



Harrison-Clarksburg Health Department

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The Harrison County Board of Health Meeting held on May 7, 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, Annetta Payne 6/20-6/25, Mary Ann Iquinto 7/21-7/26, Jim Scudere, 7/20-7/25, Chad Bundy, Administrator, Cindy Reep, Director of Nursing, Dr. Nancy Joseph, Health Officer, Bill Nestor, Registered Sanitarian, Cindy Murphy, Threat Preparedness Coordinator, and Logan Cottrell, Exponent Telegram.

Nursing Report/ Health Officer report:

Cindy Reep reports that the Memorandum of Understanding for the Family Planning Program for 2025 has been signed by Mr. Bundy, and they are awaiting the return of the document signed by the WV Family Planning Director. She states that the Family Planning Quality Assurance Monitor is here today and tomorrow to complete the annual review/audit. She states that they have completed the 340B OPAIS (Office of Pharmacy Affairs Information System) account. Ms. Reep states that the clinic continues to offer point of care testing for HIV/syphilis, pending risk factors. She states that there has been an increased request for travel vaccines, specifically yellow fever and typhoid. Ms. Reep states that the Public Health Nurses recently investigated and ruled out an active TB case. She states that these are very time consuming and typically require home visits to dispense sputum containers and pick up the samples. She states that the clinic is currently treating two latent TB cases. Ms. Reep reports that there were two elevated lead level reports in April. She reports that three Health Alert Networks were sent since the last meeting regarding Dengue Virus recommendations, Measles awareness, and the increase in national Measles cases and updated guidance for healthcare providers. Ms. Reep states that there is currently one flu outbreak in a long-term care facility. She reports that Stephanie Bittinger attended the Clinical Spring Teaching at Stonewall Resort where she was awarded a certificate of appreciation for 15 years of service. In addition, she obtained 7.9 hours of continuing education towards her license renewal. Ms. Reep also reports that Ms. Bittinger attended a training course at Monongalia County Health Department on May 6, 2025, regarding managing outbreaks.

Environmental Report:

Mr. Nestor reports that one plan review has been submitted for a food establishment. Mr. Nestor reports that the Health Department continues the permitting of new septic systems and modifications, home loan evaluations, animal encounter investigations, foodborne illness investigations, weekly indoor pool inspections and nuisance complaint investigations. Mr. Nestor reports that all Sanitarians will attend the Mid-Year meeting for CEU's in Canaan Valley State Park from May 14-16. Mr. Nestor reports that permit renewals are being collected for the permitted year of 2025/2026. He states that currently around fifty percent have been renewed that will expire on June 30th of this year. Mr. Nestor reports that all permitted mobile food units

received a letter reminding them to notify the other counties they plan to operate in at least 72 hours before they plan to operate. He states that this is a requirement of the WV statewide reciprocity permit that most vendors are currently not doing.

Threat Preparedness report:

Cindy Murphy reports that she recently attended a Mass Fatality class and a Disaster Preparation for Health Care training. She states that these trainings helped her work toward a more complete All Hazard Plan. She states that she will be attending the mid-year training for the Threat Preparedness Coordinators and Sanitarians next week. Ms. Murphy states that the Region 2 Homeland Security/Emergency Management Meetings, Local Emergency Planning Committee, Bridgeport Emergency Services Meeting, QRT, Harrison County Ambulance Authority, and the monthly Threat Preparedness PACT meetings all continue to strengthen ties within fellow agencies and build networks. Ms. Murphy states that the Statewide Medical Surge Exercise was a success, and the After-Action Review revealed some issues that need to be addressed with the software platform they use to report on agency status and updated operations. She states that the same company also handles the system they send information to the partner agencies through the WV Public Health Alert and the WV Redi system that helps pull volunteers for certain missions. Ms. Murphy states that she continues to try to mentor new Threat Preparedness Coordinators in the region. She states that this strengthens their own capabilities as well as building the capabilities of the counties around them.

Health Officer report: No report

Administrator's report:

Mr. Bundy reviewed the basic public health services survey that was completed on April 15th. He states that all answers to the survey were yes except for one. He states that this deficiency was regarding general inspections of schools, which were paused during covid. He states that they have self-corrected the problem.

Annetta Payne made a motion to send back the survey as is, with a memo of correction regarding the school inspection. James Scudere seconded the motion. Motion passed.

Mr. Bundy states that David Howell & Associates were at the Health Department last week to complete the audit. He states that no final audit report is in yet, but it is expected by the end of the fiscal year.

Mr. Bundy reviewed the budget line item by line item with the Board of Health Members. He reviewed actual revenues and expenditures and expected revenues and expenditures. He reviewed the various funding sources and totals. Mr. Bundy states that the biggest expense currently is personnel, specifically PEIA, which has increased substantially both this year and last year. He states that it may be necessary to find a different insurance company in the future. Mr. Bundy included in the budget a 3% raise for full-time and part-time classified employees. Mr. Bundy also reviewed the Organizational Chart with the Board of Health Members.

Old Business: None

New Business:

The Board of Health members discussed at length the ramifications of removing fluoride from public water sources in the county. Mr. Bundy presented evidence from the CDC that states that fluoride is proven to decrease cavities, specifically in children. The Board decided to craft a letter to the local water board in support of keeping fluoride in the water system.

Annetta Payne made a motion to approve the budget as presented. James Scudere seconded the motion. Motion passed.

Jim Scudere made a motion to approve the organizational chart. Mary Ann Iquinto seconded the motion. Motion passed.

Annetta Payne made a motion to approve a 3% across the board raise for all full-time classified and part-time classified employees beginning July 1, 2025. Jim Scudere seconded the motion. Motion passed.


Annetta Payne made a motion to approve the minutes from the March 13, 2025, meeting. Jim Scudere seconded the motion. Motion passed.

Mary Ann Iquinto made a motion to go adjourn. Jim Scudere seconded the motion. Motion passed.

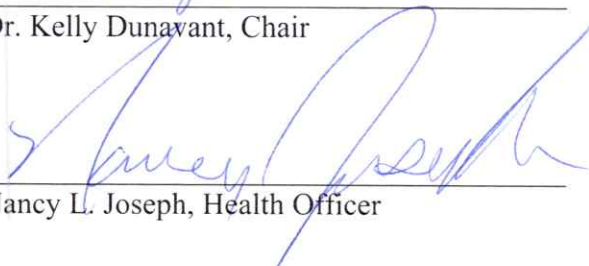
The next Board of Health meeting was discussed and determined to be held on July 17th, 2025, at 11:30AM in the health department conference room.



Dr. Kelly Dunavant, Chair



Date



Nancy L. Joseph, Health Officer



Date