

**Minutes of Berkeley County Health Department  
October 15, 2007**

Attending: Courtney Swift Joy Buck Ruby Foltz  
Cara Harding Robert Burkhart Pam Holstein-Wallace  
Bill Kearns John Miller Carl French  
Dr. Gaviria Sandra LeMaster

Call to order: 4:00pm by John Miller

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

Threat Preparedness report: reviewed by Pam Holstein-Wallace

- Pam just updated everyone on the TP exercise that we just did.

Clinical Report: reviewed by Sandra LeMaster

- In August we went down to the fire hall and gave out PPD shots
- In September we set up a stand at the Spanish Heritage Days. We gave out information on Radon and medical pamphlets to educate them on vaccination and other health questions.
- There was a community wide set up to show people all the business in Berkeley County. We attended and gave out some information about what we do.
- We prophylactic first responders. We had 40 responders and got them vaccinated in 17 minutes.
- We had a TP drill at S. Middle School Oct 13th and everything went well.

Environmental report: reviewed by Cara Harding

- We had the food school on October 4th. Linda Whaley was a guest speaker and talked about the new food code book coming out the beginning of the year. We had another guest speaker Stephen Brown with ServSafe talked about training and getting certified in ServSafe.
- Jim Barnhart and Jennifer Beamer are starting the inspections for Hotel/Motel
- We will start inspecting the retail stores the beginning of the year
- C. Harding, A. Edwards, B. Kearns and Dr. Gaviria had a meeting with the corporate office of Ryan's Steak house to talk about there last closure. The meeting went well.
- El Rancheros is still on probation they have 4 months to go.
- Stirfrye88 was the last closure we had. They have cleaned it up and are now open.

Financial report: Presented by Bill Kearns

- The state has changed the chart of account list. They have broken it down into 3 categories: fees for service which means re-inspections, water samples and home loans, Fees for permits which are anything we issue a permit for and last is the contracting which is DEP, Radon grant.

- Immunizations are kind of high right now because we have to purchase \$49,000 of Flu vaccine. In January we will start to get some of that make from Medicare.
- Education is high right now also because we have 3 sanitarians in training.

Administration report: Presented by Bill Kearns

- We had the State Health conference back in September. Dr. Gaviria couldn't attend but we have 2 nurses and Courtney attended. The conference went very well.
- We are advertising for new Clerk in the environmental office.
- Martha Smallwood is helping out part time in the Environmental office until we hire someone.

Health Officer report: Presented by Dr. Gaviria

- Had a meeting about the medical screening for the Dental out reach. The next meeting should be sometime next year.
- We have a Shepherd College student Katie that is going to be sending out 800 letters to residents in Berkeley County that have a new home with the Radon pipe to see if they will let us test there home to see how well the pipe is working.
- Vickie Greenfield went to a meeting called Train the Trainer at John Hopkins on Cultural competency.
- Carl French is the new TP coordinator. He worked in Washington County with Homeland Security.

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

Old Business:

- Dr. Gaviria emailed Norwood Bentley and didn't hear anything back.
- Public sewer board is saying that they are going to turn off there service if they don't pay there bill.

No Public comment

Motion to go into executive session J. Buck, second R. Burkhart, Approved

Motion to go out of executive session back into regular session J. Buck, second R. Burkhart, approved

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

Motion to adjourn R. Burkhart, second J. Buck, Approved