

Minutes of Berkeley County Health Department December 19, 2005

Attending: John Miller III Sandra LeMaster Bill Kearns
 Ruby Foltz Diana Gaviria
 Robert Burkhart Jim Barnhart
 Max Fisher Larry Westcott

Guests: Christina Mickey
 Mark Baker
 Bobbi Miller

Call to Order: 4:10pm by Max Fisher

Motion to approve minutes R.Burkhart, second R.Foltz, approved.

Threat preparedness report: reviewed by Larry Westcott

- D. Gaviria announced L.Westcott's resignation effective Jan. 6.

Clinical report: reviewed by Sandra LeMaster

- notes that she will be polling county providers about whether they plan to order flu vaccine to estimate demand next year
- reviewed flu vaccine given

Environmental report: reviewed by Jim Barnhart

- correction to rabies – dog was actually skunk, cat actually Morgan county
- Bill Kearns noted that by end of the year, food service staff will be up to date and compliant with required inspection schedule

Presentation by Christina Mickey: "Clean Indoor Air in West Virginia"

Administrator/Financial report: presented by Bill Kearns

- noted resignation of Pete Resh,RS effective Dec. 23
- financial report – some slowdown of environmental income expected in winter, also concern about temporary slowdown in threat preparedness activities
- notes that will propose adjustments to budget at next Board meeting
- discussion about contract payroll line item, S. LeMaster notes that due to nursing decrease has had to use contractual nurses more heavily this month, this will be one item for adjustment at next meeting

Health Officer report: presented by Dr. Gaviria

- Alex Blackburn has expressed interest in serving as a soils consultant, we have requested that he provide documentation of credentials, his services may be used in evaluation of contested sites or during evaluation of sites when the sanitarian feels that a soils evaluation would be helpful
- Reviewed Chickenpox outbreak activities, in coordination with state Department of Health providers, schools, and students' families have been advised about outbreak and recommendations
- Dr. Gaviria will be out of town from Dec. 25- Jan. 5. Dr. Hamilton has agreed to be available to take calls if needed
- Reviewed letter to Patrick Henry of planning commission, Dr. Gaviria noted that review of planning commission minutes did not indicated that Mr. Henry stated that a Health Department representative had recommended removing septic regulations from the subdivision regulations
- Staff party/ holiday party to be held on Dec. 21, Board members were invited

R.Burkhart made motion to approve reports, M.Fisher second, motion was approved.

Old Business:

- Re.Rick Hertges expense reports, B.Kearns noted that there is no state or Board of Health policy requiring expense reports to be submitted within a specified time frame.
- R.Burkhart noted that the Board should not be liable for last fiscal year expenses
- R.Burkhart made a motion to only pay approved/authorized expenses for current fiscal year, M.Fisher seconds, motion was approved . (John Miller expresses in favor)

New Business:

- Capitalization policy- presented by Bill Kearns, per accounting principles, - advised by auditor to have policy in place.
- Motion to adopt R.Foltz, R.Burkhart seconded, motion was approved.
- Safety policy – BRIM may apply surcharge if organization does not have safety policy. A new safety committee is composed of Bill Kearns, Jim Barnhart, Sandra LeMaster, proposes that Board of Health adopt Berkeley County employee safety manual subject to enhancement. Mr. Burkhart noted that manual should include reference to clinical safety issues and occupational hazard (e.g. entering into open 6 foot holes)
- Mr. Burkhart made motion to adopt Berkeley County safety manual subject to addition of provisions specific to Health Department , M.Fisher seconded, approved.
- John Miller suggested that insurance may be reduced if staff take online safe driving course.
- Expense report policy was presented, Mr. Burkhart questioned if there should be exemption for June so that all reports would be submitted before the end of the fiscal year,
- R.Foltz made motion to approve, M.Fisher second, approved.

- D. Gaviria presented Inclement Weather policy. M. Fisher questioned mention of County Commission making determination. This sentence to be removed.
- R.Foltz made motion to approve inclement weather policy as modified, M.Fisher seconded, approved.
- Change January meeting to Jan. 23rd. due to MLK holiday on the 16th.

Public Comment

- Mark Baker noted concerns about slowdowns due to sanitarian shortage, made suggestion that we may contract out some sanitarian tasks, B.Kearns noted that it may take up to a year to have a fully trained sanitarian, Mr. Baker questioned if John Clevenger may be an individual to do contractual work,

R. Burkhart requested an executive session to discuss personnel matters.

R.Burkhart made motion to go into executive session, no action will be taken.

Motion to R.Burkhart to go out of executive session, noted that no action was taken, personnel matters were discussed. Motion approved.

Motion to adjourn approved.