



The **American Rescue Plan** Act provides the Boone County Commission with \$4,167,771 in direct federal aid to assist our community in its recovery from the COVID-19 pandemic. Boone County received the first round of funding, approximately \$2 million, in 2021

In general, the American Rescue Plan Funds can be used to respond to the ongoing COVID-19 pandemic, to replace lost public revenues, to support economic stabilization, and to make necessary investments in water, sewer, public health and broadband infrastructure. For additional information please see ARP State and Local Rules.¹

Please complete the application below in its entirety. You may attach additional pages if needed. Once submitted this application and any supporting document is considered a public record and will be made available to the public and media upon request.

☒ ~~PLEASE CERTIFY THAT YOU HAVE REVIEWED THE US TREASURY GUIDELINES REGARDING THE ELIGIBLE USES OF AMERICAN RESCUE PLAN STATE AND LOCAL RECOVERY FUNDS~~

Section One: Contact information

Name: Kathy J Hill

Address: Boone County Health Dept. 213 Kenmore Drive Danville, WV 25053

Phone number: 304-369-5767 ext. 119

¹

<https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-funds>

Email address: kathy.j.hill@wv.gov

Section Two: Project Summary

Please provide a narrative overview or summary of your proposal, including but not limited to the following:

1. Brief description of the proposal

- Boone County Health Department (BCHD) has experienced loss of funding due to the population decrease in the county, a delay in the receipt of DHHR funding due to the recent legislative division of DHHR, and the cessation of clinical services due to the COVID-19 pandemic.

2. Purpose and key anticipated outcomes

- BCHD will be serving any individual in Boone County that requests services, those with and / or without insurance, those with no financial means of payment and those suffering from substance

use disorder. Our plan is to regularly, on a scheduled basis, take our mobile unit to the different communities of Boone County to provide the services. The plan is to begin with senior citizen centers, churches, fire departments, etc, to ensure transportation to our mobile unit is not an issue. Services will include patient screening, referral to needed services, education, harm reduction and immunizations/vaccinations. With the addition of a part-time Family Nurse Practitioner, BCHD will also resume Family Planning, Breast and Cervical Cancer Screening services, physicals and other medical services as needed. Currently, half of our staff is dependent on grant funding for their salaries, in July of this year, those grants, which are Covid grants, expire which would mean the loss of four members of our staff. The health department would not be capable of offering the needed services without those staff members.

3. Individuals or communities served

- Many citizens in Boone County lack proper health care and other services due to financial reasons, transportation problems and social stigmas. BCHD plans to offer clinics, education and immunizations / vaccinations both in our clinic and in our mobile unit. By offering more services and taking those services to various areas in the county, more residents will gain access to proper care and resources.

4. How the COVID-19 pandemic has necessitated this request

- COVID-19 affected all local health departments by disrupting normal clinical services due to the demands on the health departments to monitor the cases of COVID-19, prevent further outbreaks by administering vaccinations and providing updates / education to all healthcare providers and the constant communication with all entities to obtain control of the pandemic. During this time, many healthcare employees left the workforce due to the demands of the situation and the fear of the pandemic. With the loss of the clinical services came the loss of funding associated with them. The need for additional nursing staff, in hospitals, caused nursing wages to reach all-time highs which makes it difficult for health departments, with our limited funding, to staff our health department with needed public health nurses. COVID funding was provided to assist with the nursing issue, however those funds were to be used only for COVID functions. During the two years COVID was determined to be an emergency, our department saw the frequent changing of our nursing staff and there was little, if any, training provided to the current nursing staff. This funding ends June 30, 2023 which provides the salaries for our two part-time nurses. Due to lack of funding, BCHD was unable to employ janitorial services. During a time of grave need for cleanliness and infection control, the staff of the health department were required to provide the janitorial services for the facility. Currently, we have a part-time janitor that works two days a week for two hours a day. The fear of COVID still exists for many individuals and the fear of going to clinics and / or being in crowded situations causes them to fear the risk of exposure. Therefore, many are not receiving the appropriate healthcare needed.

5. Amount of funding requested

- The amount of funding requested by BCHD is \$100,000.00 This funding will enable the health department to become provide clinics that are currently unavailable to many of our citizens and assist in getting our mobile unit up and running so we can provide services to those in the remote areas of the county.

