

**CABELL-HUNTINGTON HEALTH DEPARTMENT**  
*Board of Health Regular Meeting – January 27, 2021*

**Board Members Present:**

Kevin Yingling, MD

**Board Members Present by Video Conference:**

Robert Sweeney  
Danny Porter  
Donna Rumbaugh  
Daniel Konrad  
Fred Kitchen

**Board Members Absent:**

**Staff Members Present:**

Michael E. Kilkenny, Medical Director  
Tim Hazelett, Administrator

**Staff Members Present by Video Conference:**

Kathleen Napier, Nursing Director  
Jack Mease, Accountant  
Rodney Melton, Chief Sanitarian  
Laura Powell, Secretary  
Elizabeth Adkins, Director of Health and Wellness  
Allen Woodrum, IT Director

**Visitors by Video and Phone Conference:**

Taylor Stuck, Herald-Dispatch

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

A motion to approve the January 2021 Board of Health Meeting agenda was made by Mrs. Rumbaugh, seconded by Mr. Kitchen and approved.

**Election of Officers:**

2021 Chair and Vicechair nomination:

Dr. Yingling – Chair

Mr. Konrad – Vice Chair

The motion to approve Dr. Yingling as BOH Chair and Mr. Konrad as BOH Vice Chair was made by Mr. Sweeney, seconded by Mrs. Rumbaugh and approved.

**Executive Session**

Executive session was called to order at 5:04pm.

Board of Health reconvened regular session at 6:02pm.

Mr. Kitchen made a motion to approve the movement from DOP to merit based system as recommended by Executive Leadership. Mr. Sweeney seconded and the motion was approved. Merit based system will be implemented on February 1, 2021.

A motion to approve the total amount of salary changes presented was made by Mr. Sweeney, seconded by Mr. Kitchen and approved.

A motion to approve the November 2020 Board of Health minutes was made by Mr. Konrad, seconded by Mrs. Rumbaugh and approved.

Executive session discussion was on new organization chart, including position title changes, scope of changes and redefinition of responsibilities of positions.

A motion to approve the presented organization chart was made by Mr. Sweeney, seconded by Mr. Rumbaugh and approved.

### **Environmental Health:**

Rodney Melton presented the Environmental Health report.

### **Threat Preparedness:**

Tim Hazelett presented the Threat Preparedness report.

Dr. Yingling requested a COVID-19 outbreak report to be added to the Threat Preparedness report.

### **Nursing:**

Kathleen Napier presented the Nursing report.

Highlights:

- Completed case investigation on 2557 confirmed/probable cases in December 2020
- Received first COVID-19 vaccination allotment in December 2020
- CHHD has distributed 3400 COVID-19 vaccines

### **Harm Reduction Program:**

Kathleen Napier presented the Harm Reduction Program report.

### **Information Technology:**

Allen Woodrum and Tim Hazelett presented the Information and Technology report.

Positive impact on our work has resulted from the Board of Health's approval to bring IT inhouse:

- Security and increased capacity
- Ability for staff to work offsite
- New phone system with expansion capacity
- Addition of Help Desk Analyst

### **Health & Wellness:**

Elizabeth Adkins presented the Health and Wellness report.

Highlights:

- Call Center has received over 14,000 calls since March 2020
- Media Impressions – over 11 million for November and December combined
- Virtual Food Handler classes – 116 individuals taught in November/December
- Launching “It’s Not Forever” campaign
- Community Health Assessment final draft is in process
- Social Media – over 8,000 followers

Dr. Yingling stated the importance to begin messaging on COVID-19 vaccine availability and how to enhance the vaccine uptake.

Reenergizing messaging is being planned, as well as messaging to incorporate all our partner agencies.

Dr. Yingling recognized the need for close attention to vaccination access to vulnerable populations, including those with transportation limitation; and encouraged CHHD to provide messaging with factual vaccine information that will lead people to want to be immunized.

**Financial Report:**

Jack Mease presented the November and December 2020 financial reports.

A motion to approve the November and December 2020 financial report, including invoices and receipts, was made by Mr. Kitchen, seconded by Mr. Sweeney and approved.

**Administration:**

Tim Hazelett presented the Administration Report.

**Physician Director:**

No report presented.

A motion to approve all departmental reports as presented was made by Mr. Sweeney, seconded by Mr. Kitchen and approved.

The January 2021 Board of Health meeting adjourned at 6:35pm.

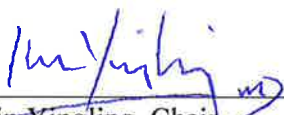
The next regular Board meeting is scheduled for February 24, 2021 at 5:00 p.m.

Respectfully submitted,



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

Approved:



Kevin Yingling, Chair  
Cabell-Huntington Board of Health

