

Nicholas County Health Department

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Summersville, WV 26651
(304) 872-5329

Nicholas County Board of Health Minutes

September 29, 2010

Present:

Joseph Hoffman, Chairman
Dr. Mark Wantz
Joe Young
Terry Lewis
JoAnn Kamm
Maria Dooley
Rodney Boyce
Marsha Bailes
Debra Jackson

Review of Minutes: Minutes for May 19, 2010 were reviewed. Motion to accept the minutes was made by Joe Young and seconded by Terry Lewis. Motion carried.

Reading of By-Laws: As required to make changes to By-Laws the proposed alterations must be considered at two consecutive meetings. Rodney Boyce stated the proposed alterations that would remove items showing ownership of Nicholas Webster Home Health. Motion was made to accept the alterations by Joe Young and seconded by JoAnn Kamm. Motion carried.

Program Plan: Rodney Boyce informed the board that the FY 2011 Program Plan had been approved; there had been one item that required correction, the subdivision portion of the environmental fees.

Various Items: Rodney Boyce also updated the board on various items that had occurred since last meeting. Both old Jeeps had been donated to the Search and Rescue team and the County Commission had stated that it would donate \$1000 for each to the health department; we have received \$1000 and should be receiving the rest. Other improvements include the new doors for the outbuilding, odd jobs by the Day Reporting Center, front office renovation. The elevator had been cited for inoperative telephone during the recent inspection, the telephone has been replaced at no cost because the last telephone was installed approximately three years ago.

Parking Lot: Rodney Boyce informed the board that Seneca has been undergoing staff changes as well causing the process to be slowed down. The Day Center has put gravel in some of the holes improving the lot temporarily. He was informed the date of the meeting that Seneca anticipates getting a state bid that would pave the entire lot for an amount that would allow our portion to be approximately the same as the front portion of

the parking lot. Motion was made to pave entire lot provided the bid amount is within the budgeted amount by JoAnn Kamm and seconded by Joe Young. Motion carried.

Ordinances filed: Rodney Boyce informed the board that the Food Ordinance had been filed. The County Clerk still insisted on filing the ordinance as part of the County Commission Minutes and not in separate book as required in West Virginia Code. The ordinance has also caused the Health Department to offer 8 food handlers' classes in the month of September including offsite classes and alternate day of the week options. The potential for fines and closures that are incorporated into the law have caused food establishments to become more conscious of employees lack of valid cards, the *grace period has been extended to January.*

Environmental Issues: Rodney Boyce informed the board that Elizabeth Nutter had been hired to fill the Sanitarian position that will be vacant when Curtis Richards retires this coming February. He informed them of her background and that she is from Nicholas County. The board had some questions regarding the recent egg recall, Rodney told them the WV Department of Agriculture conducted the field work for the recall but no eggs were located in Nicholas County. Rodney also stated the health department has been working with Wilderness PSD, the County Commission and Regional IV Development in providing water sampling for a Sugar Grove Road water line extension, collecting 18 water samples, most yielding poor results. All agencies hope the sampling will provide incentive for obtaining necessary funding to complete the project. Dr. Wantz questioned who samples when the water line extension project is started. Rodney informed him it would be the West Virginia Bureau for Public Health, Environmental Engineering Division and Wilderness Public Service District.

The Regional Tobacco Coordinator, Karen Larson attended the meeting and spoke to the board about the programs offered by the state. There was discussion how she could help the health department by offering information from WV Quit line possibly in the future as funding available, we could do a movie ad together. She wants to come to flu clinic to set up a table with information.

Before updating the board with nursing issues, Marsha Bailes thanked the board for accepting Cheryl Amick's recommendation to appoint her as the Acting Directed of Nursing at her retirement.

Community Health Promotion: Marsha Bailes informed the board what the Community Health Promotion projects had involved and how it was accepted.

Nursing Updates – Dr. Mark signed the standing orders. Marsha Bailes informed the board the Flu Clinic is tentatively scheduled for October 6th at the Nazarene Camp, from 9am to 7pm. After this date, the Health Department will schedule appointments as needed at the health department office. The Health Department currently has 900 doses. She also updated them with some of the past quarters activities; public health nurses have spoken to other health departments; some other counties began clinics in September.

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One case of Listeria has been reported to the Health Department. The strain of listeria is being tested for possible connections to a nationally recalled lunchmeat.

The Health Department has also received report of a case of Legionnaires Disease with potential links to a local motel. Both the listeria and Legionnaires cases are being investigated according to West Virginia state protocol. Both cases are considered sporadic and are not considered outbreaks.

