

Nicholas County Health Department

One Stevens Road, Suite 201
Summersville, WV 26651
(304) 872-5329

Nicholas County Board of Health Minutes

May 19, 2010

Present:

Joseph Hoffman, Chairman
Joe Young
Terry Lewis
Dr. Mark Wantz
Cheryl Amick
Rodney Boyce
Debra Jackson

Absent:

Joann Kamm
Maria Dooley

Meeting was brought to order at 3:00pm.

Review of Minutes: Minutes of March 31, 2010 meeting reviewed. Motion to accept the minutes was made by Joe Young and seconded by Terry Lewis. Motion carried.

Changes to the By-Laws: Changes to the By-Laws were read by Rodney Boyce, changes must be read at two consecutive meetings, and then approved by the Board for finalizations.

Charges for Repeat Visits of Family Planning Patients: Cheryl Amick introduced *Marsha* Bailes, RN to explain the process and the issue with the inventory of birth control pills, the Health Department is not always able to supply the patient with a year's supply. These return visits are caused because the State Family Planning program doesn't have adequate inventory to meet the county's request, and under the current policy, patients are charged for these return visits. Depending upon the medication, patients may require multiple return visits. Should these patients returning solely to obtain the remainder of the year's supply of birth control be billed for those return visits? After discussion Joe Young made motion not to charge for return visit caused by limited inventory, Terry Lewis seconded. Motion carried.

Parking Lot Paving: Rodney Boyce updated the Board stating Seneca has obtained their funding. After some discussion Joe Young made motion to proceed to work with Seneca

in obtaining bids for project of paving the paved lot. Terry Lewis seconded. Motion carried.

Curt Richards, Future Retirement: Rodney Boyce explained that Curtis Richards has announced he may retire late 2010, which his position would need to be filled. Approval for the hiring of a sanitarian would allow the new employee to enter sanitarian in August, the only time the training is offered. It was explained that the salary for an additional sanitarian is included in the 2011 budget. Joe Young made motion to go ahead with the hiring of a sanitarian-in-training, Terry Lewis seconded. Motion carried.

Review of the Program Plan: Cheryl Amick introduced Susan Lewis to explain the Community Health Promotion Project being submitted in the 2011 Program Plan. The plan triggered quite a discussion and concerns with the lack of physical activities these days with all the electronics.

Debra Jackson distributed the proposed FY2011 budget and explained increases in retirement, and she had included the sanitarian in training with the most expensive insurance plan. Etc.

Joe Young made motion to accept the FY2011 Program Plan and proposed budget, Terry Lewis seconded. Motion carried.

Foodservice Workers Ordinance: The ordinance was posted April 30, 2010 and posting period will end on May 31, 2010. No comments have been received to date. Rodney Boyce updated the Board to the fact there was confusion in locating the other ordinances. The Board of Health ordinances and fee schedules will be filed appropriately as required at the time that the Foodservice Workers Ordinance is filed. Filing all the ordinances at the same time should help to eliminate any confusion concerning the matter of refilling.

Audit Bid Request: Rodney Boyce informed the board that the Health Department has received confirmation they have been placed on the bid list for 2011 audit and they will begin the process of requesting bids from approved firms.

Checking Account Update: First Community Bank account is now opened. Dr. Mark and Mr. Hoffman have signed all required documents, they will be taken to the Sheriff for his signature then on the bank. Work continues for changing direct withdrawal and deposits.

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. Also, Cheryl has acted as preceptor for nursing students, we will no longer be able to act as preceptor for bachelors of nursing students; however, we will be able to continue training licensed practical nursing students.

Personnel Reclassification: Rodney Boyce, Acting Administrator reported at this time The Department of Personnel has temporarily delayed the reclassification personnel. The

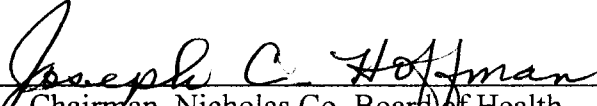
current timeframe for submission of requested documents is designated as "To Be Determined."

Office of Epidemiology (VFC): Rodney Boyce informed the Board that on April 28th the Office of Epidemiology and Prevention Services conducted a Vaccine for Children Program site visit and based on the evaluation the Health Department will receive a Silver level recognition at the Public Health Conference in 2010.


Reminder Vacancy in the Board: There was little discussion concerning the vacancy to the board by Mr. Young not wishing to be renewed as a member. He suggested the possibility of Mr. Jinks Hinkle serving. It was suggested that Rodney speak to Mr. Hinkle about the possibility of him becoming a member of the board.

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


Meeting adjourned 4:15 pm



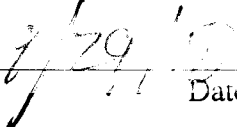
Chairman, Nicholas Co. Board of Health



Date



Nicholas Co. Health Officer



Date

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May 24, 2010

Cheryl Amick contacted Board members to fill the quorum regarding receipt of approval from Division of Personnel for Rodney Boyce's appointment to Administrator, now we needed a vote for his salary. Per WV Personnel, Rodney is now in pay grade 13 (Registered Sanitarian) he would advance to pay grade 17 (Local Health Administrator I), a 5% increase per pay grade with 15% maximum allowed.

All contacted approved and voted yes for the 15% increase to Rodney Boyce's salary.

