



Kanawha-Charleston Board of Health



Thursday, May 16, 2024

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

MEETING MINUTES

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	Present
Ms. Lillian Morris	Present
Ms. Danita Nellhaus	Not Present
Mr. Jeremy Nelson, President	Present
Dr. Arthur Rubin	Present

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. **Election of Board President** – The West Virginia Code and the Kanawha-Charleston Board of Health Bylaws require the board of health elect from its membership a president to serve a one-year term.

Upon motion by Dr. Rubin seconded by Ms. Morris to elect Mr. Jeremy Nelson as president. Motion carried.

- b. **Approval of minutes** – With no further discussion, approval of minutes for the March 21, 2024, Board of Health meeting Upon motion by Ms. Hudson seconded by Ms. Morris the question was put: Shall the minutes of the March 21, 2024, Board of Health meeting be approved? Motion carried.

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

- a. **Strategic Planning** – Dr. Eshenaur stated the CESD has completed the Strategic Plan after a lengthy process involving everyone at KCHD, and our board and stakeholders. Dr. Eshenaur stated that it will give KCHD a vision and direction for the future. Julie will be providing a more in-depth update later in the meeting on this. No questions asked.
- b. **KCHD Retirements** - Dr. Eshenaur stated that both Deborah Snaman and Greg Rinehart have retired. Dr. Eshenaur stated that they will both be sorely missed, and both were much appreciated for their many years of service at KCHD. Mr. Anthony Canterbury of course is now doing Mr. Rinehart's job and we are still seeking a clinic director. In the interim, Ms. Dee Bonham is doing a good job filling the position temporarily and has some great ideas for the clinic which are related to travel service immunizations among other ideas.
- c. **Funding and State Budget** - Dr. Eshenaur stated the budget that was passed has significantly impacted the health departments in a negative way, a huge hit to health across all departments. So of course, this will have a negative impact on the budget for KCHD. Dr. Eshenaur stated that the local health association has taken action to advise the Governor of the significant negative impact to funding, raises and employee retention. KCHD is hopeful that the funding will be restored in a Special Session to the level originally proposed by the Governor. Dr. Eshenaur stated that Mr. Beasley will provide additional budget insight during his presentation.

Ms. Morris asked if KCHD sees any immediate impact. Dr. Eshenaur stated no, but long term, possibly. No further questions asked.

- d. **Additional Income Opportunities** – Dr. Eshenaur stated opportunities are being looked into for generating additional income by the clinic staff. Dr. Eshenaur stated that some of the services that are being looked into include malaria prophylaxis, drug testing, and laboratory testing that goes beyond our current offerings (i.e. Glucose check, strep screen, labs for a work physical and antibody test.) No questions asked.

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

- a. **Financial Update** – Mr. Beasley distributed the proposed budget for FY24/25. Mr. Beasley stated it is a \$700,000.00 decrease from 2023 budget (\$3,713,367.50) Mr. Beasley stated that a large part of this is from the implementation of VaxCare which keeps us from purchasing almost \$350,000 in vaccines per year. Mr. Beasley stated another large reduction is the downsizing in contract employees that we had working during COVID. Mr. Beasley further stated that they are down to one contractual employee, an LPN, in the clinic, which they hope to change to a full-time position in the near future. Mr. Beasley also stated that KCHD has had some higher paying positions leave which could be replaced with lower paying positions. No questions asked.

Mr. Beasley stated the budget includes, which has not been discussed yet, the 5% pay increase for all full-time employees as requested by the governor. If the legislation is signed by the Governor and the LHDs are included in the bill, and

