

BH020414

The regular meeting of the Hancock County Board of Health was held on Tuesday, February 4, 2014 at 12:36 pm at the Hancock County Health Department. Chair Rick Smith presiding proceeded with roll call. Board Members in attendance were: Phil Rujak, Jim Pryor and Wilma Boring. Jill Orenzuk was absent due to an illness. Staff members attending were: Administrator Jackie Huff, Donna Gialluco, Carolyne Baker, Michelle Truax, Sophie Eastham, Health Officer Dr. Anna Suray. Guests were: Chuck McConnell, Public Health Investigator and Linda Holmstrand.

Board Members reviewed the minutes of the December 3, 2013 meeting. Jim Pryor motioned to approve the minutes from the meeting. Phil Rujak seconded the motion and the motion carried.

The Financial reports were reviewed. Jackie Huff noted the Professional Services were high in December due to payment for the State Audit conducted in the fall. Wilma questioned an invoice payment to the DMV. Jackie responded the payment was for a state identification card for an employee. With no other questions or comments, Jim Pryor motioned to accept the financial reports. Wilma Boring seconded the motion. The board voted to accept the financials. The reports will be filed for audit. Jackie Huff also noted that effective February 1, 2014 the tax office (per the State Audit report) will show the CD balances on the Health Department's Financial Statement.

Old Business:

BY-LAWS

Rick Smith asked the Board Members if they had all reviewed the proposed by-laws. Jackie Huff stated the proposed revisions were the highlighted areas of the by-law document everyone received in advance of the meeting. Discussion followed. Jim Pryor commented the revisions were "pretty cut and dry." Wilma Boring added "there were not many changes". Rick Smith stated the revisions would bring the Board's by-laws up to "speed" according to West Virginia's code. Jackie Huff explained to the Board that West Virginia's Division of Local Health, governed by Chief Deputy Amy Adkins will provide some guidance for local boards of health. The revisions were completed using a standard template provided by the Division of Local Health. With no further comments or questions, Rick Smith called for a motion to accept the revisions to the Board's by-laws as proposed. Jim Pryor made the motion with Phil Rujak seconding the motion. The motion passed to accept the by-laws as proposed.

CLEAN INDOOR AIR DRAFT

Rick Smith addressed the Board regarding Clean Indoor Air. He stated the Clean Indoor Air draft had been distributed to the Board for review along with a guide for local boards of health to use as a resource for adopting smoke free policies. Board Members and Dr. Anna had not reviewed the guide for local boards of health. Copies were made and distributed to them during the meeting. General discussion followed. Wilma

Boring made a motion to table any further discussion of the Clean Indoor Air draft until the next Board meeting in order to provide the board members time to review the latest proposed policy and primer together. Phil Rujak seconded the motion. The motion passed. Rick Smith encouraged all Board members to do “their homework” so that at the next Board meeting, steps could be taken to move forward with the adoption of the policy.

#### HEALTH DEPARTMENT COMMERCIAL

Due to technical difficulties, the final draft of the TV commercial was not able to be viewed at this meeting. It has been completed by Rick Smith and Phil Rujak. It is ready for Comcast to download and air. The second commercial script will focus on healthy lifestyles and the Diabetes Coalition. Donna Gialluco will have the script to Rick and Phil by the end of the month. Dr Anna has agreed to narrate the commercial. Rick Smith will distribute the commercial to West Liberty University TV to air on their channel for no charge.

#### HEALTH DEPARTMENT BUILDING

Jackie Huff reported the security entrance to the courthouse has been completed. According to the Commissioners, the second stage is the Magistrate’s office is in the bidding stage. The Health Department is possible stage 3.

#### New Business:

##### Staff Communications-

Clinical-Michelle Truax reported the TB vaccine is still in shortage (locally and nationally). The staff has compiled a list of those in need of the TB vaccine and will contact these individuals as soon as it becomes available. She also stated the Health Department has approximately 25 Flu vaccines still available. (Also 25 Shingles shots are in the inventory). Michelle also stated she has received several disease investigation reports.

Environmental- The 9 year Environmental Fee for Permits Schedule was distributed to the board for review. This schedule is in the 9<sup>th</sup> year. Jackie Huff explained to the Board the Fee Schedule had been approved 9 years ago by the Board in place at the time. The current Board of Health is required by the Division of Local Health to review the 2014-2015 schedule and adopt the fees. Once adopted, the Fee Schedule will be made available for public review and written comment for 30 days- at the Health Department and local libraries. A press release will be distributed to the local newspapers. Phil Rujak motioned to accept the fees and make them available to public comment. Wilma Boring seconded the motion. The motion passed. The Board was also given copies of December and January Environmental reports.

Outreach-Donna Gialluco discussed the Community Assistors Grant. She reported on the reduction of uninsured individual-thru the Medicaid expansion. The average for the state of WV is 29.9% while Hancock County’s average is 29.6%. She informed the board a staff meeting was held on January 30, 2014 and per the Strategic Plan Jackie will continue to conduct them every other month. Also, per the Strategic Plan a new Organizational Chart was distributed to Board members.

The next meeting of the Board of Health will be Tuesday, March 4, 2014 at 12:30 in the Health Department's Conference room. With no further business to discuss, Wilma Boring moved to adjourn the meeting with Phil Rujak seconding. The meeting adjourned.

Respectfully submitted for Health Officer Anna Suray, MD by

Donna Gialluco