



**Jefferson County Board of Health
Minutes: October 12, 2018 10:00am**

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

Board Members Absent: Lorena Nathan

Also Present: Marty Freeman (Health Administrator), Dr. David Didden (Health Officer), Bob Custard (Sanitarian Supervisor), Kaitlin Lacey (Office Assistant)

Call to Order:

The meeting was called to order at 10:03am by Chairman Bresland. The agenda for today's meeting was presented and accepted.

Public Comment:

No public comments were made.

Old Business:

Babies in the Workplace:

Ms. Freeman received a response from the county attorney – they recommend consulting our liability insurance company in writing. Dr. Didden will move forward with request.

New Business:

Activity Report:

- Administrator
 - Attended Administrator conference in Flatwoods
 - Processing grants – currently projecting will receive all funds but possibly not until end of fiscal year.
- Health Officer
 - DROP Project (Disposal of Residential Opioid Products) – standalone sharps disposal units across Eastern Panhandle Offering Technical support to community education groups. Universities develop programs with funding from DHHR.
 - Pastor John Unger had been working with Dr. Didden on a grant proposal to develop an opioid overdose quick response team – a team of EMTs and Recovery Coaches working to contact overdose survivors within 24-72 hours. Quick Response Teams are already used in Huntington and Beckley, and help the 9/10 of overdose survivors who refuse hospitalization to connect with other services. Hope to replicate program throughout state. Volunteers help build community. Dr. Didden explained that the funding would

only run through August of 2019, would allow for a program manager for data collection and grant reimbursement, part-time for Julie and DD with minimal additional workload for JCHD staff. Will submit grant application today. The Board thanked Pastor Unger and he thanked the Board.

- Environmental
 - Help from state is keeping us basically on track with septic inspections, falling behind on food establishments.
 - Flooding in September led to mosquito issues, offering mosquito dunks to homeowners.
 - Dry(er) weather has increased well and septic applications.
 - Sanitarians are finishing up training this month which will include a week of shadowing a state sanitarian. Bob Custard's national certification supersedes state but wanted to take these classes both to know what our staff is learning and to get more specifics about West Virginia.
 - Began interviewing for a new office assistant, have identified best candidate and will negotiate salary
 - Developer complaint regarding application for a non-conventional septic system – state normally requires approval in 21 days but due to heavy rain (9" in September) could not allow construction to begin or risk destroying the soil's percolative capacity.
 - Info on 3 grants totaling \$13,500 for training and professional development.
 - Still waiting for audit results from August.
 - Planned schedule of future inspections and building relationships with business owners. Will categorize establishments by risk.
 - In December will begin offering food handler training course twice monthly.
- Medical
 - Upcoming events for free flu shots:
 - October 18, 6:00 – 7:30 PM at North Jefferson Elementary School
 - October 25, 6:00 – 7:30 PM at Blue Ridge Elementary School
 - October 27, 10:00 AM – noon at Jefferson High School
 - November 1, 6:00 – 7:30 at Ranson Elementary School
- Threat Preparedness
 - Continuing planning for July 2019 NCR MSA Full Scale Exercise
 - National Weather Service Conference Call with Shenandoah Valley HSEM prior to Hurricane Florence
 - Hep A vaccine clinic at Citizens fire company – vaccinated 21 first responders
 - CRI Quarterly Staff Notification Drill – 93% response rate
 - EPA Shenandoah Valley Region Full Scale Exercise will be held the morning of 10/27. JCHD will be giving free flu shots from 10 – noon at Jefferson High

Telework Policy:

Mrs. Freeman presented the state's telework policy amended for JCHD's needs. Nursing Director Julie has been working from home 4 days a week keeping up with patient charts, medical supply ordering, and other duties. Ms. Smith moved to approve the telework policy; motion was seconded and carried unanimously.

Sanitarian Training:

This was discussed under Environmental Activity Report.

Marty Freeman's planned retirement:

Mrs. Freeman is targeting June 2019 for her retirement but is flexible with date until a replacement is found. Plan on advertising position in March or April. Mrs. Freeman would like to hire a nurse or sanitarian administrator. Dr. Didden brought up the potential for divisiveness or favoritism, would prefer someone with a public health administration background. Mr. Custard noted that the skills that make a successful nurse or sanitarian do not always translate to administration – need strong financial skills, etc. critical to department's success. Mr. Bresland asked for a board volunteer to form a subcommittee on future management structure.