There was discussion about the pneumonia vaccine and who should get the vaccine and how often. Also, discussed was the potential risk of bed bugs in the area, Dr. Wantz shared his knowledge of the bed bugs and ways to prevent them when traveling. Dr. Wantz instructed Rodney Boyce to have environmental health compile information on bed bugs for staff education and environmental health preparedness.

Grant updates: Debra Jackson told the board about the Volunteer Picnic the Health Department had hosted in July and how it was received and appreciated. Debra updated them about the 7th Grade Initiative grant that the region had been issued and was distributed among the counties depending on the number of 7th graders enrolled in the county. She stated the Health Department was still working on the possibility of resigning as Lead Agency of the Immunization Grant. The Health Department had learned that some lead agencies charge an administration fee, but such fees would need approval by all counties in the region. Currently no statewide standard exists in regard to charging such fees.

Each year the Health Department is required to complete a Threat Preparedness Self-Assessment survey for compliance with the minimum CDC guidelines for Point of Dispensing preparedness planning. This year the Health Department was chosen for its excellence in planning to review its self-assessment with the CDC. The CDC commended our efforts and dedication while supplying improvement suggestions. The Health Department has begun the process of plan revision to meet the CDC recommendations

Worker Compensations Quotes: The Health Department had received a quote from Valley Insurance for Brick Street. Valley Insurance also serves as a third party agent for Travelers and Westfield Workers Compensation Insurance, who provide worker compensation insurance options, but neither insurance company is able to offer insurance due to the size of our agency. The Health Department will be required to stay with Brickstreet for the time being

Audit Procurement complete: The Health Department received only one bid and Debra Jackson verified with the State Auditor that this was acceptable as the Health Department had received denials from three other accountants. Lisa Thornburg CPA, who has provided audits for the last several years, will be conducting the audits for Fiscal Years 2010, 2011 and 2012. The question was asked about the cost for the audit. Debra stated she thought the cost would run about \$2500; some members stated that they thought it would be cheaper since the audit would no longer include the home health books. Joe

Young stated he thought the price sounded cheap and not as expensive as he would estimate. Fiscal Year 2010 audit is scheduled for November 22nd.

Purchasing Card –After discussion of the pros and cons of the West Virginia Auditor’s Office purchasing card program, Joe Young made the motion that if concerns for potential fraud and risk liability are determined to be acceptable, then acquiring and utilizing a purchasing card be approved. JoAnn Kamm seconded. Motion carried.

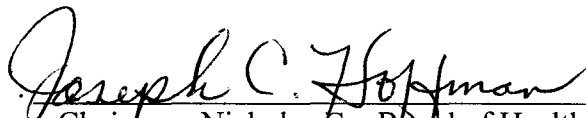
Cash Update – The Board was very pleased with the increased amount of interest earned since changing to First Community Bank, Debra explained still have account opened at BB and T because some old outstanding checks being worked and still in process of getting Medicare direct deposit changed to First Community.

Signature Authority – With Cheryl Amick’s retirement, the Health Department only has Rodney Boyce who holds signature authority for routine Health Department operations. A second person holding signature authority could ensure continuity of operations in Mr. Boyce’s absence. After some discussion, the board asked for recommendation, Rodney Boyce recommended to give authority to Marsha Bailes. Maria Dooley made motion for signature authority to be given to Marsha Bailes, JoAnn Kamm seconded. Motion carried.

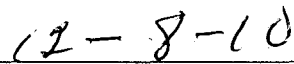
Board of Health Vacancy – Two members of the Board have requested that the Health Department submit names to County Commission of people that might replace the members upon resignation. Mr. Spurgeon “Jinks” Hinkle, lame-duck member of the County Commission, was previously recommended, but has declined the offer to serve citing his desire to retire. Rodney Boyce presented the Board with a list of names that may qualify for board members. Each member reviewed the list and discussed potentials. Rodney will present names to County Commission for final decision.

Scheduling December’s Meeting – December 8th was selected for next board meeting.

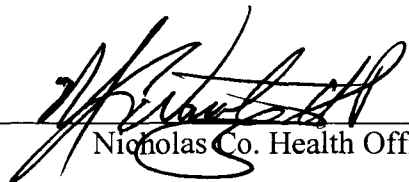
At 4pm motion was made to adjourn, motion seconded. Motion carried.



Chairman, Nicholas Co. Board of Health



Date



Nicholas Co. Health Officer



Date