



Kanawha-Charleston Board of Health



Tuesday, August 08, 2023

108 Lee Street East
Charleston, WV 25301
2nd Floor Board Room

MEETING NOTES

1. Call to Order—President Mr. Jeremy Nelson

The meeting was called to order with the President, Mr. Jeremy Nelson, presiding.

2. Roll Call—Kandy Forsythe

Ms. Forsythe called the roll.

Dr. Dara Aliff-Lao	Present Via Zoom
Ms. Jessica Hudson	Not Present
Ms. Lillian Morris	Present Via Zoom
Ms. Danita Nellhaus	Present
Mr. Jeremy Nelson, President	Present
Dr. Arthur Rubin	Present Via Zoom

The President noted the presence of a quorum.

3. Moment of Silence

The President called for a moment of silence for those who have died from COVID-19 and first responders who have responded to the COVID-19 pandemic.

4. Report of the President - Mr. Jeremy Nelson

a. Approval of minutes – With no further discussion, approval of minutes for the May 18, 2023, Board of Health meeting Upon motion by Dr. Aliff-Lao seconded by Dr. Rubin the question was put: Shall the minutes of the May 18, 2023, Board of Health meeting be approved? Motion carried.

b. Election of a Board President – Mr. Nelson stated it was time to elect the board president. Dr. Rubin nominated Mr. Nelson. No other nominations were received, and Mr. Nelson was elected by acclamation. All in favor, all say I, motion carried.

5. Report of the Health Officer - Dr. Steven C. Eshenaur, DO, MBA

a. Personnel Update – Dr. Eshenaur stated that Mr. Stan Mills had retired after a long career with the Kanawha-Charleston Health Department and will be sorely missed. Dr. Eshenaur that a new search has begun for his replacement through the Department of Personnel system to find a suitable candidate. No questions asked.

- b. Strategic Plan Update** – Mr. Hadsell stated that the board was asked to participate with the Internal Assessment and five of the six did participate. Mr. Hadsell stated the assessment had a first section similar to what was asked of the team members to fill out, values about the organization. The second section of the assessment regarded the board review, how the board is operating. Mr. Hadsell stated the board participants went through the series of statements, scoring very well, comments were favorable on how they are operating. Mr. Hadsell stated there were recommendations on improvements, understanding the communications with management and staff. Mr. Hadsell further stated that several of the board members were fairly new and are taking a look on the onboarding process, having possibly a mentor, set checklist of what the members need to know prior to first meeting. In general, the feedback was working well.

Mr. Hadsell asked if there were any questions, then referred to Mr. Nelson for his thoughts. Mr. Nelson stated that he found it enlightening and was quite pleased with the outcome, thought there were some areas of opportunity.

Mr. Hadsell stated in terms of the planning, they were far along in the plan and the draft went to all the board members. Mr. Hadsell stated they planned in August to get back together. The plan is going to be “charting a healthy future”, a multi-year plan, strategic plan 2024-2027. Mr. Hadsell stated they will have an updated mission recasting the values, more depth on values, over arching goals with more focus on the internal operations. How you operate internally affects external operations. Mr. Hadsell stated there is a lot of positive but how do we improve the internal operations. Mr. Hadsell stated he was coming back at the end of August with a document the board can review.

Mr. Hadsell stated that when it was time to do the accreditation rework, we were able to come in and help align and we have been able to combine one cross functional team. We have been working on creating the team and responsible for implementing the plan once approved. Find out what the priorities are and start with them, do them sequentially. See how we can do day to day work and recommend on a regular basis, ask about how the action plan is going. That is important. Mr. Hadsell stated they are close to finalizing a plan then moving to implementation. Mr. Hadsell stated he had gone through everything rather fast and then asked if there were any questions.

