



**Jefferson County Board of Health  
Regular Meeting Minutes: October 11, 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), Heather Yost (Registered Nurse), Gillian Beach (Sanitarian), William Rohrbaugh (Attorney)

**Call to Order:**

The meeting was called to order at 9:04 AM by Chairman Bresland. The agenda for today's meeting was presented and accepted.

**Public Comment:**

Paul Raco spoke regarding the Policy and Procedure on Lots that may have Obtained Prior Health Department Approval, reiterating the main points from his written comments.

**Old Business:**

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

Dr. Reidy introduced Katherine Baker of WVU Medicine, who spoke about the health risks of e-cigarette use. Vaping devices containing nicotine or THC are manufactured without FDA oversight, and many are available in flavors that appeal to teens. They are often marketed as a safer alternative to cigarettes, but still contain cancer-causing compounds. The CDC has reported over 1200 cases of vaping-associated lung injury with 26 deaths. The effects of second-hand exposure are still unknown.

Gillian Beach presented an amended draft of the Jefferson County Indoor Air Quality Regulations that would prohibit vaping anywhere smoking is already prohibited, with a two-month period for establishments to come into compliance. The Board will consider holding a public hearing on updating the regulations.

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

The Board discussed written comments received from Paul Raco and Peter Chakmakian. The Board also discussed the merits of soil observation versus percolation tests, and state regulations regarding septic system installation. Mr. Rohrbaugh believes the latest draft addresses most of the public's concerns and

recommended the Board approve it. Mr. Hinck moved to approve the Policy and Procedure on Lots that may have Obtained Prior Health Department Approval as written; motion was seconded and carried unanimously. The Board thanked Mr. Rohrbaugh for his help in revising this policy.

Proposal to increase Environmental fees: Late fee and Reinspection fee – Discussion/Action:

After publishing the proposed increases (late fee: 25% of the unpaid fee for all expired permits listed in 64CSR30, and reinspection fee: \$75) online and in The Spirit of Jefferson newspaper in accordance with West Virginia Bureau for Public Health Legislative Rule §64-51-9, no comments have been received. Ms. Cesare moved to approve the Environmental Fees increase; motion was seconded and carried unanimously.

**New Business:**

Agency Activity Report:

- Health Administrator Activity Report
  - Slight increase in income from clinical services
  - Continuing insurance credentialing for Dr. Reidy and Nancy Gregory
  - New full-time LPN starts next week
  - Wrote and received approval for Sanitarian Supervisor position description
- Physician Director Activity Report
  - Changes to clinical area, increasing services for Family Planning and Breast and Cervical Cancer Screening Programs
  - Shortage of high-dose flu vaccine, 10 doses will arrive next week
- Threat Preparedness Activity Report
  - Reviewed All Hazards Plan sections indicated in PHEP statement of work
  - AAR/IP Review with NCR MSA
  - Hazard Mitigation Plan annual update
  - CRI Partners Meeting in Charleston
  - Conducted quarterly call-down drill and interoperable radio test
- Environmental Activity Report
  - Setting monthly goals for routine inspections
  - 24 rabies encounters in September
- Medical Activity Report
  - Started workplace flu shot clinics
  - Three free flu shot events scheduled for October
  - Narcan training in Shepherdstown, planning others in future

WV Code Chapter 16A Medical Cannabis Act regarding Local Boards of Health:

Dr. Reidy informed the Board on updates to the state code regarding medical cannabis. Before any grower, processor, or dispenser receives a permit to operate they are required to obtain a letter of approval from the local Board of Health. This seems to be the only public health involvement at the local level, since agriculture and medicine are regulated at the state and federal level. The Board discussed conflicts between state and federal laws on medical marijuana.

Approval of September 2019 Financial Reports:

Mr. Hinck moved to accept the September 2019 financial reports as presented. Motion was seconded and carried unanimously.

Approval of September 13, 2019 regular meeting minutes:

Ms. Smith moved to approve the minutes of the September 13, 2019 regular meeting as presented. Motion was seconded and carried unanimously.

**Adjournment:**

Meeting adjourned at 11:10 AM.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Terrence Reidy", written over a horizontal line.