with the Board's approval, Mr. Beasley stated he would request the Board's permission to draft a letter to the WV State DOP Board asking for inclusion in the ATB pay raise of 5% for all fulltime employees. Mr. Beasley stated that the current Budget is based on the Budget Bill passed by Legislature during regular session, which was awarded \$15 odd million to local health, which was down from \$17 odd million allocated last year. Mr. Beasley stated that this reduced the state funding by approximately 10%, to \$1,090,920.64 from \$1,210,947.97. Mr. Beasley stated this was to be fixed during a special session and the allocation is "supposed" to be increased to \$19 odd million dollars to include the previously mentioned 5% increase to employees proposed by the Governor. If the allocation is amended to \$19 million, the state funding would increase to \$1,334,107.45. Mr. Beasley stated that this is one of the reasons why Dr. Eshenaur has been on top of things and talking with our political figures to try and keep pressure on them. Mr. Beasley stated that KCHD is blessed and that they have some reserves and that we have been frugal with money so that we are not in dire straits. Several health departments are talking about laying off employees, where KCHD is not and is even talking about a 5% pay raise for the full-time employees. We still have a balanced budget and have been able to maintain it and we have had an increase in support from the city of Charleston and the county. Mr. Nelson stated he feels we are one of the blessed agencies. Mr. Beasley stated he would talk later about environmental fees, permits going up. Mr. Beasley stated that when he was talking to the county, he explained to them that the environmental fees and the permits is a good portion of our budget. Mr. Beasley stated to the board that he doesn't see how they can do much better on expenses. Mr. Beasley stated they have been working hard to streamline. For Example, the contract on our tires for the vehicles, we cut from \$1000 for four to \$500, which seems minimal in the grand scheme of things, but every little bit helps and we have been very frugal with the county ARP money, the city ARP money, and the FEMA money that Ms. Blackwood has worked on relentlessly for quite a while. Mr. Beasley stated once again that the budget he had prepared does include the 5% pay raise for our full-time employees that the governor has issued, but we do have to have a board vote and write a letter to DOP. Mr. Beasley stated that he was going to let the board decide if we do it contingent on the funding being redone or if we just want to do the 5% raise as is. I would leave that decision up to the board.

Dr. Rubin asked if the legislature mandates the raise, then we have to do it don't we, but they do not fund it. Ms. Hudson stated that you must find the money.

Approval of Budget – With no further discussion, approval of the budget Upon motion by Dr. Rubin seconded by Ms. Morris the question was put: Shall the approval of budget be approved? Motion carried.

Mr. Nelson stated we also need a motion to pay the 5% and send the letter to DOP. Dr. Rubin asked what does the letter state, that this is contingent? Mr. Beasley stated that anytime we do an increase, we need a letter from the board giving approval for the 5% and send to DOP and then get their approval. They have the system to set what the rates are for each employee. The letter more or less states that we are requesting permission to give our employees a 5% pay raise across the board and the funds would come from our general revenue

fund. Mr. Beasley stated it is normally a general vote that the DOP gives, they do them all at once.

Ms. Morris asked if the legislature already gave the 5%. Ms. Hudson stated not yet. Mr. Beasley stated that we do not need legislature money to do this, we could just say we want to give our employees 5% across the board raise and do just that.

Dr. Rubin stated that his institution is doing 3%, that he does not know why it is different from the 5%, they already built that in regardless of what the legislature does. But they also have a 3% or a base number depending on what your salary is, so everyone gets a certain amount.

Ms. Hudson stated that if we approve the budget, then the 5% is included in the budget figures. Mr. Beasley stated the budget numbers do include the 5% raise. Mr. Beasley stated the reason he was saying contingent, is that you can have the budget be amended, or funds be reallocated, that would grant us to send the letter once the funds are reallocated or if they just want to do a 5% raise that could be done at any time of the year. It is all in how the board wants to proceed.

Dr. Rubin stated that he would think the legislature is going to approve it, it is an election year. Mr. Nelson stated that that we can send the letter in contingent of the legislature approving it.

Mr. Beasley stated that our argument could be the long-term effect of that 5% raise. We can absorb it for one or two or even three years but when you talk long term, if the budget is amended, that is why the letter of contingent.

Ms. Morris asked if the state funding is every year? Mr. Beasley stated there is no guarantee that they would fund us at all, they could always stop it but then it would lead us to laying off employees and cutting services. Mr. Beasley further stated that we couldn't just cut the salary of the employees by \$10.

