

**CABELL-HUNTINGTON HEALTH DEPARTMENT**  
**Board of Health Regular Meeting – September 28, 2022**

**Board Members Present:**

Daniel Konrad  
Fred Kitchen  
Danny Porter  
Eduardo Pino, MD, FAAP  
Donna Rumbaugh

**Board Members Absent:**

Robert Sweeney

**Staff Members Present:**

Michael E. Kilkenny, Chief Executive Officer/Health Officer  
Tim Hazelett, Chief Operating Officer  
Elizabeth Adkins, Administrative Services Manager  
Dr. Abir Rahman, Director of Epidemiology  
Kathleen Napier, Director of Nursing  
Rodney Melton, Director of Environmental Services  
Mikaela Earl, Regional Epidemiologist  
Laura Powell, Administrative Services Office Assistant  
Dayna Carter, Public Information Officer  
David Pauley, Tri-State Prevention Coordinator

**Visitors:**

Sarah Ingram, Herald Dispatch

Mr. Konrad called the Board of Health meeting to order at 5:05 pm.

A motion to approve the September 28, 2022 Board of Health Agenda as written was made by Mr. Porter, seconded by Dr. Pino and approved.

**Approval of Board of Health Minutes:**

A motion to approve the July 27, 2022, Board of Health minutes as written was made by Mr. Porter, seconded by Dr. Pino and approved.

**Annual Report FY2022:**

Dr. Kilkenny presented the FY2022 Annual Report, requesting no action at this time. Due to COVID-19 response activities annual reports have not been completed since FY2019. Mr. Konrad requested a meeting to be set up on October 12, 2022 at noon for the Board of Health to discuss the FY2022 Annual Report for acceptance.

**CHHD Resiliency Policy:**

Dr. Kilkenny presented the Cabell-Huntington Health Department Resiliency Policy and requested Board approval. Public Health Workers are exposed to high intensity work and can experience trauma. CHHD wants to address employee resiliency in a formal manner and build a resilient workforce. Through this, employees will receive relief in various ways to ensure they are performing at peak productivity levels and not suffering from the negative consequences of stress, increased

performance, or additional job duties. Resiliency is defined in emergency response and used as a planning tool in operations. We want to build from that definition, use existing tools, and provide a written policy that will direct employees to the expectations of what our agency can and will do. CHHD requests to add a part-time, trained, and certified Chaplain with a salary of up to \$25,000 as well as approval for any other resources that are needed for this position. A chaplain is a member of clergy who is appointed to provide spiritual leadership and counseling regardless of religious affiliation. They are uniquely trained to address issues. Dr. Pino requested to have the policy modified to include social media in the Employee Engagement Communication Skills Training. A discussion occurred on the need for a chaplain. CHHD believes spiritual and emotional health would be a great value and wants everyone to be stigma-free about the concept. Dr. Pino requested a report on activity of program if the policy is approved. A motion to approve the CHHD Resiliency Policy with amendment in the Communication Skills Training section was made by Dr. Pino, seconded by Mr. Kitchen and approved. A motion to approve the expenditure of funds up to \$25,000 for a chaplain position and other resiliency tools was made by Mr. Kitchen, seconded by Dr. Pino and approved.

### **Cabell-Huntington Health Departmental Reports:**

#### **Chief Operating Officer:**

Tim Hazelett presented the Chief Operating Officer report. There are zero vacant positions in the agency at this time. The WV Testing Contract funding was received and paid in full. The Cabell County Sheriff's Office donated a 2016 Ford SUV to add to our fleet of vehicles for agency use. The Administrative Services team is developing the Community Health Assessment (CHA).

#### **Administrative Services:**

Elizabeth Adkins presented the Administrative Services report, which includes Administration, Public Information, Prevention Programs and Threat Preparedness. We have been busy the last few months onboarding new employees. Two new employees were introduced: Dayna Carter, Public Information Officer and David Pauley, Tri-State Prevention Coordinator. The COVID-19 Call center has received a collective total of 35,603 calls as of 09-21-2022. CHHD participated in two back to school events in collaboration with Valley Health. Carol Simmons, RN, was recognized for her 15 years of service. We continue to see an increase in the number of viewers on our website. Our goal is to continue to keep the number of viewers and active engagement. Dr. Pino requested a report on the number of repeat visitors.