Terrence Reidy, Health Officer

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

**September 2019 Activities**

Services Unit/Program	Activities
Clinical Services	<ul style="list-style-type: none"> <li>• Family Planning:               <ul style="list-style-type: none"> <li>○ 46 Patient encounters</li> </ul> </li> <li>• BCCSP:               <ul style="list-style-type: none"> <li>○ 7 Patient encounters</li> </ul> </li> <li>• STD:               <ul style="list-style-type: none"> <li>○ 17 Patient encounters</li> <li>○ 4 Patients Treated with Medication</li> </ul> </li> <li>• Immunizations:               <ul style="list-style-type: none"> <li>○ 79 Patient Encounters</li> <li>○ 169 Vaccines Administered</li> </ul> </li> <li>• Harm Reduction:               <ul style="list-style-type: none"> <li>○ 3 Patient Encounters</li> <li>○ 0 Needle Exchange Encounters</li> </ul> </li> <li>• TB:               <ul style="list-style-type: none"> <li>○ Direct Observed Therapy – 0</li> <li>○ Skin Tests – 10</li> <li>○ Screening Letters – 8</li> <li>○ T-spot blood draws – 2</li> <li>○ Chest X-ray – 0</li> <li>○ Diagnostic - 0</li> </ul> </li> <li>• Infectious Disease:               <ul style="list-style-type: none"> <li>○ Hepatitis C - 10</li> <li>○ Cryptosporidiosis - 1</li> <li>○ Lyme - 5</li> <li>○ Animal Bites/possible rabies exposure – 20</li> <li>○ Salmonella – 5</li> <li>○ Legionella – 1</li> <li>○ Streptococcus Pneumoniae - 1</li> </ul> </li> <li>• Community Outreach               <ul style="list-style-type: none"> <li>○ Flu vaccine is now available by appointment on Tuesdays and Thursdays</li> <li>○ Free flu clinics are now scheduled:                   <ul style="list-style-type: none"> <li>▪ 10/21/19 – Blue Ridge Elementary – 5:00 – 8:00 p.m.</li> <li>▪ 10/24/19 – Ranson Elementary – 3:30 – 5:30 p.m.</li> <li>▪ 10/29/19 – North Jefferson Elementary – 5:00 – 8:00 p.m.</li> </ul> </li> <li>○ Narcan training to be scheduled later in the year (possibly November)</li> </ul> </li> </ul>

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**September 2019 Activities**

<p><b>Environmental Health</b></p>	<ul style="list-style-type: none"> <li>• Establishments Opened: 1             <ul style="list-style-type: none"> <li>○ Opening Preopening Inspection: 1</li> <li>○ Large plan review: 0, Medium plan review: 0, Small plan review: 2</li> </ul> </li> <li>• Establishments Closed: 0</li> <li>• Complaints: 4 food, 4 septic, 0 hotels</li> <li>• Food Handler Classes: 37 signed up for class, 22 attended class</li> <li>• Food Inspections Routine and Follow up: 14</li> <li>• Temporary Food Inspections: 24</li> <li>• Pool Inspection and Follow up: 1             <ul style="list-style-type: none"> <li>○ Pool Water Test: 8</li> </ul> </li> <li>• General Sanitation Routine and Follow up: 2</li> <li>• Food handler cards: 284</li> <li>• Temporary Food Permits: 10</li> <li>• Mobile Food Permit: 2</li> <li>• Well and Septic Information Requests: 61</li> <li>• Well Site Eval with permit: 26</li> <li>• Well Permit Renewal: 2</li> <li>• Septic Permits: 26             <ul style="list-style-type: none"> <li>○ Alternative systems: 1                 <ul style="list-style-type: none"> <li>▪ Mound: 0</li> <li>▪ LPP: 1</li> <li>▪ Drip: 0</li> </ul> </li> <li>○ Conventional system: 25</li> </ul> </li> <li>• Septic Finals: 12</li> <li>• Septic Soil Evaluations with permits: 26</li> <li>• Septic Permit Renewal: 3</li> <li>• Septic Seals DEP: 21</li> <li>• Septic Hauler Inspection: 2</li> <li>• Subdivision/Minor Plat Changes: 3</li> <li>• Home loan evaluations: 16             <ul style="list-style-type: none"> <li>○ Water evaluations: 9</li> <li>○ Septic evaluations: 7</li> </ul> </li> <li>• Rabies: 24             <ul style="list-style-type: none"> <li>○ Animal Encounter (Bites and scratches) Reports Received: 24</li> </ul> </li> <li>• Sent for Testing: 1</li> </ul>
<p><b>Threat Preparedness</b></p>	<ul style="list-style-type: none"> <li>• Reviewed All Hazards Plan sections indicated in PHEP statement of work</li> <li>• AAR/IP Review with NCR MSA</li> <li>• Hazard Mitigation Plan annual update</li> <li>• CRI Partners Meeting in Charleston</li> <li>• Quarterly call-down drill and interoperable radio test</li> </ul>