



**Jefferson County Board of Health  
Regular Meeting Minutes: August 30, 2019 9:00am  
WVU Extension Office Training Room**

Board Members Present: John Bresland (Chair), Ann Smith, Damien Hinck, Anh Nguyen

Board Members Absent: Carmela Cesare (Vice-Chair), Caleb Hudson (County Commissioner)

Also Present: Marty Freeman (Health Administrator), Dr. Terrence Reidy (Health Officer), Heather Yost (Nursing Director), Bob Custard (Sanitarian Supervisor), Kaitlin Lacey (Office Assistant), Nathan Cochran (Assistant County Prosecuting Attorney), William Rohrbaugh (Attorney)

**Call to Order:**

The meeting was called to order at 9:05 AM by Chairman Bresland. The agenda for today's meeting was reviewed and the Medical Activity Report was moved up to occur immediately after public comment.

**Public Comment:**

Paul Raco spoke regarding the policy on previously approved lots.

David Lutman spoke regarding the policy on previously approved lots.

**New Business:**

Agency Activity Report:

- Medical
  - Immunization appointments are now being scheduled on Tuesdays in addition to Thursdays (booked through next month)
  - Flu vaccine has started to arrive
  - 5 flu vaccine clinics have been scheduled
  - Working with schools to schedule after-hours free flu shot clinic
  - Outreach to schools on HPV, Hep A, and Meningitis B vaccines

**Old Business:**

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

Members discussed the latest draft of the policy as well as comments received from the public and from health department staff. It was the consensus of the Board to revise the current draft and republish prior to the September regular meeting.

Revision of Local Rules, Policies, and Procedures Section 4.2:

Mr. Custard proposed a revision of JCHD's Local Rules, Policies, and Procedures Section 4.2 that would exempt temporary food services establishments, as well as those only serving non-potentially hazardous

pre-packaged food, from Food Protection Manager training requirements. This change would keep the county in line with new FDA Food Code regulations. Ms. Smith moved to approve the revision as presented; motion was seconded and carried unanimously.

**New Business:**

Agency Activity Report:

- Administrator
  - Addressing County Commission on 9/5/19 to request \$3600 to implement My Government Online System
  - Continuing to recruit for LPN
  - Audit for previous fiscal year starts next week
  - Continuing credentialing Dr. Reidy with health insurance
- Health Officer
  - Enjoying working with JCHD staff
  - Addressing Harm Reduction/Opioid problem
- Environmental
  - Staff are continuing training, Josh Grant will be in Charleston on and off through October
  - Danielle Phillipson has been promoted to Environmental Technician
  - Jennifer Pierce is now part-time
  - Implemented 2013 FDA Food Code July 1
  - Food Safety Advisory Council has met twice so far
  - Working on HealthSpace for publishing inspections online
  - End of recreational water facility season – all pools were inspected prior to opening and at least twice during season
  - Presentation on Well-Water testing and quality
- Threat Preparedness
  - Presented After-Action Report/Improvement Plan (draft) for recent full-scale exercise

My Government Online system for issuing and tracking permits:

Ms. Freeman and Mr. Custard met with representatives from My Government Online, a web-based system for tracking permits and other files currently used by Jefferson County Planning and Zoning. This system would help improve record organization and would allow the public to view files online. Public could view files online. JCHD will request \$3600 from County Commission to implement.

Environmental Fees to be considered by the Board: Late fee \$25 and Reinspection fee \$75:

Ms. Freeman presented the proposal. Mr. Hinck moved that Ms. Freeman advertise the proposed fee changes in accordance with WV Bureau for Public Health Legislative Rule §64-51-9 ; motion was seconded and carried unanimously.

Review of Family Planning Fees:

Ms. Freeman presented an insurance billing fee schedule for family planning services based on Berkeley County Health Department's fees. Ms. Smith moved to approve the Family Planning fee schedule as presented; motion was seconded and carried unanimously.

Approval of July 2019 Financial Reports:

The Board received the Financial Reports for July 2019 and accepted them as presented.

Approval of July 8 special meeting minutes and July 12 regular meeting minutes:

The minutes were approved by unanimous consent.

**Adjournment:**

Meeting adjourned at 11:48 PM.