6. Amount of any bids or cost estimates received to date, if applicable

- N/A

7. Amount and source of matching funds raised or committed by your organization

- BCHD is supported by annual State Aid provided by the state of WV and grant funding, normally provided by the WV Department of Health and Human Resources. Last fiscal year, 2022-2023, the amount of State Aid provided to BCHD was \$199,982.61. This amount is usually based on county population numbers. According to the latest reports, BCHD's State Aid for fiscal year 2023-2024 will be \$146,456.60. A one-time Infrastructure Grant provided by the state, of \$149,956.32, which is to be distributed evenly over a period of three years. Boone County Commission currently provides our housing and utilities (water, sewage and electricity). WIC through Valley Health Systems supports our state internet services. BCHD oversees grant funding for our Quick Response Team for a stipend of \$15,000.00 per year, this will raise to \$30,000.00 per year in September, 2023. WIC pays \$1,000.00 per month for rent for their three offices and medical room. Our current income comes from vaccinations / immunizations and our environmental services (approximately \$35,000.00 for this fiscal year). With a full functioning staff and new services being offered, the plan is that BCHD would become self-sustaining after a period of operation.

8. How ARP funds, if awarded, will be used

- BCHD plans to utilize the requested funds for the rebuilding of services offered by Boone County Health Department. We plan to purchase a safe vehicle to transport staff to work obligations,

meetings, etc.. Our current vehicle which is utilized for travel to meetings and other mandatory functions is a 2005 van with over one hundred fifty thousand miles on it and is unsafe to take out of the county. A new vehicle is needed to assist us with transportation for our employees to meet the needs of the health department. Marketing costs would also come out of the funding in order to make the public aware of the services offered by the BCHD. Obtaining an electronic health record and updating our phone system, along with purchasing tablets to be utilized in the mobile unit. Purchasing needed supplies and equipment to facilitate clinical services, both in house and in the mobile unit.

9. **How long it will take you to complete the project if awarded funding**

- BCHD plans to have these services in place within the next three months (pending acceptance from the Family Planning Program and the Breast and Cervical Cancer Screening Program, credentialing of the Family Nurse Practitioner and all required paperwork completed). These will be ongoing services provided by the BCHD.

Section Three: Proposal details

1. **Please describe the problem or need which your project seeks to address.**

Lack of health care services provided to those underinsured or uninsured. Problems with transportation of individuals to obtain healthcare services. Poor health and lack of self-care knowledge of the residents of Boone County. Inability to obtain transportation in order to receive needed vaccinations and immunizations in the county. Lack of women's health services in the county. Boone County is ranked 52 out of West Virginia 55 counties for health, as reported by the University of Wisconsin Population Health Institute, [see Appendix A](#). Of particular concern is the availability of primary care physicians, the high teenage birth rate, low level of preventive mammography screening and low vaccination rates. These are all areas that can be directly impacted by the Boone County Health Department, if it were appropriately staffed and supported, as requested in this proposal.

2. **Please describe goals and expected outcomes of your proposal.**

The goal of the utilization of this funding is to provide healthcare services to the most vulnerable of Boone County's population. Not all Boone County citizens have access to healthcare and we want to take healthcare to those who need it the most. By utilizing our mobile unit throughout the county, we will be able to reach more people. An additional vehicle is needed to carry supplies and staff to the designated places, as only two people can ride in the mobile unit. Our current vehicle is a 2005 model with 154,000 miles on it and is unreliable. BCHD wants to provide health education to all citizens of the county by offering classes in our facility and around the county in other facilities. By providing education on preventing / controlling acute and chronic diseases, our citizens will experience improvement in their overall health. The Family Planning Clinic will prevent unwanted pregnancies, prevent sexually transmitted diseases and assist those experiencing pregnancy have a healthy and safe outcome. The Breast & Cervical Cancer Screening Program will improve screening for these diseases to those who currently are unable to afford the services. Screening can actually prevent these diseases from developing and finding these diseases early allows the treatment to be more successful and allows more people to survive. We will be able to offer physicals, clinical visits, and other exams in our facility. We plan to network with other agencies in the county, to help Boone County be a great place to live, work and play.

3. **Please provide your project timeline, e.g., if funded when the project or proposal be fully implemented.**

Pending required paperwork, certifications, etc. We plan to have the program fully implemented within three months..

