

**Minutes of Berkeley County Health Department
November 20, 2006**

Attending: John Miller	Diana Gaviria	Jim Barnhart
Ruby Foltz	Bill Kearns	Courtney Swift
Joy Buck	Pamela Holstein- Wallace	

Call to order: 4:00pm by John Miller

Motion to approve minutes J. Buck, second R. Foltz, approved

Due to the absence of Sandy LeMaster there was no Clinical report

John Miller inquired if there was more information about well-grouting requirements, particularly whether grouting needs to go up to ground level and what material must be used. Jim Barnhart will bring regulation to next Board meeting for review.

Environmental report: reviewed by Jim Barnhart

- ❖ Food School at James Rumsey on Oct 26th we had 200 or more people attended. Kim Kline was there to give a presentation about food safety.
- ❖ We had one positive raccoon for rabies around the area of Butler Chapel Road.
- ❖ We have $\frac{3}{4}$ of the schools first inspections done they will be done by December 1st. The second inspection on them will be done in spring.
- ❖ We are down in people purchasing sewage permits by 150 from last year.

Threat Preparedness: presented by Pamela Holstein-Wallace

- ❖ Gave out hand outs to everyone in at the meeting they are emergency wallet cards it had contact numbers and information that you can put on there incase of an emergency. Pam got this information from Kewaunee County Health Department in Wisconsin.
- ❖ There will be a Pandemic Flu table top exercise on December 13, 2006.
- ❖ Pam received a phone call from Home Land Security in Nebraska wanted to know if we have a plan for the special needs people incase of disaster.

Administrator/Financial report: Presented by Bill Kearns.

- ❖ Bio-Terrorism grant was approved
- ❖ There was an increase on line 6330 for Environmental supplies due to probe thermometer gift being given to each manager at annual food school.
- ❖ We are advertising for Office Assistant II for when Martha retires.

Health Officer report: presented by Dr. Gaviria

- ❖ Dr. Gaviria and Sandy LeMaster went to Basic Disaster Life Support course.
- ❖ Vicki Greenfield is part of the facility at Shepherd College and will be bringing nursing students to the Health Dept.
- ❖ Dr. Gaviria has applied to WVU to offer two-week rotation in local public health for fourth year medical students . She feels it would be good experience for them to find out about public health issues.
- ❖ Dr. Gaviria was asked to join the City hospital Community Advisory board. They meet twice a year. She invited Board members who have question or concerns to let her know and she can address them at the meetings.
- ❖ MRC volunteer orientation had 20 people show up
- ❖ Dr. Gaviria is also applying for a grant of \$10,000 to help with recruiting and other things to help with the MRC.

John Miller made motion to approve the reports J. Buck, second R. Foltz, motion approved.

Old Business:

- ❖ Dr. Gaviria presented the memo regarding the Chain of Command to all the staff.

New Business:

- ❖ One of the storage buildings is falling apart and needs replaced. Bill Kearns is looking at getting one from American Amish. The budget for a new building was set at \$4500 but the building should come in much less.

Motion to approve for a new building was made by J. Buck. Second by R. Foltz, motion approved

Public Comments: None

John Miller motion to go into executive session J. Buck for purposes of personnel. Second by R. Foltz. Motion Carries.

Motion was made to return to regular session by J. Buck and second by R. Foltz.

Let the record reflect that there were no decisions made during executive session.

Motion to adjourn meeting made by J. Buck and Second by R. Foltz.