CABELL-HUNTINGTON HEALTH DEPARTMENT
Board of Health Regular Meeting – September 23, 2026

Board Members Present:
Bruce Felder
Eduardo Pino, MD, FAAP – Via Zoom
Robert Sweeney
William Dennison, MD
Danny Porter

Board Members Absent:

Staff Members Present:
Michael E. Kilkenny, Chief Executive Officer and Health Officer
Elizabeth Adkins, Administrator
Tim Hazelett, Chief Financial Officer
Rodney Melton, Director of Environmental Health
Harley Walden, Interim Director of Nursing
Laura Powell, Administration Office Assistant
Liz Chambers, Director of Epidemiology
Alyssa Reed, Regional Epidemiologist
John Jarboe, Maintenance Director
Leland Steele, Director of Communications and Preparedness
Karen Shannon, RN

Visitors:
Maggie Susa, Herald-Dispatch

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

Mr. Sweeney noted the passing of the BOH Chair Daniel Konrad. His passing is a loss for Huntington and this Board. His absence is noted today and will be noted for a long time to come.

Karen Shannon was recognized for winning the 2026 Public Health Nurse of the Year from the WV Public Health Association.

Agenda:
A motion to approve the agenda was made by Mr. Felder, seconded by Mr. Porter and approved.

Approval of Board of Health Minutes:
A motion to approve the July 2026 Board of Health minutes was made by Mr. Porter, seconded by Mr. Felder and approved.

Cabell-Huntington Health Departmental Reports:

Chief Financial Officer:
Tim Hazelett presented the Chief Financial Officer report. The ownership of Quick Books has been transferred to the agency. We did award an accounting contract to Jack Mease. We need to bid our audit and set up an audit committee with one Board Member, Tim Hazelett, Sharon Scott and Jack Mease.

A motion to establish an audit committee with Dr. Dennison as the Board representative was made by Dr. Pino, seconded by Mr. Felder and approved.

A motion to accept the July and August 2026 financial reports was made by Mr. Porter, seconded by Mr. Felder and approved.

Administrator:
Elizabeth Adkins presented the Administrator report. We are fully staffed. We were able to hire a full time RN and LPN. We recognized two staff members in August for tenure; Angela Jobe was recognized for 5 years of service and Adam McDermott was recognized for 10 years of service. Several staff attended the annual WVPHA conference, where Karen Shannon was recognized as the 2026 Public Health Nurse of the Year. There was a correction made to the Performance Management FY2026. There was a total of 137 measures. 131 of those were performed at 100%. We are working internally to look at this and make sure it aligns with our state audit. The audit will be in the Spring of 2027. Harley Walden has been appointed Director of Nursing, effective September 7th.

Mr. Felder acknowledged the improvement from Q1 to Q4 in the Performance Management.

Maintenance Report:
John Jarboe presented the Maintenance report. Elevator repair has been completed. The elevator annual inspection has been completed and reported to the state. Airgas annual inspection has been scheduled for September 28th.

Communications & Preparedness:
Leland Steele presented the Communications and Preparedness report. Media audience was 695, 731 with a publicity impression of $79,709. In July, the highest social media post was on Cyclosporiasis. We have also got a lot of public response on the Cycle of Care Lockers. In the month of August, we had a really good response from the community with Dr. Kilkenny and our staff who presented at St. Mary's School of Nursing about public health. Regarding activities in terms of Threat Preparedness, Communications, and Community Health Promotion, we have been planning for several months now the Fall Cabell-Wayne Local Emergency Planning Committee (LEPC) exercise that will be taking place Saturday, October 17th at Christ Temple Church. It will be a simulated mass shooter event. We continue to have bi-monthly Medical Reserve Corps meetings. We had a great presentation on how to care for your animals in an emergency by Dr. Ayers and his veterinary assistant last month. In terms of community events, we had 6 events and reached almost 4,000 people.

Epidemiology:
Liz Chambers presented the Epidemiology and Regional Epidemiology report. July and August were both active months with cyclosporiasis and tick diseases. We are now pivoting into preparation for respiratory viruses, raising awareness and helping the clinic in their efforts to vaccinate.

Regional Epidemiology
Alyssa Reed presented the Regional Epidemiology report. There were three outbreaks monitored in July, in which two were from Cabell County. In August, there were six outbreaks, one of which was Cabell County.

Nursing:
Harley Walden presented the Nursing report. July was busy with back-to-school clinics. We also were able to provide Narcan training. We did partner with Cycle of Care Locker, where free feminine hygiene products are provided, no questions asked, all privately donated. August was even more busy with the St. Mary's School of Nursing presentation, Community Back-to-School clinics and extended

clinic hours. A lot of that was made possible through the Take Your Best Shot Grant. Two full-time nurses, an RN and LPN - Jami Jones and Samatha Coldiron – were hired.

Environmental Health:

Rodney Melton presented the Environmental Services report. The Environmental Services Division is currently working toward meeting the FDA requirements for all food inspectors. The required training consists of 40 hours per sanitarian, and training is currently underway for the fourth of five food sanitarians. The Radon Program is in its final stages of development, with the goal of being fully operational in October. Multiple community agencies have expressed interest in radon testing. Short-term testing involves homeowners using mail-in test kit and receiving the results directly from the laboratory, with results also provided to the State. Long-term testing is conducted by CHHD using its approved radon equipment, with CHHD receiving the results and providing them to the State. CHHD will be licensed to perform radon testing but will not provide radon mitigation services. Radon testing services will be voluntary.

The quarterly capacity assessment information was distributed and discussed. The first topic addressed was follow-up inspections for the quarter. Five establishments required follow-up inspections within the applicable timeframe based on the classification of the violations. All five follow-up inspections were completed within the required timeframe. The second topic addressed the comparison of inspection data and the process for evaluating the department's performance against the applicable requirement. The Environmental Services Division has reached out to the State to determine the appropriate methodology and data points to use for the comparison. This will help ensure that the department's information is being evaluated consistently with the State's expectations and that the date used for the capacity assessment is accurate and comparable. The department will continue working with the State to establish the appropriate comparison method and will incorporate the results into future capacity assessments.

A motion to approve the departmental reports as presented was made by Mr. Felder, seconded by Mr. Porter, and approved.

Executive Session:

A motion to move into Executive Session to discuss personnel was made by Mr. Porter, seconded by Mr. Felder and approved.

Executive Session went into session at 5:35pm.

Regular Session went back into session at 6:05pm. No action was taken in Executive Session.

A motion to give the Chief Executive Officer the authority to change titles, specifically the Administrator, was made by Mr. Felder, seconded by Dr. Pino and approved.

The September 23, 2026 Board of Health meeting was adjourned at 6:06pm.

The next regular Board meeting is scheduled for October 28, 2026 at 5:00 p.m.

Respectfully submitted,

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

Approved:

Robert Sweeney, Vice Chair
Cabell-Huntington Board of Health