

**CABELL-HUNTINGTON HEALTH DEPARTMENT**  
***Board of Health Regular Meeting – March 25, 2020***

**Board Members Present:**

Kevin Yingling, MD - present  
Danny Porter - phone  
Fred Kitchen - phone  
Robert Sweeney - phone  
Daniel Konrad - phone  
Donna Rumbaugh - phone

**Board Members Absent:**

**Staff Members Present:**

Michael Kilkenny, MD, MS, Physician Director  
Tim Hazelett, Administrator  
Jack Mease, Accountant  
Allen Woodrum – IT Director  
Kathleen Napier, Nursing Director - ZOOM  
Elizabeth Adkins, Health and Wellness Director - ZOOM

**Phone Conferenced In:**

**Visitors:**

Dr. Yingling called the Board of Health meeting in order at 5:00pm.

**Opening Comments:**

Dr. Yingling opened the meeting at 5:00 p.m. with a welcome and appreciation to the Board of Health Members for attending in this format.

Dr. Yingling shared his appreciation to Dr. Kilkenny and the staff members for the work on COVID-19.

A quorum was observed with Dr. Yingling recognizing the Board Members present.

**Speakers:**

There were no speakers or visitors present.

Dr. Yingling requested an aye from each member to approve the agenda for the meeting. Each member approved the agenda as presented.

**Approval of Minutes:**

Dr. Yingling requested aye from each member to approve the minutes. Each member approved the minutes as written.

**Financial Report:**

Jack Mease presented the February 2020 financial reports. Jack Mease shared that the month of March would be high in accounts receivable. Tim Hazelett shared information with the Board Members on the revenues we feel will be received.

The Board voted in sequence for unanimous approval of the financial reports.

**Administration:**

Tim Hazelett presented the Administration Report.

There have been several changes in the organization for the safety of employees and the agency. This included a new front desk with a shield, temperature and symptom questions as you enter the agency, closing in the three check in windows in the clinic,

**Physician Director's Report:**

Dr. Kilkenny presented the Physician Director's Report.

Committee reports will be prepared at the next meeting. This is due to the current situation with COVID-19.

Dr. Yingling thanked Mrs. Rumbaugh for her service and contribution to the Cabell-Huntington Health Department serving as the Board of Health Chair for the previous year.

**Coronavirus Update:**

Dr. Kilkenny expressed his appreciation to the Board of Health and their patience as we navigate this worldwide pandemic.

The pace of work is at a level we have not experienced. We have had several live outbreaks, Hepatitis A and HIV, and now a worldwide pandemic.

Tim Hazelett shared an update with the Board of Health

- The Cabell-Huntington Health Department has been in emergency operation since March 2, 2020
- A Joint Information Center (JIC) is operational
  - Cabell-Huntington Health Department
  - Mountain Health Network
  - St Mary's Hospital
  - Cabell Huntington Hospital
  - City of Huntington
  - Marshall University
  - Cabell County Emergency Medical Services
  - Marshall Health
  - Cabell County Board of Education
  - Huntington Regional Chamber of Commerce
  - Valley Health
- A Call Center has been set up for information on COVID-19
  - Monday – Friday from 8:00 a.m. – 6:00 p.m.
  - (304) 526-6544
  - 266 calls to date

- The Cabell-Huntington Health Department has updated and continues to add COVID-19 information to its web site [www.cabellhealth.org](http://www.cabellhealth.org)
- Testing Sites are live – five sites
  - St Mary’s Center for Education -2853 5th Avenue
    - Drive through Testing
  - Valley Health
    - Former Valley Health – Milton, 1 Harbour Way, Milton, WV 25541.
    - Valley Health - East Huntington, 3377 US-60, Huntington, WV 25705
  - Cabell Huntington Hospital and Marshall Health
    - Parking garage located on site Cabell Huntington Hospital
  - Medexpress
    - US Route 60 in Huntington
- Personal Protective Equipment (PPE) has been received from the state with specific direction on who receives these supplies
  - Two deliveries – these have been disbursed to our local partners
- The Cabell-Huntington Health Department is on call 24/7
- Additional Epidemiology Aides are being trained to handle the increase of patient and data information
- Local agencies and businesses are provided resources and guidance as requested
- Internal Staff and Resources are being directed to response and increase capacity
- Safety precautions installed at front desk and reception windows
- All employees, clients and visitors are screened before entering the building
- The Governor of WV and the Cabell County Commission declared a State of Emergency. This allows for cost reimbursement of services in response to COVID-19
- We are going to operationalize a GIS web site. We will be working with the City of Huntington, Cabell County and look for opportunities to add additional partners as this is launched. We will provide a brief look at what it looks like
- Increased cleaning and disinfecting of the agency
- Agency safety precautions
  - ZOOM platform is operational
  - Meeting room set up for 6’ distance
  - Lunchroom set up with 6’ distance
  - All staff must get screened upon the start of the day
  - Glass installed in clinic and at front desk to protect workers
  - Only one person on elevator at a time
  - About 40% of staff is working from home
  - Setting up VPNs to increase the staff opportunity to work from home
  - Hours of operation 8-4:00 p.m.
  - Limiting traffic in the agency as much as possible
  - STD patients are screened by a nurse to assess the need to report for testing
  - Test results – nurses are contacting patients by phone
  - Environmental is handling public inquiries and services by phone
  - In person Food Handler’s classes are cancelled. Food Handler’s is moving to an online version
  - Environmental is limiting staff in the building to five
- Created Testing document packets to distribute
- Rented a vehicle for delivery of PPE and deliver samples to the labs

