

BOH040715

The regular meeting of the Hancock County Board of Health was held on Tuesday, April 7 at 4:00 PM at the Hancock County Health Dept. Board Room. Chair Rick Smith proceeded with roll call. Board Members in attendance were: Wilma Boring, Jim Pryor and Jill Orenzuk. Staff members attending were: Administrator Jackie Huff, Health Office Dr. Anna Suray, Sophie Eastham, Michelle Truax, Carlyne Baker, Donna Gialluco and Chelsea Morgan. Guests in attendance were: Tamara Pettit, Our Hometown News Editor; Steve Huba, East Liverpool Review; Eric Carper, Brooke Hancock Tobacco Prevention Coalition Chairman and Linda Holmstrand, of the American Lung Association.

Board Members reviewed the minutes from the Tuesday, February 3, 2015 meeting. Jill Orenzuk motioned to approve the minutes from the February 3, 2015 meeting. Jim Pryor seconded the motion and the motion carried.

The Financial Reports were reviewed for February 2015 and March 2015. Jackie Huff noted the state support was received and deposited and the reports are pretty much in line with the budget. Some training sessions have been attended by the Nursing staff. Threat Preparedness funding has been received from previous invoices submitted. Wilma Boring asked a question about the difference in Health Insurance costs between February and March. Jackie Huff stated that was due to a decrease of one employee (Shirlee Posovich dropping the coverage) Wilma Boring motioned to accept the financial reports. Jill Orenzuk 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** reported the 2015-16 Program Plan Budget was included in the Board Packets. She stated it was very similar to last years with a difference of an increase of \$120. Jackie also noted a line item change from last year. Based on a public posting of Hancock County Commission's budget, the Health Department shows an increase from \$4500 to \$9500. The amount was posted as a regular line item as opposed to a special projects line as in years past. Rick Smith called for a motion to approve the Budget. Jill Orenzuk motioned for the Board to approve the Budget and Wilma Boring seconded. The motion carried.

Jackie Huff informed the Board of a Day-to-Day operation change. The Health Department utilized 3 different vendors for the department's land line phones, cable and internet services. It had been noticed by the state IT's person that our internet was running extremely slow. (slower than old dial-up). Jackie researched the options for increasing the speed and based on fees compared; determined Comcast would be the vendor of choice. By choosing Comcast, the HD will have all 3 services provided by 1 vendor at better rate than 3 individual vendors.

**Clinical-Michelle Truax.** Nothing to report.

**Environmental-Donna Gialluco** reported Environmental reports for February and March 2015 are in Board member packets. Also included in the packet was Hancock County's Reportable Disease Summary for 2014. Michelle Truax stated that Hancock County was on an average with the rest of the state. The Health Department received a good rating for reporting. Food Handler's class was held on the 6<sup>th</sup> with 13 attendees. The next class will be on the 20<sup>th</sup> of April at the NCVFD at 6 pm.

**Outreach-Donna** stated May 18-24 is Healthy and Safe Swimming Week. We will partner with all outdoor swimming pools in the area to promote safe and healthy swimming throughout the summer. The HD has ordered FREE laminated posters that will be given to the pool operators in the county. A photo copy of the billboard that the Brooke Hancock Tobacco Prevention Coalition has designed is also in the packet. This billboard

will be placed in 6 different areas for Brooke and Hancock Counties to make citizens and businesses aware of the Clean Air Act effective July 1, 2015. The ad will also appear on the side of a Weirton Transit Bus.

**Threat Preparedness-Jackie Huff** reported the necessary reports and invoices have been submitted to the state. An inventory of the HD's response trailer was taken by Jackie and Wayland Harris. Wayland will make some minor repairs. Jackie noted the response trailer can be used at any event. The HD can assist the OEM at anytime.

#### **Old Business:**

Donna gave an update on the Clear Air Regulation. A guideline letter/ checklist has been drafted and will be sent to all business establishments throughout Hancock County with permit renewal applications. (A sample draft was enclosed in Board member's packets.) Jackie and Donna will be hosting Educational Seminars to provide to businesses and food establishments additional information about the Clean Air Regulation. The first will be Friday, May 15<sup>th</sup> in Chester and Wednesday, May 20<sup>th</sup> in Weirton. The Health Department has TobacAlert Nicotine test kits available for residents and workers of Hancock County. The testing must be done at the Health Department and is available during normal business hours.

Jackie reported several Bills were introduced and passed at the Legislative Session in Charleston. The raw milk bill passed but was vetoed by the Governor. Food Handler's Card bill passed and was signed by the Governor. The Immunization also was passed. Jackie noted the Religious component was removed from the bill but the medical exemption remained in the language. Ultimately, the state Medical Officer will have the final say in granting the exemption. None of the Bills on either the Senate or House side affecting any part of the Clean Air Act passed.

#### **-Communications**

Jackie stated the Board Packets also contained information for a Governance Training for board Members. It is sponsored by the Bureau of Public Health and the Center for Rural Health. It is a governing training session for board members as well as networking reception with other Board of Health members from around the state. It will be held at Stonewall on April 30 and May 1 2015. Jill Orenzuk, Jim Pryor and Rick Smith will be attending. Jackie will also be attending.

Jackie reported she has received several inquiries about the Clean Air Regulation. (Phone calls, e-mails, in person meetings) Establishments have begun submitting plans for review and input on their designated out door smoking areas. She informed the board they were included in their packets and instructed Board members to review the plans. Jackie cautioned them that they could not be approved today subject to review by our legal counsel. Chairman Smith emphasized to the Board to review the proposals carefully and if anyone had questions to contact Jackie so she may pass those on to Legal counsel. Jackie re-iterated that she has instructed any establishment owner with questions or requests to submit a formal request for variance or waiver to the Board. Chairman Smith suggested the Board meet again on the 21<sup>st</sup> of April at 4:30. Jackie encouraged the Board to be consistent in any decision they may make and to remember the goal is the health and wellbeing of the people of Hancock County.

#### **New Business:**

Jackie and the Health Department staff have reviewed the Environmental Fees for Service schedule (proposed changes were in Board packets) and made recommendations to the board. After a brief discussion, Jill Orenzuk made a motion to approve the Fees for Service, with Jim Pryor seconding. The Board accepted the 2015-16 fees unanimously.

Donna Gialluco will send the notice for the 30 day public comment period. The fee schedule will be available for review by the public at the libraries in Weirton, New Cumberland, and Chester and well as the Health

Department. All comments must be signed and addressed to Jackie Huff at the Health Department. Donna Gialluco requested the Board consider a \$10 fee for temporary vendors at the fairs and festivals. She informed the board that the HD charges \$50.00 to the organizing party but the Sanitarians still must inspect every vendor at the event. The fee would be good for the day(s) of the event and must be paid every time the vendor participates in an event in Hancock County. After some discussion, Jill Orenzuk motioned to accept the Fee for Temporary Vendors, Wilma Boring seconded. The motion passed. The Fee Schedule will also be posted for a 30 comment period. Chairman Smith announced the next regular Board of Health Meeting will be held Tuesday, April 21, 2015 at 4:30 PM. at the Health Department Conference Room.

Jackie Huff requested the Board move to executive session to discuss a personnel matter. Jill Orenzuk motioned to move to executive session, Jim Pryor seconded. The Board went into executive session.

Upon returning from executive session, with no further business to discuss, Rick Smith called for a motion to adjourn. Wilma Boring moved to adjourn and Jim Pryor seconded.

The meeting adjourned.

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