

Nicholas County Health Department

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

Nicholas County Board of Health Minutes

December 16, 2009 3:30PM

Present:

Joseph Hoffman, Chairman
Maria Dooley
Joann Kamm
Joe Young
Dr. Mark Wantz
Cheryl Amick
Rodney Boyce
Debra Jackson

Absent:

Terry Lewis

Meeting was brought to order 3:53pm. Karen Larsen, Regional Tobacco Prevention Coalition Coordinator, presented anti-smoking and stop-smoking materials available through Mountain Cap of West Virginia, Inc.

Minutes of August 12, 2009 meeting reviewed. Motion to accept was made by Joann Kamm and seconded by Joe Young. Motion carried.

Cheryl Amick, Nurse Director, presented an H1N1 vaccination updates. Topics included:

- Total number of vaccine administered to date.
- Public concerns over recalled vaccine.
- School based clinics, Wellness Center participation and attempts to reach school-aged target populations.
- Demand for vaccine diminishing over time.
- Changing needs with the inclusion of over 65 years of age in vaccination efforts.
- Vaccine storage issues for high volume of vaccine.
- Future vaccination projections.
- The possibility of exceeding H1N1 Grant allocations by an estimated \$10,000 assuming that current H1N1 expenses continue throughout vaccination campaign.

Debra Jackson, Accounting Technician, presented Nicholas-Webster Home Health cost report showing an approximate loss of \$220,000. Discussion followed, weighing the continued cost against claims payout, and the potential of writing claims as a loss.

Rodney J. Boyce, R.S./Acting Administrator, presented parking lot paving updates. Seneca Mental Health Service has applied for grant money to provide funds for paving the parking lot. Seneca is seeking an amount that will cover both portions of the lot.

Rodney J. Boyce, R.S./Acting Administrator, explained the upcoming West Virginia Department of Personnel reclassification for local health department employees. Discussion followed concerning the time consuming nature of reclassification and the difficulty of classifying Nicholas County Health Department employees due to the changes in personnel roles within the agency. Reclassification will begin January 11, 2010. Employees will receive new classifications by August 31, 2010. New pay grades will be assigned during the period of October 1 thru November 19, 2010.

Rodney J. Boyce, R.S./Acting Administrator presented the cost of replacing exterior building doors. Total cost, including doors, kick plates, installation and painting, was \$1,142.22.

Rodney J. Boyce, R.S./Acting Administrator presented a draft of the proposed Nicholas County Foodservice Worker Ordinance. Nicholas County Health Department has operated under the assumption that a policy letter requiring foodservice workers cards and education was legally binding. During a recent inspection, resulting in the closure of a local food establishment due to the lack of foodservice worker cards, it came to the attention of the Health Department that an ordinance will be required to mandate training and cards. The ordinance will allow for establishment closure and fines for noncompliance. Two typing errors were identified in the ordinance text, and will be corrected before publication. The ordinance has been submitted the Nicholas County Prosecuting Attorney for review, but that office is not finished with review. The ordinance will be considered at the next meeting after attorney approval.

Nicholas County Health Department purchased two Jeep Liberties, costing a total of \$40,647.90. Discussion followed concerning disposal of older Jeep Cherokees. Joe Young made a motion to donate the older vehicle to the Nicholas County Commission, and if not accepted by the Commission, then to auction to the highest bidder. Motion seconded by Maria Dooley. Motion carried.

Cheryl Amick, Nurse Director, presented a salary proposal for Rodney J. Boyce, R.S./Acting Administrator. Dr. Mark Wantz, MD, suggested at that Mr. Boyce excuse himself from the meeting for the duration of this discussion; Mr. Boyce complied. Review of Mr. Boyce's progress and performance as Nicholas County Health Department Acting Administrator followed. It was proposed that Mr. Boyce receive a 10% merit raise, as allowed per West Virginia Department of Personnel rules, at this time. Further raises would follow based on performance and qualification until the level of minimum Local Health Administrator salary is obtained. Joe Young presented a motion for the proposed. Motion seconded by Maria Dooley. Motion carried. Mr. Boyce returned to the meeting.

Rodney J. Boyce, R.S./Acting Administrator presented changes to the Nicholas County Health Department Continuity of Operations Plan, altered to reflect staffing changes due to staff retirement and the sale of Nicholas-Webster Home Health. Maria Dooley motioned that the change be approved. Joann Kamm seconded the motion. Motion carried.

Motion carried to close the meeting at approximately 5:00pm.

Joseph C. Hoffman
Chairman, Nicholas Co. Board of Health

3-31-10
Date

[Signature]
Nicholas Co. Health Officer

3/31/10
Date