Dr. Eshenaur stated that it has been a process and that it is inclusive in the entire department, to include the board members. Dr. Eshenaur further stated that we now narrow it down to a strategic plan and daily process, making sure those are separate. Dr. Eshenaur asked Ms. Blackwood if she had any comments. Ms. Blackwood stated no that they were still processing it through and meeting at the end of the month.

Mr. Nelson stated that it was a good idea to follow up on the action plan and note to remind the board. No further questions asked.

6. Report of the Division of Administrative/Operations – Mr. Doug Beasley

- a. Financial Update** – Mr. Beasley stated the current bank balance is just over \$2,864,347.42. Mr. Beasley further stated that they are still waiting on final FEMA reimbursement. \$449,232.35 was submitted and an additional \$278,774.49 is owed to KCHD from where 25% was held back from the two previous submissions. Mr. Beasley stated they are looking at about \$750,000.00 still due that KCHD had already paid out and should be returning. No questions asked.
- b. CDC Infrastructure Grant** – Mr. Beasley stated that he was advised that the grant was approved and DHHR was working on the paperwork.

Total awarded to KCHD is \$880,343.00 to be spread over three years, or approximately \$293,448.00 a year. Funds are to be used to maintain and retain existing staffing. Funding begins July 1, 2024. Mr. Beasley stated that the plan was to utilize the first year of this money (\$293,448.00) to pay the following:

- Salaries and benefits of two full time employees (IT and HSW) and one part time employee (RN) that were hired under other grants that are expiring (\$153,842.50).
 - Retention benefit of a “one-time non-base building pay differential” incentive of \$2,100.00 for approximately 30 KCHD full-time employees (\$63,000.00).
 - Retention benefit of a “one-time non-base building pay differential” incentive of \$1,050.00 for approximately 3 KCHD part-time employees (\$3,150.00).
 - Indirect Costs, 33.39% (\$73,455.50).
- c. Other State Grants** – Mr. Beasley stated there are other state grants that have been submitted and waiting on responses from DHHR:
- Threat-Prep Grant \$318,828.00
 - Immunization Grant \$50,000.00
 - Regional Epi Grant \$80,000.00
- d. City ARP Funds** – Mr. Beasley stated past payroll records have been submitted to the City and BDO to hopefully cover the remaining funds available to us which is \$589,604.67. No questions asked.
- e. City ARP Funds** – Mr. Beasley stated they currently have approximately \$316,000.00 available. However, we will be using County ARP funds to help pay for the two contract nurses in the clinic for a while as COVID grants have ended. No questions asked.
- f. Personnel** – Mr. Beasley stated there were several changes in personnel within KCHD:
- Kim Bird, RN in the clinic, left her position as of June 1, 2023, for another position with better pay.

- Destiny Newcome, sanitarian in environmental, left her position as of June 1, 2023, and returned to Putnam County Health Department.
- Just notified that another sanitarian in environmental is leaving at the end of July 2023 for a position with the State.
- Hired a new sanitarian to fill Destiny Newcome's position and Mr. Beasley stated that they will be looking to hire another sanitarian to fill the vacancy from where Cindy Kascic moved to the accountant tech position.
- Will be posting for an additional sanitarian vacancy in the near future.
- Still working on the Department of Personnel situation and preparing a merit system. Unfortunately, PHAB, audits, budget and other time sensitive projects had taken precedence over this, but still a work in progress. No questions asked.

g. Facility and Equipment Update – Mr. Beasley stated there were upgrades to building security issues to enhance employee safety, and some in the process. The upgrades consist of:

