



Nicholas County Health Department

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www.nicholashealthwv.com

**Nicholas County Board of Health Meeting
February 12, 2020 -3pm- NCHD Conference Room
Rescheduled February 26, 2020 3pm**

Minutes

Robin Brown, Board Chair
Christina Chapman, Board Vice-Chair
Linda Hayes, Board Member
Tim Kirkland, Board Member
Shauna Shafer, Board Member

Dr. Mark Wantz, Health Officer
Kelly Amick, DON, Administrator
Debra Jackson, Financial Officer

Call to Order: Robin Brown

Robin called the meeting to order. Minutes for the January 8 and February 12 were approved as written.

Linda Hayes made the motion to accept as written. Christina Chapman seconded. Motion carried.

Environmental: Kelly Amick

- **Inspections & Complaint** – There are 7 inspections left for February. All others are complete to date. Kelly mentioned food establishments are going to be required to have trained food managers on staff and this will be a new revenue for the health department. There has been a big increase in sewage.
There are 9 complaints, 4 have not been investigated yet. The board members asked if Elizabeth Ratliff was available to come down so they could meet her. She answered questions regarding complaints, inspections, etc.

Nursing: Kelly Amick

Old Business:

- **Flu Season 2019** – Still waiting on lot of reimbursement
- **Vaping** – There are no local cases. Shauna Shafer spoke to the board about the statistics across the state.

New Business

- **Family Planning to start April** – Angela Brown FNP will be the provider @ \$40/hour for exams and documentation. She is also the provider for the Disability Clinics. Both clinics will be on the 2nd Thursday, the SSA clinics will be in the morning and Family Planning will be in the afternoon. Kathy Howell with the Family Planning Program is scheduled to do agency training March 13. The 1st clinic is the afternoon of April 16th.
- **Health fairs** – Planning health fairs at the schools. High Schools will focus on vaping and opiates. Elementary schools will focus on Hand Hygiene and nutrition.

Financial: Debra Jackson

- **Reconciliations –**
- **Payables January -February 2020** -reviewed by the board.
- **Financial report (motion and vote)** – reviewed by the board, no motion to accept at this time.
- Tim Kirkland made the motion to accept the Financial report. Linda seconded. Motion carried.
- **Supplemental Retirement Plan Opportunity** – Debra shared with the board another savings opportunity for the employees, WV Retirement Plus Deferred Compensation Plan. There is no contribution from the health department. The board needs to approve the participation and sign the resolution.
- Linda Hayes made the motion to approve. Christina Chapman seconded. Motion carried.

Administration

Old Business:

- Personnel (LPN, TP) – Braxton County contract is working out, still a work in progress.
- 2019 Audit has started – David Harris arrived this morning and shortly after was called away to help with a Federal Audit. He was not sure when he would be back, he would be in touch.

New Business:


- Flu Outbreak in School – this has required called each school daily to get the detail on the absences.
- Covid19 – Reviewing the Pandemic flu plans, mass administration plans. If at all possible, Kelly would like to put an exercise together. Time/Resources being obstacles.

Next Meeting

May 20, 2020 3pm (we should have program plan at this time)

Adjourn – Linda Hayes made the motion to adjourn. Timothy Kirkland seconded. Motion carried.


Robin Brown, Board Chair _____ Date


Dr. Mark Wantz, MD Health Officer _____ Date