



Nicholas County Health Department

One Stevens Road, Suite 201, Summersville, WV 26651

Telephone: (304) 872-5329 – Fax: (304) 872-5362

www.nicholashealthwv.com

Nicholas County Board of Health Meeting

November 13, 2019 3pm- NCHD Conference Room

Rescheduled to December 4, 2019 3pm

Rescheduled January 8, 2020 3pm

MINUTES

Present:

Robin Brown, Board Chair

Christina Chapman Board Vice-Chair

Linda Hayes, Board Member (absent)

Tim Kirkland, Board Member

Vacant, Board Member

Dr. Mark Wantz, Health Officer

Kelly Amick, NCHD DON, Adm

Debra Jackson, NCHD Financial Officer

Call to Order: Robin Brown called the meeting to order, 3:20pm

Minutes Approval: September 4, 2019 Minutes were approved as written.

- Motion from Tim Kirkland, Christina Chapman seconded, motion carried.
- Meeting schedule – To be completed next meeting

Environmental: Kelly Amick

- **Inspections & Complaints** – There are 30 total inspections due 4 from December and 26 from January. There are only 8 active complaints currently.

Nursing: Kelly Amick

Old Business

- **Flu Season 2019** – We have made approximately \$600 profit and there are billings still in process. Some of the insurances are requiring additional information this year. One of the insurances is requiring nurses to have an NPI (National Provider Identifier-which is normally just for physicians or facilities).
We had 10 flu clinics at local businesses where some paid the full price of our private flu vaccine \$41.85 for their employees to receive the flu shot.
- **PPD & Other Private Vaccines** – Private PPD vaccine was purchased in August for \$83.39 through December we have paid for the vaccine and profited \$116.61.
- **Vaping** – There is now a new reportable lung injury associated with the use of e-cigarettes or vaping.

New Business - none

Financial: Debra Jackson

- **Reconcilements** – Complete to November there is outage \$45
- **Payables June - December** - Debra distributed a report showing the payables for June through December showing date received amount due and date and how it was paid. The board reviewed the list of payables.
- **Financial Report** – Debra distributed summary of revenues and expenses along with standard Profit/Loss and Balance Sheet. No motion or vote for the financial until outage is found, next meeting. The members wanted an update on the timeliness of deposits showing in the bank. Debra reported there is still some issues. Plan of correction to start – when deposits are taken to the sheriff's tax office have funds verified and the receipt signed at that time. All communication and dates should be documented.

Administration: Kelly Amick

Old Business:

- **2020 Program Plan & Budget** – No approval received yet for 2020 from state – Debra is to follow up, if needed go to supervisor of Program Plan contact, copy Robin Brown.
- **Personnel** – (LPN, TP) – Contract with Braxton County Health for LPN that is trained for public health nursing for portion of salary 40% no benefits (approx. \$14,144 and mileage \$4,765).
- **Employee's hours** – Employees being allowed 4 – 10-hour days. Was not discussed this meeting.
- **2018 Audit** – Debra is to respond to the prosecuting attorney's letter to audit before January 21, 2020 and email copy to Dr. Mark Wantz and board members.

New Business:

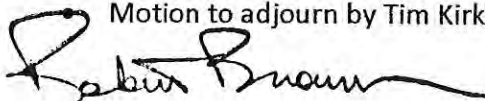
- **Contract with current Office Asst.** – Temporary hours were met end of December that are allowed by WVDOP, renewal is not until March 1, 2020.
- **Mandatory Paygrade Change** – The division of personnel made changes to the job titles and paygrades for sanitarians. Our sanitarian 2 will move from paygrade 12 to 15 which requires mandatory paygrade and wage change. Paygrade effective December 20, 2019 and increase will be January 16, 2020.

Next Meeting:

- February 12, 2020 at 3pm

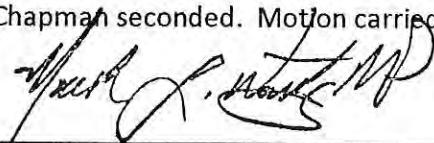
Adjourn:

Motion to adjourn by Tim Kirkland, Christina Chapman seconded. Motion carried.



Robin Brown, Board Chair

date



Dr. Mark Wantz, MD, Health Officer

date