- Added key card access point to double doors downstairs that lead from the reception area to office space and conference areas. Doors can also be controlled by the reception area to “buzz” people in when called for.
- Added key card access point to double doors downstairs that lead from reception area to clinic areas. Doors can also be controlled by the reception area to “buzz” people in when called for.
- Added security feature to main front door that would allow a button to be pushed in receptionist area to lock the door in case of emergencies.
- Looking to adding “tinted security film” to all main windows and doors on first floor. Tinted film to be added to small non-accessible windows on first floor. The film will make the windows more “impact resistant” and the tint will reduce glare in the building and act as additional insulation by rejecting exterior heat which would put less of a strain on our current HVAC system. After 1st floor is completed, then the 2nd floor will be looked at with tinted film if pleased with the first-floor outcome.
- Matthews Specialty Vehicles is finally almost finished on our mobile clinic bus that was ordered back in October 2020. It is in the final production & exterior wrap phase. Last projected delivery time was early September.
- We do have a new external storage facility for POD supplies, etc. The facility is located at Young's Warehouse Facility on Barlow Drive and the storage unit is 25x50 in size. The location was picked due to the building being large enough to store the new mobile clinic bus and already has 50-amp service hookup in the building for the bus. The facility is also located approximately 1 mile from KCHD and is centrally located for the county. This additional area will be utilized to store POD supplies for threat preparedness in case a mass immunization event occurs. This facility is secured, and we will have 24-hour access. Several of our trailers will be there. This storage will be covered by County ARPA funds this year and then added under the yearly State Threat-Prep Grant subsequently. The cost of the storage unit is approximately \$1,000.00 per month, which includes all utilities, with a 2% annual increase. We were also able to get a month free if we pay for the year in advance. No questions asked.

7. Report of the Division of Clinic Services – Deborah Snaman

- a. **Clinic Update** – Ms. Snaman stated that she and Ms. Bonham have redone the entire spreadsheet. Ms. Snaman stated it flows better and is going to be more representative of what we do. For example, we provide a lot of TB services. The previous report combined all TB services into one category. The new system will separate out TB testing from TB case management. This will show a better picture of all the work that goes into the TB program. No questions asked.
- b. **Monkey Pox Vaccines** – Ms. Snaman stated from July 20, 2023, to today, five additional people have received the monkey pox vaccine. Ms. Snaman stated the clinic did participate in the gay pride event on Saturday where one person was vaccinated. Ms. Snaman stated that they did pass out a lot of information there and in the clinic. No questions asked.
- c. **HIV Update** – Ms. Snaman stated on June 28, 2023, they assisted with the community HIV Task Force event at Kanawha City. Ms. Snaman stated the event was scheduled from 12:00 p.m. to 6:00 p.m. but due to lack of traffic, the event was closed at 4:15 p.m. Ms. Snaman stated that five individuals were seen for services. Services consisted of five hepatitis A vaccine administered and two also received Tdap update. There were no COVID or Monkey Pox given. Ms. Snaman stated that two clinic staff and one IT staff participated and the DHHR KCHD van was taken to the site. During this event, the staff found the van was crowded and utilized the outside to provide the vaccines and charted services in the van. Ms. Snaman stated she will review space utilization with the clinic staff. No questions asked.

Ms. Snaman stated on July 26, 2023, they were at St. Mark's Episcopal Church in Saint Albans where there were six people seen. There were three State Hepatitis A and three State Tdap. Ms. Snaman stated this event was also scheduled from 12:00 p.m. to 6:00 p.m. but due to traffic, we closed at 5:10 p.m.

Ms. Snaman stated on August 2, 2023, an event was held at the Chesapeake Healthcare Center. There was a total of seven people seen. There was one COVID vaccine given, six Hepatitis A given and two received Tdap. This event was scheduled from 12:00 p.m. to 6:00 p.m. but due to traffic, we closed at 5:00 p.m. No questions asked.
- d. **Staff Training** – Ms. Snaman stated the clinic staff attended the online STI Intensive Interactive Course sponsored by the STD/HIV Prevention Training Center at Johns Hopkins. Ms. Snaman stated that all clinic staff have completed the training. No questions asked.
- e. **CORE** – Ms. Snaman stated they are continuing to offer registration forms to clients. No questions asked.
- f. **Liverfast** – Ms. Snaman stated that 10 liver function results are obtained using age, gender, and BMI, and the test results to calculate risk factors for nonalcoholic fatty liver disease (NAFLD) and nonalcoholic steatohepatitis (NASH). Ms. Snaman stated attempts to identify individuals prior to major

damage when diet and lifestyle changes can help. Ms. Snaman further stated the test is free, but we do charge for the venipuncture, VP is not billed to insurance, \$25.00 for over \$500.00 worth of testing free of charge. No questions asked.

