



Kanawha-Charleston Board of Health



Tuesday, September 21, 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	Present Via Zoom
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 August 8, 2023, Board of Health meeting Upon motion by Ms. Morris seconded by Dr. Rubin the question was put: Shall the minutes of the August 8, 2023, Board of Health meeting be approved? Motion carried.

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

- a. **Strategic Plan Update** – Dr. Eshenaur stated the last meeting was on August 1st. Dr. Eshenaur stated that all the internal input up to this point is complete and the last piece should be reaching out to external partners to obtain their input for the strategic plan. No questions asked.
- b. **Epic will be the new EMR adopted for use by KCHD.** The target date for full implementation is February 2024.

- c. **Vaxcare** – Dr. Eshenaur stated KCHD has elected to proceed with Vaxcare on a trial basis. This will be a no risk, no long-term agreement, with the option to cancel at any time. Dr. Eshenaur stated they were working on the integration with advanced MD right now and our biggest challenge was figuring out how we are not going to double bill people, and the billing team here came up with a brilliant idea on ensuring that won't happen. It does not cover any travel accident and we also opted to keep our vaccines for the children, we will continue to order that as usual, through the state. We will also be keeping the adult flu state supply which is \$20. Dr. Eshenaur further stated they had not made a decision on COVID so we are keeping that for billing with the option of having that included at any time. Dr. Eshenaur stated that he felt she was overwhelmed with onboarding 40 plus places, and she has about half that to still go, so with that said, we are looking at sometime in October, but we wanted to get that up and running before we switched to EPIC. Dr. Eshenaur stated the plan is to decrease our cost of business. We only have two ways of making money and that is through Environmental and through the clinic.

Ms. Morris asked if we had a process to upload the state database? Dr. Eshenaur stated Advance MD automatically uploads so that is taken care of.

Ms. Hudson stated to Doug that she would come over to help document the different groups of people, and if they want to continue to document kids' vaccines in different ways, we definitely need to document. Mr. Beasley stated that he would keep that in mind once they get to that point and reach out. No further questions.

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

- a. **Financial Update Given by Ms. Etta Ramsey** – Ms. Ramsey informed the board that the FY22/23 final financial report was in their folder, and we are approximately \$500,000.00 over in expenditures which is mainly due to the contract employee hours in the clinic.

Ms. Ramsey stated the revenue was up approximately \$850,000.00 over projection. This is due to the increase in revenue in the clinic and in environmental, plus FEMA reimbursements.

Ms. Ramsey further stated that this left the bank balance at just over \$3,260,000.00. No questions asked.

- b. **CDC Infrastructure Grant Update by Ms. Etta Ramsey** – Ms. Ramsey stated the grant agreement was received from the state for \$293,448.00 a year.
- Awaiting on State DOP approval, their meeting is on the 28th of September, to distribute a "one-time non-base building pay differential" incentive of \$2,100.00 for approximately 30 KCHD full-time employees (\$63,000.00) and \$1,050.00 for approximately 3 KCHD part-time employees (\$3,150.00).

- c. **Other State Grants** – Ms. Ramsey stated they are still waiting for responses on state grants that have been submitted to DHHR:
- Threat-Prep Grant \$318,828.00
 - Immunization Grant \$50,000.00
 - Regional Epi Grant \$80,000.00
- d. **State Grants** – Ms. Ramsey stated they had received ARPA payment from the city in the amount of \$589,604.67. Ms. Ramsey further stated that this represents the final payoff on the ARPA grant with the city. No questions asked.
- e. **City ARP Funds** - Ms. Ramsey stated they still have approximately \$300,000.00 (as of July 1, 2023) 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. **QuickBooks** - Ms. Ramsey informed the board that KCHD had switched to QuickBooks. Ms. Ramsey stated it took a while to get everything moved over and that it was an experience, but all has been transitioned. No questions asked.
- g. **Personnel** – Mr. Beasley stated they hired a sanitarian to fill Anna Coleman’s position where she left for a job with the state.

Mr. Beasley further stated that they continue to look for a Chief Sanitarian to hire. They had one application and had reached out to the applicant but had not received a call back as of yet.

