



**Jefferson County Board of Health  
Regular Meeting Minutes: July 12, 2019 9:00am  
WVU Extension Office Training Room**

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

Board Members Absent: none

Also Present: Marty Freeman (Health Administrator), Dr. Terrence Reidy (Health Officer), Heather Yost (Registered Nurse), Nathan Cochran (Assistant County Prosecuting Attorney), Will Rohrbaugh (Attorney)

**Call to Order:**

The meeting was called to order at 9:05AM by Chairman Bresland. The agenda for today's meeting was presented and accepted.

**New Business:**

Election of Officers:

Ms. Smith moved to keep elected officers the same. Motion was seconded and carried unanimously.

**Public Comment:**

David Lutman thanked the Board for working on the septic approval policy, and thinks it is a good start but has some concerns regarding the depth of installation. Mr. Lutman asked why he has still not received a response to his FOIA request for health department emails. Mr. Rohrbaugh replied that he had responded to Mr. Lutman's lawyer that there was a fee associated with that request and JCHD was waiting for a response to that letter. Mr. Lutman asked whether the environmental file area was public? Mr. Rohrbaugh said that area is not open to public for safety and security reasons. Mr. Lutman said that other county agencies allow you to look at files with supervision and would like the Board to consider full disclosure between public and staff. This has been a known issue for over a year – why no change? Ms. Freeman said that the primary focus over the past year has been on training and inspecting, now moving on to reorganizing and possibly digitizing files.

Elizabeth Granzow of Jefferson County's Quick Response Team introduced herself to the Board, detailed her background in social work and emergency response, and explained the structure and purpose of the Quick Response Team. The QRT consists of sheriff's deputies, recovery coaches, and EMS personnel who will meet with overdose victims within 72 hours to talk about recovery options and connect them with other community services. The QRT will also collaborate with the Exchange Union on harm reduction outreach.

**Unfinished Business:**

Policy and procedure on lots that may have obtained prior Health Department approval:

After posting the draft policy online for public comment, The Board of Health received comments from 3 members of the public as well as from Mr. Bob Custard and Mr. Rick Hertges, head of West Virginia's On-Site Sewage Program. Mr. Rohrbaugh recommended reviewing the comments and incorporating as many as possible into the document. Mr. Cochran said this has been a long process but they are close to the end, and it makes sense to try and please both the Board and developers. Mr. Rohrbaugh asked Mr. Lutman about his concerns regarding the depth of septic systems. Mr. Lutman encouraged the Board to speak with septic installers who will confirm that installing at a 24 inch depth puts the top of the tank to close to the surface, increasing the risk of cars or heavy equipment crushing the tank. Mr. Cochran pointed out the option to retest the lot or to assume 24 inches to save expense for applicant, and that this will only be any issue for lots with inadequate records. Mr. Rohrbaugh said the Board appreciates and values everyone's comments on the proposed policy.

**New Business:**

Agency Activity Report:

- Administrator
  - Closing Fiscal Year 2019
  - Personnel – seeking full-time Licensed Practical Nurse
  - Bank balance is \$676,429. Will have revised projection for 2020 soon.
- Clinical
  - Transitioning standing orders, etc. to Dr. Reidy
  - Offering back-to-school immunizations on Tuesdays in addition to Thursdays. May continue this throughout the year.
  - Family planning exam appointments are booked through September, considering adding another clinic day
- Threat Prep
  - Preparing for Point of Dispensing drill next Friday 7/19
  - Submitted end-of-year hard deliverables to regional lead and state

**Public Comment:**

Paul Raco spoke about the need to improve filing and indexing of health department records and permits, and requested the Board consider changing the requirements for septic reserve areas from 20 thousand square feet to the state standard of 10 thousand square feet.

**New Business:**

Food Handler training class fee:

Notice was published online and in paper, but no comments were received. The proposed \$15 fee would help cover the cost of staff time needed to conduct the classes but JCHD may not break even if all classes aren't full. Ms. Smith moved to approve the food handler training class fee of \$15, to be reviewed after 1 year. Motion was seconded and carried unanimously.

Revision of Local Rules, Policies, and Procedures Section 4.2:

Mr. Custard recommended eliminating the requirement that temporary vendors selling only pre-packaged foods take food protection manager training. Marty Freeman recommended advertising on web for public comment.

Joint Town Run water testing program with Shepherd University:

Mr. Bresland reported that the Water Board in Shepherdstown will be measuring water quality from the Town Run for use as a back-up source of drinking water normally sourced from the Potomac River. There is no Health Department involvement in this project, just wanted to keep members informed.

Discussion and vote of appreciation for the work of Dr. Didden:

Members discussed how best to recognize the work Dr. Didden has done in his time as Health Officer. Mr. Bresland will write a letter to be signed by all Board members.

Approval of June 2019 Financial Reports:

Ms. Freeman presented the financial reports, and said she is still adjusting and refining the projected deficit based on billings, and working on 2020 projections. Ms. Smith moved to accept the financial reports as presented. Motion was seconded and carried unanimously.


Approval of June 14, 2019 regular meeting minutes:

Mr. Hinck moved to approve the minutes of the June 14, 2019 regular meeting as presented. Motion was seconded and carried unanimously.

**Adjournment:**

Meeting adjourned at 11:00AM.

Respectfully submitted,

  
Terrence Reidy, Health Officer

**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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Monthly Activity Report  
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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>