

Grafton-Taylor County Board of Health

The Grafton-Taylor County Board of Health met on Friday November 17, 2023, at 9:30 am, at the Grafton Taylor County Health Department's board room.

Members Present: Dr. David Bender
Chuck Duckworth, Chairman
Judy Collett, Vice-Chairman
Pam Teagarden

Members Absent: Kim Rogers
Ken Cole

Staff Present: Boyd Vanhorn
Marian Browning
Annie Kennedy
Nikki Underwood
Jennifer Stolzenfels

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

The meeting was called to order by Chairman, Chuck Duckworth. Proper notifications had been made and a quorum was present.

Approval of Minutes:

Minutes from the previous meeting of September 15, 2023, were presented and approved. **MOTION** by Pam Teagarden, **SECONDED** by Judy Collett. **MOTION APPROVED UNANIMOUSLY.**

Administrator's Report – given by Boyd Vanhorn

- Boyd presented the board members with a pen in a box with their name engraved on it. The pen was made by Cartwright Creations using the boards from the staircase of the old health department building. Boyd complimented the board on the support that they give the health department.
- Boyd had Annie report on the Fall Festival, it went well and was well attended by state officials and local leaders. Chuck complimented the staff on the wonderful job they did getting everything ready, the building looked good, the decorations and planning were amazing.
- The future projects that we have in mind are the Annex Building with the drive-through, a security system for the outside of the building. We plan to apply for congressional spending grants to cover the cost of these projects.
- A year ago, we had a survey on our Title V Family Planning Program during that survey some items were identified that needed corrected which were put on hold due to Covid, Nelda was recently contacted by the surveyors for a review of those corrections; all the corrections have been made.

Community Health

Public Health - the Public Health report was given by Nelda Grymes

- ✓ Nelda's report is in the packet.
- ✓ The Family Planning Grant has changed so that we now must apply to be a Family Planning provider. Boyd has already sent in the Letter of Intent and there is an application process that Nelda is currently working on to be completed by December 15, 2023
- ✓ On Wednesday Nelda attended a celebration in Morgantown and was presented with a check for the YCF grant that we were awarded in the amount \$500.00, that money will be used toward the purchase of a new phlebotomy chair that will be placed in one of the exam rooms.
- ✓ We are still busy giving vaccinations; Nikki has also been doing off-site clinics. We previously ordered 150 Covid vaccines and have just ordered 100 more. We are billing insurance and are getting reimbursed for these vaccinations.
- ✓ Dr. Bender asked if we were giving the RS vaccine. We are not providing it yet since we cannot bill insurance companies for reimbursement at this time.
- ✓ Nelda introduced the Student Nurse who is interning with us from West Virginia University. She will be here for another two weeks. Pierpont College has also signed up to send students to us.

BOH Minutes

PHAB – report was given by Annie Kennedy

- Minutes from the training we had with Summer Hartley, WV Health Affairs Institute are included in the packet.
- The training was very informative, and we learned a lot.
- Funding will be made available for two (2) health departments to cover the costs of the PHAB program. Boyd will apply for that funding.

Threat Prep – report is in the packet.

- ✓ There are two (2) new policies that will need reviewed:
 - Emergency Action Plan
 - Public Health Alert System Policies
- These policies can be reviewed and voted on at the next meeting in December.

Harm Reduction – report was given by Annie Kennedy

- Harm Reduction is going well, the program continues to improve; we are getting a lot more referrals and education out to the participants.
- We have had a couple clients tell us that they have gone into rehab.
- We are still working on the 1-to-1 exchange, new clients get the first set of needles without bringing us any used needles. NARCAN and fentanyl test strips are being given out.
- Policies have been updated and the license renewal has been mailed to OHFLAC.
- Annie and Boyd met with Jonathan Bord with the First Foundation dealing with the OPIOD Settlement that WV received; he seems very interested in our location and program. He talked about having a town hall meeting at the Health Department.