- g. School Flu** – Ms. Snaman stated they are still working on school flu clinics, and they are excited to launch that and get back into the schools. Ms. Snaman stated she is meeting with the School Nurse Coordinator to organize flu vaccine clinics in schools. Plan is to offer the flu vaccine in 46 schools, this includes nine private schools. Ms. Snaman stated the tentative schedule is September 18, 2023 – October 20, 2023. Ms. Snaman stated they will offer small number of businesses and stated they have already gotten calls from the assisted living facilities. No questions asked.
- h. Naloxone Distribution Site** – Ms. Snaman stated the clinic staff had completed Naloxone training provided by Lindsay Acree. Ms. Snaman stated that the inventory arrived on August 2, 2023, and they are ready to advertise as a distribution site. No questions asked.
- i. TB Update** – Ms. Snaman stated there were 51 TB management efforts that consisted of follow-ups and bloodwork. No questions asked.
- j. Overseas Travel** – Ms. Snaman stated there were 41 overseas visits between Mid-May 2023 and Mid-July 2023. No questions asked.
- k. COVID Testing** – Ms. Snaman stated there were 2 PCR/Nasal Swab tests and 89 take home testing kits. No questions asked.
- l. COVID Vaccines** – Ms. Snaman stated there were 165 COVID vaccines given through the clinic. No questions asked.
- m. Blood Pressure Class** – Ms. Snaman stated the blood pressure class was not well received at KCHD. Plan is to reach out to two local senior citizen centers and offer a lunch time class. No questions asked.
- n. Back to School** – Ms. Snaman stated that immunization clinics are planned for Thursday, August 10, 2023, and Friday, August 11, 2023. Walk-in days will be Monday through Friday, and appointments August 14-18, 2023.
- o. Vaxcare** – Ms. Snaman stated they had received training on Vaxcare and introduced Dusty Menser to provide an overview of the system.

Ms. Menser stated that Vaxcare is a point of care solution for managing vaccines. It makes it easier and smarter. Ms. Menser explained a little bit above Vexcare stating that there are 11,000 providers and partners give about three million vaccines a year, 250 million on inventory a year, in approximately 32 states and in West Virginia two years. Ms. Menser stated their system has a single barcode scan and they buy your current stock, then when moving forward, we will give you vaccines of your choice. Tools will be given to manage the inventory and we will set a par level and then when a certain level is

reached, we will automatically send you more stock. We also account for back to school and flu season, etc. There will be a pattern that will be used for you. A nurse will put in a four-digit code, and they scan the dose. Vexcare does the billing on the 15th of every month and each qualified dose is paid for. With this process, the nurse does not have to guess, they'll know on the screen, and we'll pull from commercial stock by doing an integration that goes to the mobile hub.

Ms. Hudson stated that the patients are not going to be in the EMR system, and then asked if they enter it? Ms. Menser stated it can be entered when they come in and it then flows in directly to Vexcare. For flu vaccine campaigns, we also have it set up so it can be sent to the school through Community Care and the parents can sign their children up and all goes in there. This way, when children go to school, it is all set up and it does include consent.

Ms. Harris asked if this would interface with the state level registry? Ms. Menser stated she will need to check on that and get back to us. Ms. Snaman stated that AdvancedMD automatically does it.

Ms. Menser stated that you can continue to have school clinics. Ms. Menser stated that when they did school vaccine clinics for Jefferson County school system in Kentucky, they had laptops sitting out in front and people would come in and we would get them into the system. That way, once they got in the line, they were already scheduled and ready to go.

