

**Wheeling-Ohio County Board of Health**  
Minutes of March 24, 2009 regular meeting

The Wheeling - Ohio County Board of Health met on Tuesday, March 24, 2009 at the conference room of the Wheeling-Ohio County Health Department (WOCHD).

Board members present were Dr. John Holloway, Gloria Delbrugge, Cheryl Wonderly and Brent Bush. Others present included Dr. William Mercer, Health Officer/Secretary; Howard Gamble, Administrator WOCHD; Lock Johnson, WOCHD Environmental; Beth Dowler, WOCHD-WIC Director; Wayland Harris, TP Director, Mike Makowski, Regional Epidemiologist and Becky Beckett, WOCHD Nursing Director.

Dr. John Holloway called the meeting to order at 12:00pm, lunch was provided. The minutes from the January 27, 2009 meeting were approved. Dr. Holloway opened the meeting with the Health Officer's Report.

Dr. Mercer gave the Health Officer's Report. Dr. Mercer updated the Board on Flu, reporting that we have had a mild flu season. He also discussed other viruses that are "going around the county", including the Norvirus. Dr. Mercer informed the Board that there has not been any new cases of Syphilis in Ohio County, since the end of the outbreak.

Dr. Mercer discussed with the Board the upcoming Health Officers Summit in Charleston that will be held on June 5 and 6, 2009. He also discussed with the Board some of the bills that have been introduced into the West Virginia Legislature this session, including HB 2932.

Dr. Holloway asked for the Administrator's Report. Mike Makowski, Regional Epidemiologist presented an overview of the timeliness of case reports from local health departments to the West Virginia Infectious Disease Epidemiology Program (IDEP). Some regions had case reports still open from 2007. Region 4, which includes Ohio County, fared well. IDEP generated a graph to depict the timeliness of case reports for 2008. It should be noted that animal bite encounters for 2008 were excluded from the graphs.

WOCHD Nursing report was presented which included a comparison of client encounters or nursing hours for core functions and expanded clinical services at the health department for January 2008 and 2009.

Lock Johnson and Howard Gamble informed the Board that Sanitarians inspected the former Rogers Hotel on 14th street in Wheeling WV on Friday March 6, 2009. Mr. Mark Jaber, owner of the building was present and was sent a letter following the inspection stating that our only concerns with the property at this time are:

1. All windows need to be secured so that no birds or other animals can enter the building. Securing the windows will also prevent further damage to the inside from the rain and snow.
2. The area on the roof that is the top of the elevator shaft and what appears to be ventilation chase needs to be sealed up and secured for the same reasons stated in number

The environmental staff did not find any other issues in the building that would be considered a public health issue at this time.

Howard informed the Board that it will be necessary to increase our environmental health fee for Food Handler Cards from \$5 to \$10 effective July 1, 2009. This is an environmental fee for service and does not need to go through the public informational stages as our fees for permit. Food school fees FY 2007-08 were \$8190. Both the Brooke and Marshall County Health Department charge \$10 for their card.

This change was approved by the Board during a vote at the end of the Administrators presentation.

Beth Dowler, WIC Director, presented to the board the WIC case load report for December 2008 and January 2009. Beth and Howard discussed the new clinic hours for the Wheeling WIC office. Evening hours at the Wheeling office will allow staff to schedule 28 extra appointments per week. Currently staff are seeing a nice show rate for the evening appointment. 24 additional clients were seen the first week of March, 29 the second week and 19 the third week.

The Wetzel/Tyler WIC office is offering daily nutrition education classes and are receiving positive comments from clients and it has allowed for more clinic slots which is allowing staff to get client scheduled within the policy of 10 days for women/infants and 20 days for children. Caseload continues to be above the assigned level of 4,200.

Wayland Harris presented the health department's CERC plan. The purpose of the plan is to outline methods and procedures for communicating with the media and public during a public health emergency or crisis.

Howard Gamble informed the Board that in January Governor Manchin approved revisions for pay plans for classified employees. These revisions were effective February 1, 2009. The revisions affected 7 WOCHD employees resulting in a \$12,466.86 increase in our yearly payroll. This increase is in addition to the Federal Minimum Wage increase that took place July 24, 2008. This increase did not affect the WOCHD.

On February 26<sup>th</sup> our three environmental health inspections and three office staff conducted city health code inspections of Wheeling Island. The Island was broken up into three sections and two staff members were assigned to a section. Over 130 violations, consisting of garbage, weeds, ect, were noticed. Following the City health code rules, letters of violation were sent out to owners of the properties. We continue to keep city officials updated on our efforts.

Our final Audit report was submitted to the Wheeling-Ohio County Health Department on February 11, 2009. We submitted our corrective action plan, filed audit electronically with Federal Audit Clearing House and will make both the City and County aware of the audit report following this Board of Health meeting.

Effective July 1, 2009 the employer contribution rate for the Public Employees Retirement System will be increased from 10.5% of an employee's gross monthly salary to 11% of the monthly gross salary. WOCHD's retirement contributions are processed electronically. Currently:

In February 2009 we made our annual budget request to both the City of Wheeling and the Ohio County Commission. We requested \$25,000.00 from both the City and County. Currently our FY 08-09 funding from the City is at \$25,000.00 and \$16,000.00 from the County.

On 3/4/09 we had a violation of the CIA regulation. Shawn Neidert (cab #37) from Burns & Church was caught smoking in the cab. We filed a criminal complaint in Magistrate court on 3/6/09. The G&G Bar and Grill entered a guilty or no contest plea for their violation of the CIA regulation on 2/26/08.

Howard provided an update on the health department's outstanding WIC legal case from January 10, 2001. The Judge has ordered both parties to re-file the pleadings they have previously filed in this matter.

In an attempt to receive State payments in a more timely matter, we have applied to the WV Auditor's Office for e-payments. If approved, our state payments will be sent electronically, resulting in a 3-4 day savings.

Howard also updated the Board on several bills that have been introduced into the West Virginia Legislature. This bills all affect public health. They are: SB 1. HB 3069. SB 115. HB 2932. HB 2855. HB 2135. HB 3195.

Howard also commented on the recent MMWR report on prevalence of current cigarette smoking among adults. WV current rank for 2007 is second highest at 27%.

Under New Business Alison Vandine, a West Virginia University MPH student, presented to the Board her practicum presentation "Clean Indoor Air Regulations in the Northern Panhandle of West Virginia." Vandine did her practicum with the health department.

The Board was presented with Health Department bills and receipts. The February 2009 Purchase Journal, Cash Receipts and Payroll Register were presented and approved. A partial March 2009 Purchase Journal, Cash Receipts and Payroll Register was also presented and approved.

Following the New Business report, the Board adjourned into Executive session. The Board moved back into the regular meeting, no action was taken in Executive session. The Board then adjourned. The next regular meeting will be held on Tuesday, May 26, 2009 at 12:00 p.m.

**SUBMITTED BY**

William C. Mercer, M.D., Secretary  
May 26, 2009

**APPROVED BY**

John Holloway, M.D., Chairman  
May 26, 2009