

Grafton-Taylor County Board of Health

The Grafton-Taylor County Board of Health met on Friday, February 23, 2018, at 9:30am, at the Grafton City Council Chambers.

Members Present: Wilda Swisher, Chairperson
John Taylor, Vice Chairman
Dr. David Bender, Medical Director
Jeff Isner
Trenton Pauley

Members Absent: Ken Cole

Staff Present: Boyd Vanhorn
Helen Elbert
Jeff Kiger
Abby Goff
Shaunda Rauch
Shawn Thorn
Cami Stemple
Diana Boyle
Marian Browning
Brandy Miller

Trenton Pauley led the Pledge of Allegiance and Boyd Vanhorn gave the Invocation.

The meeting was called to order by the Chairperson at 9:30am. Proper notifications had been made and a quorum was present.

Aaron Fetty and Zach Redmond, students of the Nurse Practitioner program at WVU were presented and introduced themselves.

Approval of Minutes:

Minutes from January 19, 2018, were presented and approved. **MOTION** by Jeff Isner, **SECONDED** by John Taylor for approval. **MOTION APPROVED UNANIMOUSLY.**

Community Health Updates

Public Health report given by Diana Boyle, NP

- ❖ School Based Health program is moving forward quickly since the verbal approval. Principal and school nurse have shown them the space and timeline. Will meet with the advisor in March and Board of Education in April. Letters to parents will be sent out in May. The space will be equipped in the summer to be ready in the schools by August.
- ❖ Harm Reduction – Only one client still. Dr. Bender and Shaunda Rauch attended the heroin event at Buffalo Flats event. The event was well received.
- ❖ Brandy Miller, LCSW, and Cami Stemple attended the Public Health Day at the Legislature in Charleston on Feb. 13th. They gave out a lot of literature and acquired tips on how to move forward from other health departments.

Home Health report was reviewed.

- ❖ Abby Goff, RN, announced that they have a full time registered nurse hired.

- ❖ Working on the star rating. Currently at a 2.5 that is better than before. Mr. Vanhorn stated that there's been tremendous improvement since Abby has taken over. Visits have been done on the weekends since Thanksgiving. Aide visits have greatly increased.
- ❖ Mrs. Rauch gave an update on the Conditions of Participation (CoPs). Improvements continue with implementing the CoPs. Most surveys so far have been about the Emergency Preparedness. With adding a new RN, we can concentrate more on the CoPs to improve the star rating.
- ❖ Helen Elbert added that each section increased with visits from last month with OT having the greatest increase. The board was informed that referrals had increased greatly over the past few weeks just as Dr. Bender had informed board would happen in the last meeting, due to the flu season.
- ❖ Miller, LCSW, has been seeing more patients for home health. This has been a great help.

Behavioral Health given by Diana Boyle, NP

- ❖ The provisional approval from the fire marshal. Waiting on OHFLAC to get the okay. Policy Manual is complete.
- ❖ Met with the Magistrate Court a couple of times to get a feel for what services they need. All set up for people to do intake, psychosocial, physical and lab work. Can't do Behavior Health yet. Drug screening is all set up, just waiting for them to come through the doors.
- ❖ Mrs. Rauch stated that they are conducting Naloxone training with the Sheriff's Department and courthouse staff.
- ❖ The Battery Intervention Program is being work on as well. This will be group therapy once a week for 33 weeks.
- ❖ Mr. Vanhorn informed the board that the letter from the fire marshal has not yet been sent over to OFLAC.
- ❖ Boyle, NP, announced that the first physical health check will be today.

Community Protection

Environmental report was reviewed.

- Jeff Kiger reported that it was all routine activities for January.
- The Health Space program is being worked on. Charleston is to come and get it to where it needs to be.
- Clean up was done in the basement area.
- Susie Bumgardner working on getting the archived files in order.
- Completed an online training with the Environmental Health Training from the University of Washington. Mostly about the history of health departments and how to handle situations.

Threat Preparedness report was reviewed.

- ✧ Shawn Thorn added that he has been working on the Behavior Health readiness, Clearing out all combustibles from mechanical storage areas, motion activated lights installed, removal of all deadbolts and replaced with compliant handles and locks.
- ✧ Emergency Operation Plan was distributed. Real world evacuation plan to use with the health department.
- ✧ We are now HIPPA compliant with all shredders in the building.
- ✧ Radios have been implemented for areas with no cell service

Committee Reports

Finance/Audit Committee Report given by Jeff Isner.

