



Kanawha-Charleston Board of Health



Thursday, May 18, 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	Not Present
Ms. Jessica Hudson	Not Present
Ms. Lillian Morris	Present Via Zoom
Ms. Danita Nellhaus	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. **Approval of minutes** – With no further discussion, approval of minutes for the March 29, 2023, Board of Health meeting Upon motion by Ms. Nellhaus, seconded by Dr. Rubin, the question was put: Shall the minutes of the March 29, 2023, Board of Health meeting be approved? Motion carried.

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

- a. **PHAB Update** – Dr. Eshenaur stated that the progress with the PHAB completion is ongoing with the entire team at work, it has been a great deal of work. Dr. Eshenaur stated that Ms. Blackwood’s work she has done on this must be commended. There are 12 days before it is due to be completed. More on this later in Ms. Blackwood’s report. No questions asked.

- b. Strategic Plan Update**– Dr. Eshenaur stated that the strategic planning is going nicely. Dr. Eshenaur stated he met with Mr. Carl Hadsell to go over several issues which included operations, regulation requirements, moral, funding, training, customer service, and internal communications. Dr. Eshenaur stated they really go into depth and ask a lot of hard questions, not with just the board, but with outside agencies that interact with what we do daily. This is far more inclusive of any plan that we have seen. Dr. Eshenaur further stated that the report of the survey is helping drive a fundamental shift in how we think, how we interact, how we market and areas that are opportunities for us. In the past, assumptions were made, we didn't know what we "didn't know". Dr. Eshenaur stated he was glad that the board approved and that we proceeded.

Dr. Eshenaur asked Ms. Morris what her thoughts were. Ms. Morris stated that she thought it was well done, concise and to the point. Ms. Morris further stated that several pieces were right on point and helpful.

Ms. Nellhaus stated that what we perceived is not actually what was needed.

Dr. Eshenaur closed the topic by stating it was done very well and not what was expected. No questions asked.

- c. HIV Stake Holder Meeting** - Dr. Eshenaur stated the next HIV Stake Holder meeting will be on June 7, 2023. Dr. Eshenaur also stated that they were able to meet with Health Right and plan to do some joint projects in the summer. No questions asked.

Dr. Rubin asked if we were going to have a campaign on children and pets in hot cars. Dr. Eshenaur stated yes, there will be a campaign on children and pets in hot cars, a warning to always check your back seat.

6. Report of the Division of Administrative/Operations – Ms. Etta Ramsey reporting for Doug Beasley

- a. Financial Update** – Ms. Ramsey stated there was a FY23 financial budget report for the third quarter and told the board they would see that it is approximately \$33,000.00 in the red as of the end of the 3rd quarter. Ms. Ramsey further stated the 3rd quarter is typically a lower income producing quarter compared to the rest. There are still several State grant payments due to us from where the agreements took so long to receive from the State. Ms. Ramsey also stated that we will be having yearly environmental permits starting to come in during the fourth quarter, so we are still expecting to finish in the black by the fiscal years' end. Ms. Ramsey stated the bank balance was just over \$2,602,834.17. No questions asked.

With regards to the CDC Infrastructure Budget, Ms. Ramsey stated the total awarded to KCHD is \$880,343.00 to be spread over three years, which is approximately \$293,448.00 a year. Ms. Ramsey stated that the funds will be used to maintain and retain existing staffing and the funding begins July 1, 2024.

The plan for the first year was to utilize \$293,448.00 to pay the following:

- Salaries and benefits of 2 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 \$1050 for approximately 3 KCHD part-time employees. \$3,150.00
- Indirect Costs (33.39%) \$73,455.50

No questions asked.

Ms. Ramsey stated she had the FY24 budget that she was going to give to the board members for review. Ms. Ramsey stated the FY24 budget is \$3,713,367.50. This is an increase from the 2023 budget of \$55,390.50. The CDC Infrastructure grant that was previously discussed is included in this budget. Ms. Ramsey stated that in moving forward, COVID grant funds are dwindling down and ending and we have ended several contract positions over the past year that dealt with COVID functions such as contact tracers, and some contract positions in the clinic. Ms. Ramsey further stated that we still have outstanding FEMA money that is due to us.

