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Meeting Notice Detail

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| Taylor County Board of Health <i>Grafton Taylor County Health Department</i> |
| Date/Time: 9/16/2022 -- 9:30 AM |
| Location: Grafton City Chambers Grafton, WV |
| Purpose: Regular Meeting |
| Notes: |
| Meeting was approved : 9/6/2022 2:54:17 PM |

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Tuesday, September 20, 2022 — 12:51 PM

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Grafton-Taylor County Board of Health

Meeting Agenda

Friday, September 16, 2022, at 9:30 AM

Grafton City Council Chambers, 1 West Main, Grafton, WV

- I. **Pledge of Allegiance and Invocation**
- II. **Call to Order** – Jeff Isner, Chairman
- III. **Approval of Minutes**
July 22, 2022 (Regular Meeting)
- IV. **Administrator's Report**
- V. **Community Health**
Public Health – Nelda Grymes, RN
HRSA Community Education and Outreach – Annie Kennedy
- VI. **Community Protection** (see section reports)
 - a. Threat Preparedness – Shawn Thorn
 - b. Epidemiology, Disease Surveillance – Nelda Grymes, RN
 - c. Harm Reduction – Melissa O'Brien
 - d. Environmental – Jeff Kiger, RS
- VII. **Committee Reports**
 - a. Finance / Audit Committee – Approve Financials
 - b. Human Resources / Personnel Committee - Marian Browning
 - Consideration of job description changes for two employees
 - Consideration of cell phone policy
 - Moonlighting policy
 - c. Building Committee – Judy Collett / Chuck Duckworth
- VIII. **Unfinished Business**
- IX. **New Business**
- X. **Public Comment**
- XI. **Board Member Comments**
- XII. **Governance**

NEXT MEETING: Nov 18, 2022 Adjourn

Grafton-Taylor County Board of Health

The Grafton-Taylor County Board of Health met on Friday, September 16, 2022, at 9:30am, at the Grafton-Taylor County Health Department.

Members Present: Jeff Isner, Chairman
Judy Collett, Vice Chairman
Charles Duckworth
Dr. David Bender

Members Absent: Charlie Marshall
Kimberly Rogers

Staff Present: Boyd Vanhorn
Annie Kennedy
Jeff Kiger
Shawn Thorn

Boyd Vanhorn led the Pledge of Allegiance and gave the Invocation.

The meeting was called to order by Jeff Isner; proper notifications had been made and a quorum was present.

Approval of Minutes:

Minutes from the previous meeting of July 22, 2022, were presented and approved. **MOTION** to approve the minutes was made by Judy Collett **SECONDED** by Chuck Duckworth. **MOTION APPROVED UNANIMOUSLY.**

Administrator's Report

- The Harm Reduction Program continues to operate well; additional regulations have been added by the state which have been beneficial to the program. There is a push statewide for additional harm reduction effort and there is funding coming down the pipe for that. Some of the changes include fentanyl test strips that are being delivered statewide, and Narcan is another big push from the state. The harm reduction grant now is \$50,000.00 but there is an opportunity for another \$20,000.00 that would cover the cost of purchasing the fentanyl test strips, adding personnel and managing the program.
- Peggy Behan, NP is working with us on the Family Planning Program, there is funding available from the state to tie Family Planning and Harm Reduction together. I have asked Nelda to have a conversation with Peggy to see what we might be able to do to implement this.
- The Family Planning Program is growing, it has gone from a half day clinic to a full day.
- Red Cap is a reporting system that is in place now to report our Harm Reduction meetings; it is essentially an EMR for Harm Reduction.
- Progress with WIC is coming along, Boyd spoke with the Mon Health Department Administrator, Anthony Defelize along with his WIC program manager for this region about moving into our building and they are eager to do that.

Community Health

Public Health - the Public Health report is included in the packet.

- ✓ Covid Vaccination numbers are trending downward.
- ✓ We have the Covid Bivalent vaccines available.
- ✓ There has been an increase in family planning visits.

HRSA - report was given by Annie Kennedy

- HRSA activity has slowed down, but we are still going out into the community and have done three different vaccine clinics at the schools.
- We offered Covid vaccines at the Save a Life Day event. Melissa trained 28 people for Narcan and handed out 27 kits at this event.
- We have a vaccine clinic set up at the Towers on October 6th from 10 am – 2pm, for flu and Covid bivalent vaccines. Unicare will be there giving out \$25.00 Walmart gift cards to anyone who receives a flu or covid vaccine.
- The Health Department is offering Narcan training to anyone that would like to receive it.