4. **Please provide your total proposed budget.**

\$100,000.00:

Vehicle:

\$40,000.00

| | |
|--------------------------------|---------------------|
| Marketing | \$10,000.00 |
| Clinical supplies | \$ 8,000.00 |
| Freezer for vaccinations | \$ 3,000.00 |
| Tablets for ambulatory clinics | \$ 3,000.00 |
| Staff training & conferences | \$10,000.00 |
| Passenger seat for mobile unit | \$ 4,000.00 |
| Telephone / internet upgrade | \$15,000.00 |
| Quickbooks Desktop | \$ 3,000.00 |
| Electronic Health Record | \$ 4,000.00 |
| Total | <u>\$100,000.00</u> |

5. Please list any partners in this proposal, and the partner's role and your relationship with them.

1. Boone County Commission: Provide funding and support to help in restoring the integrity of the Boone County Health Department, utilize Senior Citizen Centers to deliver educational sessions.
2. Local churches, fire departments, schools, the B.A.R.N, Headstart and other community organizations.: areas to offer services from the mobile unit and offer educational sessions
3. Bonnie's Bus or Boone Memorial Health to provide mammograms to patients served with the Breast & Cervical Cancer Screening program
4. Marshall University: Obtained \$5,000.00 grant allowing supplies needed to offer Hypertension education classes and distribution of home monitoring blood pressure monitors and BP logs.
5. Quick Response Team: Will utilize Peer Recovery Coaches during the mobile unit clinics to instruct on Narcan use and advocate for those wishing to begin the recovery process
6. Title X, Health & Human Services Office of Population: Apply for grant funding to support the Family Planning Service Program once it is up and running.
7. Insurance companies that offer coverage in West Virginia: once the provider is credentialed with insurance companies, BCHD can begin billing for services offered to those that have insurance.
8. WV Health Connection: BCHD will partner with WV Health Connection who will refer patients residing in Boone County searching for services that we provide.
9. Title X Breast & Cervical Cancer Screening Program: we have become a certified site allowing us to offer these services to the citizens of Boone County.

6. Please describe your plan for sustainability of the project or initiative after the grant award has been exhausted.

1. BCHD plans to apply for grant funding from various entities to enable us to continue providing services.
2. Qualified services, not funded under federal grants, will be billed to insurance companies for those that have insurance coverage.
3. Once BCHD is back in good standing and the restructuring of DHHR is complete, grant funding from DHHR should resume.
4. Our proposal, during the March 4, 2023 meeting, requested \$250,000.00 for 2023 and 2024. This funding will enable us to resume services to the community and remove the negative stigma associated with the health department.

Section Four: Organization information

1. Please provide your organization's mission statement.

Promote physical and mental health and prevent disease, injury and disability.

2. Describe the history of your organization, tell us about your current programs and activities.

The Boone County Health Department was officially organized on October 18, 1926. Employees consisted of a health officer, a nurse and a clerk. In 1935 a Sanitarian was added and a second nurse in 1937. Early activities of the BCHD centered around control of communicable diseases such as with immunizations and vaccinations. As Public Health grew, other programs were added: Home visiting nurses, visits to private physicians, immunization clinics, polio vaccine clinics, chest x-ray services and clinics and venereal disease clinics. Sanitation services included: Foodhandling establishments and school hot lunch inspections, water supply and sewage disposal inspections, nuisance complaint investigation, general sanitation and meat sampling. Vital Statistics were recorded and maintained. Laboratory services were provided for many communicable diseases. Maternal and child health services were provided along with health education. Health Department services were originally housed in the Boone County Courthouse. In 1981 the Health Department moved to its current location; 213 Kenmore Drive in Danville, WV. Over the years the services the BCHD offers has changed due to public demand and changes in community health. Due to the recent widespread Opioid epidemic, the Quick Response Team was developed. QRT is housed within the BCHD and provides basic services to those suffering from substance use disorder. With the recent COVID-19 pandemic, clinics offered by the BCHD came to a halt and all resources were utilized for the control, prevention and education of the pandemic. As the world recovers from the pandemic, now more than ever, there is a need for clinical services to be available for those residents of Boone County that are in need of support and care. Currently BCHD continues the Immunization / vaccination program, all environmental services through our Sanitation Department are being delivered, testing for sexually transmitted diseases is being done and the Tuberculosis Clinic is up and running. WIC continues through Valley Health Systems and is housed in the BCHD. WIC provides nutritional services to pregnant women and children under the age of five, breastfeeding instruction and nutrition education are also provided.