Dr. Rubin stated he would hate to send the letter before the legislature votes. Mr. Beasley stated all this would be is voting and approving the 5% before the legislature votes, then the letter would be sent once the legislature does what it has to do. Not actually send a letter of contingent because all this would probably happen before the next board meeting. The letter would not be sent if the budget was revised. Dr. Rubin stated okay, that is good.

Ms. Hudson stated she thought the letter would need to be sent five days before the hearing in June. It was thought by other board members that it was more than five days.

Mr. Nelson stated that it would be his suggestion to have a motion to do a contingent on the legislature of approval.

Approval of 5% Raise for Fulltime Employees Contingent of Legislature

Approval – With no further discussion, approval of the 5% raise for fulltime employee's contingent of legislature approval Upon motion by Dr. Rubin seconded by Dr. Dara Aliff-Lao the question was put: Shall the approval of a 5% raise for fulltime employee's contingent of legislature approval be approved? Motion carried.

Ms. Morris asked are we giving the raise if the legislature does not change the funding? Ms. Hudson stated that we have already approved the budget. Mr. Nelson stated that we just need to send a letter to DOP. Dr. Rubin asked if we are giving the raise if the legislature does not change the funding? That is the question, I think. Ms. Hudson said correct. Ms. Hudson further stated that if we are approving the budget that already has the 5% built in, then we are approving the budget prematurely as well. Mr. Beasley stated that the budget is a dynamic document because it changes throughout the year. Mr. Beasley further stated that as of right now, it was projected that we were getting the funding. Dr. Rubin stated that it is his personal opinion that if the legislature does not approve, then we do 3%. Dr. Rubin further stated that what we can afford is a stiffen, where it is not part of the salary, you can give each person an amount, where we know we can afford that this year and we don't hurt ourselves next year. Ms. Morris said that we don't have to decide how we are going to award it today, is that what you are saying. Dr. Rubin asked if passing the budget, does that obligate us to approve the 5%? Mr. Beasley stated, if it helps, every year we build into the budget, we build it in high ranges for merits, promotions that may or may not occur during that year, so we are set up through June 2025. I always work the budget high; in case we fall short we can fix it. Dr. Rubin stated he thought we should wait to send the letter until the legislature meets. Ms. Morris stated, so we don't meet again until July. Dr. Rubin stated that we could have an emergency meeting if needed. Ms. Morris asked what is the point of the contingent letter? Mr. Nelson stated that it is not an actual letter, it is just saying that we can pull the trigger without having a board meeting. Dr. Rubin stated that we could also state that the increase could be whatever the county decides to do. Mr. Nelson stated that everyone can be assured that this is not the first time we have sent a letter, I know I have signed several of them. Mr. Beasley stated basically, no letter will be sent until we know what the state is going to do. Ms. Morris stated she does not understand why we must send a letter at all. Mr. Beasley stated that DOP requires it. That is the only reason we are writing a letter. Ms. Hudson stated that another thing is that we are still waiting on what line 3024 is going to be. That is going to be talked about during the special session, so revenue can change. Dr. Rubin stated that we could give Mr. Nelson permission to write the contingency letter. Mr. Nelson stated he appreciated that, but he would like all to be part of the process. Ms. Morris asked how certain we are of the state aid amount? Ms. Hudson stated that it could increase as well. Mr. Beasley stated that the state aid amount that is shown on the budget is what was approved. Ms. Hudson stated that it could go up during the special session. Dr. Rubin asked what the dollar cost of 5% salaries? Mr. Beasley stated that he did not have that with him at the moment. Mr. Beasley stated that he is thinking it would be around \$85-\$90 thousand for the 5%. Mr. Nelson stated he was coming up with about \$90 thousand. Ms. Morris stated that since we have already approved the budget, I motion that we approve the letter be prepared to be sent.

Dr. Rubin asked what is the appropriate timing if the legislature increases our budget? Ms. Morris stated that regardless, because we have already approved the budget and it includes the 5% raise.

Approval of Letter to DOP for 5% Raise for Full-Time Employees – With no further discussion, approval of the letter to DOP for 5% raise for full-time employees Upon motion by Ms. Morris seconded by Dr. Rubin the question was put: Shall the approval of the letter to DOP for 5% raise for full-time employees be approved? Motion carried.

