

**CABELL-HUNTINGTON HEALTH DEPARTMENT**  
*Board of Health Regular Meeting – September 22, 2021*

**Board Members Present:**

Daniel Konrad

**Board Members Present – Virtually or By Phone**

Kevin Yingling, MD

Robert Sweeney

Donna Rumbaugh

Danny Porter Fred

Kitchen

**Staff Members Present:**

Michael E. Kilkenny, Chief Executive Officer/Health Officer

Tim Hazelett, Chief Operating Officer Jack

Mease, Chief Financial Officer

**Staff Members Present by Video Conference:**

Elizabeth Adkins, Administrative Services Manager

Rodney Melton, Director of Environmental Health Services

Joe Reckard, Threat Preparedness Coordinator

Hannah Petracca, Public Information Officer

Bryce Parker, Epidemiology

Austin Hoffman, Regional Epidemiologist

Dr. Abri Rahman, Director of Epidemiology

Allen Woodrum, IT Director

Sharon Scott, Administrative Services Office Assistant

**Visitors by Video and Phone Conference:**

Tim Loper, BHM CPA Group, Inc. Taylor

Stuck, Herald Dispatch

Mr. Konrad called the Board of Health meeting to order at 5:13pm.

A motion to approve the September 22, 2021 Board of Health Agenda was made by Mrs. Rumbaugh, seconded by Mr. Porter and approved.

**FY2020 Audit**

Mr. Tim Loper from BHM CPA Group, Inc. presented the FY2020 Audit.

A motion to approve the July 2021 Board of Health Meeting Minutes as written was made by Mr. Porter and approved.

### CHHD Merit System Changes

Elizabeth Adkins presented the proposed Merit System changes:

- 9.3 Posting of Job Openings - Whenever a job opening occurs, CHHD shall post a notice in the second-floor lunchroom that candidates will be considered to fill the job opening. **The notice for internal only postings shall be posted for at least five (5) days. All notices that include an external posting shall be posted for at least ten (10) days before making an appointment to fill the job opening.** The notice shall state that a job opening has occurred, describe the duties to be performed, and the classification to be used to fill the job opening. Employees will receive an agency email of the position posted.

**If no candidate/s are hired through the original internal and/or external posting process, CHHD Administration has the authority to determine the appropriate options for additional reopening, recruitment, and/or number of days posted for a position.**

Below is original wording

- 9.3 Posting of Job Openings - Whenever a job opening occurs, CHHD shall post a notice in the second-floor lunchroom that candidates will be considered to fill the job opening. The notice shall be posted for at least ten (10) days before making an appointment to fill the job opening. The notice shall state that a job opening has occurred, describe the duties to be performed, and the classification to be used to fill the job opening. Employees will receive an agency email of the position posted.

In response to Mr. Konrad's question, Elizabeth clarified that the proposed changes are just to streamline the on-boarding process and there have been no complaints in our processes.

A motion to approve the proposed changes to section 9.3 of the Merit System was made by Dr. Yingling, seconded by Mr. Porter and approved.

In addition, an increase in the starting salary was proposed for the following positions to ensure that we retain our current staff as well as future recruitment:

- Office Assistants across all departments to \$24,400
- Maintenance to \$28,000
- RN to \$45,000

A discussion occurred on how they proposed RN starting salary compares to that of the Hospitals. Though our RN salary is under the Hospital and National COVID-19 pay scales, we feel the proposed salary with our benefits package is going to ensure our RN positions stay competitive.

This would move the minimum starting range of the RN position to \$45,000 - \$55,000 depending on experience.

A motion to approve the increase of the three position's starting salaries was made by Mr. Sweeney, seconded by Dr. Yingling and approved.

**Departmental Reports:**

**Chief Operating Officer:**

Tim Hazelett presented the Chief Operating Officer report.

CHHD will be applying for a Safe Opening and Operating Policy Project grant through FEMA to help recoup some of the COVID-19 expenses we were not able to bill to any other funding source. Elizabeth Adkins will be the project lead.

A new testing site has been opened at 1801 6<sup>th</sup> Avenue. This site serves the general public as well as Marshall University.

**Environmental Services:**

Rodney Melton presented the Environmental Services report.

One mosquito sample has tested positive for West Nile Virus. A public announcement was released with education. There are no known cases of West Nile in humans at this time.

**Epidemiology:**

Dr. Rahman presented the Epidemiology report.

**Regional Epidemiology Report**

Austin Hoffman and Bryce Parker presented the Regional Epidemiology report. An increase in Lyme Disease has been reported.

**Nursing:**

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

In July, the CHHD nurses were demobilized from COVID-19 response to in-house clinic services. Flu vaccine will be added to all COVID-19 outreach events and at the COVID-19 Vaccine Center. We are assisting in staffing the HIMG Infusion Center to provide monoclonal antibody therapies. We are currently working to update all the policies and procedure for the Harm Reduction Program. We continue to provide all harm reduction and syringe services, as well as linkage to collocate linkage of care provision for HIV. We have met with a partnering health center that has offered to bring dental services into addressing drug user's health.

**Financial Report:**

Jack Mease presented the July and August 2021 financial report.

**Administrative Services:**

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

The Cabell-Huntington Health Department is now a recognized facility with WV Cares. This is a statewide clearance for access, registry, and employment screening verification.

We have signed up to utilize a human resource management system through ComTech. This system will streamline all our core human resource functions. Staff will have their own login and be able to update their information as needed.

We have been awarded as the Fiscal Manager of a two-year project grant with the Pallottine Foundation of Huntington to partner with the WV Quit Now program. This will be an excellent program to bring in tobacco cessation and services to our county as well as several surrounding counties.

Casey Napier was awarded the Active Southern WV Volunteer Appreciation Award.

**Health Officer:**

Dr. Michael Kilkenny presented the Health Officer report.

In August, CHHD continued to identify and notify the public of the increases in COVID-19 cases as well as work with partners to education on safe re-opening.

Dr. Kilkenny commended the staff for their tremendous work through August and into September. Case contact tracing was increased, to exceed the state's standard and to continue to serve our community. Staff have accepted new roles and worked overtime, including on weekends, without any hesitation.

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

The September 2021 Board of Health meeting adjourned to Executive Session at 6:00 p.m.

Board of Health returned from Executive Session at No action was taken in Executive Session.

Mr. Sweeney made a motion to authorize the Administration to use grant funding to provide staff with a \$1,000 net bonus after taxes. Dr. Yingling seconded and the motion was approved.


A motion to approve a \$1,500 pay increase per FTE and PTE for the next three years was made by Mr. Konrad, seconded by Mr. Sweeney and approved. The Board of Health also approved a minimum \$15.00 hourly rate for all positions by 2023.

A motion to approve the July and August 2021 invoices and receipts was made by Mr. Sweeney, seconded by Dr. Yingling and approved.

The September 2021 Board of Health meeting adjourned at 6:36pm.

The next regular Board meeting is scheduled for October 27, 2021 at 5:00 p.m.

Respectfully submitted,



Michael Kilkenny, MD, MS  
CEO and Health Officer, Cabell-Huntington Health Department

Approved:



Kevin Yingling, Chair  
Cabell-Huntington Board of Health