Ms. Morris asked Ms. Ramsey if there was a significant increase in health insurance cost for the employees. Ms. Ramsey stated there was an increase of 15.6% on the premiums, which of course rolled forward onto the employees. Ms. Ramsey stated there is the new shoppers guide which told us what the increase was, but there is always a possibility there could be changes once all is finalized. Ms. Morris asked if the health department was able to cover the increased cost for the employees. Ms. Ramsey stated that the one-time cost of living increase would cover some of the increase, but the exact number is unknown. Ms. Ramsey stated that she could try to get the exact number, and answers to any other questions that the board may have, once she meets with Mr. Beasley upon his return. No further questions asked.

Ms. Ramsey stated the FY22 audit was complete and in everyone’s packet and that there were no findings. No questions asked.

- b. Personnel** – Ms. Ramsey asked everyone to look at the updated organizational chart that was in their folder. Ms. Ramsey explained the chart more clearly defines the supervisor roles and the chain of command throughout KCHD. It also shows the majority of all personnel working at KCHD and who their respective supervisor is. This does not include the summer interns and Ms. Ramsey stated that it will continue to be periodically updated to reflect any position changes, new hires or people that have left KCHD. No questions asked.

Ms. Ramsey stated the County Commissioners office and Elizabeth from the Department of Personnel wanted it mentioned to the board that Governor Justice had made June 19, 2023 a holiday and that KCHD would be closed and the employees off. No questions asked.

Mr. Nelson stated that there are three motions to be made. Ms. Ramsey stated there should be only two, the CDC Infrastructure Budget and the and the FY24 Budget. Mr. Nelson stated that in previous years the board had also done a motion for the June 19th holiday which will show the board approved.

Approval of CDC Infrastructure Budget – With no further discussion, approval of the CDC Infrastructure Budget total awarded \$880,343.00 to be spread over three years, or approximately \$293,448.00 a year beginning July 1, 2024. Portion of the award will be for salaries and benefits of 2 full time employees (IT and HSW) and one part time employee (RN) that were hired under other grants that are expiring totaling \$153,842.50; used to give a one-time, non-base building pay differential incentive of \$2,100.00 for approximately 30 KCHD full time employees, totaling \$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 totaling \$3,150.00; and indirect costs (33.39%) totaling \$73,455.50. Upon motion by Dr. Rubin, seconded by Ms. Morris, the question was put: Shall the CDC Infrastructure Budget be approved? Motion carried.

Approval for FY24 Budget – With no further discussion, approval of the presented FY24 Budget upon motion by Dr. Rubin, seconded by Ms. Nellhaus, the question was put: Shall the FY24 Budget be approved? Motion carried.

Approval for FY22 Audit – With no further discussion, approval of the presented FY22 Audit upon motion by Dr. Rubin, seconded by Ms. Nellhaus, the question was put: Shall the FY22 Audit be approved? Motion carried.

Approval for June 19, 2023, Holiday – With no further discussion, approval for the closure of KCHD for the June 19, 2023, holiday motion by Dr. Rubin, seconded by Ms. Nellhaus, the question was put: Shall KCHD be closed for the June 19, 2023, holiday be approved? Motion carried.

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

- a. **Clinic Update** – Ms. Snaman stated that the quarterly totals were in the folder with what we have done for January through March. Ms. Snaman stated there were 1,254 individuals seen and 1,698 total procedures. No questions asked.

Ms. Snaman stated the TB case management count is at 50 which includes testing and LTBI. Overseas Travel appointments were at 49, which is up from the last meeting with a report of 35. No questions asked.

- b. **COVID Update** – Ms. Snaman stated COVID testing has decreased greatly since the last Board of Health meeting. KCHD has done 7 tests through QLABS and billed through insurance. There were 87 COVID home tests distributed.

Ms. Snaman stated there were 91 vaccines given in April and 13 given so far in May. No questions asked.

