

**Minutes for Berkeley County Health Department
April 23, 2007**

Attending: Joy Buck George Karos Sandra LeMaster
 John Miller Dr. Diana Gaviria Pamela Holstein-Wallace
 Bill Kearns Keith Allison Mary Gooden
 Robert Burkhart Jim Barnhart Courtney Swift

Guest: Bobbi Miller

Call to order: 4:00pm by John Miller

Motion to approve the minutes J. Buck second R. Burkhart, approved

Threat Preparedness report: reviewed by Pamela Holstein-Wallace

- We held a National Public Health week celebration and had 123 posters from students from schools presented through out the county. The top 10 were awarded prizes. We also passed out Radon test kits to the public and provided medical screenings
- WV Department of Agriculture had a tabletop exercise in March
- Health and Human Services will make a presentation May 4th explaining how we all have a role to play in a disaster. Joan Ohl will be the guest speaker.

Clinical report: reviewed by Sandra LeMaster

- Vickie Greenfield drew blood for the 5th grade cardiac kids.
- On May 2nd Vickie Greenfield's Shepherd College students will be having a presentation of their community assessment project at the Byrd Center at 11:00am.
- S. LeMaster had a 10yr old boy scout named Ian Shaffer who came in to interview with her during the Public health week
- S. LeMaster and R. Wheeler went to the Eastern Regional jail to investigate a complaint.
- We will start providing Shingles vaccine to those who qualify. You have to be at least 60 to get it.

Environmental report: reviewed by Jim Barnhart

- We had a positive raccoon for rabies at the C.J. McDonald Farm. We also had another positive raccoon that bit someone's dog
- The 2nd round of school inspections are almost done. South Middle school now has a new kitchen after 50 years.
- Keith Allison is our new wastewater sanitarian.
- There have been ongoing reviews of Steve Alenskis' work.

Financial report: Presented by Bill Kearns

- We have contracted with Alex Tsiatsos to help Jim in getting his food service inspections up to date.
- We have another gentleman who is interested in a sanitarian position and will be graduating from Fairmont University in July. He will be available before the next training starts.
- We will be participating in the Walk America this year. A good many of our employees have been helping to raise the money. Courtney Swift is coordinating this.
- We will be getting an additional \$10,000 from the City and \$10,000 from the County in our budget for next year. These increases will be utilized for staff pay increases.

Health Officer report: Presented by Dr. Diana Gaviria

- Due to findings by the state office, Dr. Gaviria appeared before the Planning Commission to give "partial" approval to the Bakersfield subdivision, holding off for further evaluation of lot 3. Rick Hertges started looking at this project and wondered if the perks were done on the lots. Twila Carr has gone there and looked at the perk holes. Rick wanted to put a hold on the approval from Planning commission. They re-did the perks and Richard Wheeler looked at the holes on each lot and approved it. One lot had rock in the area of the perk; Brad Cochran gave approval on all the lots except for the one with rock. Jim Barnhart, Richard Wheeler, Nathan Douglas and Chris Baker looked at the whole subdivision. Planning approved all the lots but the one with rock for now.
- Gosling Marsh. Steve gave HAU approval J. Barnhart and R. Wheeler looked at the land and they are still trying to decide on what to do.
- Attended national meeting of MRC coordinators in Providence, RI.

Motion to approve the reports J. Buck second R. Burkhart, approved.

Old Business: None at this time

New Business:

- Dr. Gaviria presented an early draft of a proposed policy for restaurant closures and how many closings they get before they are closed permanently. Dr. Gaviria will seek input from prosecuting attorney's office and BPH and will re-present at next meeting.
- El Rancho has been closed for the 4th time. We will be meeting with owner to discuss whether it may reopen.
- The clinical building is in need of a phone upgrade. The quote for the new phone system for all the rooms is \$7,587.00 which includes a 3yr parts and labor warranty. 2005/2006 Emergency fund from State Aid in the amount of \$5,100. A request was made to purchase the system with these funds and the remainder to come from the payroll redirection.

Motion to approve the new phone system G. Karos, second J. Buck, approved.

- B. Kearns has placed an advertisement to receive bids for cleaning contracts for both office buildings.

Motion to go into executive session for discussion of personnel, no decisions will be made during this session. Motion by J. Buck, second R. Burkhart, approved.

Motion to go out of executive session made by R. Burkhart, second by J. Buck, approved.

Motion for B. Kearns to post position of Health Officer for a classified status made by G. Karos, second by J. Buck, approved.