

November 20, 2014

Mid-Ohio Valley Board of Health
November 20, 2014
211 6th Street
Parkersburg, West Virginia 26101

Call to Order:

The meeting was called to order at 6:35 p.m. by Eleanor Little, Co-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
Eleanor Little, Pleasants County
Joyce Faller, Pleasants County
Charlene Sweeney, Ritchie County via Phone Conference
Dr. Herminio Gamponia, Roane County
Candace Westfall, Roane County via Phone Conference
Beth Bumgarner, Wirt County
Morton Frey, Wirt County
Blair Couch, Wood County via Phone Conference
David McClure, Wood County

Members Absent:

Dr. Richard Newhart, City of Parkersburg
Dr. Steven Worden, Ritchie County

Staff:

Dr. Drema Mace, Executive Director
Tiffany Kennedy-Dowler, Finance Director
Tonia Lang, Clinical Director
Carrie Brainard, Health and Wellness Director
Elizabeth Green, EH Director
June Rhodes, WIC Director
Jessica Woods, Epidemiologist
Jamie Jacobsen, Tobacco Coordinator
Mary Beth Shea, Oral Health Coordinator
Cristy Riggs, Administrative Secretary
Della Lyons, IT Coordinator
Tresa Mackey, Account Tech III via Phone Conference
Sherry Hardway, Office Assistant via Phone Conference
Renee Swisher, Clinical Secretary
Allison Cox, LPN
Connie Weiss, Receptionist

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Public Comments:

There were no public comments.

Opening Remarks:

Conversation occurred regarding why employees attending the Board Meeting were not permitted to eat. Dr. Mace explained that it is imperative to cut costs and the Agency would no longer be purchasing additional food for employees that are not required to attend Board Meetings. This action will save the Agency approximately \$250 each Board Meeting. The Directors were informed of this decision November 3, 2014 at the Directors Meeting. Supervisors, Managers, and Directors were informed of this decision at the November 17, 2014 Supervisors / Directors Meeting.

Routine Items:

Motion was made and seconded to accept the minutes from the September 25, 2014 Board Meeting as presented. (Faller / McClure) The motion carried.

Motion to accept the Finance Committee Report as presented was made and seconded. (McClure / Lewis) The motion passed.

Motion was made and seconded to accept the Personnel Committee as presented was made and seconded. (Lewis / Bumgarner) The motion carried.

Directors' Reports:

Directors' and Program reports were included in the packet.

Jessica Woods, Epidemiologist presented information regarding the Ebola Public Health Response. Following are highlights pertaining to this topic.

- The MOVHD Isolation and Quarantine Procedure helps to protect the public's health by allowing MOVHD to isolate and quarantine any unwilling patient who is not hospitalized and is suspected of having an infectious disease. This procedure also permits MOVHD to contact state officials, Center for Disease personnel, and other special team members that could assist during an outbreak.
- MOVHD held two free classes, "Ebola and the First Responder", on November 6, 2014. These classes were well attended by local 911, EMS, Hospital, Fire Department, and Emergency Management personnel.
- A conference call was held with healthcare providers to discuss the role of each entity and MOVHD in the event of an outbreak.

Additional discussion included the expansion of the MOVHD EPI Region. MOVHD's EPI program will now provide surveillance coverage to 14 counties.

Executive Director's Report:

The Executive Director's Report was included in the packet. No discussion occurred regarding the report.

To date, Dr. Mace has attended County Commission meetings and visited each MOVHD location in Roane, Wirt, and Pleasants Counties. During the next few weeks, Dr. Mace will be attending additional County Commission and City Municipality meetings.

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Old Business:

Center for Rural Health Governance Training:

A Board of Health Retreat is being planned. The Board Members will be polled to see what dates will work best for them. Dr. Mace has requested funding for expenses related to Board of Health Governance Training. The contract for this training will not be signed until said funding is secured.

Prevention Code Billing:

Dr. Mace met with the State Nursing Board to ensure that we are working in all areas covered by State Medicaid. It was determined that we can contact State Medicaid to request permission to bill for additional procedures.

Signature Authority:

A Signature Authority Policy for transfer of funds from the retained earnings account to the operating fund account will be written and available for review and approval at the January 22, 2015 Board Meeting.

MOVHD Programs Financial Information Discussion:

Dr. Mace commended MOVHD staff for their hard work and dedication to the Agency especially throughout this transition period.

New Business:

Holiday Closings:

A motion was made and seconded (McClure / Lewis) to close the Agency on the following days:

- Half day December 24, 2014
- Entire day December 26, 2014
- January 2, 2015

The motion carried.

Group Purchasing:

Dr. Mace and David McClure will be meeting to discuss the benefits of group purchasing. This item was tabled.

Outsource of Payroll Processing:

The monthly fee to process payroll through Service Plus will be approximately \$340. This company will be responsible for the processing of W2's, quarterly tax reports, tax deposits, and distribution of employee check advice slips. A motion to approve the contract for a period of one year with Service Plus for the outsourcing of payroll was made and seconded (Faller / Lewis). The motion was approved.

Calhoun County Location:

Dr. Mace met with Steve Whited, Director / Minnie Hamilton to discuss the need of services provided to Calhoun County residents. It was determined that there is a need to provide services to persons in the Arnoldsburg area. Therefore, Mr. Whited has offered to work with MOVHD to find a building in Arnoldsburg.. This would mean that the Calhoun County office would be relocated to Arnoldsburg. Benefits of this proposed move included serving more persons in need of public health services and generating additional revenue.

A motion to consider the relocation of the Calhoun County office to Arnoldsburg was made and seconded (Faller / Shock). The motion passed.

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Policy Review:

The Code of Ethical Conduct Policy will be revised and presented to the Board at a later date for review and approval.

Employee Probation Evaluation:

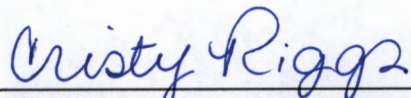
Eleanor Little, Co-Chairperson requested the meeting go into Executive Session to discuss matters regarding an Employee Probation Evaluation. It was requested that Dr. Drema Mace, Executive Director and Cristy Riggs, Administrative Secretary be permitted to stay during Executive Session. Motion to approve these requests was made and seconded. (Bumgarner/Lewis) The motion carried. The meeting went in to Executive Session at 7:45 pm.

Reconvene of Public Board Meeting:

The public meeting reconvened at 7:52 pm. A motion to retain Tiffany Kennedy-Dowler, Finance Director as a permanent employee was made and seconded. (Bumgarner / Steigleder) The motion passed.

Adjournment:

A motion to adjourn the meeting was made and seconded. (Bumgarner/McClure) The meeting adjourned at 8:09 pm.



Cristy Riggs, Administrative Secretary