



## Harrison-Clarksburg Health Department

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The Harrison County Board of Health Meeting held on November 19, 2025, was called to order at 11:30 a.m. by Dr. Kelly Dunavant 11/23-11/28 at the Harrison-Clarksburg Health Department.

**Board members present:** Dr. Kelly Dunavant, 11/23-11/28, Patsy Trecoast 01/21-1/26, James Scudere 7/25-7/30, Annetta Payne 6/25-6/30, Tiffany Fell 07/25-07/30, Mary Ann Iquinto 7/21-7/26, Chad Bundy, Administrator, Steve Hinerman, Sanitarian Supervisor, Cindy Reep, Director of Nursing, and Dr. Nancy Joseph, Health Officer.

**Board members absent:**

Patsy Trecoast made a motion to approve the minutes of the September 23<sup>rd</sup>, 2025, meeting. Annetta Payne seconded the motion. Motion passed.

**Public Comment:**

Joyce Rabanal, a retired Registered Nurse and former Board of Health member reiterated the dangers of tobacco use and the importance of the implementation of the 2010 Clean Indoor Air Regulation. Ms. Rabanal asked the Board members to remember the mission of the Board of Health.

**Nursing Report/ Health Officer report:**

Ms. Reep states that she submitted the WV Family Planning Mid-Year Progress Report and Work Plan Update on October 28, 2025. She states that supplies from Family Planning are still limited. She states that the clinic continues to offer vaccines and advertise the availability on their website. Ms. Reep reports that 416 flu vaccines have been administered in the outside flu clinics. She states that they continue to offer flu and vaccines by appointment or walk-in. Covid vaccinations are also available without a prescription for those aged 12 and older. Ms. Reep states that there are currently 10 Latent LTBI cases. She states that there are two elevated lead level reports. Ms. Reep states that there is one covid outbreak at a long-term care facility.

**Environmental Report:**

Mr. Hinerman reports that three food service establishments have been opened since the last meeting, with two more anticipating opening soon. Mr. Hinerman reports that the Sanitarian's are on track to complete the mandated inspections for the end of the year. Mr. Hinerman reports that the Health Department continues to permit new septic systems and modifications to existing systems. He states that this time of year is particularly busy due to the weather changing and installers trying to get jobs completed. He reports that they continue to complete home loan evaluations, water wells, and weekly indoor pool monitoring. Mr. Hinerman reports that some of his staff attended an in-service training on 11/14 in Upshur County. He reports that he continues to investigate WVEDDS cases, which include animal encounters, foodborne investigations, enteric diseases and zoonotic diseases.

**Threat Preparedness report:**

Ms. Murphy reports that the Health Department Environmental and Administrative personnel completed their CPR recertification. She states that she attended the WVU Emergency Management Symposium in Morgantown where emergency managers from UPMC and Lifepoint shared stories about emergency situations that their facilities faced, including an active shooter that resulted in the death of a law enforcement officer and area devastation from Hurricane Helene in the Ashville area. She states that this was an incredibly valuable training that gave insight into additions of their current emergency plans. Ms. Murphy states that an important part of maintaining connections with emergency partners is attending various agency meetings and training sessions with the agencies. She states that having the relationship with the agencies is vital before the emergency occurs and is an important focus for her as the Threat Preparedness Coordinator. Ms. Murphy states that she was invited to Preston Memorial Hospital to act as an observer in a mass casualty incident involving hazardous material requiring decontamination. She states that she had insight into suggestions to help the decontamination and incident command team refine their procedures. Ms. Murphy states that the Health Department has completed the Narcan distribution to all the first responder agencies. She reports the replacement of a freezer with the addition of a backup freezer to stay in compliance with the Vaccine for Children requirements.

**Health Officer report:**

Dr. Joseph states that she attended a statewide meeting in Charleston for Health Officers. She states that the meeting was informative and she was able to network with other Health Officers regarding the status of operations at their Health Departments.

**Administrator report:**

Mr. Bundy discussed the recent measles eradication status in Canada. He states the importance of disease prevention and the essential role that Health Departments play in disease investigation and prevention. He reports that there are 160 cases of pertussis in the State of WV according to the State Health Officer, which is the highest in 15 years. Mr. Bundy reports that the audit committee met and chose David Howell and Associates as the firm to complete the audit. He reported on the status of the Threat Preparedness grant and reviewed pertinent financial information. He reports that he had a meeting with WVU Hospital regarding the Epic electronic medical records. Mr. Bundy thinks it would be beneficial to utilize this system and plans to bring forth additional information at the next meeting.

**Executive Session:**

Patsy Trecoast made a motion to go into executive session. Annetta Payne seconded the motion. Motion passed.

Patsy Trecoast made a motion to come out of executive session. Annetta Payne seconded the motion. Motion passed.

**Old Business:**

Mr. Bundy informed the Board of Health that approximately 40-50 public comments were received by the Health Department regarding the cigar bar, none of them were in favor. Tiffany Fell drafted a variance to the 2010 Clean Indoor Air Regulation and distributed it to board



Members and staff. She reviewed the variance and stated that she feels that if you don't want a cigar bar, you don't have to go to a cigar bar. Dr. Dunavant stated that a vote for a cigar bar variance is not in the best interest of the health of the citizens of Harrison County. He states that there are zero healthy ways to smoke, no matter what type of ventilation is put into an establishment. Mr. Bundy states that he would like time to review the variance, as it was just handed out at the beginning of the meeting. Mr. Bundy reviewed Chapter 16 of the WV code regarding appointing authorities. Discussion was had regarding the possibility of the cigar bar variance being passed in the City of Clarksburg but not the whole county. James Scudere questioned what would be needed to clean the air of the cigar bar. Tiffany Fell explained that the plans would need to go to the city engineer and then a third party would also have to approve them. There was much more discussion on appointing authorities and the difference between a variance and an ordinance.

Tiffany Fell made a motion to conduct a vote to adopt a variance to the 2010 Clean Indoor Air Regulation of the Harrison-Clarksburg Health Department that allows for cigar bars. Mary Ann Iquinto seconded the motion.

The vote was completed as follows:

Mary Ann Iquinto: Yes

Tiffany Fell: Yes

Patsy Trecost: Yes

James Scudere: Abstain

Dr. Dunavant: No

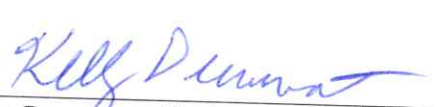
Annetta Payne: Abstain

Majority ruled in favor of approving the variance to allow cigar bars to the 2010 Clean Indoor Air Act of the Harrison-Clarksburg Health Department.

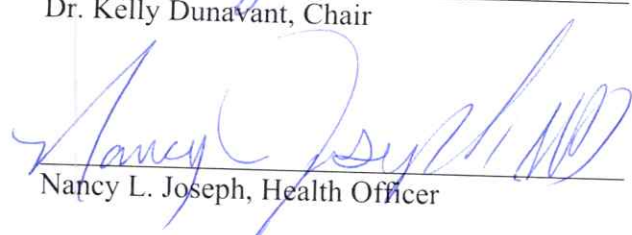
#### **New Business:**

James Scudere made a motion to go adjourn. Annetta Payne seconded the motion. Motion passed.

The next regularly scheduled meeting of the Board of Health was discussed and determined to be held on January 21, 2026, at 11:30AM in the health department conference room.

  
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Dr. Kelly Dunavant, Chair

  
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Date

  
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Nancy L. Joseph, Health Officer

  
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Date