

CABELL-HUNTINGTON HEALTH DEPARTMENT
Board of Health Regular Meeting – May 27, 2020

Board Members Present:

Robert Sweeney
Kevin Yingling, MD
Fred Kitchen
Donna Rumbaugh
Daniel Konrad

Board Members Absent:

Danny Porter

Staff Members Present:

Michael E. Kilkenny, Medical Director
Tim Hazelett, Administrator
Kathleen Napier, Nursing Director
Jack Mease, Accountant
Elizabeth Adkins, Health and Wellness Director
Rodney Melton, Chief Sanitarian
Jaclyn Johnson, Threat Preparedness Coordinator
Laura Johnson, Secretary
Allen Woodrum, Information Technology Director
Tonya Chaney, Regional Epidemiologist

Visitors:

Taylor Stuck, Herald-Dispatch
Tim Loper, BHM CPA Group, Inc.

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

A motion to approve the agenda as written was made by Mr. Sweeney, seconded by Mr. Konrad and approved.

Approval of Minutes:

A motion to approve the April 2020 Board of Health meeting minutes as written was made by Mr. Sweeney, seconded by Mr. Konrad and approved.

FY2019 Audit

Mr. Tim Loper from BHM CPA Group, Inc. presented the FY2019 Audit.

A motion to accept the FY2019 Audit report as presented was made by Mr. Sweeney, seconded by Mr. Kitchen and approved.

Annual Plan

Tim Hazelett presented the Cabell-Huntington Health Department Annual Plan.

There are some internal changes to the organizational chart, moving Epidemiology under Clinical Services was discussed.

A motion to approve the Annual Plan with the organizational chart change as presented was made by Mr. Sweeney, seconded by Mr. Konrad and approved.

FY2021 Board of Health Meeting Schedule

Tim Hazelett presented the FY2021 Board of Health meeting schedule. A motion to approve the schedule as written was made by Mr. Konrad, seconded by Mr. Kitchen and approved.

Environmental Health:

Rodney Melton presented the Environmental Health report.

Highlighted activities performed by environmental staff:

- COVID-19 response
 - Contacting businesses and providing guidance
 - Staffing the Call Center
 - Assisting with the WV State Childcare licensing
 - National Guard training
 - Writing safety plans and evaluation of staff to the plans
 - Assisted at testing events
 - Assisted with the National Stockpile supplies

Mr. Sweeney inquired on what role the health department has in opening a new restaurant. Individuals who are planning on opening a restaurant contact the health department for inspections, permit and guidance. We also assist businesses in reopening.

Dr. Yingling inquired on the health department's responsibility in reopening childcare centers. Environmental Health staff work with the state childcare licensing department. Assistance to meet protocols is also provided to facility.

Epidemiology

Tim Hazelett presented the Epidemiology report.

Kim Lockwood's retirement was announced. Through her tenure, Mrs. Lockwood has been a tremendous resource to our community.

Threat Preparedness:

Jaclyn Johnson presented the Threat Preparedness report.

Regional Epidemiology

Tonya Chaney presented the Regional Epidemiology report, which includes regional epidemiological trainings and meetings held in the past month, field and partner education that was completed, and disease investigation and surveillance undertaken.

February/March Report:

Received and provided education and guidance on COVID-19 testing and training. First case of COVID19 was reported the end of March.

Definitions:

PUI (Person Under Investigation) – symptomatic, tested and awaiting results

Confirmed Case – received a positive PCR test

Probable Case – antibody test

Contacts – individuals identified as contact to a confirmed case

All individuals are monitored for 14 days.

Four National Guard were assigned for the region to assist in COVID-19 response.

April Report:

Of the 58 reportable diseases reported, 42 were COVID19. 344 contacts were identified and contacted. 784 PUIs were contacted.

To increase epidemiological capacity, many individuals were trained to complete investigations.

April Reported COVID Cases: Recovered:
 WV – 339 285
 Cabell County – 58 51

Regional Epidemiologist also monitored and assisted facilities with outbreaks.

