

Nicholas County Health Department

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Nicholas County Board of Health

May 23, 2023

3:00 p.m.

Agenda

Robin Brown--Chair

Christina Chapman--member

Linda Hayes--member

Tim Kirkland--member

Teri Harlan—Administrator

Teresa Workman—accountant

Dr. Anita Stewart—Health Officer

- I. Call to Order—Robin Brown at 1501
- II. Board of Health Minutes (March 30, 2023)—Motion to approve Linda Hayes, Christina 2nd, motion carries
- III. Financial Reports & Audit—Teresa Workman
 - a. Expenses low. Some decreases secondary to staff vacancies.
 - b. Threat Prep—still waiting for invoices to be paid (all 4 invoices sent 4/13/2023 to grantor). Grant agreement received since last meeting and all invoices sent (Grant period 7/1/2022-6/30/23)
 - c. Rabies cost—recovered and invoice paid by county
 - d. Waiting for Clay County payment and billing from Seneca. NCHD paid elevator maintenance and likely should be split with Seneca. Teri has request that they please bill us to close things out before this fiscal year ends.

- e. Statement of Activity—Robin questioned Randolph County, from prior COVID regional grant. Payment in this fiscal year.
- f. Questions about Immunization Grant and Threat Prep on Statement of Activity--?lower funding. Could be related to how we pulled those numbers. Feel that this is related to timing. Teresa will look at grant numbers in total (Feel that these grant amounts are actually more in 2022-2023 cycle)
- g. Need to spend down immunization and ELC funding—Dr. Stewart, Teri, and staff will review and facilitate spending
- h. Audit complete and was unqualified opinion. \$6000 for audit. Board given report for review.

Motion to approve Finances and Audit—Linda Hayes

Second—Tim Kirkland

Motion carries

IV. FY2024 Budget—Teri/Teresa

- a. Teri mentioned that not a motion that Dr. Stewart was recommended to be hired at 30 hours per week as full-time health officer
 - i. Tim Kirkland to employ Dr. Stewart at the terms discussed in the exe session
 - ii. Linda Hayes second
 - iii. Motion Carries
 - iv. Contract for Dr. Stewart to follow. Employment written contract to follow to define terms.
- b. Taking contract for Sanitarian, Admin, IT back to FCHD. Have not billed yet and plan to fix billing to the contract to be closer to the base rate as not accruing overtime.
- c. Online training for environmental that can be started anytime but can't do in person training until September 2023. Tim has questions about why this is a twice-yearly opportunity.
- d. Teresa discussed how budget was developed using last year's grant numbers as well as budget. States that she was very conservative. Very few expenses, annualized these. Included LPN, sanitarian, health officer, and threat prep. Budgeted for 9.7% health insurance increase and benefits based on what currently have/anticipate. Anticipate Mike Underwood resigning in July.

- i. Teri reports that the budget can be revised but needs approval. Teri asking board to consider having a strong second nurse to also cover the threat prep position as well.
- e. To balance this budget, we will have to pull \$168,000 from prior net assets and will have over \$200,000 over in expenditures this year to carry forward. Plan to look at additional funding.
- f. We are also growing \$30,000 on interest annually.
- g. Teresa looking into federal indirect certification process/rate. Will check with Community Connections as they have done this process.

Motion to approve budget—Tim Kirkland

Second—Christina Chapman

Motion carries

V. Employee Incentives

- a. About \$9200 left in incentives. Michelle and Ginny only staff.
 - i. 75% Virginia
 - ii. 25% Michelle

Motion to approve—Linda Hayes

Second—Christina Chapman

Motion carries

VI. Board of Health Members/Terms

- a. Christina Chapman—Term ends 6/2023—Recommend extending 5 years to 6/2028.

VII. Health Officer Report

- a. ICE collaborative meeting went well

VIII. Administrator Report

- a. By July meeting will have insurance information for BRIM.
- b. Cyber coverage not covered with current insurance policy.
- c. Carport details
- d. Rate increases for reinspection—post here
- e. ? sanitarian training requirements. Written in the DOP. Board of Sanitarians makes recommendations.

f. Office of Technology—state network. Monthly fee \$634/month plus additional for service. \$873 annually for google. A lot of health departments have left.

i. Fayette using KTS and they only charge us if they come to service. Do not have to pay retainer.

Motion made to cancel Office of Technology and change to KTS—Tim Kirkland

Seconded by Linda Hayes

Motion Carries

IX. Executive Session

X. Adjourn—1611.

Linda Hayes motion

Seconded by Tim Kirkland

Motion Carries

Next Board of Health Meeting: July 18, 2023