Community Protection

Threat Prep – report was given by Shawn Thorn

- ✓ September was our month to host the PACT meeting, which was held at the Tygart Lake Dam, Stacy Lewis, from the Core of Engineers gave a presentation which included a walk-through tour of the dam.
- ✓ Training on how to use the regional Sprinter van was given at the PACT meeting.
- ✓ In July Shawn attended National Homeland Security Prevention training in Cleveland Ohio which focused on Cyber Security.
- ✓ The trailers and all other mobile equipment are being stored at a fenced in locked secure facility by the Circle K which is monitored by security cameras.

Harm Reduction report was given by Jeff Isner

- Reports are included in the packet – there were 1790 syringes handed out and 1960 taken in, so the trend is still the same. In July there were 2 Narcan kits given out which Melissa's is providing training on the Narcan when she gives the kits out.

Epidemiology – report was given by Jeff Kiger

- ✓ This is the first time in 21 years that Jeff has seen less food and water born illnesses in the last couple months; Lyme Disease case reports are down which is good news.

Environmental – report was given by Jeff Kiger

- ✓ All the fairs and festivals were completed with only 1 major issue with one vendor that could not comply with basic food preparation requirements, he was asked to leave the fair site.
- ✓ The first phase for public school facility inspections will be done at the end of this month, with the second phase being completed in January 2023.
- ✓ There has not been much action with septic tank installations; however, that is beginning to pick up.
- ✓ Melissa will finish her sanitarian training in the last week of September; she is working with the District Sanitarian now training at different facilities in the state.
- ✓ Jeff took a tour of the new electronic vehicle battery production plant that is going in on AFG road to help them design their septic system. The state will require them to install a package treatment plant.

Committee Reports

Finance Committee –finance report was given by Jeff Isner

- There was not a finance committee meeting this month, however; Jeff did review the PCard transactions, electronic payments, and payroll.
- Financially things are really starting to become steady, if you look at May, June, and July our expenses are right around 51,000.00 consistently, which makes it a lot easier to plan and see where we are at from a financial point of view.
- We now have 9 months of operating capital on hand, and we are only required to have three.

MOTION to approve the financial report was made by Judy Collett, **SECONDED** by Chuck Duckworth.
MOTION APPROVED UNANIMOUSLY.

Building Committee - report was given by Judy Collett and Chuck Duckworth

- ✓ If you drive by the Health Department you can see the progress being made, they are projecting that by the end of December or early January they will be finished with the building.
- ✓ We met with Thrasher for the selection of the siding, roof shingles and stone.
- ✓ We will be meeting with James & Law later today to select the color for some chairs, most of the furniture has already been ordered.

Human Resources Committee – report was given by Boyd Vanhorn

- There are two new policies that need to be discussed, the first one being a Cell Phone Policy which covers use of your personal cell phone while you are at work to separate the business use from the personal use. The Human Resources Committee did meet to review these policies.

At this time, it was decided to go into Executive Session to discuss personnel matters.

MOTION to go into Executive Session was made by Chuck Duckworth, **SECONDED** by Judy Collett.
MOTION APPROVED UNANIMOUSLY.

MOTION to come out of Executive Session was made by Chuck Duckworth, **SECONDED** by Judy Collett.
MOTION APPROVED UNANIMOUSLY.

MOTION to approve the Cell Phone Policy as written was made by Chuck Duckworth, **SECONDED** by Judy Collett. **MOTION APPROVED UNANIMOUSLY.**

MOTION to approve the Moon Lighting Policy was made by Judy Collett, **SECONDED** by Chuck Duckworth.
MOTION APPROVED UNANIMOUSLY.

- Discussion was had to give merit raises to Annie Kennedy and Melissa O'brien.

Motion was made by Judy Collett to raise the salaries of Melissa Obrien and Annie Kennedy \$16.00 an hour. **SECONDED** by Chuck Duckworth. **MOTION APPROVED UNANIMOUSLY.**

Unfinished Business

None

New Business

None

Public Comment

None

Board Member Comments

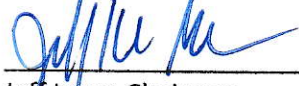
None

Governance

The next board meeting will be held on Friday November 18, 2022, at 9:30 am at the Grafton City Council Chambers.

MOTION to adjourn the meeting was made by Judy Collett, **SECONDED** by Chuck Duckworth.

MOTION APPROVED UNANIMOUSLY.



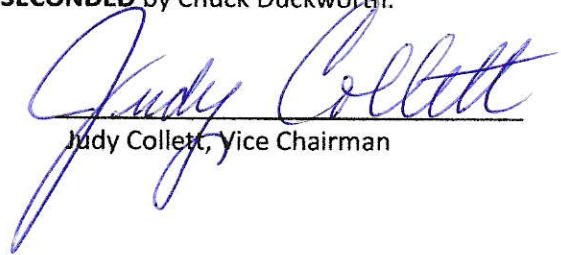
Jeff Isner, Chairman



Dr. David Bender, Secretary

Recorded and typed/mjb

Reviewed/bkv



Judy Collett, Vice Chairman