Dr. Rubin asked if that was dollar for dollar that will be paid or a percentage for the purchase back of the vaccines? Ms. Menser stated she would provide a list of what their purchase back amounts were. Some were overpaid, some underpaid a little bit, but it normally evens out. Dr. Rubin asked if Ms. Menser was stating that the patients billing, and demographic data automatically uploads into the system from the current screen and no input of information has to be done? Ms. Menser stated that was correct.

Ms. Menser stated that there is also an adherence program for vaccines. Say you have two outreaches for vaccines a year. You would have to opt into the program, for which there is no charge, but once you opt into it, we can text your patients at say, back to school and tell them it is time to schedule their vaccines. We would also send out a reminder when it is time for the flu vaccine and time to schedule their appointment. This serves as a nice reminder to your customer that it is time to schedule their appointment for the appropriate vaccine. Ms. Menser stated that when this was done, they saw a sustained increase over a three-year period of 32%. With implementation, there is no upfront cost, the only cost to the health department is a \$20.00 hub fee and that is monthly and that is the only cost that you pay. Ms. Menser further stated they have a proven plan for implementation, and it takes approximately 30-45 days depending on how long it takes them to respond. You can cancel anytime, and we do ask you to sign a term of service, but no long-term contract. We just ask that you give us 30 days' notice that way you can start to dwindle down your inventory and then you would just go to purchase whatever you have remaining at the end of that term. Ms. Menser stated that they look at this as a partnership and we know you are putting a great deal of money towards the vaccines and if the communication is good between us, if there are ever any issues, that you let us

know and we will take care of whatever those may be. Ms. Menser further stated that they were very hands on and that she would always be available to answer any questions or help in any way needed.

Ms. Menser stated they are a privately owned company that came from humble beginnings. There were two guys that had an idea about taking a cart of flu vaccines into villages in Florida and giving them to people who needed them. People began to come to them and telling them they should do this in clinics. Went from clinics and expanded state by state into what we are now. Ms. Menser stated that they have only grown when they have had the money and resources to grow. We are a very humble company and willing to work with anybody.

Mr. Nelson asked how they protect the information and us? Ms. Menser stated that everything is done according to the high trust certification requirement. Mr. Nelson also asked regarding insurance, are we named on their insurance policy, would insurance be needed for your vaccines? Ms. Menser stated that was beyond the scope of her knowledge and she would get back to Mr. Nelson regarding that question.

Ms. Menser stated that another thing that she wanted to mention since the question regarding insurance was asked, was if anything were to happen and your refrigerator goes out, we'll start with the manufacturers to see if the vaccines are still viable and if they are not, you send them back and there are no penalties, you will send them back and we will replace those at no cost. It is the same as if something expires, you just send that back and they will be replaced. Ms. Menser stated that Deborah and she were working on getting some numbers together to be able for me to present that proposal.

Ms. Hudson stated that it sounded like KCHD would not be responsible for integration upkeep. Ms. Menser stated that any upgrade we send out is covered by the \$20 a month.

Ms. Nellhous stated that it might be helpful if we talk to other health departments and see what they say about using this system. Ms. Menser stated that there are Kentucky health departments we could talk to. Ms. Menser further stated that Deborah has talked to others that use this system and they are indeed happy. It was suggested Deborah go to one of the health departments to see how it works and looks to get a better idea. No further questions.

8. Report of the Division of Environmental Services – Doug Beasley

- a. Overall Update** - Mr. Beasley stated that Mr. Mills did retire, and it is a huge loss in institutional knowledge for us. Mr. Beasley continued, stating that we have a young environmental health group that he will be taking over as the acting interim director while the search for his replacement begins. Mr. Beasley stated he held a meeting this morning with the entire environmental staff and laid out the groundwork and let them know that I have a large learning curve here and that I'll be relying on them for information. Mr. Beasley stated he thought it was going to go well and there may be mistakes, but they'll be learned from and move on! No questions asked.