- b. CDC Infrastructure Grant** – Mr. Beasley stated they have submitted several of the state grants. We are in the submission process, the regional EPI grant which went up from \$80,000 to \$110,000 this year. Our Immunization Action Plan Grant went from \$50,000 to \$100,000 this year which is part of the 3024 funding. Those are all submissions to the state. Mr. Beasley stated that sometimes we get them in August, I think the last one we got was in March of this year which was one we applied for in July of 2023. Mr. Beasley stated that we have put in for those. One of the other ones we did this last year, the Infrastructure Grant, it is a three-year grant, it has the stiffen retentive incentives that we did last year for our employees. Mr. Beasley stated that once again this year, we would like to do the same. They have changed it up and instead of doing a one-time non-base building pay incentive they want us to split it up into two payments, one of which would be in the second quarter of the program which would be around December 2024 and the second payment would be in the fourth quarter of the program which would be around May or June 2025. We are requesting that each full-time employee be given \$2,500, broken into two \$1,250 payments and part-time employees would be given \$1,250, broken into two \$625 payments. Mr. Beasley stated that this would all be funded through the Infrastructure Grant, nothing through the general revenue and would be for 28 full-time employees and four part-time employees.

Ms. Hudson stated that this was a three-year grant. Mr. Beasley stated that is correct. Ms. Hudson asked if this was year two. Mr. Beasley stated that is correct 2024/2025 is year two.

Mr. Beasley stated that this is what the grant is for, on our level. With the state there is a lot of data and modernization, but for us it is for retention. Mr. Beasley stated that this program is \$293,000 in what we get this year. It pays for those non base building pay incentives and it also pays for two full-time employees, an IT employee and one of our health service workers in the clinic and a part-time RN that is helping with COVID billing and other things in the clinic. Mr. Beasley stated that once again, that is another letter to DOP to be able to provide the two times a year non base building pay incentive for our employees.

Ms. Hudson stated, just so I follow, the funds for that budget is midway down where it says 3024 CDC Infrastructure grant? Mr. Beasley stated that is correct. Ms. Hudson further stated that the payout for that grant is already included in the expense section of the budget.

Mr. Nelson asked if there were any further questions on that.

Ms. Hudson asked if we do not use the funds for what it is intended do we pay back the funds? Mr. Beasley stated yes. With this grant, we are paid quarterly. Each grant is different. Some are paid out ahead and some we must get reimbursed for. Mr. Beasley stated that for this one, at the end of the year they balance it all out.

Mr. Nelson asked if there were any other questions. Ms. Morris requested that the next time we do this, that we do all the pieces before we move onto the budget. Mr. Beasley said yes, that would be fine. No further questions were asked.

Approval of Letter to DOP for Two Times a Year Non-Base Building Pay Incentive for All Employees – With no further discussion, approval of the letter to DOP for two times a year non-base building pay incentive for all employees Upon motion by Dr. Rubin seconded by Ms. Hudson the question was put: Shall the letter to DOP for two times a year non-base building pay incentive for all employees be approved? Motion carried.

- c. **Administration** – Mr. Beasley informed the board that an updated organizational chart was in their folder. Mr. Beasley stated with the recent changes in employees, he wanted to ensure the board was up to date on the staffing levels and who reports to whom.

Mr. Beasley distributed the FY25 Board of Health Schedule for all to review. During this time, no one had any concerns about the proposed dates. No questions asked.

