



## **Nicholas County Health Department**

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### **NICHOLAS COUNTY BOARD OF HEALTH MEETING**

#### **Minutes**

November 12, 2020

Present: Robin Brown, Board Chair  
Christie Chapman, Board Vice-Chair  
Timothy Kirkland  
Shauna Shafer  
Linda Hayes  
Dr. Mark Wantz, Health Officer  
Kelly Amick, Administrator  
Diana Sears

Call to order – Robin Brown

Dr. Wantz – Debbie Jackson has provided no FLMA forms. The Retirement/Workers' Comp is behind. Issues since 2016 and no disciplinary actions. Kelly indicated no check registry and no accrued time has been done.

Diana indicated that access to United Bank had been obtained with Key Fob. Had permission to remove Debbie from the account. Diana indicated that access had been obtained to the PEIA, 941's online access had been obtained, Retirement COMPASS software and the Encova Audit was completed. Diana indicated that at that time, there appears to be no money missing from the Health Department.

The FLMA forms were thru the 15<sup>th</sup> of November.

Motion to authorize Kelly to seek legal Council; motion by Shawna, seconded by Timothy. Motion carried.

The FMLA papers are to be reviewed and approved by WVDOP – Kelly reviewed and indicated the FMLA document indicated she had been under Dr. care since 9/21/20. Kelly to forward to WVDOP for review.

Motion made by Linda Hayes if the paperwork is not submitted by Monday, to terminated. Seconded by Timothy Kirkland. Motion Carried

Motion made by Shauna Shaffer to removed Debra Jackson from the Health Department user accounts and to shut down the VPN to deny home access to Debbie, seconded by Christie Chapman. Motion Carried.

The Board discussed the need for cross training in the future for the Health Department.

Motion was made to adjourn by Linda Hayes, seconded by Christie Chapman. Motion carried.



Robin Brown, Board Chair



Dr. Mark Wantz, Health Officer