

**Minutes of Berkeley County Health Department
June 26, 2006**

Attending: Max Fisher Diana Gaviria Pam Holstein- Wallace
 Ruby Foltz Bill Kearns Courtney Swift
 Robert Burkhart Jim Barnhart Ken Orr
 Joy Buck Sandy LeMaster, R.N.

Guests: Bobbi Miller

Call to order: 4:00pm by Max Fisher, Vice Chairman for John Miller who was absent.

Motion to approve minutes was made by R. Burkhart, second R. Foltz. Motion carries.

Threat Preparedness Report: Presented by Pam Holstein-Wallace

- Pam handed out binders of the table top exercise that was held on June 6, 2006. Exercise was a great success.
- On June 14, 2006 there was a Psychosocial Impact of Disaster and Terrorism with 70 people in attendance for the exercise.
- 100% of health department employees have now completed the N.I.M.S. training required under the threat preparedness grant

Clinical Report: Presented by Sandy LeMaster

- April and May's report
- Numbers for Family Planning clinics are going down. Some patients are now only being seen once a year. New policy was clarified, those clients who have been compliant with follow-up for one year are receiving one year of contraceptives unless medical conditions require closer follow-up
- Vicki Greenfield a recent nursing graduate has been working part-time pending hiring of a full-time nurse to fill the vacant position. Vicki graduated with a B.S.N. The Health Dept is also advertising in the paper for the position.
- S. LeMaster advised that there is case of multi-drug resistant TB in the county. The Virginia Health Department and the WV office of TB control are assisting in management to ensure that there is no break in continuity of care.

Environmental Report: Presented by Jim Barnhart

- B. Kearns introduced our new sanitarian Ken Orr to the Board of Health. He has 25 years experience in the Coast Guard and worked as a Health Director in New Jersey.
- Report for March, April and May were given. May's report last year to date to this year to date is more than last year's.
- There was a skunk that was positive for rabies from the Spring Mills area.
- BCHD has received several calls about dead birds. Everyone is past the scare of getting West Nile their focus now is the Bird Flu. We have sent off one bird so far this year it was a crow and it came back negative (for WNV).
- On June 10, 2006 at the Holiday Inn in Martinsburg they had a wedding reception and a 60th Anniversary party and about 30% of the people were sick. J. Barnhart is thinking it is the salad. Due to the fact that it was tossed with their hands. We have submitted stool samples but no results have been received as of this date.

Administrator/Financial Report: Presented by: Bill Kearns

- Report for period of July 05 to May 06 was presented.
- Account # 4125 shows a lack of revenue due to decreased number of patients in the Family Planning program We have to do some mass marketing.
- We are under in income budget by \$9,500. We were under in the expenses \$19,000 but it equaled out. Total for the surplus came to \$9,600.
- B. Kearns wanted to mention that the results of the Level IV Grievance that Rick Hertges filed has been denied by the Administrative Law Judge. B. Kearns and D. Gaviria are now in the process of getting back the laser level that Rick loaned without permission of the department.
- B. Kearns is actively looking for another Nurse and Sanitarian.

Health Officer Report: Presented by Dr. Gaviria

- Dr. Gaviria wanted to give thanks from everyone to Max Fisher for him being part of the Board of Health for many years.
- Dr. Gaviria had a meeting with Mr. Stubblefield and Hunter Wilson and more people about a project that they are developing. They are working on making a map of the county and where the septic tanks are located on the property, this will also keep a check on how often they should be pumped and will show if there are problems with the tank or lines. Dr. Gaviria wanted to let the Board of Health know and get their opinion on the project. Tetra Tech is the one doing the study on this project. This would be the 1st program like this in our state. Tetra Tech received a grant to start up this project. Dr. Gaviria will keep everyone posted on what is going on with it.

M. Fisher made a motion to approve reports, R. Burkhart second R. Foltz motion. Motion carries.

Old Business:

- We have received a letter from the State that approved our Environmental Fee Increase application.

New Business:

- B. Kearns handed out a copy of the set of proposed revised By-Laws to all the board of health members and asked them to look over them and see if they have anything they want to change. Changes should be presented at the next meeting and motions can then be made at the following meeting. There was discussion if a conflict of interest policy should be included. Dr. Gaviria and Bill Kearns will obtain a sample statement from the Ethics Commission for the Board to consider.
- All Board of health members agreed to look over the by laws and get back with B. Kearns.
- Dr. Gaviria wanted to address to everyone on the board that Kim Kline our Regional Epidemiologist in Pendleton County currently is in danger of losing her position due to lack of funding. Dr. Gaviria has written a letter and would like to have the Board of Health to sign off on it for presentation to the delegates and legislators.

R. Burkhart made a motion to approve the letter, R. Foltz second the motion.
Motion carries.

- Carolyn Thompson with “Scrabble Rabble” citizens group approached Dr. Gaviria about working with them and DEP to present a forum to teach people how to take care of septic systems and help them learn more about them. Also to let them know the different options that they have on systems.
- All the Medical staff have recently completed a course on the B.L.S. and using of the Automated External Defibrillator.
- Bill has been working on providing for Board of Health training for all Board of Members and County Commission members in the Tri-County on August 16th in the County Commission Chambers of the Dunn Building.
- Our next board meeting will be on July 17th.

Public Comments:

None

Motion to adjourn approved