

**Wheeling-Ohio County Board of Health**  
Minutes of December 13, 2011 regular meeting

The Wheeling - Ohio County Board of Health met on December 13, 2011 in the City Council Chambers, 2<sup>nd</sup> floor of the City/County Building.

Board members present were Dr. John Holloway, Gloria Delbrugge, Tom Tuttle, Wilkes Kinney, Michael Caruso and Cheryl Wonderly. Staff present included Dr. William Mercer, Health Officer/Secretary and Howard Gamble, Administrator of the Wheeling-Ohio County Health Department (WOCHD or department).

The meeting was called to order. The minutes from the October 18, 2011 and from the November 8, 2011 Public Hearing were reviewed and approved.

Dr Holloway recognized several individuals who were on the agenda to present to the Board. Gary Glessner representing Wheeling Coin; Dee Wines an employee of a local LVL establishment; Jennifer Groux and employee of a local LVL establishment; Amanda Geucke an employee of a local LVL establishment; Bill Godshall from Smokefree Pennsylvania presented to the Board on e-cigarettes and outdoor smoking and Lorie McClung presented to the Board concerning e-cigarettes.

The WOCHD Administrator presented a letter from Swisher International and material from Wheeling Island Race Track & Casino to the Board.

As part of his Chairman's Report, Dr. Holloway presented a letter in which he proposed the tabling of the proposal of changes to the Clean Indoor Air Regulation. Board members provided comments to the letter and recommendations. A motion was made, seconded and approved to table the proposal.

Dr. Mercer gave the Health Officer's Report. Dr. Mercer updated the Board on the seasonal flu activity within the county.

Howard Gamble presented the Administrator's Report. The WOCHD was presented with a check for \$886.00 from the Tuberculosis Association of Ohio County. The funds will be used to purchase supplies for TB testing on non state supply eligible individuals.

The administrator asked for approval to add an additional name to the departments current account agreement form. The additional name would be the administrator and would increase the available check signers for the department's account to 4. Three signatures are required, one must be a "live signature" and one must be the Sheriff of Ohio County. This additional signature will allow the department to conduct business quicker and begin setting the ability for the department to move to on line banking. The Board approved the request.

The department was notified that the WVBPH, Office of Laboratory Services will terminate the state's Food Filth Program.

CDC reported that WV had one confirmed case of novel H3N2 in a child in Mineral County which has recovered. The Administrator discussed this new report with the Board. The current vaccine formulation protects against the three virus strains that surveillance indicated will be most common during the 2010-2011 influenza season. The strains selected for the 2011-2012 influenza season are:

- A/California/7/09 (H1N1)-like virus (pandemic (H1N1) 2009 influenza virus)
- A/Perth /16/2009 (H3N2)-like virus
- B/Brisbane/60/2008-like virus

CDC reported two cases of a novel H3N2 virus, one in WV and the other in Minnesota, both patients have recovered. H3N2 has genes from swine, human and avian lineages with the M gene from the 2009 H1N1 virus from 2009. These viruses usually infect pigs, rarely humans. In September 2011 3 cases of this virus was detected in Washington County PA.

The WIC program has two positions open and recently held interviews for a Health & Human Service Aide for the Paden City WIC office. The Administrator recommended to the Board the hiring of Laura Rufener for this position. Laura was selected after a series of interviews by the WIC Director and was recommended to the Administrator for hiring. Laura would begin work at the beginning of January 2012. The Board approved the recommendation.

In New/Old Business the Administrator presented to the Board the departments Cash Account Register for the period of 11/1/11 to 11/30/11 and for the period of 12/1/11 to 12/12/11. The Administrator also discussed the Year to Date financials and Aged Receivables. The Board discussed the need for budget style financial presentation that would allow the board to see the current budget, current expenses and a variance. The Administrator discussed several options and issue with the Board. A document will be presented to the Board at the next regular meeting.

A discussion and presentation was held on the current environmental fees for permit, particularly concerning the charging of a permit fee to churches. The administrator presented to the board the current permit process at the department, issues in exempting a certain facility, possible solutions to the charging of a fee to a church, possible funding issues and the process of adopting a new fee. The administrator also discussed several ways to define a church. The Board approved a proposed change in the WOCHD Fees for Permit schedule. The change would establish a flat fee of \$100 for all churches that apply for a food service permit. A church would be defined:

Churches are assessed a yearly rate of \$100.00 for a Food Service Permit. To be eligible for his rate an organization should have certain characteristics that are generally attributed to churches (including mosques and synagogues). The department can use a combination of these characteristics, together with other facts and circumstances, to determine whether an organization will be assessed at the lower rate. These attributes of a church have been developed by the Internal Revenue Service and by court decisions. They include:

- Distinct legal existence
- Recognized creed and form of worship
- Definite and distinct ecclesiastical government
- Formal code of doctrine and discipline

- Distinct religious history
- Membership not associated with any other church or denomination
- Organization of ordained ministers
- Ordained ministers selected after completing prescribed courses of study
- Literature of its own
- Established places of worship
- Regular congregations
- Regular religious services
- Sunday schools for the religious instruction of the young
- Schools for the preparation of its members

The Board approved the placement of a legal ad notifying the public of a thirty day comment period which would end January 22, 2012. Following the legal ad the WOCHD will submit the new fee schedule to the WV State Health Department for approval.

The Board did not hold an Executive session. The Board set the next meeting for January 24, 2012. The Board then adjourned.

**SUBMITTED BY**

William C. Mercer, MD, Health Officer  
January 24, 2012

**APPROVED BY**

John Holloway, MD, Board Chairman  
January 24, 2012