

You are viewing this page over a secure connection. [Click here for more information.](#)

West Virginia Secretary of State — Online Data Services

Administrative Law

[Online Data Services Help](#)

Administrative Law

Meeting Notice Detail

[Back to Meeting Notices](#)

Taylor County Board of Health Grafton Taylor Co Health Dept
Date/Time: 3/17/2023 -- 9:30 AM
Location: Grafton Taylor County Health Department 718 W Main Street Grafton, WV 26354
Purpose: Regular Meeting
Notes:
Meeting was approved : 1/19/2023 9:50:10 AM

[Back to Meeting Notices](#)

Wednesday, May 24, 2023 — 10:56 AM

© 2023 State of West Virginia



Grafton-Taylor County Board of Health
Meeting Agenda

Friday, March 17, 2023, at 9:30 AM
718 West Main Street, Grafton, WV 26301

- I. **Pledge of Allegiance and Invocation**
- II. **Call to Order** – Jeff Isner, Chairman
- III. **Approval of Minutes**
January 13, 2023 (Regular Meeting)
- IV. **Administrator's Report** – Boyd K. Vanhorn
- V. **Community Health**
Public Health – Nelda Grymes, RN
- VI. **Community Protection** (see section reports)
 - a. Threat Preparedness – Melissa O'Brien
 - b. Epidemiology, Disease Surveillance – Nelda Grymes, RN
 - c. Harm Reduction – Annie Kennedy / Melissa O'Brien
 - d. Environmental – Jeff Kiger, RS
- VII. **Committee Reports**
 - a. Finance / Audit Committee, Approve Financials - Charlie Marshall
 - Approval of reformatted Policy and Procedures required for Grant Reporting
 - b. Human Resources / Personnel Committee - Marian Browning
 - Approval of Current Organization Chart
 - c. Building Committee – Judy Collett / Chuck Duckworth
 - Neighbors Fencing
 - Key Card entry doors
- VIII. **Unfinished Business** NO
- IX. **New Business** NO
- X. **Public Comment** NO
- XI. **Board Member Comments**
- XII. **Governance**

NEXT MEETING: May 19th Adjourn

Grafton-Taylor County Board of Health

The Grafton-Taylor County Board of Health met on Friday, March 17 ,2023 at 9:30am, at the Grafton-Taylor County Health Department Board Room.

Members Present: Jeff Isner, Chairman
Kim Rogers
Charles Duckworth
Dr. David Bender

Member Absent: Judy Collett

Staff Present: Boyd Vanhorn
Marian Browning
Jeff Kiger
Nelda Grymes
Annie Kennedy
Melissa O'Brien
Jennifer Stolzenfels

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

The meeting was called to order by Jeff Isner; proper notifications had been made and a quorum was present.

Approval of Minutes:

Minutes from the previous meeting of January 13, 2023, were presented and approved. **MOTION** to approve the minutes was made by Chuck Duckworth **SECONDED** by Kim Rogers. **MOTION APPROVED UNANIMOUSLY.**

Administrator's Report - report was given by Boyd Vanhorn

- There are a couple items that need discussed that will require a vote, so Boyd asked Jeff to go ahead and go over the Committee Reports starting with Finance.
- The new website is up now and turned out very nice, it offers a lot more functionality.
- Boyd has applied for a grant from the congressional spending funds for \$450,000.00 to build a garage to be used to house the mobile trailers, serve as an emergency communication center, and a drive through site for vaccination clinics. A set of plans for the garage is included in the packet.
- Joe R Pyle is managing the auction for the contents of the old building, which will be an online auction.
- Boyd thanked the Building Committee for all their hard work and presented a shovel to Chuck, Marian, Judy, and a hard hat to Jeff Isner.
- Boyd presented a plaque to Jeff Isner to show appreciation for his service to the Board of Health.

Community Health

Public Health - report was given by Nelda Grymes.