- d. **FY24 Financial & Budget Report for 3rd Quarter, Ms. Etta Ramsey** – Ms. Ramsey stated the budget report was in their folders. Ms. Ramsey stated the bank balance is just over \$3.6 million. Ms. Ramsey stated they had not finished closing out April yet, that she is still waiting for the bank statement to close out, but everything is on track and felt confident that what was stated is correct. Ms. Ramsey stated that there is also the updated budget showing where we stand for the third quarter for the year we are in. Ms. Ramsey stated there had been some changes due to some checks that had been written for grant repayments and they never made it there. Ms. Ramsey stated they had to put a stop payment on them and rewrite the checks for this quarter. Ms. Ramsey stated there were two checks, one for \$70,000 and the other for \$35,000 and they had never cleared the bank. Ms. Ramsey stated that she was talking to Mr. Beasley earlier and some of the software costs were a little bit higher at one point because we were switching to EPIC and they were trying to clear out all that old billing so there was a lot being processed, plus the Vaxcare buy back. Ms. Ramsey stated there was also Mr. Rinehart and the paying on the Office of Technology bills, he was working on the disputes, and it ended up getting paid all at once instead of it being spread out. Ms. Ramsey stated that would be why in one of the quarters you'll see a "bulk" of billing that is normally spread out. Ms. Ramsey further stated that there have not been any unusual or outrageous bills or charges out of the normal. Mr. Nelson asked if there were any questions for Ms. Ramsey.

Ms. Morris asked Ms. Ramsey if the bottom-line numbers were good and if we did end with \$818,450.55. Ms. Ramsey said yes, the numbers were good and that is what we ended up with. Ms. Morris stated we are doing good, and Ms. Ramsey agreed and stated yes, very good. No further questions asked.

7. Report of the Division of Clinic Services – Ms. Deanna Bonham

- a. Clinic Update** – Ms. Bonham stated she was not able to share the clinic numbers due to EPIC and Vaxcare still not consolidating. Ms. Bonham stated that Ms. Ashley Meadows was currently working on getting the numbers. Ms. Bonham stated that the clinic did see 633 patients for the month of April. No questions asked.

Ms. Bonham stated that Ms. Emily Wood, who does the billing in the clinic, is leaving KCHD on the 23rd of May. Ms. Bonham stated that she and Ms. Brittany Brown will be taking over the billing, with Ms. Meadows assisting as well on an as needed basis until someone is hired in her position. No questions asked.

Ms. Bonham stated they had two outside clinics for the month of April. One clinic was at UC for Pharmacy students, and 42 patients were seen. The other clinic was a COVID vaccine clinic at Edgewood and 119 patients were seen there. No questions asked.

Ms. Bonham stated as of May, they are no longer doing Moderna vaccines, and they have very little of the Pfizer vaccine and they will not be doing anymore 12 and older COVID vaccines until the Fall when the new COVID vaccine comes out.

Ms. Morris stated there were a lot of radio ads telling people to get their COVID vaccines. Ms. Bonham asked if that was for the 65 and older because they can get another after four months. Ms. Bonham also stated that a lot of vaccines are expiring, and it might be why they are pushing the ads. No further questions asked.

Ms. Bonham stated the Vaccine for Children coordinator Cindy Chapman came into the clinic on April 29th and did a walk through. KCHD was given a GOLD STAR for Outstanding improvement in Early Childhood Vaccination Rates. No questions asked.

Ms. Bonham stated the clinic has started a new travel vaccine called Chikungunya this month. This vaccine is for people 18 years and older. Ms. Bonham stated that people can get chikungunya by being bitten by a mosquito infected with the chikungunya virus, but people cannot spread the virus to each other. Ms. Bonham further stated that chikungunya is found worldwide, mainly in Africa, Asia and India and can cause a serious disease in older adults, people with other medical conditions, young children and women who are pregnant. Symptoms are fever, joint and muscle pain, headache, and fatigue. Ms. Bonham stated it is a one dose vaccine that costs \$335.00 with no insurance. No questions asked.

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

- a. **Environmental Update** - Mr. Beasley stated they hired a new Sanitarian, Mr. Austin Coleman and a part time Office Assistant, Ms. Braelee Alderman. Both have been working out quite well. Mr. Coleman will be starting his sanitarian training; they have split up the training to do part in Spring and part in the Fall. Mr. Beasley stated they continue to work on finding someone for the Chief Sanitarian position, but they are now making headway. No questions asked.

