

**CABELL-HUNTINGTON HEALTH DEPARTMENT**  
*Board of Health Regular Meeting –May 24, 2023*

**Board Members Present:**

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

**Board Members Absent:**

Daniel Konrad  
Robert Sweeney

**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:**

Sarah Ingram, Herald-Dispatch  
Autumn Johnson, Marshall University Student

Dr. Pino, at the request of Mr. Kitchen, presided over the meeting.

Dr. Pino called the Board of Health meeting to order at 5:00 pm.

A motion to approve the May 2023 Board of Health agenda was made by Mrs. Rumbaugh, seconded by Mr. Porter and approved.

**Approval of Board of Health Minutes:**

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

**FY2024 Board of Health Meeting Schedule**

A motion to approve the FY2024 Board of Health meeting schedule was made by Mrs. Rumbaugh, seconded by Mr. Porter and approved.

**FY2024 Annual Plan and Budget**

Tim Hazelett presented the FY2024 Annual Plan and Budget. A motion to approve the FY2024 Annual Plan and Budget as presented was made by Mr. Kitchen, seconded by Mr. Porter 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. Autumn Johnson was introduced as a Marshall University student who will be completing a 160- hour internship at CHHD. Elizabeth Adkins requested the Board of Health approval to donate the CHHD Ford Expedition to Animal Control. A motion to approve the transfer of the Expedition to Animal Control and accept a vehicle from Cabell County EMS was made by Mrs. Rumbaugh, seconded by Mr. Porter and approved.

### **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 April 2023.

### **Regional Epidemiology Report**

Mikaela Earl presented the Regional Epidemiology report, which included regional epidemiological trainings, completion of field and partner education, and disease investigation and surveillance undertaken. A motion to approve the Epidemiology and Regional Epidemiology reports was made by Mrs. Rumbaugh, seconded by Mr. Porter and approved.

### **Nursing:**

Kathleen Napier presented the Nursing report, which includes the clinical and Harm Reduction Program. Two staff members presented a roundtable at the ROCA NACCHO conference on our Harm Reduction Program. CHHD will be receiving the WV Immunization Network award for Improving Immunization Rates in Cabell County. A motion to approve the Nursing Report was made by Mrs. Rumbaugh, seconded by Mr. Porter and approved.

### **Environmental Health:**

Rodney Melton presented the Environmental Services report. The mobile food truck change takes effect on June 9, 2023. A motion to approve the Environmental Health Report was made by Mr. Porter, seconded by Mrs. Rumbaugh and approved.

### **Financial Report:**

Jack Mease presented the April 2023 Financial Reports.

A motion to approve the April 2023 Financial Report, including the invoices and receipts, was made by Mr. Porter, seconded by Mrs. Rumbaugh, and approved.

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

Dr. Michael Kilkenny presented the CEO and Health Officer report. The new Director of the National Center for State, Tribal, Local and Territorial Public Health Infrastructure and Workforce at the U.S. Centers for Disease Control and Prevention (CDC) will be visiting CHHD in July.

A motion to approve the CEO and Health Officer report was made by Mrs. Rumbaugh, seconded by Mr. Porter and approved.

**Executive Session**

Executive Session was called to order at 5:20pm and adjourned at 5:33pm.  
No action was taken during the Executive Session.

Tim Hazelett presented the following salary increase change and retention incentive requests:

- Authorize the Board approved FY2024 salary increase to begin on July 1, 2023
- Approve retention incentives, paid by a grant, of \$1,000 net to each (1) FTE or prorated FTE to employees:
  1. Hired on or before July 1, 2023 and remain employed on November 30, 2023 to be paid on December 8, 2023
  2. Employed on or before July 1, 2024 and remain employed on November 30, 2024 to be paid the first pay day in December 2024
  3. Employed on or before December 1, 2024 and remain employed on May 31, 2025 to be paid the first pay day in June 2025.

A motion to approve the salary increase change and retention incentives as presented was made by Mr. Porter, seconded by Mrs. Rumbaugh and approved.

The May 2023 Board of Health meeting adjourned at 5:35pm.

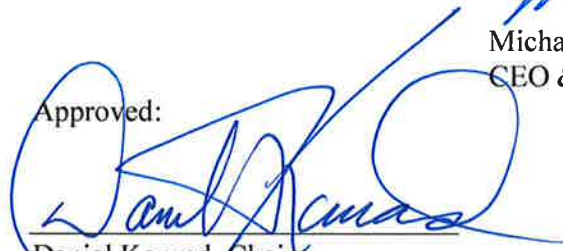
The next regular Board meeting is scheduled for June 28, 2023 at 5:00 p.m.

Respectfully submitted,



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

Approved:



Daniel Konrad, Chair  
Cabell-Huntington Board of Health

