

Nicholas County Health Department
Board of Health meeting
January 18, 2023

Present: Robin Brown, Chair
Tim Kirkland, Member
Linda Hayes, Member
Shauna Shafer, Member
Teresa Workman, CPA (via zoom)
Teri Harlan, Administrator
Michelle Underwood, DON

Absent: Christina Chapman, Vice-Chair
Dr. Anita Stewart, Health Officer

The regular meeting of the Nicholas County Board of Health was called to order by Robin Brown at 4:00 PM on January 18th, 2023. The meeting was held at the Nicholas County Health Department.

The minutes of the previous meeting were presented. Motion to approve by Shauna Shafer. Second by Linda Hayes. Motion carried.

Teresa Workman, CPA presented financial reports. Teri reported that we still have not received threat preparedness grant in which the grant period started July of 2022. Motion to approve financial reports by Tim Kirkland. Second by Linda Hayes. Motion carried.

Personnel: Teri reported that Darek Igo resigned his position as Sanitarian. He has accepted a position with DEP. Dakotah Taylor continues to work one day per week in Nicholas County. He is interested in working full time in Nicholas County. The Board of Health recommends that one sanitarian position be posted as soon as possible and a second position be considered as well. The state is now offering Sanitarian trainings two times per year.

Teri stated that we have not received an acknowledgement letter from the Division of Personnel regarding the separation. She will follow up. Teri stated that she is reviewing job descriptions and plans to meet with individual employees to review and make expectations clear.

Director of Nursing Report was given by Michelle Underwood. Have seen a decline in vaccines over the last 6 weeks which is to be expected. Had a great response to our Flu Clinic. Mobile unit has been utilized for vaccines clinics to the areas most underserved.

Vaccines in Oct November remained steady, end of December began dropping off. Focusing on prevention within the county, working on the STI programs and providing education. Have partnered with NCBOE to utilize students in health careers to provide education and prevention. Have also been invited into schools for education and prevention series.

Michelle reported that on February 10, 2023 she and Mallory Kelly, LPN will be completing class so that they will be certified to distribute Narcan from the office, with the direction of Dr. Stewart.

Michelle stated that NCHD has become a regional HUB for Covid vaccines since we have the ultra cold storage unit. Have assisted the following counties: Fayette, Clay, Monroe, Greenbrier, Wyoming, Raleigh. Cardinal Pediatrics has also obtained vaccines from our supply.

Mike Underwood is in the process of obtaining quotes for the carport/garage to cover the mobile unit. The board requested that Board of Risk insurance be "shopped" around. Teri will work on this.

Motion by Hayes. Second by Shafer to go into executive session at 5:17 pm. Motion to come out of executive session at 5:38 pm by Shafer. Second by Hayes. No action was taken during executive session.

Motion to adjourn by Tim Kirkland. Second by Shauna Shafer. Meeting adjourned at 5:40 pm.

Meeting minutes prepared/submitted by Michelle Underwood, BSN, RN, DON