- Developed contract tracing sheet, interview form and line list for person's under investigation

The current non-pharmacological interventions are as follows:

- Social Distancing – maintain an area of 6 feet with individuals
- Limit mass gatherings to 10 people with proper social distancing
- Wash your hands often with soap and water for at least 20 seconds often
- Use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty.
- Avoid touching your eyes, nose, and mouth.
- Avoid close contact with people who are sick.
- Clean surfaces that are frequently touched – things such as shared desks, countertops, kitchen areas, electronics, and doorknobs.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- Follow CDC's recommendations for using a facemask.
  - CDC does not recommend that people who are well wear a facemask to protect themselves from respiratory diseases, including COVID-19.
  - Facemasks should be used by people who show symptoms of COVID-19 to help prevent the spread of the disease to others. The use of facemasks is also crucial for health workers and people who are taking care of someone in close settings (at home or in a health care facility).
- Stay home when you are sick.

Elizabeth Adkins shared that our web site had over 12,000 hits in one hour. A new server was installed to ensure this resource remains operational. We have a good community following and the 90% message of staying home will assist in the response to this outbreak. The Leadership Team is another area or review. Bullseye is working to ensure the message is strong and we continue this messaging moving forward.

Dr. Yingling asked the Board of Health Members to hold the questions to the end of the presentation. At the end of questions, the Board of Health Members will vote on individual requests from the administration.

Dr. Kilkenney shared the current situation with COVID-19. We are seeing a shift and will be moving resources into case contact. The Board of Health was updated on the five testing sites. He shared that the virus is close to our area and there will be cases. We are currently in emergency response and have our incident command in place. There is a Governor's Order and we are tasked with enforcement of this order. We will handle these situations as they are provided to our agency.

At the current time, we are transitioning to a community response. We have a mechanism to investigate complaints established with the Huntington Police Department. We will be expanding this partnership as we move forward. We have a high number of staff working from home and continue to look for opportunities to expand this effort. All entry into CHHD is screened, observing the social distancing and planning for a long-term response.

Dr. Kilkenney shared we are distributing PPE from our agency. A large shipment went to a local hospital. We are distributing to hospitals and other care facilities as assigned. PPE is in short supply.

We did not receive what was requested and distributed to the agencies. Dr. Yingling requested a clarification of PPE. Dr. Kilkenny clarified PPE for all Board of Health Members.

The floor was open to the Board of Health Members for questions. Those questions were addressed by various members of staff.

Dr. Yingling shared that there are medical students who may be utilized in the response. They can work the call center and any other area we feel would be beneficial.

The following items were requested from the Board of Health as we anticipate our response to the COVID-19 outbreak.

- Authority to provide a testing site on the Cabell-Huntington Health Department's property
  - Motion by Mr. Sweeney, Dr. Yingling requested each Board Member approval and the motion carried unanimous
- Approval of additional cleaning services
  - Two additional employees for 8 hours per day
  - \$2040/month
    - Motion by Mr. Kitchen, second by Mr. Sweeney, motion carried unanimous
- Non-Congregate Sheltering
  - Please see document sent from FEMA
  - \$100,000
    - Motion by Mr. Sweeney, second by Mr. Konrad, motion carried unanimous
- Request funding for a mass media campaign to promote the official guidance to prevent COVID-19 (stay at home messages, testing locations, and any additional information for public messaging)

Below are media platforms that can have the highest reach. I have also included an estimated budget. I am going to prioritize them as strongest need

  1. Social Media (FB ads, app ads, targeted audiences) - \$3,500
  2. Herald Dispatch Strip Ads - \$500
  3. Direct media placement at Local gas stations/convenient stores -\$1,500
  4. Billboards (4 locations throughout the county) - \$2,000

Total - \$7,500 -This would be cover one month

  - Motion by Mr. Mr. Konrad, second by Mrs. Rumbaugh, motion carried unanimous
- Approval to bid a new Telephone System
  - Expected needs are between \$30,000 and \$45,000
    - Motion by Mr. Kitchen, second by Mr. Konrad, motion carried unanimous
- Tim Hazelett requested an emergency amount of dollars to follow up with the Board of Health should an emergency come up prior to the next Board of Health Meeting. The dollar amount requested above is for ~\$164,000 and the request is in the amount of \$250,000 as a cap and would be utilized only by an emergency e mail vote by the Board of Health. This item is in the CHHD By-Laws for an emergency vote by e mail can be done.


Mr. Sweeney inquired on the Cabell-Huntington Health Levy. The election may be impacted in some way and there will be absentee balloting. Mr. Sweeney asked if there was a need of support from the Board of Health. Elizabeth shared she feels comfortable with the approved package.

Kathleen Napier provided an update on the Cabell-Huntington Health Department Harm Reduction Program. We feel this is an essential service and will make the necessary adaptations to continue the program as best we can.

Meeting adjourned at 8:00 p.m.

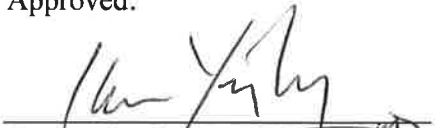
The next regular Board meeting is scheduled for April 22<sup>nd</sup>, 2020 at 5:00 p.m.

Respectfully submitted,



Michael Kilkeny, MD, MS  
Physician Director, Cabell-Huntington Health Department

Approved:

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Kevin Yingling R.Ph., MD, Chair  
Cabell-Huntington Board of Health