

# *Nicholas County Health Department*

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Summersville, WV 26651  
(304) 872-5329

## Nicholas County Board of Health Minutes

March 31, 2010

*Present:*

Joseph Hoffman, Chairman

Joe Young

Terry Lewis

Maria Dooley

Dr. Mark Wantz

Cheryl Amick

Rodney Boyce

Debra Jackson

*Absent:*

Joann Kamm

Meeting was brought to order at 2:00pm.

*Review of Minutes:* Minutes of December 16, 2009 meeting reviewed. Motion to accept the minutes was made by Joe Young and seconded by Terry Lewis. Motion carried.

*Election of Board Chairman:* As required by the Board of Health By-Laws, Board Chairman was elected. Terry Lewis made motion to re-elect Joseph Hoffman; seconded by Joe Young. Motion carried.

Joseph Hoffman discussed the need for Co-Chairman in his absence. Joe Young stated any Board member would be allowed to approve by signature the payroll and payable check registers. Mr. Hoffman designated Terry Lewis to act as Co-Chairman.

The Board also noted the re-appointment of Terry Lewis to the Board for a term beginning June 18, 2008 and ending June 30, 2013, an item missing from the minutes at the time of the reappointment.

*Change of By-Laws:* Removing Nicholas-Webster Home Health from Board of Health By-Laws and other official documents was approved. A motion to make the necessary changes was made by Joe Young and seconded by Terry Lewis. Changes are to be made and read for consideration at the next two meetings after which the By-Laws would be accepted if approved.

*H1N1 (Swine) Influenza Updates:* Cheryl Amick, Nurse Director, presented an H1N1 vaccination update. Topics included:

- Total number of vaccine administered to date.
- Recent increases of H1N1 illness in Georgia
- Future vaccination projections and the potential of a Third Wave – April was the beginning of the season last year.
- Total funds expended and total available.
- The Bureau for Public Health Treat Preparedness Division had requested that the CDC review Nicholas County Health Department Threat Preparedness program, stating that the program is a “Gold Standard” and could be utilized as a model for other jurisdictions.

*Parking Lot Paving:* Parking lot paving had been put on hold until funding can be secured for the project for both Seneca Health Services and the Health Department. The Health Department was awaiting notification from Nicholas County Commission on required funding and Seneca Mental Health had not obtained funds at this time.

*Personnel Reclassification:* Rodney Boyce, Acting Administrator reported the progress of the Department of Personnel reclassification. The job content questionnaires had been given to every employee for completion. They had been asked to return questionnaires by the end for first week of April. As employees complete the questionnaires, Administration is to review and enter the information into a web database for state evaluation, due April 24. Agencies are to submit a detailed organizational chart by May 1. New employee classifications will be assigned November 1. New pay grades and salary structures will be implemented between November 1 and December 31. 1992 reclassifications resulted in nurses receiving raises of 7 to 10% and clerical staff receiving raises of 5%. Comparable increases would result in approximately \$11,545 additional wages

*Jeeps Updates:* The Nicholas County Commission allocated one of the jeeps to the Nicholas County Search and Rescue Team; the Nicholas County Commission will issue a check in the amount of \$1000 to the Health Department in way of reimbursement for the jeep. The Nicholas County Commission had not decided how the second jeep is to be utilized.

*Safety Officer:* To be in compliance with the West Virginia Board of Risk it is required to have a Safety Officer, which is an in-house working non-civil service position; duties will be incorporated into existing sanitarian duties as “other duties as required.” It was recommended by Administration that position be assigned to Curtis Richards. Rodney Boyce stated Curtis’ background qualifies him for the position; also that Curtis had basically been fulfilling the duties since Diana Sears’ retirement. Terry Lewis made the motion to appoint Curtis as the Safety Officer the motion was seconded by Joe Young. Motion carried.

*Filing of Board of Health Ordinances:* Nicholas County Solid Waste Authority has hired a new litter control officer, and upon so doing, the Prosecutor requested a meeting with environmental health staff to discuss authority given the Health Department by the

Vector Control Ordinance. During this interview the Health Department learned that the County Clerk could not locate the ordinance. Curtis Richards contacted Diana Sears to inquire more information and was informed that she had sent the document to the Clerk's office for recording. Due to the inability to locate the ordinance, the ordinance had been re-filed.