Mr. Konrad inquired on the timeframe between testing positive and recovery. There is no set timeframe.

Dr. Yingling stated the Board appreciates the Epidemiology work and agrees contact tracing is essential.

Dr. Yingling inquired on the ability to alert the increase of cases in region and how they are evaluated. Numbers are being monitored very closely. The COVID-19 Planning Team reviews the case count twice a week. This team discussed the objectives and opportunities to provide additional education or any other objective relevant to the findings. WVDHHR has a COVID19 website that includes state and county data. WVBPH has developed an alert system that outlines when to assess a situation and when action is needed.

Nursing & Harm Reduction Program:

Kathleen Napier presented the Nursing and Harm Reduction reports.

Testing Strike Team conducted 8 outreach events. Environmental Health staff were recognized for their assistance in the outreach events.

25 staff were trained to conduct case investigation, PUI and contact follow up.

Clinical services have increased. All services are provided by appointment only.

Harm Reduction Program:

We continue to see clients on a daily basis. The option to pick up and receive supplies on a 2-week schedule has worked well for some clients.

Information and Technology:

Allen Woodrum presented the Information and Technology report.

Tim Hazelett commented Allen Woodrum for the fantastic job in setting up a virtual network so the agency can function internally and externally.

Health & Wellness:

Elizabeth Adkins presented the Health and Wellness report.

COVID19 Call Center has received over 1,400 calls since opening in March. The average weekly number of calls is 100. The CHHD Reopening Campaign has received over 16,000 visitors to the website page. 24 agencies have downloaded and utilized the toolkits posted.

CHHD is actively promoting the CHHD Levy. Yard signs have been placed throughout the county, ads are running with local agencies and we have a strong social media presence. Appreciation of the Board's support was stated.

Community Health Assessment is being updated. Though the assessment is required to be updated every 5 years, Cabell-Huntington Health Department completes an annual update. This year is the 5-year mark and will require the entire assessment to be updated. We continue to work with Dr. Koester to update our data. Students were utilized to assist with updating primary data. This summer a community survey will be released to assess the community needs. Community Health Assessment is set to be finalized by the end of 2020.

Financial Report:

Jack Mease presented the April 2020 financial reports.

A motion to approve the Financial Report was made by Mr. Kitchen, seconded by Mr. Konrad and approved.

Administration:

Tim Hazelett presented the Administration Report.

Two retirements were announced: Kim Lockwood and Beverly Spurlock. With their combined tenure, there is just under 60 years of operational intelligence leaving the agency on May 29th.

Two grants were acquired to support capacity in the COVID19 response. The Cabell-Huntington Health Department requested to utilize the funding from the Homeland Security and Pallottine Sisters grants to pay personnel overtime hours worked in the COVID19 response.

A motion to approve exempt, nonexempt and temporary employees to receive overtime payment was made by Mr. Konrad, seconded by Mr. Sweeney and approved.

Physician Director's Report:

Dr. Kilkenny presented the Physician Director's Report.

COVID19 has taken precedence 7 days a week for the past 14 weeks. All staff are enthusiastic and passionate about the work we do.

Reorganization of Epidemiology to align with clinical services is primarily due to the significant statewide improvements in the organization of epidemiology. In the past two years epidemiology has been driven by response and continues. We will continue to reorganize epidemiology to mimic the state organization.

Annual PHAB report was submitted. In return, PHAB has requested information to demonstrate our ability to respond to an outbreak.

Non-Congregate Housing Update: Currently 17 are being housed through the non-congregate sheltering plan. Tim Hazelett continues to seek FEMA funding to continue the sheltering funding.

Dr. Kilkenny expressed his appreciation for both Kim Lockwood and Beverly Spurlock's years of service. A social distancing lunch has been scheduled for Friday, to honor their service.

Meeting adjourned at 6:09 p.m.

The next regular Board meeting is scheduled for June at 5:00 p.m.

Respectfully submitted,



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

Approved:


Kevin Yingling, Chair
Cabell-Huntington Board of Health