Mr. Beasley stated the three new sanitarians are in the process of starting their training with the state employees to get up to speed on what their jobs will entail.

Mr. Beasley stated they were still working on the Department of Personnel situation and preparing a merit system. Time sensitive projects had taken precedence over this, but still a work in progress. No questions asked.

- h. **Facility and Equipment Update** – Mr. Beasley stated the upgrades to the building security to enhance employee safety continue. The tinted security film has been installed to all the main windows and doors on the first floor. Tinted film has been added to the small non-accessible windows on the first floor as well. Mr. Beasley reminded the board that the film will make the windows more “impact resistant” and the tint will reduce glare in the building and also act as additional insulation by rejecting exterior heat which would put less of a strain on the HVAC system. Tinting of the second floor will be looked at if pleased with the first-floor outcome. No questions asked.

Mr. Beasley stated that Matthews Specialty Vehicles continues to state the mobile clinic is in the “almost finished” stage. It is now in the quality inspection customer care phase, which it has been for three weeks now, and their latest projected delivery is in October. No questions asked.

Mr. Beasley stated that they were looking into the possibility of ordering two to three new vehicles. We have five plus vehicles that are more than 10 and some 20 years old that we are using, and we do have a bit of surplus now with the city ARP funds and we still have FEMA money that we will be awarded at some point. Mr. Beasley stated the vehicles will be used for sanitarians to go out and do food/restaurant inspections and he thought we could get two to three vehicles under \$80,000.00 to replace the ones that we need to get ride of. Mr. Beasley stated he would keep one of the older vehicles for a spare and sell the others on GovDeals while they still have some value. Mr. Beasley stated he thought they did rather well the last time using GovDeals. There is no current state contract for vehicles and after checking, most agencies are using Emergency Purchase Orders to buy vehicles off the lots due to high demand for vehicles and low inventory. After looking at prices on the internet, Mr. Beasley stated he believed they could get three vehicles for approximately \$80,000.00.

- i. **Flood in Eastern Kanawha County Update** – Mr. Beasley gave an update on the flooding that occurred in Eastern Kanawha County during the week of August 27th. We deployed our mobile clinic into the flooded areas to administer Tetanus shots to those affected by the floods who may need them. There was no cost for the shots to those affected by the floods. Mr. Beasley stated we assisted those affected by the flooding for several days in different locations and in total, administered 123 Tdap vaccinations.

Environmental Health Sanitarians were also deployed into the affected flood areas and assisted the flood victims with free water well testing for those with personal water wells, advice for businesses affected to be able assist them in re-opening as soon as possible. Sanitarians also handed out cold bottled water to anyone they came across that needed water. Mr. Beasley stated they tested at least two wells and found E Coli in one of those wells. We continue to get calls about water wells, but some are not primary use wells.

Mr. Beasley stated KCHD had over 135 employee hours involved in the flood response during a 5-day period. All response activity is being tracked and will be submitted to the county for the Disaster Recovery Reimbursement Request.

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

- a. **Clinic Update** – Ms. Snaman told the board that the clinic numbers were in their packet. Ms. Snaman stated she'll have to redo the account sheet, COVID changed, 758 is the total number and 1255 are the total procedures that the clinic did for the month and the total patient count that we saw was 453 in August and 477 for September. The highlighted area, the total, is minus the administration fees. The section for no service are people that we see and they don't get a chargeable procedure. They may come in and get a record review of test results, so we put them on the schedule, so they are still clients that we see. No questions asked.
- b. **Vet Tech Rabies Vaccines** – Ms. Snaman stated on August 9, 2023, they went to Carver Career Center for Vet Tech Rabies vaccines. There were 13 total of which 12 were second doses and one was a first dose. The first dose will return to LHD for their second dose. No questions asked.

