

March 26, 2015

Mid-Ohio Valley Board of Health
March 26, 2015
211 6th Street
Parkersburg, West Virginia 26101

Call to Order:

The meeting was called to order at 6:30 p.m. by Eleanor Little, Vice 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
Dr. Steven Worden, Ritchie County
Dr. Herminio Gamponia, Roane County
Candace Westfall, Roane County via Phone Conference
Beth Bumgarner, Wirt County
Morton Frey, Wirt County
Blair Couch, Wood County
David McClure, Wood County

Members Absent:

All members were in attendance.

Staff:

Dr. Drema Mace, Executive Director
Tiffany Kennedy-Dowler, Finance Director
Elizabeth Green, EH Director
June Rhodes, WIC Director
Lynne Peters, Personnel Manager
Cristy Riggs, Administrative Secretary
Jamie Jacobsen, Tobacco Coordinator
Deb Hungate, Finance Supervisor
Della Lyons, IT Coordinator via Phone Conference
Mary Beth Shea, Oral Health Coordinator
Renee Swisher, Clinical Secretary
Sondra Wallace, Grants Manager

Guests:

Julie Boyce, Parkersburg Area Community Foundation
Michelle Dailey, WesBanco
Melvin Kahle, WesBanco
Robert Becerra, WesBanco

March 26, 2015

Public Comments:

There were no public comments.

Routine Items:

Motion was made and seconded to accept the minutes from the October 17, 2014 Special Board Meeting, December 29, 2014 Special Board Meeting, and January 22, 2015 Board Meeting as presented. (McClure / Steigleder) The motion carried.

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

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

Blair Couch, Board Chair arrived (6:50 pm) therefore leading the rest of the meeting.

WesBanco CD Investment Presentation:

The MOVHD Certificate of Deposit matured March 24, 2015. The funds from this CD have been placed in an ICS account at WesBanco. An ICS account allows the funds to be deposited in to accounts with various banks so all funds are FDIC insured. FDIC insurance only covers an account with a balance of \$250,000 or less. The balance of the CD is in excess of 1.5 million dollars.

It has been determined that an investment plan to "grow" the existing money in the CD as quickly and safely as possible must be put in to place. Dr. Mace and Beth Bumgarner requested that the Financial Planning Unit from WesBanco present an Investment Plan to the Board. WesBanco representatives Michelle Dailey, Melvin Kahle, and Robert Becerra addressed the Board explaining several investment options. Discussion ensued and it was decided that the Finance Committee and Tiffany Kennedy-Dowler, Director of Finance will compose a formal Investment Policy and formulate a ten year financial plan. Members of the Finance Committee are Beth Bumgarner, Dr. Stephen Worden, and Dr. Richard Newhart. These plans will be presented to the Board for review and approval.

Directors' Reports:

Directors' and Program reports were included in the packet.

MOV Oral Health Fund Presentation:

Mary Beth Shea explained the operations of the MOVHD Oral Health Program. Following are the current topics happening within the Oral Health Program:

- The MOVHD Oral Health and Clinical Programs will be merging by May 1, 2015.
- This merge will allow staff to focus on more billable oral health services.
- Students from area universities and colleges will be performing internships under the MOVHD Oral Health Program.

Julie Boyce, Parkersburg Area Community Foundation Representative then addressed the Board and explained the potential ways to increase funds for the Mid-Ohio Valley Health Department's Oral Health Program. For instance, the Blennerhassett Dental Society is offering a match donation of \$2,500. Donations can be made online or be directed to the Mid-Ohio Valley Health Department.

March 26, 2015

Executive Director's Report:

The Executive Director's Report was included in the packet. No questions were asked regarding the report. Motion to approve the Executive Director's Report as presented was made and seconded. (Lewis / Frey) The motion carried.

Old Business:

Board Retreat:

The Board Retreat will be held tentatively May 29th and 30th at the Judge Black Annex Center. Board Members will be notified of details as soon as plans are finalized.

Ethical Code of Conduct:

A motion to approve the Ethical Code of Conduct Corporate Compliance Plan as presented was made and seconded. (Lewis / Faller) The motion carried.

Integrated Clinics in Outlying County Offices:

Integrated clinics will begin taking place in Calhoun and Roane Counties. It has been deemed necessary to have a backup Medical Director during this expansion of services in the event Dr. Avery is unavailable. Currently, Dr. Nancy Joseph has agreed to fill this position. Discussion of this topic by the Board was favorable therefore Dr. Mace will contact Dr. Joseph to let her know of the Board's decision.

Purchase of Environmental Health Vehicle:

Motion to approve the purchase of Environmental Health vehicles was made and seconded. (Shock / Frey) The motion passed.

Motion to approve the purchase of a used vehicle for the Clinical Program was made and seconded. (Shock . Frey) The motion carried.

New Business:

Discussion of Designated Fund:

This topic was discussed earlier in the meeting during the WesBanco CD Investment Presentation.

Ritchie County Building Lease:

The lease for the Ritchie County location has been received. Monthly rent for this building will increase from \$400.00 to \$500.00. Motion to accept the increase in rent and sign the lease contract was made and seconded. (Faller / McClure) The motion passed.

Environmental Health Fee Proposal:

A proposal to implement fees for inspection of parks, lodging facilities, and subdivisions with lots less than two acres is being suggested. Currently, regulations require these facilities to be inspected but fees are not being charged.

Before this motion can be entertained and approved, a more detailed listing of each separate fee proposal will need to be submitted to the Board for review. A motion to table this action was made and seconded. (Frey / Gamponia) The motion was tabled. Bill Shock abstained from voting on this matter.

Oral Health Fee Proposal:

A motion to approve the Oral Health Fees as presented was made and seconded. (Frey / Steigleder) The motion carried.

March 26, 2015

NACCHO Conference:

Dr. Mace received Board approval to attend the NACCHO Conference in Kansas City, MO from July 7th – July 10th, 2015.

Request for Executive Session:

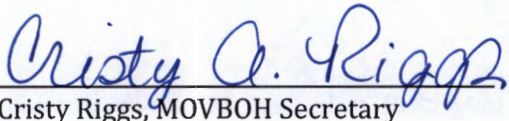
Blair Couch requested the meeting go into Executive Session to discuss personnel matters. Motion to approve this request was made and seconded. (Shock / Faller) The meeting went into Executive Session at 8:25 pm.

Reconvene of Public Meeting:

The public meeting reconvened at 8:40 pm. Motion to approve the addition of the position of Public Information Specialist to the MOVHD organizational chart was made and seconded. (Steigleder / Newhart) The motion carried.

Adjournment:

A motion to adjourn the meeting was made and seconded. (Steigleder / Newhart) The meeting adjourned at 8:42 pm.


Cristy Riggs, MOVBOH Secretary