

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

Board Members Absent: Damien Hinck, Caleb Hudson (County Commissioner)

Also Present: Nathan Cochran (Assistant County Prosecuting Attorney), Marty Freeman (Health Administrator), Dr. David Didden (Health Officer), Heather Yost (Registered Nurse), Bob Custard (Sanitarian Supervisor), Will Rohrbaugh (Attorney), Dr. Terrence Reidy, Caroline McLeod

**Call to Order:**

The meeting was called to order at 10:02 AM by Chairman Bresland. The agenda for today's meeting was presented and accepted.

**Public Comment:**

No public comments were made.

**Unfinished Business:**

Continued discussion of/action regarding septic system approval policy:

Members reviewed and discussed a draft of the septic system approval policy. Ms. Cesare moved to accept the policy as presented, and that prior to adoption it will be placed on the health department website for public comment.

Members discussed whether to continue retaining outside legal counsel as the bulk of the work on this policy has been completed. Ms. Cesare moved to go into executive session to receive legal advice. Motion was seconded and carried unanimously.

**New Business:**

Update and Future Directions for Harm Reduction:

Caroline McLeod presented on harm reduction, explaining the personal, social and economic effects of the opioid epidemic. The health department plans to use grant funds to develop a mobile syringe exchange unit. Members discussed the advantages and disadvantages of purchasing a vehicle versus leasing or reimbursing staff and volunteers for using their own.

Consideration of time limits in future meetings:

Members discussed establishing a time limit for the public comment period to ensure the Board can conduct business effectively and address all agenda items in a timely manner. Mr. Cochran said the County Commission had recently implemented a 20-minute limit for public comment for their meetings,

the first people who sign up get three minutes each. Members also discussed an earlier start time for regular meetings. Ms. Smith moved to change the starting time of future regular meetings to 9:00AM and to limit public comment to 30 minutes with 3 minutes per person. Motion was seconded and carried unanimously.

Establishing a Date for the Campanaris Appeal/Visit to the Site:

Site visit scheduled for July 8, 2019, with a hearing to follow later the same day. Ms. Freeman will check with Rick Hertges, head of West Virginia's On-Site Sewage Program, for availability and time.

Approval of 2020 Program Plan:

Ms. Freeman presented the plan. Ms. Smith moved to accept the 2020 Program Plan as presented. Motion was seconded and carried unanimously.

Open Meetings Act Survey from League of Women Voters:

Ms. Smith moved to strike this item from the agenda. Motion was seconded and passed unanimously.

Approval of May 1, 2019 regular meeting minutes:

Ms. Smith moved to approve the minutes of the May 1, 2019 regular meeting as presented. Motion was seconded and passed unanimously.

**Closing Remarks / Adjournment:**

Mr. Custard plans to propose an amendment to the food policy regarding temporary vendors of pre-packaged food at the next meeting. New WV Food Code will take effect July 1, 2019.

Dr. Didden invited the Board to attend a Harm Reduction meeting June 25 at 2:00 PM.

Meeting adjourned at 11:57AM

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

**June 2019 Activities**

Services Unit/Program	Activities
<p><b>Clinical Services</b></p>	<p>Family Planning:</p> <ul style="list-style-type: none"> <li>• 44 patient encounters</li> </ul> <p>BCCSP:</p> <ul style="list-style-type: none"> <li>• 4 Patient encounters</li> </ul> <p>STD:</p> <ul style="list-style-type: none"> <li>• 11 Patients tested</li> <li>• 2 Patients treated</li> </ul> <p>Immunizations:</p> <ul style="list-style-type: none"> <li>• 43 Patient Encounters</li> <li>• 89 Vaccines Administered</li> </ul> <p>Harm Reduction:</p> <ul style="list-style-type: none"> <li>• 4 Patient Encounters</li> <li>• 1 Needle Exchange Encounter</li> </ul> <p>Urine Drug Screening and/or Vivitrol Injections</p> <ul style="list-style-type: none"> <li>• 4 Patient Encounters</li> </ul> <p>TB:</p> <ul style="list-style-type: none"> <li>• Direct Observed Therapy – 4</li> <li>• Skin Tests – 12</li> <li>• Screening Letters – 4</li> <li>• T-spot blood draws – 2</li> <li>• Chest X-ray – 0</li> <li>• Diagnostic - 1</li> </ul> <p>Infectious Disease:</p> <ul style="list-style-type: none"> <li>• 3 Campylobacteriosis</li> <li>• 7 Hepatitis C</li> <li>• 1 Hepatitis B</li> <li>• 1 Cryptosporidiosis</li> <li>• 8 Lyme</li> <li>• 22 Animal Bites/possible rabies exposure</li> </ul> <p><b><u>Community Outreach</u></b></p> <ul style="list-style-type: none"> <li>- Working with new health officer, Dr. Reidy – making adjustments and plans for JCHD</li> <li>- Back-to-school vaccination days still open every Tuesday and Thursday through August 21, 2019.</li> </ul>

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**June 2019 Activities**

<b>Clinical Services (cont'd)</b>	<ul style="list-style-type: none"> <li>- Flu clinics are still being scheduled for 2019/2020 flu season.</li> </ul>
<b>Environmental Health</b>	<ul style="list-style-type: none"> <li>• Establishments Opened: 1             <ul style="list-style-type: none"> <li>○ Opening re Inspection: 0</li> <li>○ Large plan review: 0, Medium plan review: 1, Small plan review: 4</li> </ul> </li> <li>• Establishments Closed: 0</li> <li>• Complaints: 1</li> <li>• Food Handler Classes: 44 signed up for class, 26 attended class</li> <li>• Inspections Food and General: 85             <ul style="list-style-type: none"> <li>○ Food Inspections: 54                 <ul style="list-style-type: none"> <li>▪ Food Follow up: 8</li> </ul> </li> <li>○ Mobile/Temp Inspection: 9</li> <li>○ Pool Inspection: 3                 <ul style="list-style-type: none"> <li>▪ Pool follow up: 2</li> <li>▪ Pool water test: 7</li> </ul> </li> <li>○ Mobile Home Park: 1</li> <li>○ Child Care: 0                 <ul style="list-style-type: none"> <li>▪ Child Care Follow up: 1</li> </ul> </li> </ul> </li> <li>• Food handler cards: 350</li> <li>• Temporary Food Permits: 9</li> <li>• Mobile Food Permit: 5</li> <li>• Well and Septic Information Requests: 51</li> <li>• Well Permits: 15</li> <li>• Well Permit Renewal: 1</li> <li>• Septic Permits: 14             <ul style="list-style-type: none"> <li>○ Alternative systems: 3, 2 of the 3 were class 1 to class 2                 <ul style="list-style-type: none"> <li>▪ Mound: 0</li> <li>▪ LPP: 3</li> <li>▪ Drip: 0</li> </ul> </li> <li>○ Conventional system: 13 (2 were changed to class II)</li> </ul> </li> <li>• Septic Finals: 21</li> <li>• Septic Permit Renewal: 2</li> <li>• Septic Seals DEP: 12</li> <li>• Subdivision/Minor Plat Changes: 5</li> <li>• Home loan evaluations: 1             <ul style="list-style-type: none"> <li>○ Water evaluations: 1</li> <li>○ Septic evaluations: 0</li> </ul> </li> <li>• Rabies: 30             <ul style="list-style-type: none"> <li>○ Animal Encounter (Bites and scratches) Reports Received: 30</li> <li>○ Sent for Testing: 1</li> </ul> </li> </ul>