- c. **Back to School Walk in Clinics** – Ms. Snaman stated back to school clinics were Thursday and Friday, August 10 & 11, 2023. Ms. Snaman stated 13 people were seen on both days for a total of 26 people seen. Outside activities were cancelled due to weather. No questions asked.
- d. **Flood in Eastern Kanawha County** – Ms. Snaman stated the clinic staff covered five locations to give Tdap vaccine to those in need. Areas covered were Quincy Mall on August 29, 2023 from 11:00 a.m. to 4:00 p.m. where there was one Tdap vaccine given; Belle Town Hall on August 30, 2023 from 9:00 a.m. to 4:00 p.m. where 35 Tdap vaccines were given; WV DOH Chelyan on August 31, 2023 from 8-9 where 16 Tdap vaccines were given; Chesapeake Town Hall on August 31, 2023 from 9:00 a.m. to 4:00 p.m. where 42 Tdap vaccines were given; and Chesapeake Town Hall again on September 1, 2023 from 9:00 a.m. to 4:00 .m. where 29 Tdap vaccines were given for a total of 123. We also went to Winifrede Presbyterian Church on September 7, 2023, from 11:00 a.m. to 1:00 p.m. where 9 Tdap vaccines were given. No questions asked.
- e. **Respiratory Syncytial Virus (RSV) Vaccine** – Ms. Snaman stated they had begun administering in September. Ms. Snaman stated the vaccine for adults aged 60 and older, with chronic underlying medical conditions, lung, heart, diabetes, kidney, liver, frailty, advanced age and other underlying conditions that a health care provider determines might increase the risk for severe respiratory disease. Ms. Snaman stated there were 13 doses administered in August and 69 doses administered between September 1st-20th with approximate 40 doses in one week. We prefer appointment but many are asking for and taking it when they come in for their flu vaccine. Ms. Snaman further stated that insurance coverage must be checked prior to administering the vaccine due to it being very expensive and some insurance companies are not covering it. Medicare part B does not cover it. We will be able to order it through the State Immunization Program for those individuals whose insurance does not cover it, or they do not have insurance. The cost is \$20.00 but not available to order. No questions asked.
- f. **Flu Vaccine Update** – Ms. Snaman stated the clinic has started giving the flu vaccine on a walk-in basis, Monday through Friday, 8:00 a.m. to 3:30 p.m. Many get the RSV at the same time.

Ms. Snaman said community and school flu clinics have also started. Ms. Snaman stated they have bookings every day from September 15th through November 6th except for October 9th, a holiday, and October 20th for TB clinic.

Ms. Snaman stated the current schedule has 50 school and 10 businesses, with more being added as we go along. So far, 234 doses for six schools and WVSOM med students.

Ms. Snaman stated on Saturday, October 28th, three staff members from the clinic will be participating in the Boo Bash event at Vista View Apartments, City Park. This will be in conjunction with Ryan White and the state HIV task force. Ms. Snaman stated they will be offering flu, COVID and of course, candy!

Ms. Nellhaus asked if the clinic had the COVID vaccine? Ms. Snaman stated that they have had a very hard time getting the vaccines and Ashley is working on that now. Ms. Snaman further stated that she thought she got something in today, there were two boxes delivered that was not expected. Ms. Snaman stated that they have private stock Pfizer in, but public stock is out. No further questions asked.

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

- a. **Overall Update** - Mr. Beasley stated a new sanitarian was hired, Matthew Smoot, to fill the vacancy that was left by Anna Coleman. No questions asked.

Mr. Beasley stated all three new sanitarians have started their “Top Notch” sanitarian training which is required by the State. Mr. Beasley stated it is a multi-week training program with a Winter and Spring session. No questions asked.

Mr. Beasley informed the board that the State implemented an updated statewide Cloud based system. Mr. Beasley stated they have been in it a few weeks now and they have been running into some issues. It is a learning process and some things did not pull over smoothly. We are working through it and have found some issues that we were doing wrong and fixed it and they have fixed some issues on their end as well. Mr. Beasley explained that the biggest issue is that with the new system, we can no longer place the “Colored Scoring Banners” on the inspections so that the customers could quickly recognize how the facility scored. The new software will not allow any changes to the forms, so to fix this issue, Mr. Beasley stated they are going to use colored papers. No questions asked.

Mr. Beasley stated that things are going well. The Environmental team has been great and leading him through stating it has and continues to be a good thing. No questions asked.

