

**CABELL-HUNTINGTON HEALTH DEPARTMENT**  
**Board of Health Regular Meeting – June 23, 2021**

**Board Members Present:**

Kevin Yingling, MD  
Robert Sweeney  
Donna Rumbaugh  
Danny Porter

**Board Members Present by Conference:**

Fred Kitchen

**Board Members Absent:**

Daniel Konrad

**Staff Members Present:**

Michael E. Kilkenny, Chief Executive Officer/Health Officer  
Tim Hazelett, Chief Operating Officer  
Jack Mease, Chief Financial Officer  
Aaron Harris, Information Technology  
Laura Powell, Administrative Services Office Assistant  
Elizabeth Adkins, Administrative Services Manager  
Kathleen Napier, Director of Nursing  
Rodney Melton, Director of Environmental Health Services  
Hannah Petracca, Public Information Officer  
Bryce Parker, Regional Epidemiologist

**Staff Members Present by Video Conference: N/A**

**Visitors Present:**

Taylor Stuck, Herald Dispatch  
Addison Leaberry, MU Student  
Jozlend Tucker, MU Student

**Visitors by Video and Phone Conference: N/A**

Dr. Yingling called the Board of Health meeting to order at 5:04pm.

Elizabeth Adkins introduced Addison Leaberry, a Marshall University Pre-med student and Jozlend Tucker, a Marshall University Health Science Field intern. Addison is working with our epidemiology department. She requested the hours for self-continuation of learning and experience.

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

A motion to approve the May 2021 minutes as written was made by Mr. Sweeney, seconded by Mrs. Rumbaugh and approved.

## **FY2022 Annual Plan**

Tim Hazelett presented the FY2022 Annual Plan and requested the Board of Health to approve.

Dr. Yingling inquired on the availability of plan details upon request to Board Members. Administration will provide details to the Board of Health upon request.

A motion to approve the FY2022 Annual Plan was made by Mr. Sweeney, seconded by Mr. Porter and approved. The FY2022 Annual Plan will be submitted to the State by June 30, 2021.

## **Departmental Reports:**

### **Chief Operating Officer:**

Tim Hazelett presented the Chief Operating Officer report. The Cabell-Huntington Health Department is currently in a transitional phase in COVID-19 response. The COVID-19 Vaccine Center is moving to a smaller venue and more operations will begin in-house.

### **Environmental Services:**

Rodney Melton presented the Environmental Services report. Environmental Health employees continue to support operations at the COVID-19 Vaccine Center. Guidance on events have been provided upon request to community businesses. An increase in animal encounters is contributed to the increase of new owners/pet adoptions during the COVID-19 Pandemic. The request for home loans has increased due to the housing marketing activity.

Mr. Sweeney inquired on the current restaurant restrictions. At this time, CDC has given guidance encouraging social distancing.

Dr. Yingling inquired on the possibility of the increase in food handlers due to the opening and expansion of restaurant services and the timeframe employee must complete the course. The Prevention Coordinators conduct the Food Handlers course virtually twice per month. Employees have thirty days from hire date to complete the course. The online courses have increased by thirty percent from last month and we are prepared to meet the influx in demand.

### **Epidemiology Report:**

Dr. Kilkenny presented a verbal report. Epidemiology services continue through interim epidemiology staff. COVID-19 continues to be watched closely, especially since Cabell County is approaching green on the Brown Harvard Map. Case counts are trending downward.

Mr. Sweeney inquired on incidence of Delta Variance in Cabell County. Less than five have been reported in the region.

### **Regional Epidemiology Report:**

Bryce Parker presented the Regional Epidemiology Report for the months of April and May 2021, which includes two new COVID-19 outbreaks reported in that time period. The reports included regional epidemiological trainings, meetings held in the past month, field and partner education, disease investigation and surveillance undertaken.

Dr. Yingling inquired on the unique environments of outbreaks. In April, the outbreaks were reported at a hospital and school environment. May outbreaks were reported in child residency settings.

### **Nursing:**

Kathleen Napier presented the Nursing report, which includes the clinical and Harm Reduction Program.

Clinic Report: This is the last week the COVID-19 Vaccine Center will be housed at the old Sears building at Huntington Mall. The center is moving to the old LifeWay Christian store by Best Buy. Alex Lewandowski, a licensed pharmacist, has been hired as the Vaccine Center Coordinator. Beginning June 28<sup>th</sup>, clinic services will resume in-house five days a week. All nursing and clerical

staff will be demobilized from COVID-19 response to standard operations to provide back to school immunizations and other clinical services. Intensive training is being conducted to prepare the staff for the transition back to clinical services.

Harm Reduction Report: Presented by Dr. Kilkenny

During the Legislative Session, Senate Bill 334 was passed and will take effect on July 9<sup>th</sup>. An educational session was conducted for the Board of Health, which included education on the law and health risks to the community. The bill restricts and prohibits best practices. There is an ongoing HIV transmission among injection drug users. The restriction of syringes is a tremendous challenge in prevention of HIV transmission. Dr. Kilkenny stated the Board of Health must make a business decision on whether to continue or close the Harm Reduction and Syringe Exchange Program. This program is administered by the health department, funded by grants and has deliverables to be met. Upon review of the law, Dr. Kilkenny believes the program can operate under the rules and guidelines. It is a significant threat to public health to close with the on-going transmission of HIV. The continuance of the program can reduce the spread, which was proven during the 2018-2019 HIV Outbreak. Overdose deaths statistics can also be reduced through the continuance of the program. Dr. Kilkenny made the recommendation for the Board of Health to continue the Cabell-Huntington Health Department Harm Reduction and Syringe Exchange services.