- c. **Flu Update** – Ms. Snaman stated there were 13 doses of the flu vaccine administered. Of the doses administered, only 1 was a high dose. Ms. Snaman stated KCHD has packed those unused for return and VFC will be sent back at the end of June. No questions asked.
- d. **Monkey Pox Vaccines** – Ms. Snaman stated the clinic has given only 1 dose since last report. No questions asked.
- e. **STI** – Ms. Snaman stated that with regards to collection of throat and rectal GC/CT, there were positive rectal CT, positive rectal CT & GC, and Positive throat and rectal CT & GC. However, all three had negative urines. Ms. Snaman stated that what is exciting about this is that KCHD has been wanting to be able to do more for a long time and we are now able to help with more.

Dr. Rubin asked if there was an uptick in chlamydia. Ms. Snaman stated there was not at this time.

Ms. Morris asked what the newest COVID recommendation regarding boosters. Ms. Snaman stated individuals 65 years and older who have received a single dose of the Omicron (bivalent) vaccine are now authorized to receive one additional dose at least 4 months following their previous Omicron (bivalent) dose. Individuals 6 years and older who are moderately to severely immunocompromised and previously received an Omicron (bivalent) mRNA dose may receive an Omicron (bivalent) mRNA dose at least 2 months after the last bivalent dose. No further questions asked.

- f. **Immunization Site Visits** – Ms. Snaman stated there was a VFC site and COVID site visit on March 23, 2023, and a Yellow Fever site visit on May 17, 2023. Both visits went well. No questions asked.

8. Report of the Division of Environmental Services – Trey Abbott for Stan Mills

- a. **Inspections** - Mr. Abbott stated that all the inspections for food facilities have been on target for frequencies of inspection. No questions asked.
- b. **Paint Creek** - Mr. Abbott stated that the Paint Creek spill monitoring has been turned over to a private contractor. No questions asked.
- c. **ServSafe Train-the-Trainer Course** – Mr. Abbott stated that Mr. Mills had completed the ServSafe train-the-trainer course. The first KCHD class will be training the staff and then the course will be offered to the industry. Mr. Abbott stated that this was a very intense course for the manager certification, which will be required for most food facilities. No questions asked.

- d. **Regional Sanitarian** – Mr. Abbott stated as of July 1, 2023, their EH group will be in their own Region. This means that KCHD will be getting a new Regional Sanitarian assigned to them. Mr. Abbott stated that as of now, it is unknown who will be assigned. No questions asked.
- e. **Recovery Centers** – Mr. Abbott stated that they will no longer be permitting or inspecting “recovery centers”. Mr. Abbott further stated that there are 25 facilities that are currently inspected that include homeless shelters, and rehab centers. There will be more guidance forth coming. No questions asked.
- f. **Mobile Units** – Mr. Abbott stated that mobile units will be issued a Statewide permit in their county of residence. If a mobile unit is using a permit from another county, they must notify us at least 14 days out or register as a temporary food service. Mr. Abbott stated the summer fair festival season is going to start picking up. There will be more guidance forth coming. No questions asked.

9. Report of the Division of Epidemiology – Dan Barker for Dr. J. Tolbert

- a. **Epidemiology Update** – Mr. Barker stated COVID cases remain low with just one case reported in a long-term facility. Mr. Barker stated that there was one case of hand, foot, and mouth disease in a daycare that is expected to be closed out soon. Mr. Barker further stated that they were caught up on investigations and they have been turned into the state for approval. No questions asked.
- b. **Lyme Disease** – Mr. Barker stated they are currently trying to shine their focus on Lyme Disease. Mr. Barker stated they are using media appearances to get the word out that there is an excessive amount of deer ticks that tend to cause Lyme Disease. Mr. Barker further stated that there was an informative pamphlet on tickborne diseases of the United States included in the board members folders. No questions asked.
- c. **Pride Festival** – Mr. Barker stated they will be at the Pride Festival provided Monkey Pox vaccines and information. Additional vaccines have been secured for this event. No questions asked.