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

- a. **Epidemiology Update** – Dr. Tolbert stated that COVID cases and hospitalizations have increased nationally and in West Virginia; still below levels seen last year in August/September. Dr. Tolbert stated there was an increase in lab-reported cases in August throughout Kanawha County with 12 COVID outbreaks being reported over the past two months. No questions asked.

Dr. Tolbert stated Southern hemisphere mid-season report on Influenza was released showing 90% of viruses were Flu A and estimates the southern flu vaccine reduces risk of hospitalization by 52%. No questions asked.

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

- a. **PHAB** – Ms. Blackwood stated that we are still in a holding pattern waiting to hear when they will review or have reviewed our documentation that was submitted June 1st. "As soon as it happens, I will let everyone know," she said. Ms. Blackwood stated we will have 45 days to respond at that point. No questions asked.
- b. **FEMA** – Ms. Blackwood stated she had gotten back in touch with the FEMA representative because at the last meeting, it was reported they were getting ready to process our amendment that was submitted in December, and they were getting ready to process that to obligate the funds. Ms. Blackwood stated the representative had now gotten back to her and said FEMA is currently under an immediate needs funding policy so anything that is not "life or death" is not getting funded right now, including all COVID-related projects. Ms. Blackwood stated FEMA is not able to obligate the funding at this time. We are on hold indefinitely for that last payment/reimbursement of just under \$450,000.00. Ms. Blackwood further stated that once they can obligate the funding, we are going to submit for project closeout, as we have no other COVID-related expenses to get reimbursed. Once we go through project closeout, we will be able to recoup the 25% the State has withheld from our prior requests. Ms. Blackwood stated she had made a request to the governor's office for a waiver of that withholding. If the request is approved, the state should be able to pay us the 25% that's been withheld from the first two funding requests. No questions asked.

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

- a. **Back-to-School Immunization Celebration** – Ms. Price stated the back-to-school immunization plan event went well. Typically, in the week, we might have 100 students come through the clinic for their back-to-school vaccinations. Ms. Price stated the clinic had almost 100 in a day during this event. Ms. Price stated for the day, we had slides, a bouncy house, a "dunk the doc" booth, and a popular game that our friends from CORE (Donate Life West Virginia) brought with them -- the game of "Operation"! You would not believe the kids who just stood over there hunched over the table trying to get the funny bone out of the patient!

Ms. Price stated they are already thinking of how we might do it better next year. Clients and colleagues came to me that day with great ideas to add for next years. Ms. Price stated that they are looking at utilizing the mobile unit next year, maybe taking it to individual high schools and having it be a smaller community event for each community. Ms. Price has checked with the company that provided the inflatables and its representatives can meet us at each event as long as we plan ahead. Ms. Price stated that Dr. Eshenaur also mentioned about getting someone to do school physicals during these events. Ms. Price stated the intent is to expand our reach to communities outside Charleston. No questions asked.

- b. Spotlight on Health** – Ms. Price stated they have had some interesting shows lately with Spotlight on Health. Ms. Price stated the one they recorded the other day was their absolute best where they had Jane Marks, the AARP West Virginia State President. Ms. Marks is the former Alzheimer’s Association Executive Director, and she discussed brain health as we age. This concern is not just for the elderly, but as we age, we need to keep our brain sharp and it takes more than puzzles and games. It involves actually learning something new. Ms. Marks discussed exercises and ideas to keep sharp, all very good information. Ms. Price told the board she would like them to keep in mind, as they meet people throughout the community, maybe get some ideas on what we might feature on this show. Ms. Price asked the board if they could text or email her or Dr. Eshenaur any ideas they may come across. Ms. Price further stated that they would like to do interviews with each of the members for the show so people can see who is behind our Board of Health in Kanawha County. No questions asked.

Ms. Price also stated that she has what she hopes is the last website work session with West Virginia Interactive, which is now named Tyler Technologies. Hopefully we’ll be making some serious headway and can move forward. 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. Morris the question was put, “Shall the meeting be adjourned?” Motion carried.

Respectfully Submitted,



Steven C. Eshenaur, DO, MBA
Board Secretary