

Grafton-Taylor County Board of Health

Minutes May 19, 2023

The Grafton-Taylor County Board of Health met on Friday, May 19, 2023 at 9:30am, at the Grafton-Taylor County Health Department Board Room.

Members Present: Judy Collett, Vice Chairman
Kim Rogers
Charles Duckworth
Pam Teagarden
Dr. David Bender

Member Absent: Ken Cole

Staff Present: Boyd Vanhorn
Marian Browning
Jeff Kiger
Annie Kennedy
Melissa Obrien
Jennifer Stolzenfels

Boyd Vanhorn led the Pledge of Allegiance and gave the Invocation.

The meeting was called to order by Judy Collett, Vice Chairman; proper notifications had been made and a quorum was present.

Approval of Minutes:

Minutes from the previous meeting of March 17, 2023, were presented and approved. **MOTION** to approve the minutes was made by Kim Rogers **SECONDED** by Charles Duckworth. **MOTION APPROVED UNANIMOUSLY.**

Administrator's Report - report was given by Boyd Vanhorn

- Boyd distributed and reviewed an updated Board Member Orientation notebook to all the board members.
- Boyd recommended that a By Laws Committee be appointed to review and update the By Laws.
- Boyd gave an update on the fence: the color of the fence is tan the height had to be changed due to the city not allowing an eight-foot fence. We worked things out with the neighbors and established the property line. The utility companies will be here today to give us permission to dig. The contractor has assembled the panels and will return later today or Monday to begin putting the fence up.
- Generator update: Boyd called the electrician to receive an update but has not heard back from him yet.
- Key Card Entry System update: Boyd spoke with the company yesterday they will be installing the system either May 31st or June 1st. The city has agreed to pay the \$5,600. cost for the system from the contingency fund; however, that cost did not include key card entry to the clinical and administrative offices as it will be an additional cost to add those two.
- Levy Update: our levy will expire June 30, 2025, Boyd included in the packet a schedule of levy payments. A decision needs made whether to run the levy in the primary election in May of 2024 or the General Election of 2024. This information is being provided for review so that a decision can be made at a future date.

- A letter went to the city recommending Pam Teagarden to be appointed and a letter went to the Commission reappointing Judy Collett who is on their Agenda for the June meeting.
- We ran in to glitch for our federal grant funding with our CAGE code. The problem occurred because our official business name had too many variations and the name did not match up with the IRS. Corrections were made with the official business name established as Grafton Taylor County Health Department.

Community Health

Public Health - report was given by Nikki Underwood.

- ✓ There have been a couple of TB cases recently; two (2) cases were reported in the same week.
- ✓ Jeff Kiger went over how communicable diseases get reported in WVEDS and explained how that system works.

Community Protection

Threat Prep – report was given by Melissa Obrien

- Melissa attended a PACT meeting with the hospital association where the WAMSB event was discussed, this is an international band event that will be held in Buchannon, WV July 17th – 23rd at which they are expecting over 100,000 participants. They expect that attendees will trickle down to surrounding counties for lodging.
- At the LEPC meeting the Memorial Day Parade was discussed and it was agreed that we would lend our trailer and small tents to the EMS squad for them to set up a mobile cool-down unit. Melissa will be present to give assistance as needed.

Harm Reduction - report was given by Annie Kennedy

- ✓ The program is doing very well with practices improving because of the new, more functional clinical facility. To avoid potential conflicts with patients, we prepared a Patients' Rights and Responsibilities document which is given to all clients. The document explains how non-compliant or uncooperative clients can be expelled from the program. This has mitigated the behavior of one particularly difficult client.
- ✓ We have admitted three (3) new clients in March and four (4) in April; we are getting more people participating in the program. Referrals are being made and we have one (1) participant in rehab now.

Environmental Health – report was given by Jeff Kiger

- Effective June 9th outside counties mobile food units that come into our county will not have to obtain a mobile food permit; they are required to notify us 14 days in advance that they will be setting up in our county.
- Dogs are now allowed in restaurants, but not in food preparation areas; however, if the owner of the establishments says no dogs, then they are not allowed in that restaurant.
- We have completed all the mobile home community inspections for the year.
- We investigated 13 EPI cases which most were animal bites.
- We have completed half of the recreation water facility inspections and water sampling. We did have an issue with the State when we would submit our water samples that they were not arriving to them in time even though we were overnighting them. When Jeff discussed this with

the State, they indicated they had a courier that went to the drop site at a certain time of day which was causing the samples to arrive late. In order for our samples to be completed timely, Jeff has arranged with the Clarksburg water board to do our water samples we just have to deliver the samples to them.

- We have discovered that there were several campgrounds in the county that were not paying the campground permit fees, we have contacted those individuals to get them properly permitted.
- Next week we will be mailing out the July 1st – June 30th food establishment, water facility, and camp permit holder packets which includes a cover letter, fee sheet and permit application. Permit payments can now be paid online with a credit or debit card.
- We have an online in-service next Monday morning and an in person in-service June 2nd in Harrison County.
- Chuck Duckworth asked if VRBO rentals (Vacation Rental By Owner) were regulated. Jeff explained that he had researched this, and found that if they are considered rental properties and do not offer meals then the health department does not have authority over those properties.