10. Report of the Executive Assistant to the ED/HO – Dr. Steven Eshenaur for Julie Blackwood

- a. **PHAB** – Dr. Eshenaur stated that they were 14 days out from the PHAB deadline. Dr. Eshenaur stated they will assign an accreditation specialist to complete a pre-site visit review which could take a couple of months, depending on where we are in the queue. It could possibly be August when we can expect the accreditation specialist to send the review results, along with questions or requests for additional documentation. KCHD will then have 45 days to respond to the pre-site visit review. Dr. Eshenaur further stated there will be a site visit, via zoom, with the KCHD team. The accreditation specialist will reach out shortly after the team has started their review to propose this site date. At that time, a proposed visit agenda will disclose the specific plans and measures the

team plans to discuss, which will better prepare us. This should take no more than four hours. No questions asked.

Dr. Eshenaur stated that Ms. Blackwood has been working very hard and working very late evenings reviewing, rewriting, and tweaking all the submissions. She has been a driving force for us here at KCHD.

b. FEMA – Dr. Eshenaur stated that they are still in a holding pattern for their final invoice that was submitted at the end of December; the invoice package is one of thousands of others submitted at the same time from across the country. Dr. Eshenaur stated the FEMA contact was asked for an update on May 15th but had not given a reply. Once the federal review is completed, KCHD will receive reimbursement for 75% of the cost committed. KCHD has alerted both FEMA and the state Emergency Management officials that we do not have any additional expenses to submit and that we would like to begin close out procedures. We will be contacted to schedule a recovery transition meeting. Once close-out is completed, KCHD should receive the 25% amount withheld. Dr. Eshenaur stated KCHD has paid 100% of COVID-19 expenses. No questions asked.

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

- a. Website** – Ms. Price stated KCHD's new website has been delayed due to several other hot projects that have taken place recently. Ms. Price stated that as soon as the work levels out, we will pick up the work on the website again. No questions asked.
- b. Center for Organ Donation and Recovery (CORE)** – Ms. Price stated KCHD was going to partner with CORE on an organ donation/recovery project. A lunch and learn was suggested to get a better understanding of this project and how we can work together. Mr. Price stated that we have already had our first person to sign up to be a donor yesterday. So, it's already working without a lot of promotion. Ms. Price stated they have some items in the lobby advertising, and we are going to meet again and will have an official announcement. Ms. Price further stated that KCHD may be the first health department to partner with an organ recovery type of program and to be able to sign people up. However, Ms. Price stated she is waiting for confirmation of that before announcing it officially. Ms. Price did state that we were the first in West Virginia. No questions asked.
- c. KCHD Mobile Unit** – Ms. Price gave the board members a handout of the KCHD mobile unit. Ms. Price stated that there has finally been progress and that she has been working with the designer on some branding to include partnership logos. Dr. Eshenaur stated that there are several people within KCHD that can drive the mobile unit.

Dr. Rubin asked if the unit would come in June. Ms. Price said yes, and it has been three years in the making. No further questions asked.

- d. TickTalk** - Mr. Barker had talked about KCHD's TickTalk earlier, and Ms. Price stated that KCHD wanted to have more discussions like TickTalk out in the

community and with the media so people can be aware of concerning topics, such as ticks. Ms. Price stated the media is the best way to get to our audience. No questions asked.

- e. **Communications Plan** – Ms. Price stated that the biggest project consuming her now is the development of KCHD’s overall communications plan. We have wrapped up the big survey and thank you to all who were able to come and see the presentation. Ms. Price stated they did an outstanding job on the survey, and it is really going to help with a lot of the decisions we make regarding branding and communications. Ms. Price stated the plan is going to be very simplified and streamlined. Ms. Price further stated she will be working on this for the next 14 days and if anyone wants to contact Scott regarding the specifics in the data of the survey, he’d be happy to discuss this with you. No questions asked.

Ms. Nellhaus asked for an update on the Health Promotion Physician Assistant. Dr. Eshenaur stated that the position has been put on hold for now.

Ms. Morris asked about the water district and new standards given, that she hadn’t heard where Kanawha County is regarding this. Mr. Morris stated that Kanawha County’s test results are still pending, and that Putnam has completed the testing and issues have been found regarding the new standards.

Mr. Nelson stated that the FY2024 Board of Health Meeting Schedule, July through May, was also in the folders.

12. Unfinished Business

No unfinished business

13. Public Comment

No public comment

14. Old Business

No old business.

15. Adjournment

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

Respectfully Submitted,



Steven C. Eshenaur, DO, MBA
Board Secretary