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

**July 2019 Activities**

Services Unit/Program	Activities
<b>Administration- Health Administrator</b>	<p><u>Administrative</u> – Sept 5 at 10:15 scheduled to introduce Dr Reidy to County Commission and request \$3,600 for MGO system.</p> <p><u>Personnel</u> – Continue to recruit for a full time LPN</p> <p><u>Grants</u> – All FY 2020 grant renewals have been submitted and two have been approved.</p> <p><u>Audit</u> – Preparation for the annual audit is completed. Auditors arrive Sept 5-6.</p> <p><u>Insurance Billing</u> – We are in the process of credentialing Dr. Terrence Reidy with the various insurance companies so he can operate from our Health Department. Ongoing</p>
<b>Administration- Health Officer</b>	<ul style="list-style-type: none"> <li>• Refer to verbal report</li> </ul>
<b>Clinical Services</b>	<p>Family Planning:</p> <ul style="list-style-type: none"> <li>• 38 Patient encounters</li> </ul> <p>BCCSP:</p> <ul style="list-style-type: none"> <li>• 6 Patient encounters</li> </ul> <p>STD:</p> <ul style="list-style-type: none"> <li>• 15 Patient encounters</li> </ul> <p>Immunizations:</p> <ul style="list-style-type: none"> <li>• 60 Patient Encounters</li> <li>• 90 Vaccines Administered</li> </ul> <p>Harm Reduction:</p> <ul style="list-style-type: none"> <li>• 5 Patient Encounters</li> <li>• 0 Needle Exchange Encounters</li> </ul> <p>Urine Drug Screening and/or Vivitrol Injections</p> <ul style="list-style-type: none"> <li>• 5 Patient Encounters</li> </ul> <p>TB:</p> <ul style="list-style-type: none"> <li>• Direct Observed Therapy – 4</li> <li>• Skin Tests – 21</li> <li>• Screening Letters – 3</li> <li>• T-spot blood draws – 0</li> <li>• Chest X-ray – 0</li> <li>• Diagnostic - 0</li> </ul> <p>Infectious Disease:</p> <ul style="list-style-type: none"> <li>• 8 Campylobacteriosis</li> <li>• 8 Hepatitis C</li> </ul>

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	<ul style="list-style-type: none"> <li>• 2 Hepatitis B</li> <li>• 1 Cryptosporidiosis</li> <li>• 18 Lyme</li> <li>• 1 Cryptosporiasis</li> <li>• 2 Giardiasis</li> <li>• 1 Haemophilus Influenza</li> <li>• Streptococcus Pneumoniae</li> <li>• 24 Animal Bites/possible rabies exposure</li> </ul> <p><b><u>Community Outreach</u></b></p> <ul style="list-style-type: none"> <li>- Immunization days will remain open on Tuesdays and Thursdays for vaccinations and flu vaccine administration by appointment only</li> <li>- HPV, Hepatitis A and Meningococcal B vaccine information sent to Jefferson County Schools to encourage parents to have their kids immunized</li> <li>- Family planning clinics now have two rooms running for NP – an exam table has been given to JCHD from BCHD</li> <li>- 5 Flu clinics are currently scheduled for 2019/2020 flu season. Working with school nurses to determine an after-hours clinic at the schools to provide flu vaccinations</li> </ul>
<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: 3</li> <li>○ Large plan review: 0, Medium plan review: 2, Small plan review: 0</li> </ul> </li> <li>• Establishments Closed: 0</li> <li>• Complaints: 14 food, 5 septic, 2 hotels</li> <li>• Food Handler Classes: 40 signed up for class, 31 attended class</li> <li>• Inspections Food and General:             <ul style="list-style-type: none"> <li>○ Food Inspections: 28                 <ul style="list-style-type: none"> <li>▪ Food Follow up: 12</li> </ul> </li> <li>○ Mobile/Temp Inspection: 5</li> <li>○ Pool Inspection: 9                 <ul style="list-style-type: none"> <li>▪ Pool follow up: 0</li> <li>▪ Pool water test: 13</li> </ul> </li> <li>○ Bed and Breakfast: 2</li> <li>○ Hotel Inspection: 1</li> <li>○ Mobile Home Community: 1</li> </ul> </li> <li>• Food handler cards: 266</li> <li>• Temporary Food Permits: 8</li> <li>• Mobile Food Permit: 6</li> <li>• Well and Septic Information Requests: 53</li> <li>• Well Permits: 12</li> <li>• Well Site Eval with permit: 14</li> <li>• Well Permit Renewal: 0</li> <li>• Septic Permits: 27</li> </ul>

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	<ul style="list-style-type: none"> <li>○ Alternative systems: 5, 4 of the 5 were class 1 to class 2 <ul style="list-style-type: none"> <li>▪ Mound: 0</li> <li>▪ LPP: 5</li> <li>▪ Drip: 0</li> </ul> </li> <li>○ Conventional system: 26</li> <li>● Septic Finals: 10</li> <li>● Septic Soil Evaluations with permits: 29</li> <li>● Septic Permit Renewal: 0</li> <li>● Septic Seals DEP: 21</li> <li>● Subdivision/Minor Plat Changes: 4</li> <li>● Home loan evaluations: 7 <ul style="list-style-type: none"> <li>○ Water evaluations: 5</li> <li>○ Septic evaluations: 2</li> </ul> </li> <li>● Rabies: <ul style="list-style-type: none"> <li>○ Animal Encounter (Bites and scratches) Reports Received: 27</li> <li>○ Sent for Testing: 2</li> </ul> </li> </ul>
<b>Threat Preparedness</b>	<ul style="list-style-type: none"> <li>● Participated in Capital Fortitude Full-Scale Exercise, a Medical Countermeasures Dispensing Exercise with participants from all over the DC Metro area – see attached draft of After-Action Report/Improvement Plan</li> </ul>