

**Wheeling-Ohio County Board of Health**  
Minutes of September 11, 2012 regular meeting

The Wheeling - Ohio County Board of Health met on September 11, 2012 in the Wheeling-Ohio County Health Department, 1<sup>st</sup> floor of the City/County Building.

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

Prior to the start of the meeting Ohio County Clerk Patty Fahey swore in Michael Caruso for a new term on the Wheeling-Ohio County Board of Health. His term will end on 6/30/17.

The meeting was called to order. The minutes from the July 24, 2012 were reviewed and approved.

Dr. Holloway asked for the Health Officers report. Dr. Mercer gave the Health Officer's Report. Dr. Mercer updated the Board seasonal flu shots and the recent outbreak at Yosemite National Park. Dr. Mercer also discussed several smoke free topics including the local colleges and university that will be going tobacco free, an update on casinos in Maryland, Ohio and Pennsylvania and the issues with smoking. He also discussed school immunizations and requirements relating to school admission and immunizations.

Howard Gamble presented the administrators report. The WVDHHR/WV Bureau for Public Health approved the department's Annual Program Plan for FY 13, through a letter dated August 29, 2012.

The administrator presented to the Board the current schedule for clinics and programs at the department. The schedule included scheduled flu vaccination clinics that have been set up at area business.

The administrator presented a seasonal flu vaccination resolution to the Board. The resolution strongly recommends annual influenza vaccination for all HCWs to prevent transmission of influenza; and encourages all health care organizations to adopt policies that require annual seasonal influenza vaccination for employees and appropriate exemptions for those not eligible for vaccination. The Board approved the resolution and was signed by each member.

The administrator presented to the board three WVBPH reports providing surveillance data in West Virginia. The first report was the WV Vectorborne Disease Surveillance Report for 9/1-7/12. This report provided Mosquito and Tickborne disease surveillance data. The second report is the "Outbreak Report for August 2012" this report gives an overview of respiratory, rash and enteric disease outbreaks in West Virginia. The third report is the September 1, 2012

weekly MMWR. Notable on this report is the number of cases of H3N2v that has been reported nationally.

The administrator presented to the Board an updated Marcellus Gas Drilling Map, provided by the Ohio County Commission. The map provided detail on gas drilling activity for the county. Discuss was continued on the departments future participation in a research project with West Virginia University.

During the first and second quarters of 2012, 43 rabies-positive animals were identified in West Virginia. During the same period in 2011, there were 79 rabies-positive animals, this compares to 2010 when there were 49 rabies-positive animals. The following summary highlights rabies surveillance for the first and second quarters, 2012:

- Animals tested at Office of Laboratory Services (OLS)
- Animals tested at United States Department of Agriculture laboratory (USDA)
- 612 Total Animals Tested

43 positive animals identified: 26 Raccoons, 1 Bat, 7 Skunks, 1 Horse, 3 Foxes, 1 Groundhog, 2 Dogs, and 2 Bobcats.

- 220 animals were tested because of human exposures: 13 were positive (6%)
- 71 animals were tested because of pet/domestic animal exposures: 21 were positive (30%)
- 321 animals were tested for surveillance or other reasons: 9 were positive (3%)

Both the City of Wheeling and Ohio County magisterial districts changed recently. Two Board members were affected by this change. Cheryl changed from magistrate district 1 to magistrate district 2 and Michael also changed from ward 3 to ward 4. This will not change the board make up. At this time no Board members changed political party affiliation.

The department hired two new full time WIC staff, which started effective September 4th. Sherry Klug and Heather Tennant will be working for our WIC program in the Wetzel/Tyler officer as Health & Human Service Aides. Both staff are 60% effort. The administrator asked for the Board to approve the hiring of these two new staff. The Board approved the request.

In New Business the Administrator presented an update on the annual audit. The Audit Committee met on September 6, 2012 and selected Teed & Associates of Charleston, WV to conduct the health department's annual audit. At this time the West Virginia State Auditor's Office is allowing the department to seek out two FY audits. Total cost for the annual audit will be \$5,900 each year and \$472 (\$944) paid to the WV Auditor's Office as a processing fee.

The Board was presented aged receivables as of September, 2012. The Board was presented with the draft year to date budget for review and discussion. The administrator did not see any out of the normal issues with the current budget.

Jonathan Lewis, regional tobacco prevention coordinator, presented to the Board information on an upcoming Webinar, through the National Association of Local Boards of Health, focusing on tobacco prevention and control.

The Board an Executive session. Following the session the Board voted to go back into the regular meeting. The Board approved a one time \$600 payment/non base building salary adjustment for each permanent full and permanent part time employee of the WIC program. (Total cost to this is (\$11,400.00 + \$2513.10 benefits= \$13913.10) At this time, the WIC budget for FY 12-13 will not have funds available to give employees a small pay raise. The funds used for this bonus, will only come from the WIC budget. The State WIC Program has given written approval for this action. The action will also need approval from the West Virginia Division of Personnel, following the approval of the Board of Health.

The Board set the next meeting for November 13, 2012. The Board then adjourned.

**SUBMITTED BY**

William C. Mercer, MD, Health Officer  
November 13, 2012

**APPROVED BY**

John Holloway, MD, Board Chairman  
November 13, 2012