Mr. Beasley stated there are two sanitarians that are currently in training and will be going to the state sanitarian training beginning in September and that is a process that takes almost a year. We are also going to look at doing some cross training to get some more people on doing sewer work, trailer/mobile home park water wells. No questions asked.

Mr. Beasley stated that they are currently interviewing for the last vacant position that we have for a sanitarian when Anna left to go to work for the state. No questions asked.

9. Report of the Division of Epidemiology – Dr. J. Tolbert

- a. Epidemiology Update** – Dr. Tolbert stated that COVID hospitalizations have slightly increased, but the increase does not appear significant compared to last year. Six COVID outbreaks recorded in Kanawha County over the past two months. No questions asked.

Lyme disease data is incomplete but suggests increased cases this year in May as opposed to last year (16 vs 5 confirmed or probable Lyme cases). No questions asked.

10. Report of the Executive Assistant to the ED/HO –Julie Blackwood

a. PHAB – Ms. Blackwood stated that PHAB assigned an accreditation specialist to us in mid-July. She has reached out to this person, who has indicated he will "probably get to our file in the next month or so." The accreditation specialist also said that reviews take about two weeks, on average. From this review, the accreditation specialist will inform us of any questions or areas where we need to provide additional information. KCHD will have 45 days to provide responses. During this time, PHAB will make arrangements with us for a virtual site visit to occur after we submit responses. Ms. Blackwood stated that she will provide any updates through the weekly briefing email and/or at the next board meeting. No questions asked.

b. FEMA – Ms. Blackwood stated there was a minor issue with the project amendment we submitted in December. FEMA staff wanted KCHD to remove approximately \$11,000 of county payroll expenses and put that amount in another amendment. The issue FEMA staff raised was when those expenses were paid, rather than when they were incurred. County officials confirmed to FEMA that although the expenses were incurred July 1, 2022, and prior, they were paid after that date. The date is important because after July 1, 2022, the Federal share of COVID expenses dropped from 100% to 90%. KCHD reimbursed the money to the county based on the 100% rate. Ms. Blackwood said that she questioned FEMA staff about this because other grants/projects use the date costs are incurred. FEMA staff responded this morning that, after further discussion, they have decided that the full amount of December's project amendment is eligible for 100% reimbursement and will submit it for final processing. County officials have confirmed that they have no future invoices to send KCHD for pandemic-related costs, nor do we have COVID expenses that have not been covered by other sources. Because of this, once the amendment has been obligated for payment, KCHD can move forward with project closeout. No questions asked.

11. Report of the Public Information Officer (PIO) – Lalena Price

- a. **Back-to-School Immunization Celebration** – Ms. Price stated they were having a back-to-school immunization celebration being held at KCHD on Tuesday, August 15, 2023. We are asking everyone to bring their children. Ms. Price stated we will have a 22-foot slide, a bouncy house and a “dunk the doc” tank. Dr. Eshenaur has put out a challenge to all the seniors to have a vaccine before they go back to school and gather all their friends and teammates and try to dunk “the doc”. Ms. Price stated this is the first year for this celebration, but we plan on doing this annually to promote the importance of the back-to-school vaccinations. Ms. Price stated they will look for ways to do the event bigger and better next year and the year after that! No questions asked.
- b. **Update on new Website** – Ms. Price stated they were working weekly with the West Virginia interactive team on our new website, which we hope to have up as soon as possible. Ms. Price asked the board to please browse the new site when it is finally up and let her know if there are mistakes or missing data, or if they have suggestions. No questions asked.

12. Unfinished Business

No unfinished business

13. Public Comment

No public comment

14. Old Business

No old business.

15. Adjournment

Upon motion by Ms. Nellhaus seconded by Ms. Hudson the question was put, “Shall the meeting be adjourned?” Motion carried.

Respectfully Submitted,



Steven C. Eshenaur, DO, MBA
Board Secretary