

CABELL-HUNTINGTON HEALTH DEPARTMENT

Board of Health Regular Meeting – March 27, 2024

Board Members Present:

Daniel Konrad
Eduardo Pino, MD, FAAP
Bruce Felder
Danny Porter

Board Members Absent:

Fred Kitchen
Robert Sweeney

Staff Members Present:

Michael E. Kilkenny, Chief Executive Officer/Health Officer
Tim Hazelett, Chief Operating Officer
Rodney Melton, Director of Environmental Health Services
Laura Powell, Administration Office Assistant
Mackinzi Brown, Public Information Officer

Staff Members Present by ZOOM:

Jack Mease, Chief Financial Officer
Allen Woodrum, Director of Information Technology

Visitors:

Tim Roper, BHM CPA Group, Inc.

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

Agenda:

A motion to approve the March 2024 Board of Health Agenda was made by Dr. Pino, seconded by Mr. Porter and approved.

Approval of Board of Health Minutes:

A motion to approve the February 2024 Board of Health minutes as modified was made by Dr. Pino, seconded by Mr. Porter and approved.

FY2023 Audit:

Tim Roper with BHM CPA Group, Inc. presented the FY2023 Audit. The financial statement audit was completed with no control issues were found.

A motion to approve and accept the FY2023 Audit as presented was made by Mr. Felder, seconded by Mr. Porter and approved.

Cabell-Huntington Health Departmental Reports:

Chief Operating Officer:

Tim Hazelett presented the Chief Operating Officer Report. An update on the COVID-19 Outreach vehicle was given. The agency provided Real Colors training to staff on March 8th, 2024. These types of training help the agency perform at a higher level. Additional training will continue to be offered. CHHD will be filing for reaccreditation on March 28th, 2024. An update was given on the FEMA billing. Currently, there are three CHHD employees at the Threat Preparedness Summit in Cleveland, Ohio. Elizabeth Adkins is scheduled to present on COVID-19 JIC (Joint Information Center).

BOH By-Laws

A motion to adopt the BOH By Laws as revised and discussed in February 2024 was made by Mr. Porter, seconded by Dr. Pino and approved.

Essential Functions Document

Tim Hazelett presented on the updates to the CHHD Essential Functions (ESF). A motion to approve the Essential Services Document with the two changes was made by Dr. Pino, seconded by Mr. Felder and approved.

Administrator:

Tim Hazelett presented the Administrator report, which includes Administration, Public Information, Prevention Programs and Threat Preparedness. A total of 1,756 individuals have completed Food Handler training to date in FY2024. Leland Steele was hired on March 4th as the Director of Communications and Preparedness.

Epidemiology:

Tim Hazelett presented the Epidemiology and Regional Epidemiology reports, which included case numbers for reportable diseases, trainings and meetings, field and partner education, and disease investigation and surveillance during the month of February 2024.

Nursing:

Tim Hazelett presented the Nursing report, which includes the clinical and Harm Reduction Program. We are working to implement the credit card and one other feature in CERNER. The Nurse Practitioner contract with Marshall University is in progress.

Environmental Health:

Rodney Melton presented the Environmental Services report. Sanitarians continue to offer on-site Food Handler training within 10 days at facilities that have a low rate of certified employees. In February, 30 employees were trained. An update on the changes to the Mobile Food Truck Bill was presented.

Financial Report:

Jack Mease presented the February 2024 Financial Reports.

Chief Executive Officer and Health Officer Report:

Dr. Kilkenny presented the CEO and Health Officer Report. The Governor vetoed HB5105, which would weaken the immunization laws. There are 15 measles outbreaks in the United States. West Virginia is among the top 5 for best immunization rates in school entry. All board members were invited to a Board Orientation. We are moving forward with the CHIP initiatives. Focus groups have been conducted. We are also being advised by Marshall Health Network in social determinants of health. We are expanding our scope into Economic Development. An appointment has been made in April to discuss Economic Development and how public health can help in this area. A water leak in the building was discussed, which has damaged the interior of Dr. Kilkenny's office. The Board of Health was asked to approve CHHD to bid out the project to correct water leak and remodel a new CEO office and conference room. A motion to approve CHHD to bid the project out up to the amount of \$160,000 at the discretion of Administration was made by Mr. Porter, seconded by Mr. Felder and approved.

A motion to approve all departmental reports as presented and modified orally was made by Dr. Pino, seconded by Mr. Felder and approved.

A motion to approve the February 2024 Financial Reports, including the invoices and receipts, as provided and modified orally was made by Mr. Felder, seconded by Mr. Porter and approved.

The March 2024 Board of Health meeting adjourned at 5:58pm.

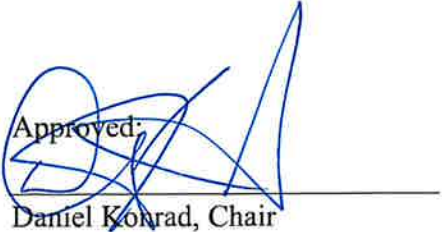
The next regular Board meeting is scheduled for April 24th, 2024 at 5:00 p.m.

Respectfully submitted,



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

Approved:



Daniel Kohrad, Chair
Cabell-Huntington Board of Health