Dr. Yingling thanked all staff members involved in the Board education session.

Dr. Yingling inquired on the financial impact. The increase to cost is anticipated to be minimal, though there are aspects to the bill that have yet to be applied. The Board will be notified of any significant changes.

Mr. Sweeney made a motion to accept Dr. Kilkenny's recommendation to continue the Cabell-Huntington Health Department's Harm Reduction and Syringe Exchange services. Mrs. Rumbaugh seconded, and the motion was approved. The Harm Reduction and Syringe Exchange services will remain open.

#### **Administrative Services:**

Elizabeth Adkins presented the Administrative Services report, which includes Administration, Public Information, Prevention Programs and Threat Preparedness.

Six expenditures over \$10,000 in the FY2022 Budget, which is included in the Annual Plan, were requested for approval:

- 2 vehicles – 1 truck and 1 Jeep Grand Cherokee
- Flu vaccine purchase
- Hepatitis A vaccine purchase
- Marshall Health Internal Medicine contract
- Marshall Health Nurse Practitioner contract
- Conference room audio/visual updates

In response to Dr. Yingling's inquiry, the cost of the flu vaccine is approximately the same and not higher than previous years.

Mr. Sweeney inquired on the requirement to bid out the renovation/conference room updates. There is a formal bidding process that will be followed.

A motion to approve all six expenditures over the cost of \$10,000 each was made by Mr. Sweeney, seconded by Mr. Porter and approved.

The Cabell-Huntington Health Department observes state holidays. Juneteenth was declared a holiday without an appropriate amount of notice to close our services. The Board of Health was asked to allow staff to observe the Juneteenth holiday on Friday, July 2<sup>nd</sup> and observe Juneteenth on July 17<sup>th</sup>, 2022. In response to Dr. Yingling's inquiry, the recommendation do not violate any codes or laws.

Mr. Sweeney made a motion to approve the recommendation, Mrs. Rumbaugh seconded, and the motion was approved.

The addition of 4.5 personnel positions were requested:

- 1.5 additional sanitarian positions
- 1 Epidemiology Prevention Coordinator, credentialed by a professional medical school
- 1 Nurse – either RN or LPN to focus on epidemiology response
- 1 Administrative Office Assistant in Finance – minimum requirement of three years' experience in finance

The Merit system has been a huge benefit to the agency and allowed to hire four full-time staff. Personnel is the number one asset at Cabell-Huntington Health Department. We are enhancing our recruitment system utilizing a program called Handshake. We are currently recruiting applicants from universities in WV, OH and KY. We also post positions on Indeed.

Dr. Yingling inquired if the expenses for positions are included in the budget and if there are any concerns of the allotment restricting applicants or exceeding the budget. Elizabeth Adkins stated she is confident in the recruitment system and budget. The positions are posted both internal and external. A motion to approve the recommendation of 4.5 additional personnel positions as presented was made by Mr. Sweeney, seconded by Mr. Kitchen and approved.

Tim Hazelett stated our merit system is flexible and allows us to keep active throughout the entire posting process. Our current hiring period is 3 to 4 weeks.

A plaque of First Lady Melania Trump's visit to CHHD was presented. The plaque includes cuff links, a medal, professional photo from the White House and a thank you letter from First Lady Melania Trump. All items were provided to the Cabell-Huntington Health Department. The plaque will be placed on a wall on the Administrative floor.

#### **Threat Preparedness:**

Elizabeth Adkins presented the Threat Preparedness report and shared the volunteers are actively assisting the COVID-19 vaccine response. There are 167 active MRC volunteers. An event is being planned to recognize the volunteer's work.

Dr. Yingling stated this is the only agency he has heard of discussing threat preparedness. Through the review of community assessments, he noted that the citizen's surveys show threat preparedness are on their minds.

#### **Financial Report:**

Jack Mease presented the May 2021 financial report.

A motion to approve the May 2021 invoices and receipts was made by Mr. Sweeney, seconded by Mr. Porter and approved.

#### **Health Officer:**

Dr. Michael Kilkenny presented the Health Officer report.

A discussion occurred on the education for Board of Health members, including judicial responsibilities. Currently the Board of Health Orientation is utilized for new members and to refresh current members.

Dr. Kilkenny's commented on the Merit system. Switching from the DOP to our own system has given us the additional freedom to recruit, change search time limits, and the flexibility in replacing positions. We continue to follow a rigorous interview process to ensure we are hiring the right person for the job.

Dr. Abir Rahman, accepted the Epidemiology position, has successfully defended the outputs from his PhD requirements. He is a qualified individual who will focus on community health statistics. The addition of an Epidemiology Coordinator will allow the Epidemiologist to continue to operate at a high level and not in the day to day reporting of diseases.

The addition of a Finance Administrative Office Assistance will assist in the complex grant management system required to oversee multiple FEMA Projects, state and federal grants and non-profit grants.

CHHD Staff have been and continue to train in threat preparedness. In the last three years, CHHD has responded to three major public health emergencies utilizing the threat preparedness training. This agency is committed to threat preparedness. Through our emergency response, we have learned you must have a flexible fluid change process. The accreditation process drove home the importance of formalizing and documenting processes/response efforts. An After-Action Report (AAR) is now completed for every response.

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

The June 2021 Board of Health meeting adjourned at 6:04 p.m.

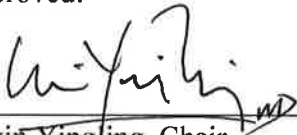
The next regular Board meeting is scheduled for July 28, 2021 at 5:00 p.m.

Respectfully submitted,



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

Approved:



Kevin Yingling, Chair  
Cabell-Huntington Board of Health

