

# Nicholas County Health Department Bi-monthly Board of Health Meeting Minutes

## Meeting Date and Time

**Date of Meeting:** September 14, 2022

**Time of Meeting:** 4:00 PM

## Meeting Location

**Location of Meeting:** Nicholas County Health Department Conference Room  
1 Stevens Road Suite 201  
Summersville, West Virginia 26651

## Meeting Attendees

**Present at Meeting:** Christina Chapman  
Shauna Shafer  
Linda Hayes  
Teresa Workman  
Teri Harlan  
Michelle Underwood

**Absent from Meeting:** Robin Brown, Tim Kirkland

- I. The regular meeting of the Board of Health of Nicholas County Health Department was called to order at 4:00 PM on September 14, 2022 at Nicholas County Health Department Conference Room by Christina Chapman, Vice Chair

## I. Review of Previous Minutes

The minutes of the previous meeting were reviewed from June 29, 2022. Motion to approve by Linda Hayes second by Shauna Shaffer, motion carried.

## II. Financial Reports

Teresa Workman/Teri Harlan

The audit from the fiscal year ending June 30, 2020 was discussed. The Auditor met with Teri Harlan, Teresa Workman and 2 board of health members (Linda Hayes, Shauna Shaffer). The Auditor stated he planned to provide a "disclaimer of opinion" due to the lack of documentation available for review. T. Workman explained the items that had been identified have already been addressed and that with new accounting procedures in place, she recommends that we accept the auditor's report and move forward. Audit reported was agreed to be accepted as presented.

Statement of activity was presented to the BOH members and the BOH was pleased at the format in which Theresa presented the information. Moving forward, financial reports will compare year to year activity.

Statement of Financial Position: Shauna Shaffer requested that Teri research return for money market accounts and the BOH agreed that it should be kept in local banks in Nicholas County.

Grant agreements: FYE 2023 ready to report, waiting on response from the state, all forms are ready and ready to report when requested.

Budget: everything is now entered into QuickBooks and easy to report.

BOE funding: was contacted by the Board of Education of the Levy money that the health department is granted. Those invoices have been sent to Kevin Hess, Treasurer. There was no contract that could be located to direct this request. Motion by Shauna Shafer to accept financial reports and Linda Hayes second the motion. Motion was approved.

## III. Personnel

Teri Harlan reported that she and Teresa had been reviewing information on Michelle Underwood's hours worked. Teri recommended that Michelle Underwood be paid for what is determined she is owed for overtime. Michelle will be asked to sign an agreement that she agrees and accepts the payment. This agreement clause will relieve the BOH of any further issues.

Teri also discussed Virginia Hayslette and her employee status. Due to confusion of Virginia's employment status, Teri recommends we reimburse for insurance payments that she had paid privately, and enroll her as a FT employee, effectively immediately .

Shauna Shaffer made the motion to accept the personnel issues and seconded by Linda Hayes. Motion approved.

**IV. Director Of Nursing**

Michelle Underwood, RN

The mobile unit has been used throughout the county to provide services. Michelle stated she is excited about the relationship being built with Richwood. Participated in the Save a Life Day, partnered with Seneca and distributed Narcan in Birch River, Craigs ville and Richwood.

We are planning to be in Richwood 1-2 times a month to help reach those that are underserved. Continuing to administer Covid-19 boosters, we are a local hub since we do have the ultra-cold storage unit. We have assisted multiple counties in obtaining their vaccines. NCHD will begin Flu Vaccine on September 29, 2022

Seeing an increase in STI and are working closely with Dr Stewart and Fayette County to those in the most high risk groups. We will be able to do point of care HIV testing in the near future.

Syphilis is increasing in the county.

Have vaccinated Summersville and Richwood water departments with Hep A, Hep B and Dtap. Are working with other first responders, awaiting dates. Have scheduled flu clinics with businesses in the county.

**V. Administration**

Teri Harlan, Interim Administration

Looking at Comtech, a Time management/HR system that several health departments use within the state. Relatively inexpensive compared to the DOP. Still have not received notification from DOP of separation. Letter was sent in January.

The new system would allow employees to clock in with phones. Price is around \$100 per month. Discussion about meeting with a physician that may be interested in the PT Health Officer position, if Dr Stewart does not want to remain.

**VI. Motion to adjourn** by Linda Hayes second by Shauna Shaffer and motion approved.

Meeting adjourned at 5:35pm

**Agenda and Time of Next Meeting**

The next meeting will be held at 4 PM on November 9, 2022 at:  
Nicholas County Health Department Conference Room  
1 Stevens Road Suite 201  
Summersville, West Virginia  
26651

The agenda for the next meeting is as follows:  
TBD

The meeting was adjourned at 5:35 PM by Christina Chapman, Vice Chair

Minutes submitted by: Michelle Underwood