#### **Epidemiology:**

Dr. Rahman presented the Epidemiology report, which included case numbers for reportable diseases, graphs for diseases that had at least one case over any of the focused time periods, trainings, outreach, and meetings attended in July and August 2022. COVID-19 indicators are shown separately in the reports. A gradual increase in all indicators was documented in July in comparison to the gradual decrease in August. Both July and August, we stayed in the "HIGH" COVID-19 community level. Additionally, for most reportable diseases, case numbers declined compared to the months (July & August) of last year, specifically for Chronic Hepatitis C.

#### **Regional Epidemiology Report**

Mikaela Earl presented the Regional Epidemiology report, which included regional epidemiological trainings and meetings, field and partner education, and disease investigation and surveillance. The total number of investigations in the Western Surveillance Region, irrespective of case status, entered into the West Virginia Electronic Disease Surveillance System (WVEDSS) for July and August 2022

was pointed out. Cases were reviewed by the Regional Epidemiologist for accuracy and compliance of reporting for CDC's surveillance indicators. In the month of July, Cabell County experienced an increase in the number of COVID-19 cases. There was approximately a 138% increase in the number of COVID-19 investigations in the Cabell County Jurisdiction for July 2022 from the month of June. The number of investigations peaked at 126 with an average of 0.0581 more investigations each day over the month of July. In the month of August, the Cabell County jurisdiction experienced an increase of approximately 109% in the number of COVID-19 investigations. The number of investigations peaked at 100 in the first week of August, with an average of 0.1116 less investigations each day over the month. 217 COVID-19 outbreaks have been opened in Cabell County between March 2020 and August 2022.

**Nursing:**

Kathleen Napier presented the Nursing report, which includes the clinical and Harm Reduction Program. The nursing staff are participating in the Pink Book training, which is a CDC training for vaccine preventable diseases. The training covers the history of vaccines, the importance of vaccinating and the vaccine schedules. The clinic is now fully staffed and resuming normal operations. Clinic staff continue to work with the Epidemiology team to provide investigations for reportable diseases other than COVID-19.

**Environmental Health:**

Rodney Melton presented the Environmental Services report. Our mosquito surveillance program is active and continues to send samples in for testing. As of today, no West Nile has been found. During the month of August, a large volume of deficiencies were identified during a routine inspection at one establishment. We followed our processes, Chain of Command, and completed an assessment of the facility with the goal to reduce deficiencies. Due to the reduction of deficiencies, the establishment remained open with a corrective action plan.

**Financial Report:**

Tim Hazelett presented the July and August 2022 financial reports.

A motion to approve the July and August 2022 invoices and receipts approved unanimously.

A motion to approve all departmental reports as submitted was approved unanimously.

**CEO and Health Officer:**

Dr. Michael Kilkenny presented the CEO and Health Officer report. The status of zero vacancies in an agency, especially in public health, is an enviable and unusual status, but not an accident for CHHD. We reached this status through the positive results of the Board of Health and Administrative team, through the strategies the BOH authorized CHHD to utilize. The pink book training is important for health departments in terms of developing and demonstrating expertise in immunizations. The WV Legislature has mandated health departments to provide immunization services. Our environmental inspection methodology was questioned on social media. The resource-based model we use has been used since Dr. William Neal was Health Officer. This model is intended to generate success by finding deficiencies and fixes while developing trusting relationships between the business and sanitarian. Our agency has used this sound methodology for years and we have complete confidence in our sanitarians.

**Executive Session:**

The Board of Health adjourned to executive session at 5:44pm and returned at 6:00pm. No action was taken. Dr. Pino made a motion for the opening and closing of the executive session.

The September 2022 Board of Health meeting adjourned 6:01 at pm.

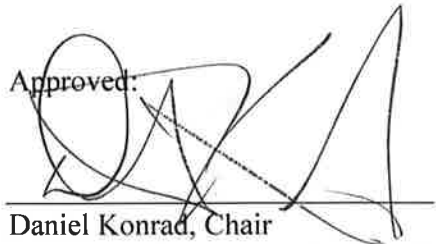
The next regular Board meeting is scheduled for October 26, 2022 at 5:00 p.m.

Respectfully submitted,



Michael Kilkeny, MD, MS  
CEO & Health Officer, Cabell-Huntington Health Department

Approved:



Daniel Konrad, Chair  
Cabell-Huntington Board of Health