



**Jefferson County Board of Health
Regular Meeting Minutes: September 13, 2019 9:00am
WVU Extension Office Training Room**

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

Board Members Absent: Caleb Hudson (County Commissioner)

Also Present: Marty Freeman (Health Administrator), Dr. Terrence Reidy (Health Officer), Bob Custard (Sanitarian Supervisor), Gillian Beach (Sanitarian), Kaitlin Lacey (Office Assistant), William Rohrbaugh (Attorney)

Call to Order:

The meeting was called to order at 9:00 AM by Chairman Bresland. The agenda for today's meeting was presented and accepted.

Public Comment:

The Board heard comments from David Lutman, Paul Raco, and Peter Chakmakian regarding the Policy and procedure on lots that may have obtained prior Health Department approval.

New Business:

Agency Activity Report:

- Administrator
 - New nurse will be starting in October
 - Completed fiscal year 2019 - clean audit with no findings for fifth straight year
- Clinical
 - Flu shots will be offered by appointment beginning October 1 on Tuesdays and Thursdays, \$25 fee billed to insurance or self-pay
- Health Officer
 - Continuing to work on insurance credentialing
 - Working on grant renewal for Harm Reduction
 - Received supply of naloxone
- Environmental
 - Processed 74 Well and Septic Information Requests in August
 - Averaging 5 septic applications per week
 - Performed 26 mobile and temporary food establishment inspections at the County Fair
 - Gillian Beach passed her Registered Sanitarian examination with one of the highest scores ever seen

- Threat Preparedness
 - Participated in Table-top exercise with EPA Shenandoah Valley Region
 - Attended Regional Healthcare Coalition Meeting
 - Attended Eastern Public Health Response Team Meeting
 - Contributed to Capital Fortitude Full-Scale Exercise After-Action Report

Review of proposed changes to Clean Indoor Air Regulations to include vaping:

Gillian Beach reported that recent outbreak of lung injury associated with electronic cigarette use (“vaping”) has caused over 380 confirmed cases and 6 deaths. The effects of second-hand exposure are still unknown. A formal proposal will be presented at the next meeting to change the Clean Indoor Air Regulations to prohibit vaping wherever smoking is prohibited.

Unfinished Business:

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

The Board received an updated draft from William Rohrbaugh, and reviewed comments received from the public. Ms. Smith moved to go into executive session to receive legal advice. Executive session began at 9:48 and ended at 10:47. It was the unanimous consent of the Board to revise the draft policy to be published online for public comment, and to consider these changes at the next meeting.

New Business:

Approval of August 30, 2019 regular meeting minutes:

Ms. Smith moved to approve the minutes of the August 30, 2019 regular meeting. Motion was seconded and carried unanimously.

Approval of August 2019 Financial Reports:

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

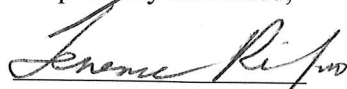
Proposed Personnel Action:

Mr. Hinck moved to go into executive session to discuss personnel matters. Motion was seconded and carried unanimously. Executive session began at 10:54 and ended at 11:13. Ms. Smith moved to accept Marty Freeman’s recommendation for a 3-2-1 salary increase. Motion was seconded and carried unanimously.

Adjournment:

Meeting adjourned at 11:18 AM.

Respectfully submitted,



Terrence Reidy, Health Officer

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

August 2019 Activities

Services Unit/Program	Activities
Administration- Health Administrator	<ul style="list-style-type: none"> • Administrative - Sept 5 at 10:15 scheduled to introduce Dr Reidy to County Commission and request • \$3,600 for MGO system. Completed and funding approved by the Commission • Personnel – Successfully recruited an LPN to start October 14. • Grants - Sorting out the Harm Reduction and Quick Response Team Grants that have been approved. Billing is to be conducted differently from previous years and we will need additional instruction before billing. • Audit - Completed • Insurance Billing – Continue to credential Dr Reidy.
Administration- Health Officer	<ul style="list-style-type: none"> • (refer to verbal report)
Clinical Services	<p>Family Planning:</p> <ul style="list-style-type: none"> • 39 Patient encounters <p>BCCSP:</p> <ul style="list-style-type: none"> • 3 Patient encounters <p>STD:</p> <ul style="list-style-type: none"> • 17 Patient encounters • 8 Patients Treated with Medication <p>Immunizations:</p> <ul style="list-style-type: none"> • 84 Patient Encounters • 164 Vaccines Administered <p>Harm Reduction:</p> <ul style="list-style-type: none"> • 6 Patient Encounters • 1 Needle Exchange Encounters <p>TB:</p> <ul style="list-style-type: none"> • Direct Observed Therapy – 1 • Skin Tests – 22 • Screening Letters – 6 • T-spot blood draws – 2 • Chest X-ray – 0 • Diagnostic - 0 <p>Infectious Disease:</p> <ul style="list-style-type: none"> • Campylobacteriosis - 1

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	<ul style="list-style-type: none"> • Hepatitis C - 12 • Hepatitis B – 1 • Group Beta Streptococcus - 1 • Cryptosporidiosis - 1 • Lyme - 9 • Animal Bites/possible rabies exposure – 18 • Salmonella – 4 • Spotted Fever Rickettsiosis – 1 • Vibriosis - 1 <p><u>Community Outreach</u></p> <p>No updated outreach information since July, 2019 BOH meeting.</p>
<p>Environmental Health</p>	<ul style="list-style-type: none"> • Establishments Opened: 2 <ul style="list-style-type: none"> ○ Opening Preopening Inspection: 1 ○ Large plan review: 0, Medium plan review: 1, Small plan review: 2 • Establishments Closed: 0 • Complaints: 4 food, 4 septic, 1 well • Food Handler Classes: 42 signed up for class, 26 attended class • Inspections Food and General: <ul style="list-style-type: none"> ○ Food Inspections: 32 <ul style="list-style-type: none"> ▪ Food Follow up: 4 ○ Mobile/Temp Inspection: 26 ○ Pool Inspection: 0 <ul style="list-style-type: none"> ▪ Pool follow up: 0 ▪ Pool water test: 4 ○ Bed and Breakfast: 1 ○ Hotel Inspection: 0 ○ Mobile Home Community: 0 ○ Labor Camp: 1 ○ Child Care: 1 • Food handler cards: 161 • Temporary Food Permits: 22 • Mobile Food Permit: 0 • Well and Septic Information Requests: 74 • Well Permits: 6 • Well Site Eval with permit: 16 • Well Permit Renewal: 0 • Septic Permits: 21 <ul style="list-style-type: none"> ○ Alternative systems: 3 <ul style="list-style-type: none"> ▪ Mound: 0 ▪ LPP: 3 ▪ Drip: 0 ○ Conventional system: 18

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	<ul style="list-style-type: none"> • Septic Finals: 21 • Septic Soil Evaluations with permits: 20 • Soil Evaluation Only: 3 • Septic Permit Renewal: 1 • Septic Seals DEP: 17 • Subdivision/Minor Plat Changes: 2 • Home loan evaluations: <ul style="list-style-type: none"> ○ Water evaluations: 4 ○ Septic evaluations: 2 • Rabies: 20 <ul style="list-style-type: none"> ○ Animal Encounter (Bites and scratches) Reports Received: 20 ○ Sent for Testing: 3
Threat Preparedness	<ul style="list-style-type: none"> • Participated in Table-top exercise with EPA Shenandoah Valley Region • Attended Regional Healthcare Coalition Meeting • Attended Eastern Public Health Response Team Meeting • Contributed to Capital Fortitude Full-Scale Exercise After-Action Report