- ✓ Nelda and Nikki have been working to get everything organized and getting supplies put away.
- ✓ The new Nurse Practitioner, Amy Gutshall, has started, and we will be holding evening Family Planning clinics until she has finished with the classes she is taking.
- ✓ We cancelled Bonnie's Bus as we only had one person scheduled.

Community Protection

Threat Prep – report was given by Melissa Obrien

- Melissa oversaw the action plan for the move from the old building to the new one with the move going very well.

Harm Reduction - report was given by Annie Kennedy

- ✓ We have started a new process for Harm Reduction, and it is going really well; Nelda handles the intake for Red Cap; Melissa handles the needle exchange and gives out the information and supplies to the clients. The participants also like the new process.

Environmental Health – report was given by Jeff Kiger

- We have received payment from all entities that owed us money for permits.
- We will be doing the inspections of the Public-School cafeterias and will have those completed by the end of this month.

Committee Reports

Finance Committee –finance report was given by Marian Browning

- ✓ We were not able to have a finance committee meeting this month with Charlie due to health issues, so Marian will run us through the finances.
- ✓ Marian has included a report that projects the Income and Expenses through June 30, 2023. Not much has changed since the last report we still have cash on hand in saving and checking totaling \$455,363.00. After Income and Expenses our projected cash on hand on June 30th will be \$562,826.00.
- ✓ Marian has received the FY 24 Program Plan templates and will have those ready for approval by the next meeting.
- ✓ Jeff Isner brought up the topic of the privacy fence; the board previously approved \$6,000.00 for spending however the fence is going to cost more. Boyd has received two bids, one for \$8842.50 and one for \$8,518.65. The lower bidder is Stevenson Fencing. He will install a Weatherable 6' white fence. Dr. Bender suggested that an 8' fence may be better to provide privacy, after discussion it was decided to ask for a motion for an 8' fence.
- ✓ Boyd presented the proposal from Monitronics for completion of the Key Card Entry System, to get the key locks set up the cost will be \$5,646.25 with a \$40.00 monthly fee. Boyd recommended that we approach the city to see if they will pay the \$5,646.25 installation cost.

MOTION to have Stevenson Fencing install an 8' fence at the additional cost was made by Kim Rogers, **SECONDED** by Chuck Duckworth. **MOTION APPROVED UNANIMOUSLY.**

MOTION to approve the financial report was made by Chuck Duckworth, **SECONDED** by Kim Rogers. **MOTION APPROVED UNANIMOUSLY.**

Human Resources Committee – report was given by Marian Browning

- A new organizational chart was presented for approval; Dr. Bender asked if there could be a line between the Medical Officer, and the Nurse Practitioner, Boyd suggested a dashed line between the Medical Officer, the Nurse Practitioner, and the Nurse Director to serve as a communication channel. The requested lines were added to the organizational chart. The receptionist position, which was filled by Jennifer Stolzenfels, was also added to the chart.

MOTION was made by Chuck Duckworth for Boyd to go to the City to ask them to cover the cost for Monitronics to install the Key Card Entry System, however if they do not agree then Boyd has approval to go ahead and proceed with the purchase. **SECONDED** by Kim Rogers. **MOTION APPROVED UNANIMOUSLY.**

Unfinished Business

None

New Business

- ✓ Jeff Isner appointed Chuck Duckworth as the interim Chairman until a new Chairman is elected.

Public Comment

None

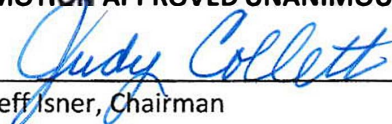
Board Member Comments

None

Governance

The next board meeting will be held on Friday May 19, 2023, at the Grafton Taylor County Health Department Board Room.


MOTION to adjourn the meeting was made by Chuck Duckworth; **SECONDED** by Kim Rogers.
MOTION APPROVED UNANIMOUSLY.



Jeff Isner, Chairman



Judy Collett, Vice Chairman



Dr. David Bender, Secretary
Recorded and typed/mjb
Reviewed/bkv