

**Mid-Ohio Valley Board of Health
September 25, 2014
211 6th Street
Parkersburg, West Virginia 26101**

Call to Order

The meeting was called to order at 6:30 p.m. by Blair Couch, Chairperson. Roll call was taken and a quorum was present.

Members present

Bill Shock, Calhoun County
Donna Steigleder, Calhoun County
Deanna Lewis, City of Parkersburg
Dr. Richard Newhart, City of Parkersburg
Eleanor Little, Pleasants County
Joyce Faller, Pleasants County
Charlene Sweeney, Ritchie County via Phone Conference
Dr. Steven Worden, Ritchie County
Beth Bumgarner, Wirt County
Blair Couch, Wood County
David McClure, Wood County

Members absent

Candace Westfall, Roane County
Dr. Herminio Gamponia, Roane County
Morton Frey, Wirt County

Staff

Drema Mace, PhD, Executive Director
Tiffany Kennedy-Dowler, Finance Director
Tonia Lang RN, Clinical Director
Carrie Brainard, Health and Wellness Director
Elizabeth Green, EH Director
June Rhodes, WIC Director
Cristy Riggs, Administrative Secretary
Lynne Peters, Personnel Manager
Della Lyons, IT Coordinator
Renee Swisher, Clinical Secretary
Jamie Jacobsen, Tobacco Coordinator
Connie Weiss, Receptionist
Allison Cox, LPN
Dorothy Raber, Office Assistant via Phone Conference

Public Comments:

There were no public comments.

Routine Items:

Motion was made and seconded to accept the minutes as presented from the August 21, 2014 Special Board Meeting. (Lewis / Little) The motion passed.

Tiffany Kennedy-Dowler, Director of Finance presented the July 2014 Finance Committee Report. A profit of \$4,382.00 was reported for the period ending July 31, 2014. A motion to approve the Finance Committee Report was made and seconded. (McClure / Sweeney) The motion carried.

Motion was made and seconded to accept the Personnel Committee Report as presented in the Board Packet. (Bumgarner/Lewis) The motion passed.

Directors' Reports

Directors' and Program reports were included in the packet. Elizabeth Green, Director of Environmental Health discussed a few highlights of recent happenings within the Environmental Health Program. Areas of interest included the following:

- Dog Bite Incidents have increased therefore causing additional workload for the Sanitarians. MOVHD is tasked with quarantining animals for a period of ten days to ensure they are free of rabies.
- Newly hired Sanitarians must sign a contract stating they will work for MOVHD for a period of two years after specialized Sanitarian training is completed. If a Sanitarian chooses to leave employment before the two year period is over they must repay training fees to MOVHD.

Executive Director's Report:

Dr. Mace attended the Affordable Care Act Conference in Montgomery, Alabama from August 26th thru August 28th, 2014. A follow-up report outlining the topics discussed at the Affordable Care Act Conference was distributed to the Board Members. Information and training included billable clinical services that could be added and generate revenue for the Agency.

The newly implemented process for submitting a summary report of Dr. Mace's "Out of State" travel expenses to the Board was explained. This summary report will begin being distributed with the board packet for the November 20, 2014 Board Meeting.

Old Business:

Healthy Lifestyles Policy Contract:

A contract between MOVHD and the Healthy Kids and Families Coalition has been finalized. A Community Needs Assessment will be completed under this contract.

Employee Grievance Dismissal:

The Level II Grievance has been mediated successfully and dismissed.

New Business:

Discussion / Oral Health & Clinical Program Merge:

The Oral Health Program has grown and is often providing services that really fall more under the Clinical Services Program. Therefore, the Oral Health and Clinical Programs will be merging. This merge will be very beneficial to both programs and will allow all billing to be done in one area.

Excellence in Local Health Administration Award:

Dr. Mace spoke with Amy Atkins, Division of Local Health regarding an opportunity to apply for an "Excellence in Local Health Administration" grant. The amount of this grant is between \$50,000 to \$100,000 and Dr. Mace will be pursuing this funding prospect.

Center for Rural Health Governance Training:

The Center for Rural Health Governance recently conducted a survey regarding the need for training to be provided to Local Boards of Health. It is anticipated that this training will be provided to the Mid-Ohio Valley Board of Health in January, 2015 at a Board Retreat. Further details will be announced as they become available.

Discussion / Financial Report:

Tiffany Kennedy-Dowler has asked that anyone having questions regarding the Financial Report contact her via e-mail or telephone. Board Member, David McClure suggested that a complete Financial Report be presented to the Board twice per fiscal year.

Additional points of discussion included the following:

- The Oral Health Program is one hundred percent grant funded and there has been a lapse in monies. Therefore, this program is currently running with absolutely no grant funding. The next grant is expected to be received in October and staff are working diligently to obtain additional monies from various funding entities.
- There was a problem with the CDC grant and to date the expected funding has not been received. MOVHD may need to look at making a few changes therefore requiring that a Special Board of Health meeting be called.

Clean Indoor Air Re-Inspection Fee:

The proposed Clean Indoor Air Re-Inspection Fee would eliminate the requirement of taking court action against a violator and would instead allow MOVHD to issue a warning, require a re-inspection of the facility and charge a fee for this service.

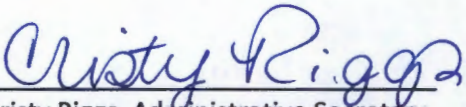
A motion to approve the Clean Indoor Air Re-Inspection Fee as presented was made and seconded. (McClure / Faller) The motion passed.

Additional Comments:

- Dr. Mace thanked the Board for their dedication and continued service to the Agency.
- Dr. Mace will soon be attending County Commission and City Council meetings.
- Flu vaccines have arrived and clinics have begun.

Adjournment:

A motion to adjourn the meeting was made and seconded. (McClure/Lewis) The meeting adjourned at 7:15 p.m.


Cristy Riggs
Cristy Riggs, Administrative Secretary