

Wheeling-Ohio County Board of Health

Minutes of July 29, 2008 meeting

The Wheeling - Ohio County Board of Health met on Tuesday, July 29, 2008 at the conference room of the Wheeling-Ohio County Health Department (WOCHD).

Board members present were Chris Carder, Brent Bush, Dr. John Holloway and Jim Swann. Others present included Dr. William Mercer, Health Officer/Secretary; Howard Gamble, Administrator WOCHD; Shelly Hanson, Wheeling Intelligencer, Randy Emanuelson and Tom George, Sledd Company.

Dr. John Holloway called the meeting to order at 12:00pm, lunch was provided. Prior to the approval of the minutes Ohio County Clerk, Patty Fahey, performed the swearing in of Gloria Delbrugge (**City appointment, 1st Ward, Democrat, term of office 7/29/08 – 6/30/11**) as a new member of the Wheeling-Ohio County Board of Health. The minutes of the June 2008 meeting were approved by the Board.

Dr. Holloway opened the meeting with the Chairman's Report. The meeting was turned over to two representatives from the Sledd Company of Wheeling WV. Mr. Randy Emanuelson, Vice President, Operations and Finance and Mr. Tom George, Human Resources Manager of the Sledd Company came before the Board to discuss the Clean Indoor Air Regulation.

The health department received a complaint on 6/30/08 about smoking in the lunchroom at the Sledd Company. The department did an inspection on 7/9/08. A letter was sent to the Sledd Company on 7/10/08 stating that in the opinion of the health department Administrator Howard Gamble, MPH and the County Health Officer William C. Mercer, MD that the regulation did cover the facility and that the facility did not fit the definition of a "Retail Tobacco Store".

The representatives from Sledd stated that they do test tobacco products and would need a designated room for testing. They also stated that most of the facility is smoke free. (see attached additional comments from Sledd)

A motion was made by members of the Board of Health stating that the Sledd Company is covered by the regulation with the exception of a designated testing room. The motion was accepted and approved by the Board. A copy of the minutes, once approved, will be forwarded to the Sledd Company.

Dr. Mercer gave his Health Officer's Report. Dr. Mercer updated the Board on the recent salmonella cases that are occurring in the United States. He noted we have seen other food borne illness cases such as E Coli in our area. Dr. Mercer did not have any new information on the pending court hearing concerning the

“Trop” on Wheeling Island. The Department issued a Magistrate complaint against the establishment for violations that were found during a recent inspection. Dr. Mercer announced that Peterson Rehabilitation Hospital will go smoke free shortly. Dr. Mercer announced that he plans on attending the National APHA conference.

Howard Gamble gave the Administrator’s Report. A new Board of Health roster was added to the agenda. The recent Audit was discussed. Following the Audit exit meeting with representatives of the State Auditors Office we were presented with “carry over” audit findings that were present in the 2005 & 2006 Audits. Although these issues were addressed in the fall of 2007 through a lengthy Corrective Action Plan, they still existed in Fiscal Year 2007. From the Audit Report there were no new Audit findings, and that some of the old findings were listed as “corrected”. All of the findings of noncompliance have been addressed in our corrective action plan. Nine (9) findings were highlighted from the recent audit. All of these were findings from the pervious 2006 Audit and all have been addressed through the corrective action plan that was submitted in 2007.

The 2008-09 State Aid to the health department is \$369,696.38. The US Census Bureau’s Estimates of the Population for Counties of West Virginia as of July 1, 2007 and the personnel information from the DHHR Office of Personnel Services were used to determine FY 2009 state funding distribution amounts for local health departments. The US Census data was used to calculate per capita rate and the personnel data was used to calculate pay raise amounts for eligible employees.

The Administrator ask the Board to approve the recent State provided pay increases. Three employees did not receive the pay increase. The total amount that was awarded to our department for raises was \$13,885.19. This amount had to cover both the raise and benefits costs. The Board approved the raises.

The Board was presented with the WOCHD policy and procedure manual. The manual will need Board approval. The Board requested that the manual be sent to members for review. An additional Food School has been added. In August we are moving our morning and afternoon classes to Thursday and our evening class will stay on Tuesday. We are seeing an increase in Food School participation both in our regular classes and our OFF SITE classes.

The Board was updated on the health department website. The Board was also updated on the recent BRIM (Board of Risk & Insurance Management) rate increase. Our rate was increased from \$12,780 to \$32,814. The biggest area of increase was in our General Liability which jumped from \$4,936 to \$25,259. Working with our carrier Bippus, we were able to have that reduced to \$22,652. We can anticipate a reduction later by completing certain surveys and

questioners. Much thanks to Bippus. One of reasons we saw a higher increase was the loss of other organizations in our pool.

The Board was updated on recent open staff position at the health department. The Threat Preparedness Director (Health and Human Resources Associate) is to replace Pat Vargo. The position is open for application until August 1st. The Regional Epidemiologist position was moved from the Wetzel/Tyler County Health Department to the WOCHD. The position serves the northern panhandle of WV. This position is responsible for communicable disease investigation and control for the local health departments of Hancock, Brooke, Ohio, Marshall, Wetzel, and Tyler and at a regional level. Provides consultation, training and other assistance to local health department staff involved in communicable disease investigation and control. Provides and serves as an educational resource to public health professionals, the medical community, government officials, and members of the public. Serves as a liaison between the state infectious disease epidemiology program and local health departments. Contributes toward the statewide objectives for epidemiology and laboratory capacity cooperative agreement with CDC.

The health department was awarded a Rabies contract totaling \$1,800 for tidars on our Sanitarians and to purchase tools to assist them with removal and testing of specimens. Mileage was increased from \$50.5 to \$58.5 cents per mile effective July 1, 2007. The Board was reminded that the department follows the Ohio County Commission for travel rate reimbursement. June 2007/2008 Investigations & Client Encounters Report and the May WIC Case load report were presented to the Board. Following the open meeting the Board moved to go into executive session.

The Board returned from executive session and approved two motions, move health department employee Tina Tina Vetanze from an OA 1 to an OA 2 and the reappointment of Dr. John Holloway as Chairman of the Board to coincide with the fiscal year of July 1-June 30. With no further business the Board meeting adjourned. The next regular meeting will be held on Tuesday, September 9, 2008 at 12:00 p.m.

SUBMITTED BY

William C. Mercer, M.D., Secretary

September 9, 2008

DATE

APPROVED BY

John Holloway, M.D., Chairman

September 9, 2008

DATE