Mr. Beasley stated that during the last board of health meeting, he had mentioned to the board about increasing fees for the permits. Mr. Beasley stated they did place a 30-day public notice regarding the increase on the state register and we did not receive any public comments. Mr. Beasley stated that by the way the code reads, we now have a motion to vote by the Board of Health to enact the proposed fees and then it goes to the governing bodies for approval, and it also has to go to the County Commission City Council, and I have spoken with them both. Mr. Beasley stated that now, we are dependent upon a vote from you all, the board of health, and if approved, it will go forward, we are on the County Commission meeting for Monday, May 20th it has to be done within 30 days and the city has assured me that it will be this Monday or the next one in June. However, this is all based on the vote of the board. Mr. Beasley stated that if there are any questions regarding the fees, there is a table with current fees and what the newly proposed fee will be. It is a 20% increase and basically, because we do not want to go through this every year, but plan to look at this every four or five years, which is what the state does. This is the fee schedule that was proposed through the LHAs also taken before the County Commission who approved it, so just trying to keep some standardization across the state. Mr. Beasley stated that the food trucks are not included but are set by code not legislature rule.

Dr. Rubin asked if what is stated for the food store checkout operated by one person is also included for the self-checkouts? Mr. Beasley stated he believed so. Mr. Beasley asked Mr. Daniel Morrison if that did include the self-checkout in retail stores. Mr. Morrison replied, yes.

Ms. Morris asked what is an Industrial Campground? Mr. Beasley said we do not have any in this county. Dr. Eshenaur stated there are a couple in Jackson County.

Ms. Morris asked if the fees for school are due to the cafeteria. Mr. Beasley stated that there are two fees, one for the kitchen and the other for general inspection looking at restrooms to water fountains to general upkeep.

Ms. Morris asked why we did not change body piercings or tattoos? Mr. Beasley stated it is set by code and not legislature rule. No further questions asked.

Approval of Increase of Permit Fees – With no further discussion, approval of the Increase of Permit Fees Upon motion by Dr. Rubin seconded by Ms. Hudson the question was put: Shall the Increase of Permit Fees be approved? Motion carried.

Mr. Nelson asked Mr. Beasley if he was to appear in front of the city and the county for this increase? Mr. Beasley and Dr. Eshenaur both said yes, they would be there. Mr. Beasley stated it is a new process and the first time this new code was enacted and being utilized. It sets how the board of health can set fees. Mr. Nelson asked Mr. Beasley if the city has not confirmed but the county has. Mr. Beasley stated the county had confirmed the agenda on Monday and if not Monday, then first meeting in June. Mr. Beasley stated the city has not confirmed and he has talked to Mr. Matt Sutton numerous times, and he wanted to have the city attorney look over everything since it is new, but it may be too late to get us on Monday but will definitely get us on the next City Council meeting which they do twice a month. Mr. Beasley further stated that when he informed Mr. Sutton that it was a 30-day requirement he did not think it would be an issue.

9. Report of the Division of Epidemiology – Dr. Steven Eshenaur for Dr. J. Tolbert

- a. **Epidemiology Update** – Slide one shows emergency department visits for COVID, Influenza, and RSV in Kanawha and surrounding counties. Visits have generally been decreasing or low since March after the Influenza spike at the beginning of the year. No questions asked.

Side two shows respiratory pathogens reported to the West Virginia Electronic Disease Surveillance System (WVEDSS) from 3-18-2024 to 5-10-2024 in Kanawha County. Rhinovirus/Enterovirus is the most common respiratory pathogen, followed by Influenza A, then COVID-19. No questions asked.

Slide three shows reportable diseases that were investigated over the past two months.

Ms. Morris asked Dr. Eshenaur if there has been any rabies in our area. Dr. Eshenaur stated in surrounding areas like Harrison and Greenbrier, but none in our area. Dr. Eshenaur also mentioned there is a rabies vaccine bait for racoons, but will also attract other wildlife, that is made in various flavors and once eaten, it helps with the spread of rabies. If eaten by other animals like a dog, it will not harm them. No further questions asked.

