



# Nicholas County Health Department

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www.nicholashealthwv.com

## Nicholas County Board of Health Meeting

May 20, 2020

Rescheduled May 27, 2020

### MINUTES

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

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

This was a virtual meeting using Zoom.

#### Call to Order-Robin Brown

- Meeting Minutes – February 26, 2020 (*motion to approve minutes*)  
Shauna Shafer made the motion to accept the minutes as presented. Tim Kirkland seconded.  
Motion carried.

#### Environmental- Kelly Amick

- Inspections & Complaints- There are few past due inspections; 9 for March, 12 for April, and 21 due for May. There are 9 complaints outstanding. The sanitarians have been busy educating food establishments and businesses on social distancing and proper use of PPE (personal protective equipment). Curt Richards, part-time sanitarian has been acting PIO (public information officer) during the CoVid-19 Pandemic. Curt was the former PIO for the health department prior to his retirement. They have both been helping with the distribution of PPE. Robin Brown question what authority the sanitarians have as far as enforcing compliance with the guidelines. Kelly responded that permits can be pulled from a permitted facility.

#### Nursing- Kelly Amick

##### *Old Business:*

- Flu Season 2019 – Insurance payments have been received to pay for the private flu vaccine, but approximately \$1000 still outstanding for Highmark BCBS.
- Family Planning – We were set to begin offering the program starting April, but CoVid-19 has put that on hold at this time.
- Health Fairs – Eva Pitcock and Kelly Amick were all geared up to attend health fairs at most of the county schools, but CoVid-19 has cancelled all those events.

##### *New Business*

- CoVid-19 – We are not testing here currently. There are at least six other locations in the county, Camden Family Health has 4 locations, WVU Summersville Regional Hospital has drive through testing, and Med Express are the main testing sites. If any facility tests a Nicholas County citizen, we receive the information. There has been an increase in STD testing and positive results.

#### Financial – Debra Jackson

- Reconciliations-completed through March 2020.
  - Payables March – May 15, 2020 – will send out in email, since this meeting was virtual.
  - Financial report (motion and vote) – The reports were shared on screen for discussion. Christina Chapman made motion to accept the financial report as presented. Timothy Kirkland seconded. Motion carried.
  - Supplemental Retirement Plan Opportunity – this was left on the agenda in error. It was accepted in February. At this time none of the employees have applied for the opportunity.
  - FY2021 Budget (Salaries, Exp, Rev, etc.- Motion & vote) -The 2021 Budget was presented on screen with explanation of additional income from CoVid-19 funding and news from the Nicholas County Board of Education that we will receive the entire levy of \$20,000. The current salaries were presented along with possible increase for eligible employee(s).
- At 3:55pm Timothy Kirkland made a motion to go to executive session. Christina Chapman seconded. Motion carried.
- At 4:20pm the board returned from executive session. Shauna Shafer made the motion to return from executive session. Timothy Kirkland seconded. Motion carried.
- During executive session increases were discussed and approved for the administrator, account tech, part-time office assistant, and part-time sanitarian.
- Timothy Kirkland made the motion to accept the FY2021 budget. Christina Chapman seconded. Motion carried.

**Administration – Kelly Amick**

*Old Business:*

- 2019 Audit – Kelly reported the FY2019 Audit is complete and the exit was May 18<sup>th</sup>. She thanked Shauna Shafer for being present for the exit meeting. This audit is improved from FY2018, the opinion was “Unqualified” (the numbers on the financials are materially correct, reports are ok). The findings were timely deposits, this is improving, still room for improvement and needs consistency. The health department’s deposits are taken to the Sheriff’s tax department then completed and taken to the bank for deposit to the health department’s bank account(s). The health department is now getting the receipts signed and dated when the deposit is taken to the tax department. It was discussed that someone would attend a County Commission meeting to discuss further possible correction measures. Another finding is timely reconciliations, this is to be improved and will be monitored. New procedures include the financial clerk submitting copies of the reconcilements to the administrator, health officer and board members by the 20<sup>th</sup> of each month.
- Flu Outbreak in the School – The month of February Kelly stayed busy contacting the schools. Gradually improved. Then CoVid-19.
- CoVid-19 –

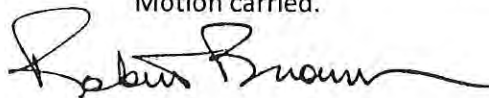
*New Business:*

- Program Plan (FY2021 Salaries, Expenses, Revenues, etc. – Motion and vote) The board approved the FY2021 budget earlier in the meeting. At this time all that is needed. The program plan was just made available and the date for completion has been extended. Debra will send out once completed, asap.

**Next Meeting**

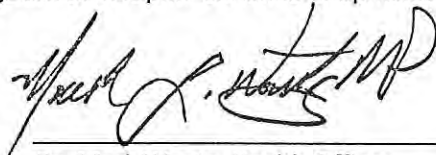
- August 19 -3pm.

**Adjourn** - Tim Kirkland made the motion to adjourn at 4:45pm. Christina Chapman seconded. Motion carried.



Robin Brown, Board Chair

date



Dr. Mark Wantz, Health Officer

date