Research of applicable regulations and rules; indicated that all ordinances passed by local Boards of Health are to be filed with the County Clerk's office. To date the Nicholas County Board of Health has passed the Clean Indoor Ordinance and the Vector Control Ordinance. The Clean Indoor Air Ordinance is filed as part of the County Commission minutes and the Vector Control Ordinance is filed as a miscellaneous item. West Virginia Code Section 16-2-11 states that ordinances passed by Boards of Health are to be filed in a separate book in the County Clerk's office. The County clerk has been unable to locate a separate book; therefore, both ordinances may need re-filing or relocating to assure compliance with State Code.

The Board of Health's fees for permits and fees for services fee schedules are also to be filed with the County Clerk. The County Clerk, as of the time meeting, was unable to locate these documents. Rodney Boyce conferred with Diana Sears on this matter, and Mrs. Sears assured Mr. Boyce that all directions provided by the state were followed during the 2006 fee increase. The Health Department has documentation of the fee schedules' approval by the Acting Commissioner of the West Virginia Bureau for Public Health, proof of public posting, proof of response to public comments and Board of Health's approval of the ordinance. As with the Board of Health ordinances, these documents may also require re-filing.

Discussion followed concerning the assistance the Litter Control Officer could give the Health Department in resolving vector control complaints.

*Foodservice Workers Ordinance:* The Nicholas County Foodservice Workers Ordinance had been approved by the Prosecuting Attorney's office. The Assistant Prosecutor assigned to the Board of Health requested that the wording detailing the contents of the foodservice worker's class be moved to the definitions section; that the definition of a catering operation be added; and that where appropriate, the words "may" and "must" be changed to "shall." Those changes had been made and are reflected in the final draft. The State had also reviewed the ordinance and granted its approval. After Board approval the ordinance, it will be posted for a thirty day comment period. Following that period, all submitted comments, shall be considered and addressed by the Board. Then the document would need signed by the Board Chairman and the Health Officer and filed with the County Clerk and the Secretary of State. Following this process, the ordinance will be enforceable by the sanitarians. Rodney Boyce stated that he had found a wording issue that would need corrected that could require all employees to possess foodservice workers cards instead of only food service workers. After discussing the issue, the Board decided that just food service workers will be required to have a food handler card. Terry Lewis inquired concerning schools utilizing parents to assist in serving food due to the extra meals served when inviting parents to dine with their children. Rodney stated that

would be considered a one time event and the parents would not be required to possess valid foodservice workers cards. Joe Young made a motion to accept the ordinance after corrections and completing the process, motion was seconded by Terry Lewis. Motion carried.

*Immunization Grant Lead:* For several years, the Health Department has acted as the Region IV IAP Lead Agency, a grant manger for a regional immunization grant. This role requires that the Health Department write grant proposals, maintain and edit the grant budget, collect and process monthly billing for the other health departments in the grant region and develop quarterly updates to provide proof of compliance with grant requirements. This is a very time consuming process. With ownership of Home Health, accounting for the grant could be conducted while the additional staff absorbed the other duties. With the staff reduced, it may be appropriate to request that another county within the region accept these duties. This would allow Health Department accounting to solely concentrate on local needs. Terry Lewis recommended changes to the wording of the letter pointing out that the current wording seemed more an open ended invitation than a resignation as lead agency. Joe Young made motion to proceed with the process to resign as the lead agency, Joseph Hoffman seconded. Motion carried.

*Audit Bid Request:* Rodney Boyce informed the board that the Health Department sent a letter to the State Auditor requesting to be placed on the bid list for the 2011 audit, and Administration is currently awaiting the return of the bid list.

*Checking Account Proposals:* The Health Department had requested and received two of three banks proposals attempting to improve interest income on the funds held in the checking account. Debra Jackson stated the Nicholas County Sheriff had moved some funds to 1<sup>st</sup> Community Bank and was very pleased with their service. Joe Young stated that there was not a comparison to the proposals, BB & T offering .25%. 1<sup>st</sup> Community 1.25% for twelve months, which would increase our interest income from approximate \$40 to \$313 per month based on \$400,000 average balance. Dr. Mark Wantz stated that the increase in interest would help offset potentially mandated salary increases resulting from personnel reclassification. Debra Jackson stated that Bucky Frame with Community Trust Bank had called just prior to the meeting that he had not heard from Community Trust's main office in Pikeville. There was discussion concerning the account options. Joe Young made a motion to move the checking account to 1<sup>st</sup> Community Bank as soon as all necessary changes could be taken care, direct deposits, withdrawals, etc. Joseph Hoffman seconded. Motion carried.

