

Nicholas County Health Department

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Nicholas County Board of Health

July 25, 2023

3:00 p.m.

Agenda

Christina Chapman—Co-chair

Shauna Shaffer--Member

Tim Kirkland—Member

Teri Harlan--Administrator

Dr. Anita Stewart—Health Officer

- I. Call to Order—306 by Christina Chapman
- II. Board of Health Minutes (May 23, 2023)—Motion to Approve Tim Kirkland.
Motion to 2nd Shauna. Motion carries
- III. Financial Reports—Teri Harlan
 - a. Shauna asked about contract as well for personnel. ? Fayette Admin Services. (Teri will check with Teresa).
 - b. Teri checking in to getting future grant proposals
 - c. Getting emails from Grants Management on grants from 2021 attestation.
 - d. Board of Ed invoicing \$40,000 (2 years behind). Covers individual permits for schools
 - e. Shauna asked about EMR. Wants to consider this in the future. Discussed Epic and Athena.

Motion to Approve Shauna Shaffer. Motion to 2nd Tim Kirkland.
Motion carries

IV. Personnel –Teri Harlan

- a. Interviews for Sanitarians. Have interviewed Greg Bishop. Terki would like to offer him a position. Have talked to Dakota about coming over full time including septics (has had certification training). Amanda planned to train on him septics for NCHD.
- b. Training (state) starts in September. First training is septics.
- c. Discussed offering position to Greg Bishop at \$40,000 annually. Retention bonus after certified. Will discuss pay increases upon performance. Board supports offering position
- d. Hired Jessica Knowles, lpn to serve Immunizations as well as Community health Promotion. Anticipated her filling the HR/SUD role. Potential to grow into Threat Prep position as well?
- e. Mike Underwood resigned as he is running for sheriff for threat prep. Considering if we make this a part time position or assigning duties to current staff. Tim would like to have a job description for threat prep. Teri will send. Tim would like to have a list of programs we are considering.

V. Fayette/Nicholas Shared Services Agreement—Teri Harlan

- a. Agreement letter presented to the board at updated rates as discussed.
 - i. Christina Chapman signed.

VI. Health Officer Report—Dr. Anita Stewart

- A. ICE Collaborative to CDC (via PRC at WVU)--should hear in October how application looks.
- B. Community health promotion—Fair was successful. Survey for satisfaction, low completion, but favorable.
- C. Presenting What is Public Health to the legislature with Dr. Sherri Young (DHHR Secretary of Health) for interims. Plan to do similar presentation to the Nicholas County Commission.
- D. Billing Vaccines—looking into process for COVID and other vaccines
- E. Community Health Assessment in Fall—looking at potential sites

- F. Adding programs/grants for service items. Looking for opportunities that fit our needs based on gaps. Will share goals with Board.

VII. Administrator Report—Teri Harlan

- a. KTS—will be here next week for an assessment. Will discuss cell reception and connectivity. Will end contract with WVOT.
- b. Teri will send Tim job descriptions.
- c. Questions about staff evaluations. Typically, do them on a fiscal year. Tim recommends having documentation of performance evaluations. Shauna wants to have objectives and then will do based on our merit systems.
- d. Shauna asked about a schedule for food establishments, pools, hotels & motels for inspections. Ginny working on this. Should be in health space too. Teri requesting updates from sanitarians to report out

VIII. Executive Session—not needed

IX. Adjourn—Shauna Motions to adjourn at 344pm.

Next Board of Health Meeting: September 12, 2023 at 4:00 pm

Meeting schedule for upcoming fiscal year:

Nov 14th 2023 4pm

Jan 9th 2024 4pm

March 12th 2024 4pm

May 14th 2024 4pm

Meeting minutes submitted by Dr. Anita Stewart on 7/25/2023 at 4pm.