

**CABELL-HUNTINGTON HEALTH DEPARTMENT**  
*Board of Health Regular Meeting –April 26, 2023*

**Board Members Present:**

Danny Porter  
Donna Rumbaugh  
Fred Kitchen  
Robert Sweeney  
Eduardo Pino, MD, FAAP

**Board Members Absent:**

Daniel Konrad

**Staff Members Present:**

Michael E. Kilkenny, Chief Executive Officer/Health Officer  
Tim Hazelett, Chief Operating Officer  
Elizabeth Adkins, Administrator  
Jack Mease, Chief Financial Officer  
Kathleen Napier, Director of Nursing  
Mikaela Earl, Regional Epidemiologist  
Rodney Melton, Director of Environmental Health Services  
Laura Powell, Administrative Services Office Assistant

**Visitors:**

Joshua Eastman, MU School of Medicine Student  
Cherishma Nagisetty, MU School of Medicine Student  
Morgan Spencer, MU School of Medicine Student  
Sarah Ingram, Herald-Dispatch  
Tim Loper, BHM CPA

Mr. Kitchen called the Board of Health meeting to order at 5:00 pm.

A motion to approve the April 2023 Board of Health Agenda was made by Mr. Sweeney seconded by Mrs. Rumbaugh and approved.

**Approval of Board of Health Minutes:**

A motion to approve the March 2023 Board of Health minutes with the correction of date at end of last page, was made by Mr. Sweeney, seconded by Mrs. Rumbaugh, and approved.

**FY2022 Audit**

Tim Loper with BHM CPA Group, Inc. presented the FY2022 Audit Report. A single financial statement audit was completed with no findings. Mr. Sweeney made a motion to accept the audit report. Mr. Porter seconded, and the motion was approved.

**Community Health Assessment Proposal**

Elizabeth Adkins presented the Community Health Assessment (CHA) Proposal. West Virginia requires health departments to complete a CHA every five years. The Cabell-Huntington Health Department proposes to contract with a consulting company to complete this requirement by the end of this calendar year. The last CHA was completed in 2015. Due to the COVID-19 pandemic, the

work that was started in 2020 was not completed. A motion to approve and proceed with the contract was made by Mr. Sweeney, seconded by Mrs. Rumbaugh, and approved.

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

### **Chief Operating Officer:**

Tim Hazelett presented the Chief Operating Officer Report.

### **Administrator:**

Elizabeth Adkins presented the Administrator report, which includes Administration, Public Information, Prevention Programs and Threat Preparedness. There are no current vacancies at CHHD.

### **Epidemiology:**

Mikaela Earl presented the Epidemiology report, which included case numbers for reportable diseases, graphs for diseases, trainings, outreach, and meetings attended in March 2023. In comparison to March 2022 and 2023, four reportable diseases decreased and one increased. The calendar year comparison shows four diseases decreased and seven increased.

### **Regional Epidemiology Report**

Mikaela Earl presented the Regional Epidemiology report, which included regional epidemiological trainings, meeting, completion of field and partner education, and disease investigation and surveillance reports.

### **Nursing:**

Kathleen Napier presented the Nursing report, which includes the clinical and Harm Reduction Program. The FDA and CDC has released the new COVID-19 vaccination guidance. A booster of the bivalent vaccine is available for those who are over age 65 or immune compromised four months after their last vaccine. New guidelines have been released for ages 6 months and older. The vaccine did not change, only the guidelines.

### **Environmental Health:**

Rodney Melton presented the Environmental Services report. Staff are transitioning from spring to summer programs. Event planners are being contacted to set up pre-inspections at least two weeks in advance of events. The department is working on updating the Environmental Health sections on our website, to include more information and easier navigation.

### **CEO and Health Officer:**

Dr. Michael Kilkenny presented the CEO and Health Officer report. Eight staff are currently attending national conferences. Six staff are at the NACCHO Annual Threat Preparedness Summit. Two staff are in DC, presenting a roundtable discussion at the NACCHO HRP Mentorship Project conference. The line of credit approved by the Board in March 2023 has been completed. Upon review of prerequisites, CHHD will not be moving forward on seeking a line of credit. A short discussion occurred on Mr. Sweeney's inquiry on the distribution of the Opioid Settlement.

### **Financial Report:**

Jack Mease presented the March 2023 Financial Reports.

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

A motion to approve the invoices and receipts for March 2023 was made by Mr. Sweeney, seconded by Mrs. Rumbaugh, and approved.

The April 2023 Board of Health meeting adjourned at 5:45pm.

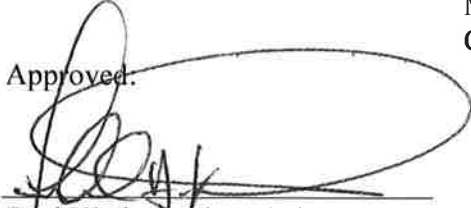
The next regular Board meeting is scheduled for May 24, 2023 at 5:00 p.m.

Respectfully submitted,



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

Approved.



Fred Kitchen, Vice Chair  
Cabell-Huntington Board of Health