*Budget Revision:* A revised budget that reflects the salary increase of the Acting Administrator and the H1N1 Grant was distributed to the members for review and approval. Dr. Mark Wantz questioned the fact that the checking account showed a \$600,000 balance and Administraton had stated earlier that we were carrying an average of \$400,000; Debra Jackson stated that the budget had the entire H1N1 Grant \$119,980 and the Health Department is reimbursed as the funds are expended. Joe Young made motion to accept the revised budget, Terry Lewis seconded. Motion carried.

*Salary Increase for Debra Jackson:* The Board considered increasing the wages of Debra Jackson, Accounting Tech to reflect work quality and to make wages more competitive. Cheryl Amick stated that a 10% increase had been given at the beginning of this fiscal year according to the state personnel guidelines did not allow more to be given during this fiscal year. Joe Young made motion effective July 1 that a 10% increase be given to Debra. Terry Lewis seconded. Motion carried.

*Mileage Reimbursement:* The Health Department's current mileage reimbursement rate is \$0.505 per mile. This rate was established as a result of the high fuel prices in early 2009. Current state reimbursement rates have been reduced to \$0.405 per mile. Dr. Mark Wantz stated that gasoline prices are rising again. Joe Young also stated that he was aware the state had decreased reimbursement, but he believed it should stay at the higher rate, because lower rates do not cover all the expenses involved in the maintenance of an automobile. Joe Young made a motion to leave the reimbursement rate at the \$.505; motion was seconded by Terry Lewis. Motion carried.

*Retirement Contributions:* Rodney Boyce, informed the board member the changes occurring in the state required employer's retirement contribution. Raises in employer contributions will be rising throughout the next three fiscal years to a total of 18%. This increase is to compensate for the state retirement funds lost during the 2009 recession.

*Nicholas-Webster Home Health Sale Funds:* Due to the costs of the Health Departments retiree insurance obligation for Diana Sears, Cheryl Amick, Patsy Childers, Elaine Hamilton, the Board discussed earmarking funds obtained by the sale of Nicholas-Webster Home Health to meet these obligations. Insurance payment obligations will continue through at least the next thirteen years. Debra Jackson reported she had spoken with Lisa Simon with Arnett & Foster the Health Department's accounting firm, and Ms. Simon suggested opening a new cash account on the general ledger named "Board Designated Cash for Retiree Insurance" adjusting quarterly for the retirees' premiums. Members thought earmarking of these funds had been previously covered, and Dr. Mark Wantz questioned dollar amount. Debra stated based on 2011 premiums and her calculations using this year's increase, the premiums would be approximately \$200,000 for the current retirees and Cheryl Amick, retiring May 31<sup>st</sup>. Joe Young made a motion to create the new cash account; Joseph Hoffman seconded. Motion carried.

*Cheryl Amick Retirement:* Cheryl Amick offered to volunteer her time on Monday mornings for Family Planning Clinics and work on a temporary part-time basis as needed following her forthcoming retirement. Also the absence of her salary should help meet budget items.

*Potential Vacancy in the Board:* Dr. Mark Wantz asked the members to consider qualified people for appointment to the board should Joe Young not renew his term in June, 2010. Discussion followed concerning the requirement of the board to have members from various districts, political affiliations, and employment backgrounds. Rodney Boyce verified in the By-Laws the requirements. With the discussion Maria

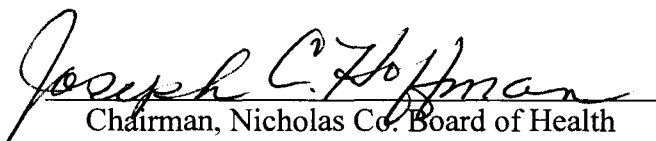
Dooley stated she may be moving from Richwood to the Canvas area. Also, when she was appointed to the board she was business woman; she is now a substitute teacher.

*Miscellaneous:* Terry Lewis informed the board that his mailing address had changed. Maria Dooley informed that her name on the list was Marie and should be Maria.

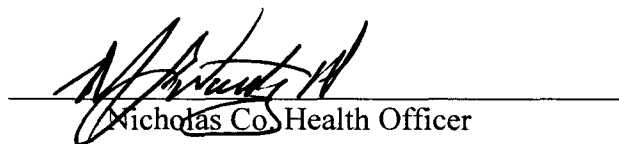
Cheryl informed the members of the possible need for two more meetings before May 31, 2010.

Terry Lewis made a motion to adjourn if all items had been discussed. Joe Young seconded. Motion carried.

Meeting adjourned 4:00 pm.

  
Chairman, Nicholas Co. Board of Health

12-8-10  
Date

  
Nicholas Co. Health Officer

12/8/10  
Date