

**CABELL-HUNTINGTON HEALTH DEPARTMENT**  
*Board of Health Regular Meeting – July 22, 2020*

**Board Members Present:**

Kevin Yingling, MD

**Board Members Present by Video Conference:**

Robert Sweeney

Danny Porter

Fred Kitchen

Donna Rumbaugh

Daniel Konrad

**Staff Members Present:**

Michael E. Kilkenny, Medical Director

Tim Hazelett, Administrator

Allen Woodrum, Information Technology Director

**Staff Members Present by Video Conference:**

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

Hannah Petracca, Health and Wellness

Joe Reckard, Sanitarian

**Visitors by Video and Phone Conference:**

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

Dr. Kilkenny and Cabell-Huntington Health Department were recognized for their research and dissemination of discovery around activities that have occurred at the health department by having an article published in the MMWR.

A motion to approve the July 2020 Board of Health Agenda was made by Mr. Sweeney, seconded by Mrs. Rumbaugh and approved.

**Approval of Minutes:**

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

**Executive Session**

Executive session was called to order at 5:07pm.

Board of Health reconvened regular session at 6:19pm.

No action was taken during Executive Session.

A motion to approve the May 2020 departmental reports was made by Mr. Kitchen, seconded by Mr. Porter and approved.

**Medical Cannabis Approval Process**

A motion to table the approval of the medical cannabis information received until we seek clarification through from the Office of Medical Cannabis was made by Mrs. Rumbaugh, seconded by Mr. Kitchen and approved.

**Environmental Health:**

Rodney Melton presented the Environmental Health report.

**Threat Preparedness:**

Jaclyn Johnson presented the Threat Preparedness report. MRC reporting has changed from monthly to a 6-month increment. Therefore, MRC volunteers have contributed 564 hours, which calculates to a \$18,695 value from January to June 2020.

Dr. Yingling requested Tim Hazelett to draft a written letter of commendation for the volunteer's services and commitment on behalf of the BOH.

**Regional Epidemiology:**

Tim Hazelett presented the Regional Epidemiology report.

**Nursing & Harm Reduction Program:**

Kathleen Napier presented the Nursing and Harm Reduction reports.

**Information and Technology:**

Allen Woodrum presented the Information and Technology report.

**Health & Wellness:**

Elizabeth Adkins presented the Health and Wellness report.

**Financial Report:**

Jack Mease presented the June 2020 financial reports.

A motion to approve the Financial Report as presented was made by Mrs. Rumbaugh, seconded by Mr. Kitchen and approved.

**Administration:**

Tim Hazelett presented the Administration Report.

The following requests were made:

1. Approval to hire additional staff, specifically:
  - 2 nurses to serve in regional capacity with ability to deploy
  - 2 additional nurses to support the Nursing Department/Case Investigation
  - 2 additional sanitarians in addition to the 2 open sanitarian positions open
  - 1 information technology assistant clerk
2. A request was made to purchase a mobile disinfectant sprayer to disinfect the agency with the ability to deploy unit and decontaminate events.
3. Approval to contract with individual to develop performance markers that significantly impacts our intervention from a contact tracing standpoint.
4. Approval to contract 1 epidemiology assistant for a 3-week period to assist with Cabell County cases

A motion to approve the budget items requests as listed was made by Mr. Kitchen, seconded by Mrs. Rumbaugh and approved.

**Physician Director's Report:**

Dr. Kilkenny presented the Physician Director's Report.

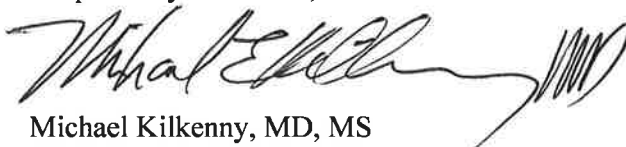
A motion to approve the departmental reports as presented was made by Mrs. Rumbaugh, seconded by Mr. Kitchen and approved.

Dr. Yingling requested an update regarding influenza vaccination, including how it will be distributed, what the challenges will be and any needs the board needs to address at the next Board of Health meeting.

Meeting adjourned at 7:13p.m.

The next regular Board meeting is scheduled for September 23, 2020 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