

CABELL-HUNTINGTON HEALTH DEPARTMENT
Board of Health Regular Meeting
September 23, 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

Rodney Melton, Chief Sanitarian

Laura Johnson, Secretary

Hannah Petracca, Health and Wellness

Tonya Chaney, Regional Epidemiologist

Heather Wood, Nurse Practitioner

Visitors by Video and Phone Conference:

Taylor Stuck, Herald-Dispatch

Eliza Schwartzmiller

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

A motion to approve the August 2020 Board of Health Agenda was made by Mr. Konrad, seconded by Mr. Kitchen and approved.

Approval of Minutes:

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

A motion to approve the August 2020 Special Meeting minutes with an amendment to the vote on resolution was made by Mr. Sweeney, seconded by Mr. Konrad and approved.

Environmental Health:

Rodney Melton presented the Environmental Health report.

Threat Preparedness:

Tim Hazelett presented the Threat Preparedness report. Written letters commending the Cabell-Wayne MRC Volunteers from Cabell-Huntington Board of Health has been written and will be provided to those volunteers that have participated in the COVID-19 response.

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.

Nursing & Harm Reduction Program:

Kathleen Napier presented the Nursing and Harm Reduction reports. COVID-19 case demand and challenges were discussed.

Dr. Yingling suggested the heightened awareness and direction of attention to services that have decreased due to the COVID-19 pandemic. Board of Health requests any needed resources to be brought to their attention.

Information and Technology:

Allen Woodrum presented the Information and Technology report.

Health & Wellness:

Hannah Petracca presented the Health and Wellness report. Earned media impressions were highlighted as being in the millions. Board of Health received update on status of Joint Information Center (JIC).

A motion to approve the departmental reports as submitted and presented was made by Mr. Porter, seconded by Mr. Sweeney and approved.

Financial Report:

Jack Mease presented the July and August 2020 financial reports.

A motion to approve the July and August 2020 receipts and invoices was made by Mr. Sweeney, seconded by Mr. Kitchen and approved.

Administration:

Tim Hazelett presented the Administration Report.

Tim Hazelett commended the CHHD personnel for their collaborative work with community partners in all sectors and focus while maintaining pandemic response functions.

Dr. Yingling requested update on influenza like illness reporting. Mountain Health Network has agreed to select sites to report influenza like illness for the Sentinel Report requested by WVBPH. This report is utilized to treat and test in the healthcare community.

Announcement of Community Testing implementation on Mondays and Thursdays at Cabell-Huntington Health Department was made.

Physician Director's Report:

Dr. Kilkenny presented the Physician Director's Report.

Executive Session

Executive session was called to order at 6:05pm.

Board of Health reconvened regular session at 7:10.

No action was taken during Executive Session.

Mr. Kitchen made a motion to approve a \$1500.00 across the board pay increase to all Cabell-Huntington Health Department staff to acknowledge their hard work in this difficult time. Mr. Sweeney seconded and the motion was approved unanimously.

Meeting adjourned at 7:13p.m.

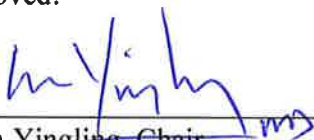
The next regular Board meeting is scheduled for October 28, 2020 at 5:00 p.m.

Respectfully submitted,



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

Approved:



Kevin Yingling, Chair
Cabell-Huntington Board of Health

CABELL-HUNTINGTON HEALTH DEPARTMENT
Board of Health Emergency Meeting
October 19th, 2020

Board Members Present via teleconference

Kevin Yingling, MD, RPh, Chair
Robert Sweeney
Danny Porter
Fred Kitchen
Donna Rumbaugh
Daniel Konrad

Staff Members Present:

Michael E. Kilkenny, Medical Director
Tim Hazelett, Administrator

Dr. Yingling called the Board of Health meeting in order at 5:02 p.m.

In accordance with the Cabell-Huntington Health Department Board of Health By-Laws, this emergency meeting was called in accordance with Article 3, Section 3D.

ARTICLE III - MEETINGS.

Section III. Meeting Types and Frequency.

D. Written Consents or Meetings by Telephone: Any action required or permitted to be taken at any meeting of the Board may be taken without a meeting if all members of the Board consent thereto and the writing or writings are filed with the minutes of proceedings of the Board. Members of the Board may participate in a meeting by means of conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other, and participation in a meeting pursuant to this method shall constitute presence in person at such meeting.

All Board of Health Members consented to the Emergency Meeting and all members were present.

Dr. Yingling asked Dr. Kilkenny to brief the Board of Health Members on the purpose of the meeting. Dr. Kilkenny shared the letter from the West Virginia Board of Personnel indicating the motion, while in good intent, was a violation of WV Administrative Rule 5.4(d). This motion was made on September 23rd, 2020 by Dan Konrad, seconded by Danny Porter and passed.

Section 5. Compensation Plan and Salary Administration

5.4. Implementation of Plan

(d) Additional Pay - Except for authorized overtime, Board approved pay differentials, or other statutorily required and/or authorized payments, appointing authorities shall make no pay additional to the regular salary to any employee. The rates as provided do not include reimbursements for actual and necessary expenses incurred incident to employment such as travel expense. Additional duties imposed or volunteered are not an exception to this rule.

As this was noted as a violation of West Administrative Rule, the Cabell-Huntington Health Department and the Cabell-Huntington Health Department Board of Health called the meeting to address and take appropriate action on the aforementioned motion.

The Board of Health strongly supports the work by all employees of the Cabell-Huntington Health Department. The intent is to reward the work of all employees in this pandemic with the increase in pay in accordance with all rule, policies and procedures applicable.

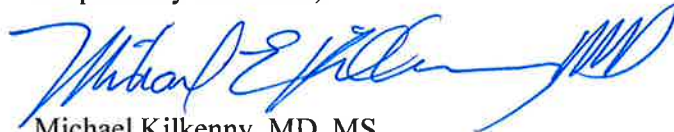
A motion to rescind the original motion of the payout of the unused leave was made by Dan Konrad, seconded by Bo Sweeney. The motion carried unanimously.

These minutes will be added to the September 23rd, 2020 Board of Health Minutes as an addendum dated October 19th, 2020. The motion will be removed from the September 23rd, 2020 minutes.

With no further action from the Board, a motion to adjourn was made and seconded. The meeting adjourned at 5:34 p.m.

The next regular Board meeting is scheduled for October 28, 2020 at 5:00 p.m.

Respectfully submitted,



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

Approved:



Kevin Yingling M.D., RPh, Chair
Cabell-Huntington Board of Health