Report of the Executive Assistant to the ED/HO – Ms. Julia Blackwood

- a. **FEMA** – Ms. Blackwood stated that she and Etta would be meeting with representatives from the State's Division of Homeland Security, which administers FEMA funding, for an entrance interview on June 5. They are interested in learning more about how we are managing the program and will be reviewing documentation related to the funds we have received. Ms. Blackwood also stated that we are still planning to submit an application to FEMA for Category Z funding to recoup administrative costs for the funding previously

received. As of now, the Federal Government has not set a deadline for completing those applications. No questions asked.

b. PHAB – Ms. Blackwood stated that June 4 is the next date for anything related to PHAB. On that date, she will have a technology test with our accreditation specialist to make sure equipment is working on both ends in advance of our virtual site visit. KCHD is set to receive information from PHAB as to what domains will be the focus of the site visit and/or what questions they want to have us provide responses. Once we receive this information, we will have a better idea of who needs to be in the room for the Zoom session. The site visit is set for Tuesday, June 18, from 9:00 a.m. until 1:00 p.m. No questions asked.

c. Strategic Planning - Ms. Blackwood stated that she will defer most of the update to the next meeting, once the board has an opportunity to review the Strategic Plan that was emailed a week ago and a one-page summary that was sent earlier today. Through the strategic planning process, KCHD created a Planning Actions Coordinating Team, or PACT. PACT combines the following groups which previously existed but have not been active since the pandemic: Workforce Development, Quality Improvement, Performance Management and Strategic Planning. PACT members have been selected and recently met with a strategic planning facilitator to make the goals and priorities identified in the strategic planning process actionable and timebound. No questions asked.

d. Health on Wheels – Ms. Blackwood stated this summer's big project is to provide back-to-school vaccinations and free sports physicals at the eight public high schools in Kanawha County using KCHD's mobile health unit. She and Lalena Price have been working with clinic staff, the lead nurse and communications director for Kanawha County Schools, and a representative from Cabin Creek Health System to coordinate these events. Other interested partners include CAMC Institute for Academic Medicine, the WV School of Osteopathic Medicine, the University of Charleston and WV Health Right. Family Care has not responded to requests to participate. Ms. Blackwood thanked Ms. Morris and Dr. Rubin for assisting with contacts at CAMC and WWSOM.

KCHD is currently waiting on the eight high school principals to select dates which would work for them to host us. In the meantime, KCHD will be participating in a Back-to-School event at the Charleston Town Center Mall on Saturday, July 20. KCHD (and partners) will provide the back-to-school vaccinations and free sports physicals at the former Sephora location on the first floor from noon until 6:00 p.m. No questions asked.

2. Report of the Public Information Officer (PIO) – Ms. Julie Blackwood for Ms. Lalena Price

a. PIO Update – Ms. Blackwood informed the board that Ms. Price was working with Anthony Canterbury to deploy the new website. Target date to launch is July 1--which is the start of KCHD's fiscal year. Ms. Price has also been working with media members related to inquiries about the measles outbreak and measles vaccines. She is also planning to do some education

around travel vaccines, as KCHD is the only provider in the state for shots that are required to enter many foreign countries. KCHD has renewed its health campaign at Go Mart Park for another summer. Ms. Price has been working on signage to place around the park and in restroom facilities. No questions asked.

10. Unfinished Business

Ms. Morris stated she would like to commend Dr. Eshenaur and the staff here at KCHD that put together the meeting with healthcare facilities to talk about the measles process, if we must deal with a measles case and they got the healthcare group together and defined a process to manage that and it has been shared with other health departments in the state. Ms. Morris stated she would like to see more of that, expanding out into the community and planning together with different groups, it is so very helpful, and I wanted you to know it is appreciated.

Ms. Morris also asked at the next meeting if we could get an update on KCHD moving out of the DOP system, where we are on that. Dr. Eshenaur and Mr. Beasley stated they would update at the next meeting.

11. Public Comment

No public comment

12. Old Business

No old business.

Adjournment

Upon motion by Dr. Rubin, seconded by Ms. Morris the question was put, "Shall the meeting be adjourned?" Motion carried.

Respectfully Submitted,



Steven C. Eshenaur, DO, MBA
Board Secretary