Committee Reports

Finance Committee –finance report was given by Judy Collett

- ✓ Pam and Judy met at the Health Department Wednesday to review the financials, everything was in order; Pam commented that she was impressed with how organized and detailed Marian was.
- ✓ Chuck Duckworth asked that with the excess monies in the money market account, as we discussed in previous meetings, about moving a portion of the money to a higher interest-bearing account such as a short-term CD. Discussion was had about moving the money market funds into a higher interest account; at least the 3-month required amount.

MOTION was made by Kim Rogers to go ahead and move, preferably to a local bank, for a one- year CD \$175,000.00, **SECONDED** by Chuck Duckworth. **MOTION APPROVED UNANIMOUSLY.**

- ✓ Judy Collett asked that Marian go over the projected budget for next fiscal year, Marian explained that the budget shows that we will just break even for the year we will not show a profit unless we find additional income.

MOTION to approve the financial report was made by Kim Rogers, **SECONDED** by Chuck Duckworth. **MOTION APPROVED UNANIMOUSLY.**

- ✓ Boyd pointed out that he included a sheet in the packet that shows the breakdown for how the grants fund employee payroll, Marian mentioned that the grants fund \$108,000.00 of payroll expenses.
- ✓ Marian provided an update on the grant funding for billing and payments received.
- ✓ Marian reviewed the Financial Management Requirement policy which was a requirement for the Federal Congressional Funding received from Senator Manchin for the furnishing of the new building; this is an updated policy that will need approved by the board.

MOTION to adopt the Financial Management Requirement Policy was made by Chuck Duckworth,

SECONDED by Kim Rogers. MOTION APPROVED UNANIMOUSLY.

- ✓ Marian went over the FY 24 Program Plan which is included in the packet, the Program Plan is due by May 31, 2023.

MOTION was made to approve the FY 24 Program Plan by Pam Teagarden, **SECONDED** by Kim Rogers. MOTION APPROVED UNANIMOUSLY.

- ✓ Due to new Board Members being appointed, we need new signatures cards for the bank accounts, Boyd requested that a motion be made for what names will be on the new signature cards.

MOTION was made by Kim Rogers that all five (5) Board Members and Dr. David Bender be included on the bank signature cards, **SECONDED** by Pam Teagarden. MOTION APPROVED UNANIMOUSLY.

Human Resources Committee – report was given by Marian Browning

- ✓ Boyd suggested that we go into Executive Session to discuss personnel matters.

MOTION was made by Kim Rogers that we go into Executive Session to include all Board Members, Dr. Bender, Marian Browning, Annie Kennedy, and Boyd Vanhorn, **SECONDED** by Chuck Duckworth. MOTION APPROVED UNANIMOUSLY.

MOTION was made by Pam Teagarden to come out of executive session, **SECONDED** by Kim Rogers. MOTION APPROVED UNANIMOUSLY.

MOTION was made by Kim Rogers to approve the Infrastructure Grant and distribution that was discussed in executive session, **SECONDED** by Chuck Duckworth. MOTION APPROVED UNANIMOUSLY.

Building Committee

- Boyd made the announcement that we have received verbal approval from Senator Manchin's office for a grant of \$450,000.00 to build a 60' x 30' multi-use building that will serve as a drive-thru vaccine facility, emergency operations center, emergency response and sheltering facility with vehicle and equipment storage.
- The auction has been finalized and we should net \$5,000.00; Joe R Pyle should send payment next week.
- Wayne Beall will be moving equipment to the site June 5th to begin demolition of the old building.
- All utilities at the old building have now been disconnected.

Unfinished Business

None

New Business

None

Public Comment

None

Board Member Comments

None

Governance

- ✓ Floor was open for elections of FY 24 officers that will take effect July 1, 2023.

MOTION was made by Pam Teagarden to nominate Chuck Duckworth for Chairman, **SECONDED** by Rogers.

MOTION was made by Chuck Duckworth to nominate Judy Collet for Vice-Chairman, **SECONDED** by Kim Rogers.

- ✓ Since there were no other nominations Judy Collett to close the nominations and declared these individuals elected by acclamation.
- ✓ Recommendations were made for the following committees for the FY 24:
 - Finance: Pam Teagarden, Judy Collett and Marian Browning
 - Human Resources: Ken Cole, Kim Rogers, and Marian Browning
 - Building: Chuck Duckworth, Judy Collett, Boyd Vanhorn, and Marian Browning
 - By Laws: Judy Collett, Pam Teagarden, Chuck Duckworth, Boyd Vanhorn, and Marian Browning.

MOTION was made by Chuck Duckworth to accept the committee recommendations, **SECONDED** by Pam Teagarden. MOTION APPROVED UNANIMOUSLY.

- ✓ A meeting was scheduled for the By Laws committee to meet June 15, 2023, 9am at the Health Department.

The next board meeting will be Friday July 21, 2023, 9:30 AM at the Grafton Taylor County Health Department Board Room.

Meeting was adjourned by Judy Collett.

Charles Duckworth, Chairman C

Judy Collett, Vice Chairman

Dr. David Bender, Secretary
Recorded and typed/mjb
Reviewed/bkv