

Grafton-Taylor County Board of Health

The Grafton-Taylor County Board of Health met on Friday January 19, 2024, at 9:30 am, at the Grafton Taylor County Health Department's board room.

Members Present: Dr. David Bender
Chuck Duckworth, Chairman
Judy Collett, Vice-Chairman
Pam Teagarden
Ken Cole
Kim Rogers - Remotely

Members Absent: None

Staff Present: Boyd Vanhorn
Marian Browning – Remotely
Annie Kennedy
Nikki Underwood
Jennifer Stolzenfels
Nelda Grymes – Remotely
Jeff Kiger – Remotely

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

The meeting was called to order by Chairman, Chuck Duckworth. Proper notifications were made, and a quorum was present.

Approval of Minutes:

Minutes from the previous meeting of November 17, 2023, were presented and approved. **MOTION** by Kim Rogers, **SECONDED** by Judy Collett. **MOTION APPROVED UNANIMOUSLY.**

Administrator's Report – given by Boyd Vanhorn

- ✓ We have had a very productive month and overall progress has been good.
- ✓ We are proud to have gained recognition as an Accredited Health Department and have issued a press release announcing this as well as two (2) interviews with local news channels.
- ✓ Summer Hartley called to ask if we would be interested in a pilot program for tele-health for well children visits. This program will be starting in July of this year, a meeting will be held in February, 2024 to go over the program. We would be reimbursed for the program, and all the necessary equipment needed to facilitate the program would be provided.
- ✓ A new environmental health system EH Cloud has been implemented; this system was provided by the State. Jeff, Melissa, Boyd, Marian, Annie, and Jennifer have all completed training on the system. There is no cost involved for this new system as it replaces Health Space.
- ✓ We have received a Retail Food Program Grant in the amount \$21,096.00, this is a program that we have undertaken that puts into place a risk-based inspection program for the food section of environmental health. This program will also go hand in hand with the PHAB accreditation process.
- ✓ There will be state funding coming available in the near future that will help cover the cost of the PHAB accreditation; funding will be available for two (2) health departments; 1 for the full accreditation and 1 for the pathway's recognition program. Boyd has written a letter to Charleston indicating our interest in this funding.

Community Health

Public Health - the Public Health report was given by Nelda Grymes

- Nelda's report is included in the packet.
- The tele-health program that Boyd mentioned in his report would be a great opportunity to give baby vaccines for our immunization program.

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- Nelda was scheduled to go to the Taylor County Middle School with Carrie Linn from DHHR to do puberty discussion and sexual health education; but had to cancel due to the weather; it will be rescheduled for next semester.
- Regarding the Academic Health Department, Nelda and Nikki have been discussing making a standardized packet for the students so that they will have a check-off list to make it more organized for the student, Nelda welcomed ideas from the staff for items that could be included in that packet.
- We received our phlebotomy chair, which is beautiful, the chair was paid for with funding from a YCF grant.

Community Protection

Threat Prep – report was given by Melissa Obrien

- ✓ Melissa has updated the safety plans and the emergency action plan, which are included in the packet,
- ✓ The first fire drill in the new building was conducted this month and it went very well.
- ✓ All the generators have been started to ensure that they are working properly in case of an emergency, we will be doing this once a month to make sure they are ready for use.

MOTION was made to accept the Emergency Action Plan was made by Pam Teagarden, **Seconded** by Ken Cole. **MOTION APPROVED UNANIMOUSLY.**

MOTION was made to approve the new Public Health Alert System Policy by Judy Collett, **Seconded** by Kim Rogers. **MOTION APPROVED UNANIMOUSLY.**

Epidemiology – report was given by Nelda Grymes

- Nelda just finished up a flu outbreak at AMFM and Rosewood for influenza A and staph.

Harm Reduction – report was given by Annie Kennedy

- ✓ We have implemented the one for one exchange.
- ✓ We did have to discharge one participant from the program for non-compliance, which has been documented and reported to the state.
- ✓ Our license has been renewed by OFLAC.

Environmental Health – report was given by Boyd Vanhorn

- Jeff's report is in the packet.
- We have received fee payments and renewals for all the permits that run from January 1 – December 31st, except for one (1) mobile home permit.
- We are laying out the framework for 2024; this is the time of year that we can get everything filed from 2023.
- Melissa and Jeff are working on the EH Cloud, PHAB, and retail food program.

Finance Report - was given by Pam Teagarden

- ✓ Pam and Judy met this Wednesday to cover the financials, Marian had everything in perfect order as she always does.
- ✓ We also reviewed the audit report for the FY 23 Financials; there were no violations or findings for the audit.