3. Please describe three significant accomplishments of your organization.

- Provide immunization / vaccination to all citizens of Boone County. Maintain records, provide follow-up and education on all communicable diseases within the county limits.
- Maintain safe water sources by inspecting water wells, septic tanks and other water sources.
- Maintain safe food establishments in Boone County with regular inspections and offering Food Handlers Certification to citizens that are or plan on being employed in a food service establishment.

4. Please list your Owner(s), Board of Directors, senior staff members, or other key members of your organization:

- The Boone County Health Department is a government entity governed by the Boone County Commission.
- Board of Health members: Gary Bell, President
Charles Warner, Vice-President
Pamela White
Donnie Pauley
Michael Boyle
Dr. Philip Galapon, Executive Officer of BOH
- Senior Staff members: Kathy J. Hill, Administrator
Donald Bias, Sanitarian
Linda Cabell, Registered Nurse

5. Please list the staff involved with this project and describe their roles and responsibilities:

- Philip Galapon, MD: Health Officer. Serve as Secretary / Executive Officer of the Board of Health, administer / enforce the rules of the health department, supervise and direct the activities of the department, assure policies and procedures are established, perform mandatory HIV testing as needed, and provide guidance to the operation of the department.
- Administrator: Provide guidance, oversight and executive leadership in managing the financial and operational needs of the health department.
- Family Nurse Practitioner: Deliver clinical services in facility and on mobile unit
- Linda Cabell, RN: (Full-time) Clinic nurse, Administers vaccinations / immunizations, Tuberculosis Nurse, Diabetes Education, other duties as needed.
- Michele Mayes, RN: (Part-time) Clinic nurse, Vaccination Management, Administers vaccinations / immunizations, Hypertension Education, other duties as needed.
- Rhonda Workman, LPN: (Part-time) Clinic nurse/Receptionist (Part-time), Administers vaccinations / immunizations, assistant Family Planning / Breast Cervical Cancer Screening, physicals, other duties as needed.
- Gerald Bias, Sanitarian: Provide environmental services as deemed per Sanitarian training.
- Vickie White, Office Assistant: Human Resources Management, Billing, Finance Management, phone and front window management.
- Hilary Stone, Office Assistant: Grant Management, Payroll, Quickbooks, answer phone and service front window as needed.
- Mallisa Nelson, Sanitarian Assistant: (Part-time) Assist Sanitarian with Food Handlers Classes, answer phone calls regarding Environmental Services, maintain records / permits, upkeep of computerized records. Answer phone and front window services as needed.
- David Pozzie, Janitorial Services: Maintain cleanliness of Boone County Health Department, prevent nosocomial infections .

6. Please upload/attach the following financial documents, if applicable: cash flow statement for applicant's most recent fiscal year, two years of audited financial statements, current operating budget. If the applicant has not been audited, please include an unaudited balance sheet and income statement as prepared by the applicant.

See attached. Last financial audit was performed in 2020 and is on file in the Boone County Courthouse. Current audit is being delayed due to an ongoing investigation by the State Auditor's office..

7. List any federal, state, local or private grant awards or funding received in the last three years and the current status of those funds. If your organization has previously received funds from Boone County, please list the amount, nature of the project(s) and current status of the funding and project(s).

- Threat Preparedness Grant, DHHR: 7/1/2019-6/30/2020: \$72,594.00 (completed)
- Threat Preparedness Grant, DHHR: 7/1/2020-6/30/2021: \$73,248.00 (completed)
- Threat Preparedness Grant, DHHR: 7/1/2021-6/30/2022: \$72,771.00 (had to repay \$16,694.00 to DHHR) (completed)
- Threat Preparedness Grant, DHHR: 7/1/2022-6/30/2023: \$75,917.00 (not received, still pending)

- COVID-19, Grant, DHHR: 3/16/2020-7/31/2021: \$49,153.00 (completed)
- COVID-19 Vaccine Grant, DHHR: 7/1/2020-6/30/2022: \$80,493.00 (completed)
- IAP, Immunization Grant, DHHR: 7/1/2021-6/30/2022: \$16,213.00 (completed)
 - Did not receive the 7/1/2022-6/30/2023 IAP grant
- ELC Grant, DHHR: 7/1/2020-6/30/2022: \$273,610.00 (completed)
- ELC Expansion, DHHR: 1/15/2021-7/31/2023: \$325,464.00 Ongoing, currently paying the salaries of the part-time RN and part-time LPN. Purchased a mobile unit with this grant. Ends this year.
- Marshall University; Self-Management Blood Pressure Grant: 2/1/2023-6/30/2023: \$5,000.00. Current. Funding provided to allow purchase of blood pressure monitors for public distribution, produce hard copies of educational materials and blood pressure log books.