- Payroll audit was conducted with no issues.
- Review of the Accounts/Balances report. Only 68% of the amount needed for the three months expenses in the savings account. The expenses have been costly with the two new startups. Travel expenses have increased.

- John Taylor questioned if there was a contingency plan in place. Mr. Vanhorn stated that there was a Continuity of Operations Plan (COOP) that would implement only primary services that need to be provided. Discussion on what would be the trigger to execute the plan.
- Review of the Profit/Loss report from the previous year, as well as, the Accounts Receivable report provided by Marian Browning.
- Further discussion concerning the percentage of the three months expenses needed for operation not to drop below before using the contingency plan.

MOTION by John Taylor, **SECONDED** by Trenton Pauley to implement the contingency plan if the account drops below 60% of the three months expenses needed for operation. **MOTION APPROVED UNANIMOUSLY.**

- Discussion with Mrs. Browning over what income will be coming in and what will be needed to make the next payroll.

MOTION by Jeff Isner, **SECONDED** by Trenton Pauley to approve up to \$12,000 to be transferred from the money market account, in to the checking account, if needed. **MOTION APPROVED UNANIMOUSLY.**

MOTION by Jeff Isner, **SECONDED** by John Taylor to approve the financial report. **MOTION APPROVED UNANIMOUSLY.**

Building Committee report given by John Taylor.

- Meeting was held on January 26th. They looked at the finances and discussed the fundraising for the Friends of the Grafton Taylor County Health Department (GTCHD). Advertising continues to roll on.
- Mr. Vanhorn stated that he would be speaking at the Rotary Club in a couple weeks. Memorial Day Committee presentation would be in a week.
- A voters list was acquired from the Secretary of State's office.
- Ethics commission was contacted with a couple of questions. Everyone can educate on the bond issue. Board of Health and health department employees can do anything about educating of the building and services but not about voting yes for the bond.
- The next meeting will be March 2, 2018, 10:00am, at the health department.
- Dr. Bender questioned about the bullet points they were told they would get to use.

Human Resources/Personnel Committee Update given by Marian Browning.

- ✧ Kelly Wright, RN, was hired as the new RN for home health. She will begin March 6th.
- ✧ Angie Flowers, RN resigned on February 8th.
- ✧ Era Ford, Medical Assistant, was hired for public health and will begin March 12th.
- ✧ PerformSmart will roll out next week with goals for the employees.
- ✧ Sexual harassment training was held at the Monongalia County health department and attended by all employees.
- ✧ New organizational chart was reviewed with Mr. Vanhorn pointing out the changes.

MOTION by Jeff Isner, **SECONDED** by Trenton Pauley to approve the new organizational chart with the current changes. **MOTION APPROVED UNANIMOUSLY.**

Mr. Vanhorn added that since leaving the Division of Personnel, hiring has been much quicker and at less cost; used to take about two months. These two new hires are the first two brought in on our own; less interruptions to services.

Accreditation Committee – on hold

Unfinished Business – Bylaws update

MOTION by John Taylor, **SECONDED** by Jeff Isner to adopt the edited version of the Bylaws.
MOTION APPROVED UNANIMOUSLY.

New Business - NONE

Administrator's Report - NONE

Public Comment – NONE

Center for Local Health

Amy Adkins, Director for the Center for Local Health, gave a presentation with information about her unit and an overview of the Public Health Practice. This was followed by a question and answer time regarding the presentation and on how our local health department compares to other health departments. Mr. Vanhorn asked what the state's perspective was of how Taylor County is doing. Ms. Adkins replied that from a business perspective we are doing great work. Commended the board and employees and added that when adding new programs, make sure they meet the standards.

Board Member Comments- NONE

Governance

The next regular Board of Health meeting would be on Friday, March 16, 2018, at 9:30am.

MOTION by Jeff Isner, **SECONDED** by John Taylor to adjourn at 12:07am.
MOTION APPROVED UNANIMOUSLY.

Wilda Swisher, Chairman

John Taylor, Vice-Chairman

Dr. David Bender, Secretary

Recorded and Typed/hce
Reviewed/bkv