

## NICHOLAS COUNTY BOARD OF HEALTH MEETING MINUTES

July 14, 2021

Present: Robin Brown, Board Chair  
Christina Chapman, Board Vice-Chair  
Linda Hayes  
Timothy Kirkland  
Shauna Shafer  
Dr. Mark Wantz, Health Officer  
Kelly Amick, Administrator  
Ronald Isom, Accountant

Call to order – Robin Brown

Review of June 16, 2021 minutes revealed a change needed in the paragraph relating to employee raises.

The original read as follows:

“The proposed budget was reviewed and discussed. The matter of a 10% across-the-board raise was discussed, and a consensus was that each individual position is to be raised one at a time. There was major concern about the amount of overtime included in the personnel section. The new vacant positions were discussed, and it was decided that each position listed will have to be filled as soon as possible. There was discussion of people leaving Health Departments because of the added workload due to the Covid pandemic. There was discussion of the extra funding from the Federal government and what will happen to the Health Department when it dries up and all the new people funded will still be on the payroll.”

The revision reads as follows:

“The proposed budget was reviewed and discussed. “The matter of a 10% across-the-board raise was discussed, and a consensus was that the raises are allocated in the budget, but authorization for implementation would be withheld until a later date.” There was major concern about the amount of overtime included in the personnel section. The new vacant positions were discussed, and it was decided that each position listed will have to be filled as soon as possible. There was discussion of people leaving Health Departments because of the added workload due to the Covid pandemic. There was discussion of the extra funding from the Federal government and what will happen to the Health Department when it dries up and all the new people funded will still be on the payroll.”

Review of the May 26, 2021 minutes was done and Linda Hayes moved to accept the minutes of the June 16, 2021 minutes as amended and the May 26, 2021 minutes as presented. Christina seconded and the motion passed.

**Environmental report** – in old business it was reported that Beth has prepared notices of permit increases and they will be posted for comment as soon as the May 26, 2021 minutes were approved. Kelly reported that the Division of Personnel has approved the Sanitarian job description and that the job has been posted.

There were 18 sewage installations in May, June, and July. There were 13 complaints and all but 4 have been investigated. Inspections are behind by 195 at this time. There have been 27 animal encounters with no rabies found. Two people have started on the rabies vaccine.

There was discussion of Elizabeth Ratliff the Sanitarian receiving an employment offer from Greenbrier County Health Department with a pay increase to \$34,000.

**Nursing** – In old business Kelly reported that there has been a significant decrease in Covid 19 cases. There are 8 active cases now. The nursing home has not had any new cases. There was one death at the nursing home, but it can be related to other health problems. No information has been provided from the WVU Covid study. There was discussion of whether the use of the 14-day quarantine model will be continued during the coming school year, but there has been no new information about it. There was discussion of who should be providing Covid testing with Kelly reporting that the hospital is a better site since there is a long delay in getting results from the State lab and the State lab charges. The tests are free at the hospital. Kelly reported that there are plans to provide vaccinations at the Goldwing gathering, the Nicholas County Fair, the Potato Festival and other area gatherings. The Health Department is still doing vaccinations 2 days a week. Variants have been detected and the protocol is for 14-day quarantines. The New York variant has been detected here.

There is a new TB patient with an infant exposure. They will require DOT for the next 6 months. There is no information on the treatment of the infant. Kelly plans more community education, testing and vaccinations.

There have been 10 new Lyme Disease cases. The increase is thought to be from more physician awareness in the community.

Kelly reported that the Student Nurse is working out well. She will have to leave when her classes resume in August for the new school year.

**Financial** – Ron Isom, Accountant provided financial statements. Christina moved to accept the financial reports and Linda seconded. The motion passed.

The audit results have not been provided to the Nicholas County Prosecuting Attorney, but they will be. Shauna reported on the audit exit interview she attended. Kelly reported that purchasing the two replacement vehicles will have to be made in Chapmanville or Spencer to use the State Purchasing contract.

Shauna moved to purchase the vehicles locally. Tim seconded the motion and it passed.

The Board requested a current version of the liability insurance certificate and it will be asked for. The last one expired on June 30, 2021.

Kelly reported that there are multiple Covid Response grants for the new fiscal year and that the closing of the FY 2021 fiscal year is in process.

**Administration** – Kelly reported that the Office of Technology still hasn't installed the WiFi system and there has been no installation date provided. The telephone system has been upgraded. The purchase of additional computers is on hold until the installation of the WiFi system. Ginny has the software to have access to the QuickBooks program. There was discussion of providing Board meeting notices on the Health Department website instead of relying on the newspaper. Kelly said notices are also being posted at the Courthouse.

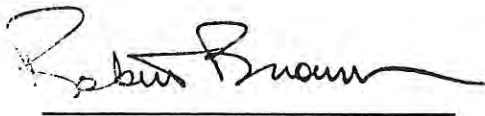
The operations of the Health Department office were discussed including the responsibilities of the Administrator position and there was discussion of the process for making new hires. Kelly reported that one of the new year budget proposals is for a mobile health unit to better serve each community. Shauna pointed out that there may be a requirement to get a Certificate of Need from the WV Health Care Planning Authority for a mobile unit to be acceptable and it was decided to investigate a CON requirement. The Board then decided to adjourn without action on the rest of the agenda items and to meet in executive session on July 19, 2021 to review their options for making changes including possibly leaving the State Division of Personnel.

Christina made a motion to adjourn the meeting and Shauna seconded. The motion passed.


**Next Meeting:**

July 19<sup>th</sup>, 2021 at 3:00 p.m.

**Adjournment:** 4:45 p.m.



Robin Brown, Board Chair



Dr. Mark Wantz, Health Officer