8. If you have made an application for funding for this project from other sources (city, state, private or non-profit organizations) please list the same here.

Marshall University: \$5,000.00 for supplies for Hypertension Education

Section Five: Impact of the COVID-19 Pandemic

1. Please explain the impact of the COVID-19 pandemic and how it relates to your request, e.g., reduction in services, closures, increased costs, impacts to the community.

COVID-19 affected all local health departments by disrupting normal clinical services due to the demands on the health departments to monitor the cases of COVID-19, prevent further outbreaks by administering vaccinations and providing updates / education to all healthcare providers and the constant communication with all entities to obtain control of the pandemic. During this time, many healthcare employees left the workforce due to the demands of the situation and the fear of the pandemic. The full-time Family Nurse Practitioner retired during this time and there was a frequent turn-over of nursing staff. With the loss of the clinical services came the loss of funding associated with them. The need for additional nursing staff, in hospitals, caused nursing wages to reach all-time highs which makes it difficult for health departments, with our limited funding, to staff our health department with needed public health nurses. COVID funding was provided to assist with the nursing issue, however those funds were to be used only for COVID functions. During the two years COVID was determined to be an emergency, our department saw the frequent changing of our nursing staff and there was little, if any, training provided to the current nursing staff. This funding ends June 30, 2023 which provides the salaries for our two part-time nurses. Due to lack of funding, BCHD was unable to employ janitorial services. During a time of grave need for cleanliness and infection control, the staff of the health department were required to provide the janitorial services for the facility. Currently, we have a part-time janitor that works two days a week for two hours a day. His pay is \$12.00 an hour. The fear of COVID still exists for many individuals and the fear of going to clinics and / or being in crowded situations causes them to fear the risk of exposure. Therefore, many are not receiving the appropriate healthcare needed.

2. If you are requesting lost revenue due to COVID-19, provide that information here. Attach documentation sufficient to verify your request.

As indicated in Section 4, question 7, our grant funding has ended from several sources and our State Aid funding has been decreased due to population decline in the county.

3. How will ARP funding, if awarded, aid in the recovery from the

COVID-19 pandemic?

- ARP funding will allow BCHD to maintain current staff, hire a part-time provider to offer clinical services that are currently not being offered and new services designed to improve the health of the citizens of Boone County, allow pay increases that will provide competitive salaries to enable us to maintain a stable, qualified workforce, and employ a full-time janitor to maintain the cleanliness of our facility and prevent nosocomial infections. The funding will also allow us to obtain software and internet upgrades that will support and facilitate more transparent financial management and administrative oversight.

Section Six: Supplementary information

1. Please enter at least one third-party reference.

Virgil Underwood, CEO; Boone Memorial Health.
Senator Mike Stuart; WV State Senate

2. Please include any supplementary information or documentation (such as letters of support, newspaper articles, etc.) which you feel will be essential to the County's review.

Letters of support attached.

Signature: Kathy J. Hill

Name (Print): Kathy J. Hill

Title: Administrator Bo. Co. Health Dept.

Date: May 8, 2023

EXHIBIT D
LETTER OF SUPPORT

D



Virgil L. Underwood, CPA
Chief Executive Officer

March 17, 2023

Via Electronic Submission
Boone County Commission
Attention: County Administrator
206 Court St.
Madison, WV 25130

Dear Commissioners,

Boone Memorial Hospital, Inc. (dba Boone Memorial Health) is pleased to support the Boone County Health Department in its application for the American Rescue Plan Funding. Local health departments at the city and county level are on the front lines in ensuring the health of the public. Many different organizations and professions contribute to the health of a community, but local governmental public health agencies have a special, fundamental role. They provide services that either cannot be provided or are not, currently, being provided by other entities.

Decades of under-funding and under-staffing stretched the local public health infrastructure to its limits, forcing health departments to de-prioritize essential services to resource frontline response efforts. We must invest in the local public health infrastructure to support recovery, rebuilding, and resilience, while bolstering the capacity to effectively prepare for public health threats to come.

Sincerely,

A handwritten signature in black ink, appearing to read "V. Underwood", is written over the printed name.

Virgil Underwood