Environmental Health – report was given by Boyd Vanhorn

- ✓ Jeff is attending an Environmental Health in-service; his report is included in the packet.

Finance Report - was given by Marian Browning

- ✓ Pam and Judy completed the financial review this week and everything was in order.
- ✓ Marian went over the Projected Income and Expense report through March 2024.
- ✓ We are receiving payments on Account Receivable.
- ✓ Auditors were here in September to complete their fieldwork for the annual financial audit, and they should have the audit completed in the next couple weeks.
- ✓ Boyd commented that the financial reports show that we are more than meeting the state requirements to have our 3-month expenses covered.

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

Human Resources – report was given by Marian Browning

- Bamboo and Harvest systems have both been implemented and are functioning well. Bamboo is our HRIS System for all the personnel files, training records and employees are now requesting their vacation and sick leave through that system. Harvest is used to track time for the Grants and time sheets for payroll.
- In December we will pay out the second retention bonus to the employees which is funded from the Infrastructure Grant.

Building Committee – report was given by Judy Collett

- ✓ Boyd has given Mike Drainer a list of items that need attention:
 - The front door is still not working properly; we are not able to install the key card system.
until the wiring is changed to work with the key card system.
 - Some of the automatic lights are too sensitive.
 - Some of the doors are still hard to open and the keys do not work smoothly.
 - The toilet in the administration hallway flushes too long.
 - Need to be shown how to turn the outside water faucet on and off.

BOH Minutes

Unfinished Business

- ✓ Regarding the garage remodel for the WIC offices, discussion had previously been had to reallocate office space and give WIC an existing office in the basement. WIC has indicated that they want to have office space in the garage area. Boyd indicated that after 9 months City Construction has raised their bid by 21%, a copy of the new bid is included in the packet, the bid went from \$28,744.00 to \$34,878.00. The benefit of using City Construction is that they know what is behind the walls, they were the only company that responded to the request for bids, they will probably meet a time frame that is most suitable for us. The lease with WIC allows a reduction of their rent of ½ price \$500.00 instead of \$1,000.00 for Nov., Dec., Jan., and Feb. because of the temporary facility for them; so that would be our time frame. Boyd has reached out to Jason McClain to discuss the project, however; he has not returned his call. The biggest negative of going with City Construction is the money, and what caused a 21% increase since materials have gone down over the past 9 months. Boyd asked if the Board would like him to get new bids. After further discussion, it was decided for Boyd to contact City Construction to see if he could get the bid back to the original number and if not then see if we could get any concessions; after Boyd has spoken with City Construction he would advise the Board by email of the outcome. Voting on this issue will be tabled until the December 8, 2023, meeting.
- ✓ Regarding the electronic sign project, Boyd has been dealing with both companies Hickman and JD Signs, on the sign project for two months, there is about a \$10,000.00 difference between the two bids which are included in the packet. It was decided that Judy Collett would call JD Signs to see if we could renegotiate the pricing.
- ✓ It was decided that the Agenda for the December 8, 2023, meeting would include the garage remodel project and the sign project.

New Business

None

Public Comment

None

Board Member Comments

None

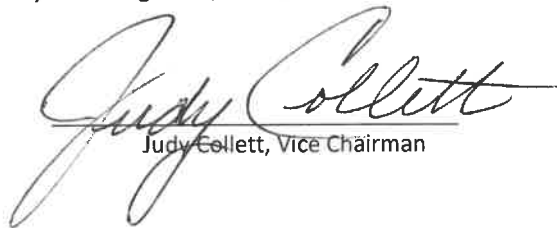
Governance

The next board meeting will be held on Friday December 8, 2023, at 9:30 at the Grafton Taylor County Health Department Board Room.

MOTION to adjourn was made by Judy Collett, SECONDED by Pam Teagarden; MOTION APPROVED UNANIMOUSLY.



Chuck Duckworth, Chairman



Judy Collett, Vice Chairman



Dr. David Bender, Secretary

Recorded and typed/mjb
Reviewed/bkv