

BOH120414

The regular meeting of the Hancock County Board of Health was held on Tuesday, December 4, 2014 at 4:00 PM at the Hancock County Health Dept. Board Room. Chair Rick Smith proceeded with roll call. Board Members in attendance were: Phil Rujak and Jill Orenzuk. Staff members attending were Administrator Jackie Huff, Sophie Eastham, Michelle Truax, Carolyn Baker, Donna Gialluco and Chelsea Morgan.

Guests in attendance were: Jim Dunlap, Mountaineer Race Track & Gaming Resort and Steve Huba, East Liverpool Review and Weirton Daily Times.

Board Members reviewed the minutes from the Tuesday, August 12, 2014 meeting. Phil Rujak motioned to approve the minutes from the October 14, 2014 meeting. Jill Orenzuk seconded the motion and the motion carried.

The Financial Reports were reviewed. Jackie Huff noted the elevation in Education and Training expenses due to 2 employees attending Sanitarian training at the same time from October 17 to December 12. Training will conclude on December 12<sup>th</sup>. Also the clinical staff was at training in Morgantown. Invoices have been submitted but payment has not yet been received. A new payment system, OASIS, has been installed by the state, causing a delay in receiving additional income from the state. Jill Orenzuk motioned to accept the financial reports. Phil Rujak seconded the motion. The board voted to accept the financials. The reports will be filed for the auditor's review.

### **Program Reports from Staff**

**Administrative-Jackie Huff.** Jackie reported on the Office Assistant job posting. After conducting interviews, she has re-hired Becky Weekly. Becky's scheduled start date is January 5, 2015 pending the processing of her paperwork by the DOP. Becky and Donna will be sitting with Shirlee, learning her duties in anticipation of her retirement. (Tentative retire date is July 2015)

**Clinical-Michelle Truax.** Michelle passed out Program reports to Board Members. She reviewed the report with the Board commenting on each program's results.

- RFTS-averaging 12 clients per months  
Audit done in August –received 100%
- Immunizations-HD has used their allotment of Shingle shots. (July 2014). Have not heard if the state will be providing additional vaccines. Continuing to encourage pregnant women to get the TDAP vaccine and a Flu shot
- Limited amounts of state Flu vaccines available to both children and adults. Changes in the requirements by the state have cause a decrease in the amount of State Flu vaccines the HD has administered. However, the HD purchased private Flu vaccines. This year the "4 strain" vaccine was purchased and the cost nearly doubled. Those are available at the cost of \$30 each. No insurance companies will be billed by the HD. The nurses have administered the private stock shots to the employees of Bellofram and the County Courthouse. (Approximately 50 shots are available.) Audit done in August-received 100%
- TB Program-continuing to do screening of patients for Tuberculosis Skin test. Reminder: all students entering school in WV for the first time must be tested. NO active TB in Hancock County currently.
- Continuing with a weekly conference call with Northern Panhandle agencies on the EBOLA situation.

- FP & STD clinics continuing. Both are now billable to insurances. Breast & Cervical Program has new requirements. Any Medicare participants are no longer eligible to participate. Michelle also handing out Influenza Surveillance reports to Board Members.

**Environmental-Carolyne Baker.** Reported Hancock County is considered a high risk for Lyme disease. 4 investigations were done this year by Carolyne. This is carried by the Deer Tick. Reports for October and November are in Board Packets. Chelsea Morgan has begun doing Animal bite investigations/reports. Chelsea and Jackie will be finishing their Sanitarian Classroom Training on Dec 12. Chelsea has begun her on the job training. Jackie will do hers when time permits.

**Outreach –Donna Gialluco.** Reported the HD partnered with the Upper Ohio Valley Diabetes Coalition and presented an information seminar to WMC’s Clergy Roundtable Discussion on November 5<sup>th</sup>. Jackie also spoke at the Weirton Rotary Club on the Clean Air Regulation.

Donna also gave an update on the Clear Air Regulation. Included in the Board packets was a copy of the Smoke Free Workplaces and Public Places Inspection form that will be used beginning July 1, 2015. Jackie and Donna continue to work on the Educational Seminars the HD will provide to businesses and food establishments beginning in 2015. She also reported that Brooke County Board of Health adopted a Clean Air Regulation November 24, 2014. It mirrors Hancock County with the exception of including Golf Courses and Children’s recreations areas. It will also go into effect July 1, 2015. Wheeling Ohio County Board of Health has formed a committee to review their Clean Air Regulation. They are meeting today, December 2 at 4:00 pm with Wheeling Island Casino officials.

**Threat Preparedness-Jackie Huff** reported all reports and invoices have been submitted to the state. Wayland Harris has completed the survey reports for this year and will be attending a meeting on Friday to hear what is anticipated for the coming year.

#### **Old Business:**

**-Communications-Jackie Huff.** Chairman Smith reported that he and Jackie had researched CD rates. It was determined that Huntington Bank offered the best rate-.70 for 2 years. Currently one CD is at Hancock County Savings Bank and one at Huntington Bank.

#### **New Business:**

Jackie reported on the Safety Committee Meeting and review of the building. Our annual fire drill was held. The committee is comprised of Jackie Huff, Donna Gialluco and Wayland Harris.

Jackie stated that many businesses including churches and banks are instituting Smoke free campuses. She would like to enforce are Smoke Free Campus at the Health Department including the parking lots shared by both the Courthouse and Health Department.

Finally, Jackie requested the board consider adopting an Increment Pay Policy. This would meet the approval of the auditor’s office to allow the Board of Health to grant a one-time pay adjustment to Health Department employees. She enclosed a “sample” copy of the policy.

Chairman Smith said both requests would be reviewed by all Board Members. (Due to Mr. Pryor and Ms. Boring being absent). Mr. Smith requested the information be shared with them. A special Board Meeting may be called to further discuss the requests.

Chairman Smith announced the next regular Board of Health Meeting will be held Tuesday, February 3, 2015 at 4:00 PM. at the Health Department Conference Room.

With no further business to discuss, Rick Smith called for a motion to adjourn. Jill Orenzuk moved to adjourn and Phil Rujak seconded.

The meeting adjourned.

Respectfully submitted for Health Officer Anna Suray, MD by Donna Gialluco