



**Jefferson County Board of Health  
Minutes: February 8, 2019 10:00am**

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

Board Members Absent: none

Also Present: Nathan Cochran (Assistant County Prosecuting Attorney), 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 10:09 by Chairman Bresland. The agenda for today's meeting was presented and accepted.

**Public Comment:**

Peter Chakmakian spoke regarding concerns about Environmental Services.

Paul Raco, formerly of Jefferson County Planning and Zoning, spoke regarding concerns about Environmental Services and the history of collaboration between the Planning Commission and the Health Department.

Patrick Schneble spoke regarding concerns about Environmental Services.

David Lutman spoke regarding concerns about Environmental Services.

**Old Business:**

None.

**New Business:**

Activity Reports:

- Health Administrator
  - Board members are invited to attend audit closeout meeting today at 1:00,
  - Hired a new Sanitarian
  - Advertised for Licensed Practical Nurse
  - Financial projections still have not changed, still under \$178K deficit
- Health Officer
  - Quick Response Team is underway, volunteer work until grant funds are received

- Division of Personnel did not accept starting salary exemption for new LPN
- Nursing director will transition to part-time after March 31
- House Bill 2847 would allow non-medical exemptions to vaccines, public health risk
- Threat Preparedness
  - Preparing for Operational Readiness Review Feb 27
  - Attended Cities Readiness Initiative meeting and DCIPHER training
  - Completed Quarterly PHEP survey
  - Healthcare Coalition meeting – upcoming drill in late March/early April
- Medical
  - Reportable diseases:
    - Campy cases not in a cluster, possibly spread through unpasteurized milk – under investigation
    - Hep B cases are at least partly due to high rates of injection drug use in WV
    - Cryptosporidium cases often tied to contaminated water in swimming pools

Discussion of potential claims regarding Lot 71 Pembroke Grove and related issues:

The Board heard further comments from Mr. Chakmakian, Mr. Lutman, and Mr. Raco regarding vested property rights, property taxes, and specific issues pertaining to Lot 71 Pembroke Grove. The Board recognized the need to not make property invaluable while still protecting groundwater and public health. Ms. Smith moved to go into executive session in order to receive legal advice; motion was seconded and carried unanimously.

It was the unanimous consent of the Board to schedule a special meeting on March 1 to attempt to resolve these issues.

**Adjournment:**

At 12:56 pm Ms. Smith made a motion to adjourn. Motion was seconded and carried unanimously.

Respectfully submitted,

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David Didden, Health Officer

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

**January 2019 Activities**

Services Unit/Program	Activities
<b>Administration- Health Administrator</b>	<p><u>Financial</u> – No significant items to report. The audit of our 2018 books is ongoing. Our auditor is Ferrari and Associates and you are welcome to stop by and meet them. All year end reports to the State, Social Security, IRS, WV Workforce were completed on time.</p> <p><u>Administrative</u> - We continue to improve our documentation and procedures as time permits. We implemented an excel file for monthly time cards to improve on the manual process.</p> <p><u>Personnel</u>– We successfully recruited a Sanitarian I who starts Monday the 11<sup>th</sup>. Our position description for an environmental technician was approved by the State DOP and we are recruiting for an RN.</p> <p><u>Grants</u> - Completed billing the TP and Immunization grants through December.</p> <p><u>TP</u>– Working with Kaitlin to review our documentation and knowledge base in order to prepare for an operational readiness review of TP scheduled for the end of February.</p> <p><u>Insurance Billing</u> – Continue to work with the front office staff and Wendi to improve our billing and posting of insurance claims. We have implemented several changes to improve the receipt of funding for each patient encounter</p>
<b>Administration- Health Officer</b>	<ul style="list-style-type: none"> <li>• Quick Response Team grant</li> <li>• Harm Reduction Program grant</li> <li>• Staffing medical services</li> </ul>
<b>Threat Preparedness</b>	<ul style="list-style-type: none"> <li>• Working with Marty to prepare for Operational Readiness review</li> <li>• Attended CRI County Meeting and DCIPHER/ORR training by conference call to Kanawha County</li> <li>• Completed PHEPS quarterly progress survey</li> <li>• Attended Healthcare Coalition Meeting</li> </ul>
<b>Clinical Services</b>	<p>Family Planning, BCCSP, STD</p> <p>Family Planning</p> <ul style="list-style-type: none"> <li>• 52</li> </ul> <p>BCCSP</p> <ul style="list-style-type: none"> <li>• 5</li> </ul> <p>STD</p> <ul style="list-style-type: none"> <li>• 4 Patient Encounters</li> <li>• 2 Patients Treated</li> </ul> <p>TB</p> <ul style="list-style-type: none"> <li>• 12 TB skin tests</li> <li>• 1 TB blood test</li> <li>• 3 Direct Observed Therapy encounters</li> </ul> <p>Immunizations</p> <ul style="list-style-type: none"> <li>• 51 Patient Encounters</li> <li>• 78 Vaccinations administered</li> </ul>

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**January 2019 Activities**

	<p>Infectious Disease Cases</p> <ul style="list-style-type: none"> <li>• 5 Campylobacteriosis</li> <li>• 1 Carbapenem resistant enterobacterieae</li> <li>• 1 Cryptosporidiosis</li> <li>• 1 Giardiasis</li> <li>• 1 Legionellosis</li> <li>• 1 Hepatitis A</li> <li>• 5 Hepatitis B</li> </ul> <p>Harm Reduction</p> <ul style="list-style-type: none"> <li>• 11 UDS and/or Vivitrol injections administered</li> </ul>
<p><b>Environmental Health</b></p>	<ul style="list-style-type: none"> <li>• Establishments Opened: 2             <ul style="list-style-type: none"> <li>○ Opening Inspection: 5</li> <li>○ Large plan review: 0, Medium plan review: 0, Small plan review 3</li> </ul> </li> <li>• Establishments Closed: 0</li> <li>• Complaints: 5</li> <li>• Food Handler Classes January 8<sup>th</sup> and 22<sup>nd</sup>: 24 food card workers total</li> <li>• Inspections Food and General:             <ul style="list-style-type: none"> <li>○ Food Inspections: 15                 <ul style="list-style-type: none"> <li>▪ Food Follow up: 6</li> </ul> </li> <li>○ Hotel/Motel: 1</li> <li>○ School: 7</li> <li>○ Child Care: 6</li> </ul> </li> <li>• Food handler cards: 204</li> <li>• Well and Septic Information Requests: 46</li> <li>• Well Permits: 7</li> <li>• Well Permit Renewal: 6</li> <li>• Septic Permits: 14             <ul style="list-style-type: none"> <li>○ Alternative systems: 11</li> <li>○ Conventional system: 3</li> </ul> </li> <li>• Septic Finals: 1</li> <li>• Septic Permit Renewal: 7</li> <li>• Septic Seals DEP: 10</li> <li>• Site evaluation for permits: 28</li> <li>• Subdivision/Minor Plat Changes: 1</li> <li>• Home loan evaluations: 2             <ul style="list-style-type: none"> <li>○ Water evaluations: 2</li> <li>○ Septic evaluations: 0</li> </ul> </li> <li>• Rabies: 19             <ul style="list-style-type: none"> <li>○ Animal Encounter (Bites and scratches) Reports Received: 19</li> <li>○ Sent for Testing: 5</li> </ul> </li> </ul>