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

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- Boyd gave an update on the levy renewal, which is due to the County Clerk by January 26th, the Levy is prepared and just needs the board to review and approve it to be submitted to the County for their consideration. The levy is expected to raise \$204,000.00 annually. The levy will run on a four-year basis, we will run it on the primary election in May 2024; if the levy would not pass in May, we will be able to run it again in November. The current levy does not expire until June 30, 2025. A copy of the levy proposal is included in the packet.

Motion was made to approve the levy to continue at the current rate without change by Kim Rogers, **Seconded** by Ken Cole

Human Resources – report was given by Marian Browning

- ✓ In the packet is included a brochure for MCN Policy Management System, we are in need of this system to help us to develop much needed policies which will be required for the PHAB Pathways accreditation. The cost to implement the system is \$1200. - \$1500. And could possibly be funded through the Infrastructure Grant.

Motion was made by Kim Rogers, that once funding is available approval is given to purchase the MCN Policy system, **Seconded** by Pam Teagarden. **MOTION APPROVED UNANIMOUSLY.**

- Boyd submitted two (2) Outside Employment Requests for the Board's consideration:
 1. Position with the WV Public Health Association as their treasurer this would require about 4 hours monthly which would be done on his personal off-duty time of which he would be paid \$200.00 month.
 2. Personal Process Service Business serving papers on the weekends and in the evenings, this work is also done on his personal off-duty time of about 20 hours monthly.
Neither of these outside activities would be done during Health Department work time or use of the Health Department resources or create a conflict of interest for the Health Department.

After discussion of the requests, they were both approved and Chuck Duckworth signed the forms.

Building Committee – report was given by Judy Collett

- Two bids have been received for the remodel of the garage for WIC offices, each of the bids were reviewed and discussed.

Motion was made by Chuck Duckworth that we are conditionally accepting KG Constructions' bid of with the caveat that they need to include insulation in between the office walls, they need to install solid wood core doors that match the existing doors, his contractor's license and insurance is current, and complete the project by February 29, 2024 for the bid price of \$42,000.00 the project is awarded to him. If KG Construction is not able to meet these conditions, then Boyd Vanhorn, Administrator, has the authority to award the contract to Stephenson's Construction. **Seconded**, by Pam Teagarden. **MOTION APPROVED UNANIMOUSLY.**

- ✓ Schindler Elevator Maintenance contract was presented for approval, there are 3 options to choose from, Boyd recommended the lower of the three options which is the Inspection Plan.

Motion was made by Pam Teagarden to purchase the lower option "Inspection Plan" at a cost of \$75.00 per month, **Seconded** by Judy Collett. **MOTION APPROVED UNANIMOUSLY.**

- ✓ Safety Committee members need to be reappointed, this committee is required by WV BRIM, members must consist of 2 health department employees and 1 board member; the committee meets once yearly to go through and inspect the building and sign off on a check list. Kim Rogers volunteered to serve on the committee.

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Motion was made by Judy Collett to appoint Melissa Obrien, Jennifer Stolzenfels and Kim Rogers to serve on the Safety Committee, **Seconded** by Ken Cole. **MOTION APPROVED UNANIMOUSLY.**

- An update was given on the electronic sign project; Boyd suggested that due to the inclement weather making it difficult to install the sign that instead of using the money from the City of Grafton that was earmarked for the sign that Boyd goes to the City Council to see if they will allow the money to be used for the garage remodel project. If the City Council approves this then we would apply for a grant to pay for the sign. After discussion it was decided to table the sign project and have Boyd go to the City Council to request that money be diverted to the garage remodel project.
- The Congressional Spending grants will be coming available soon Boyd asked if the Board still wanted to pursue this grant for the construction of the annex building and do, we also want to include the sign project in that grant. Chuck Duckworth recommended that an application be made for both projects.
- Boyd gave an update on the electronic key card system for the front door: Mike Drainer has been in contact with a representative from Monitronics and he will be able to make the necessary modifications so that the key card system can be installed on that door.

Unfinished Business

None

New Business

None

Public Comment

None

Board Member Comments

Kim Rogers commented on what a great job Boyd and the team are doing, what a beautiful facility and service to the community and how lucky we are to have you and the team.

Governance

The next board meeting will be held on Friday March 15, 2024, at 9:30am at the Grafton Taylor County Health Department Board Room.

Meeting was adjourned by Chuck Duckworth.



Chuck Duckworth, Chairman



Judy Collett, Vice Chairman



Dr. David Bender, Secretary

Recorded and typed/mjb
Reviewed/bkv