Dr. Didden's notice of future resignation:

Ms. Smith moved to enter executive session; motion was seconded and passed unanimously. Executive session lasted from 11:42 – 12:22. No vote was taken on the matter.

Approval of financial reports:

Ms. Freeman presented the financial reports. Deficit \$163K as of June 30. The \$55K unpaid bills from medical and environmental now down to 5K. Ms. Smith moved to accept the financial reports as presented; motion was seconded and passed unanimously.

Approval of previous meeting minutes:

Ms. Cesare moved to approve the minutes of the September 7, 2018 regular meeting as presented. Motion was seconded and passed unanimously.

Adjournment:

At 12:40pm Ms. Smith moved to adjourn. Motion was seconded and carried unanimously.

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

September 2018 Activities

Services Unit/Program	Activities
Administration- Health Administrator	<ul style="list-style-type: none"> • Setting up 2019 Grants for Immunization, Threat Prep, Harm Reduction, BCCSP and Family Planning • Developed line item forecast of 2019 spending. • Met with Berkeley County for assistance with Insurance Billing • Met with Staff to set up 2019 standards for insurance billing and followup.
Administration- Health Officer	<ul style="list-style-type: none"> • DROP project • Quick Response Team proposal • State Opioid Response • Governor’s pilot project with WVU and Marshall
Threat Preparedness	<ul style="list-style-type: none"> • Continuing planning for July 2019 NCR MSA Full Scale Exercise • National Weather Service Conference Call with Shenandoah Valley HSEM prior to Hurricane Florence • Hep A vaccine clinic at Citizens fire company – vaccinated 21 first responders • CRI Quarterly Staff Notification Drill – 93% response rate • EPA Shenandoah Valley Region Full Scale Exercise will be held the morning of 10/27. JCHD will be giving free flu shots from 10 – noon at Jefferson High
Environmental Health	<ul style="list-style-type: none"> • Establishments Opened: 2 <ul style="list-style-type: none"> ○ Opening Reinspection: 0 ○ Large plan review: 0, Medium plan review: 0, Small plan review: 2 • Establishments Closed: 0 notifications of closures files pending change of ownership • Inspections Food and General: <ul style="list-style-type: none"> ○ Food Inspections: 11 <ul style="list-style-type: none"> ▪ Food Follow up: 4 ○ Tattoo/Body Piercing: 0 ○ Child Care: 6 ○ Recreational Water Facilities: 5 <ul style="list-style-type: none"> ▪ RWF Follow up: 2 ○ Mobile Home Parks: 18 • Food handler cards: 192 • Well and Septic Information Requests: 39 • Well Permits: 8 • Well Permit Renewal: 0 • Septic Permits: 10 <ul style="list-style-type: none"> ○ Alternative systems: 0 ○ Conventional system: 10 • Septic Finals: 8 • Septic Permit Renewal: 3 • Septic Seals DEP: 7 • Site evaluation for permits: 35

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	<ul style="list-style-type: none"> • Subdivision/Minor Plat Changes: 5 • Home loan evaluations: 4 <ul style="list-style-type: none"> ○ Water evaluations: 2 ○ Septic evaluations: 2 • Rabies: <ul style="list-style-type: none"> ○ Animal Encounter (Bites and scratches) Reports Received: 12 ○ Sent for Testing: 1 (negative)
Clinical Services	<p>BCCSP, FP, and STD</p> <ul style="list-style-type: none"> • 42 Family Planning Patient Encounters • 4 BCCSP Patient Encounters • 5 STD Patient Encounters <p>Infectious Disease</p> <ul style="list-style-type: none"> • 5 Spotted Fever Rickettsiosis • 11 Lymes • 7 Campylobacteriosis • 1 Dengue • 3 Salmonellosis • 3 Cryptosporidiosis <p>Immunizations</p> <ul style="list-style-type: none"> • 71 Patient Encounters • 126 Vaccines Administered <p>TB</p> <ul style="list-style-type: none"> • 9 Screening Letters • 6 TB Skin Tests • 1 T-Spot • 1 Chest X-Ray <p>Harm Reduction</p> <ul style="list-style-type: none"> • 9 Patients in for UDS and/or Vivtrol injection
Outreach Calendar	<ul style="list-style-type: none"> • Free flu shots: <ul style="list-style-type: none"> ○ 10/18 6:00 - 7:30 PM North Jefferson Elementary School ○ 10/25 6:00 - 7:30 PM Blue Ridge Elementary School ○ 10/27 10:00 AM – 12:00 PM Jefferson High School ○ 11/1 6:00 - 7:30 PM Ranson Elementary School