

Nicholas County Health Department

One Stevens Road, Suite 201
Summersville, WV 26651
(304) 872-5329

Nicholas County Board of Health Minutes

March 23, 2011

Present:

Joseph Hoffman – Board Chairman
Darrell White – Member
Robin Brown – Member
Rodney Boyce – Administrator
Marsha Bailes – DON
Debra Jackson – Acct Tech
Amy Atkins – BPH
Linda Lipscomb – BPH
Audrey Williams – American Red Cross
Karen Larson – Regional Tobacco Prevention Coordinator

Absent:

Dr. Mark Wantz – Health Officer
Joann Kamm - Member
Terry Lewis - Member

The meeting was called to order by Joseph Hoffman at 3:10 P.M.

Debra Jackson gave the oath of office to new member Robin Brown.

Karen Larson updated the board with her activities since our last meeting. Dr. Mark Wantz had given her some different contacts for networking. She informed us on statistics of tobacco users and that her program continues to aggressively combat the problem. Darrell White is to help with contacts at Richwood High School but recent problems within the Richwood school system has required his attention in other directions.

Audrey Williams, American Red Cross Community Preparedness Director for Nicholas and Fayette counties, updated the board on services and programs offered by the ARC. The ARC conducts classes in CPR & First Aide, and is responsible for emergency messaging for military. She spoke about the donations they receive and how to become a volunteer or update your information.

At 3:31pm, Robin Brown made a motion to go into executive session, Darrell White seconded. Motion carried.

The decision was made to delay the approval of the minutes until more members were present.

Rodney Boyce updated the board with the process that was followed in order to get Marsha Bailes classified as Director of Nursing and that it is a mandatory increase in pay when reclassification changes the employees' pay grade. The board was also informed that the job content questionnaires for employees have been submitted for review by the Department of Personnel. Completion dates for the reclassification is still undetermined.

Rodney Boyce informed the board that the project for paving the parking lot is still ongoing. Seneca Health Services are noncommittal concerning the dates that funding will be available.

Rodney Boyce informed the board that during a fire alarm system inspection it was determined that the system no longer was working. We tried several times to repair the existing system with each item being fixed something else needed corrected. The company that inspects and had installed the system gave an estimate. After discussion with Dr. Mark Wantz and Seneca Health Services the estimate from New Tech Systems, Inc. was accepted. Our part of the initial estimate would be \$4,153.60, which does not require bids. Darrell White and Robin Brown voiced concerns about giving the business to local companies. Rodney told them we always try to use local companies, but this was decided since New Tech Systems knew the wiring. Using existing wiring reduced installation costs.

Financial updates included moving the safety deposit box from B B and T to 1st Community where the checking account is maintained, and the annual rent is less expensive. Darrell White made the motion to move to 1st Community Bank, Robin Brown seconded. Motion carried. Also mentioned, the Fiscal Year 2010 audit was scheduled for March 9th and 10th but has been rescheduled for April 19th and 20th. The health department has begun using the purchasing card, when the card was set up Ms. Perdue with the State Auditor's office recommended setting the card limits as \$10,000 for Debra Jackson's and \$5,000 for Rodney Boyce's cards, the reason being Debra's will be used primarily for paying monthly expenses. Debra stated that she estimates the first quarter's rebate to be approximately \$40. The credit card with 1st Community was approved and has been received. Debra Jackson gave the unreconciled bank balance for February 2011. Robin Brown stated that she would like to see more financial information. Debra would email her more information. Debra also informed the board that the employer's part for retirement will increase from 12.5% to 14.5% July 1, 2011. PEIA will offer more discounts for the employee's premium, advance directives, improve your score will be added to tobacco free discount. But of course the premiums will be increasing approximately the same amount of the discounts.

The Immunization Grant has been decreased to nearly half because of federal funding. Because the grant has been decreased, we thought only fair to other counties to calculate the administration fee as 4%, half of the approved administrative fee. Robin Brown stated that should have kept the total 8%.

Marsha Bailes gave the nursing updates beginning with the renewal of the contract for services with the Nicholas County Board of Education. The student is at Zela Elementary, since the distance is farther the procedures changed. The approved contract calls for a trained teacher's aide to check the student's blood sugar at 11:00am daily and to report the results to the Health Department nurses. Nursing staff is to travel to Zela only on days that the student requires insulin according to Doctors orders. The hourly rate was increased from \$32 to \$40. This was the first increase since 2008.

At 4 o'clock p.m. Robin Brown made a motion to exit executive session and return to public session. Darrell White seconded. Motion carried.

Marsha Bailes also gave the board the results of the Community Health Needs Assessment focus group luncheon that was held on March 22nd. It was a successful luncheon with Debra Sizemore presiding over 19 members of the community who determined the top health concerns of Nicholas County. There were many concerns but the top four were drug abuse, obesity, infection, and lack of places for physical wellness. The group felt they could work on the drug abuse issue. Nicholas County Health Department will begin planning their partnership with Family Resource Network (FRN), and other community partners who are addressing the issue.

Rodney Boyce gave the environmental updates. Elizabeth Nutter has completed Sanitarian Training with the exception of the one week that will need to be completed in August of this year. Sanitarians have begun full enforcement of the Foodservice Worker Ordinance. During routine inspections, employees found without cards are removed from food preparation duties, and the employers are placed on 30-day notice to ensure that all employees are properly trained. To date all establishments have complied with notices issued. There are 19 inspections that need to be caught up to date.

At this time, the meeting was turned over to Amy Atkins and Linda Lipscomb from the Division of Local Health. Amy Atkins led the presentation by introducing Linda Lipscomb; who oversees the program plan. Amy continued by describing the structure of the Division of Local Health and the history of the development of local health. She explained their responsibility to the local offices. She discussed the core functions of the health department. She also explained in detail the responsibility of the Board of Health.

Final discussion was the scheduling for the next board meeting which was left until the other board members and health officer were contacted.

Motion was made at 5:04 pm to adjourn. Motion seconded. Motion carried.

