

BOH121115

The regular meeting of the Hancock County Board of Health was held on Friday, December 11, 2015 at 12:00 PM at the Hancock County Health Dept. Board Room. Chair Jill Orenzuk proceeded with roll call. Board Members in attendance were: Jim Pryor, Phil Rujak and Rick Smith. Staff members attending were: Administrator Jackie Huff, Health Office Dr. Anna Suray, Carolyne Baker, Chelsea Everly, Sophie Eastham, Michelle Truax, Becky Weekley, Wayland Harris and Donna Gialluco. Guests in attendance were Linda Holmstrand, American Lung Association and John Murphy, Mountaineer Casino.

Board Members reviewed the minutes from the Tuesday, October 6<sup>th</sup> meeting. Phil Rujak motioned to approve those minutes. Rick Smith seconded the motion and the motion carried.

Board Members were asked to review the Financials for October and November 2015. Rick Smith motioned to accept the Financials as presented, Phil Rujak seconded. The Financials will be filed for the auditor.

### **Communications**

Donna Gialluco reported the Health Department received an acknowledgement letter from the WV Breast and Cancer Screening Program (Members got a copy in their packets) thanking them for the check in the amount of \$1500. This amount represents the proceeds from the Breast Cancer Awareness Walk that was hosted by the Health Department on October 24<sup>th</sup>. Donna emphasized that all monies raised would stay in West Virginia to assist WV women.

Jackie Huff stated our new webpage should be ready by the first week of January.

### **Program Reports from Staff**

**Administrative-** Jackie Huff gave each Board Member a copy of the 2013-14 Financial Statement review that had been prepared by an independent company that she had received in the day's mail. She noted this is required by the State Auditor's office. Initial indications show the Health Department to be in "good shape" financially. She requested the Board review the report and e-mail her any questions or comments. She also announced that the Environmental staff would be reviewing the schedule of fees for the 2016-17 fiscal year. She stressed the review would be to make sure all fees are captured and no revenue is lost. Jackie reported the Electronic record keeping is functional but not yet operational. This will be in place ASAP.

**Clinical-** Jackie reported a new Nurse Practitioner has been hired. Michelle Evans will be starting Family Planning Clinics scheduled for January 4<sup>th</sup> and 11<sup>th</sup>. Initially there will be 2 clinics per month. Depending on the need we may have only one clinic per month. Sophie Eastman announced a new program the HD is initiating called Wise Women. The women who participate in the Family Planning Program will be able to utilize the program geared towards a healthy life style. The HD has received 2 new machines that will measure A1C and Cholesterol. She stated the goal is to eventually develop and offer to the public a "healthy lifestyle" program. Sophie, Michelle Truax and Becky Weekly attended a training session in July. Some of the HD patients have been registered. Sophie hopes to have the program started in January 2016. Sophie also stated the STD testing continues to be a steady program.

Michelle Truax reported that the HD is requiring all immunizations be scheduled effectively immediately. She also stated there are many new requirements that are now in place for immunizations. The Right from the Start Program is on a decline. Michelle reported on continuing EPI investigations. The whooping cough investigation has been closed. (October 5, 2015-Dec.7, 2015) Statistics from that investigation are as follows: 9 confirmed

cases; 4 probable; 2 facilities involved; 48 people (along with ALL family members) investigated. Currently the nurses are investigating 2 TB cases-1 active, 1 inactive. Still have 30 shingle shots available.

**Environmental-** Donna stated Environmental reports are in packets for October and November. Inspections are current and up to date. Chelsea reported she did proper hand washing presentations at Oak Glen Middle School's Health classes and the New Cumberland library. In January she and Donna will be presenting a presentation on Healthy eating and proper hand washing to the Cub Scouts in Weirton.

**Outreach-**Donna Gialluco reported on the Walking contest. She reported 50 pedometers were given out to Hancock County residents and 12 residents are calling in daily with the number of steps they walked. The contest ends December 21<sup>st</sup>.

**Threat Preparedness-**Wayland Harris reported the Health Department participated in the WV Ready state wide exercise on November 18<sup>th</sup>. He is already working on the Beaver Valley Radiation Drill that will be held in June. The Health Department will be participating in the full scale drill. Jackie Huff reported all reports have been submitted and approved.

**Public Comments-**Jackie introduced Jessica Doak, owner of Ella Vape; LLC She presented a letter to the Board requesting a waiver from the CIA regulation. (Letter included in notes.) Ms. Doak entertained questions from staff members as well as Board members. Chairman Orenzuk thanked her for her time and presentation. Jackie Huff reminded Ms. Doak that she must remain in compliance with the regulation until further notified. No further action or discussion took place. Donna Gialluco verified the business had retail license from the city of Weirton.

#### **Old Business:**

Jackie Huff reported the environmental staff continues to do Clean Air inspections. They are utilizing the Air Quality Index device to measure the carbon dioxide inside establishments. New clinical fees for services were submitted to the state.

#### **New Business:**

Jackie Huff spoke to the Board about changing the Board meeting location. She suggested the County Commission Office located in the Courthouse. It would provide more space as well as security checks before entering the meeting room. She also suggested scheduling the BOH meetings for 2016. Rick Smith asked Jackie to arrange with the Commission usage of their meeting space. (It was stated the County Commission meets on the first and third Thursday of each month.)

Chairman Orenzuk stated the next Board meeting will be February 2, 2016.

With no further business to discuss, Jackie Huff requested the Board enter into Executive Session to discuss a personnel matter. Chair Orenzuk called for a motion to enter into Executive Session. The motion was made by Jim Pryor and seconded by Phil Rujak.

Rick Smith moved to return from the Executive Session, seconded by Phil Rujak. Upon returning from executive session, it was stated for the record, "the Board agreed unanimously not to pay for additional nursing insurance for the clinical staff." (they are already covered by the Board's liability insurance.

With nothing further, Chair Orenzuk called to adjourn the meeting. So moved by Rick Smith seconded by Phil Rujak.

The meeting adjourned.

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