



Nicholas County Health Department

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www.nicholashealthwv.com

Nicholas County Board of Health Meeting

September 4, 2019- NCHD Conference Room

MINUTES

Present:

Robin Brown, Board Chair
Christina Chapman Board Vice-Chair
Linda Hayes, Board Member
Tim Kirkland, Board Member
Vacant, Board Member

Dr. Mark Wantz, Health Officer
Kelly Amick, NCHD DON, Adm
Debra Jackson, NCHD Financial Officer

Call to Order: Robin Brown called the meeting to order, 3:03pm

Minutes Approval: Minutes were approved as written.

- Motion from Linda Hayes, Tim Kirkland seconded, motion carried.

Environmental: Kelly Amick

- **Inspections & Complaints** – There are 13 inspections due for June – August and 58 inspections for September. The board was very impressed per Robin Brown “Great Job – Beth.” There are only 9 active complaints currently.
Linda Hayes questioned if the sanitarians had any involvement with the diseased deer that are dying in our area. Robin Brown input she had seen that the disease is not transmittable deer/human/deer.

Nursing: Kelly Amick

Old Business

- **Measles** – CDC announced the end of the outbreak and no cases were reported in Nicholas County.
- **Boy Scout Jamboree** – No negative reports, the Jamboree was a success, only a few reports of A & B flu, lice and enteric issues at the end few reports of varicella.

New Business

- **Flu Season 2019** – We have received 400 doses that cost \$6,011, there are 3 clinics scheduled at this time. There were several letters mailed out to businesses offering clinics at their locations.

Nursing continued:

- **PPD & Other Private Vaccines** – We ordered Private 10 doses of PPD from Mountain Lake Pharmacy costing \$83 which we will charge \$25 to test and read; profit \$417.
- **Vaping** – CDC issued Health Alert, reportable issues, Pulmonary disease-causing severe illness and death.
- **Additional information shared** – there has been some cases of Chlamydia and Gonorrhea.

Financial: Debra Jackson

- **Reconcilements** – Debra updated the board members on her progress with the reconcilements hopes to email by Friday. Debra distributed copies of a revised budget to show the increases approved for July 2019, and to show requested increase for full time sanitarian.
- **Payables June- August** - Debra distributed a report showing the payables for June through August showing date received amount due and date and how it was paid. She asked the board if they would prefer to see the actual bills? She is to bring the actual bills to next meeting.
- **Financial Report** – Debra distributed summary of revenues and expenses along with standard Profit/Loss and Balance Sheet. She is to bring Detailed Profit/Loss report to next meeting. Linda Hayes motioned to approve the financials Tim Kirkland seconded. Motion carried.

Administration: Kelly Amick

Old Business:

- **2018 Audit** – Audit has been completed as well as the exit interview, but the report is not available at this time.
- **2020 Program Plan & Budget** – Submitted on time but no approvals received at this time.
- **Personnel** – Temporary part-time LPN needs revisited

New Business:

- **Employee's hours** – Would like to allow employees 4 – 10hr days. At this time Debra is interested. Board decided to table at this time.

Next Meeting:

- November 13, 2019 3pm

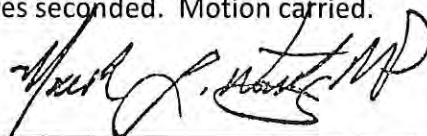
Adjourn:

- Motion to adjourn by Tim Kirkland, Linda Hayes seconded. Motion carried.



Robin Brown, Board Chair

date



Dr. Mark Wantz, MD, Health Officer

date