

May 28, 2015

Mid-Ohio Valley Board of Health
May 28, 2015
211 6th Street
Parkersburg, West Virginia 26101

Call to Order:

The meeting was called to order at 6:38 p.m. by Blair Couch, Board Chair. Roll call was taken and a quorum was present.

Members Present:

Bill Shock, Calhoun County
Donna Steigleder, Calhoun County via Phone Conference
Deanna Lewis, City of Parkersburg
Dr. Richard Newhart, City of Parkersburg
Eleanor Little, Pleasants County
Joyce Faller, Pleasants County
Pamela Ward, Ritchie County
Dr. Steven Worden, Ritchie County
Milissa Mace, 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
Cristy Riggs, Administrative Secretary
Elizabeth Green, EH Director
June Rhodes, WIC Director
Della Lyons, IT Coordinator
Carrie Brainard, Public Information Specialist
Deb Hungate, Finance Supervisor
Robin Parsons, Account Technician III via Phone Conference
Renee Swisher, Clinical Secretary via Phone Conference

Public Comments:

There were no public comments.

Introduction of Newly Appointed Board Members:

Blair Couch, Board Chair introduced Pamela Ward who has appointed to represent Ritchie County and Milissa Mace who has been appointed to represent Roane County.

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Routine Items:

Motion was made and seconded to accept the minutes from the March 26, 2015 Board Meeting and the April 16, 2015 Special Board Meeting as presented. (Lewis / Frey) The motion carried.

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

In addition to the Finance Committee report, Beth Bumgarner, Treasurer presented recommendation of the Finance Committee to approve the FY2016 budget as presented. Motion to approve the FY2016 Budget as presented was made and seconded. (Faller / Little) The motion carried.

Recommendation of the Finance Committee to table the Investment Policy until the July 23, 2015 was made and seconded. (Faller / Bumgarner) This item was tabled.

The Personnel Committee Report was accepted as presented.

Directors' Reports:

Directors' and Program reports were included in the packet.

Executive Director's Report:

The Executive Director's Report was included in the packet. Key points of discussion regarding information contained within this report included the following:

- Preparation and submission of MOVHD's response to the State Division of Personnel regarding Service Level Agreement changes before the June 30, 2015 deadline.
- Total increase in annual local funding FY2016 is \$9,000.
- MOVHD has been accepted into a partnership with Westbrook. This partnership will move us toward the goal of providing TeleHealth services in the rural counties served by MOVHD.
- The 2015 NACCHO Conference will be held in Kansas City, Missouri from July 6 through July 10, 2015. Dr. Mace has applied and was approved to receive a \$1500 grant to cover expenses associated with this conference. Permission for Dr. Mace to attend this conference was granted at the March 26, 2015 Board Meeting. .

Motion to approve the Executive Director's Report as presented was made and seconded. (Lewis / Frey) The motion carried.

Old Business:

EH Fee Proposal:

- Motion to approve the proposed Labor Camp Fee in the amount of \$100.00 annually was made and seconded. (Lewis/Little) The motion carried.
- Motion to approve the proposed Sub-division Fees in the amount of \$100.00 (1-10 sites and for lots over two acres) and an additional \$10.00 per site (11 or more sites and lots over two acres) was made and seconded. (Little/Bumgarner) The motion carried.
- Motion to approve the proposed Food Establishment Reinspection Fee in the amount of \$50.00 was made and seconded. (Lewis / Newhart) The motion was approved.

Leave Donation Policy:

The Leave Donation Policy was approved at the December 29, 2014 Special BOH Meeting held via phone conference. However, this policy was presented to Board Members for signature approval so it may be forwarded to the Division of Personnel for final approval.

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Update on Public Health Task Force:

Dr. Worden attended the first Public Health Task Force meeting on April 29, 2015. Dr. Gupta gave an excellent presentation about the poor health of many residents of West Virginia. The Task Force has been formed by the Center for Local Health in an effort to develop recommendations to help inform state and local public health agencies how best to align and support health system changes and future service delivery. The members of the Task Force include representatives from local health departments, the Bureau, and other key stakeholders.

Dr. Worden was unable to attend the second Task Force meeting due to illness therefore Dr. Mace attended in his place. The focus of this meeting was to discuss the possible reorganization of the areas that local health departments cover. Presentations were made by the Bureau, the Association of Local Health Departments, and other key stakeholders.

New Business:

Farmers Market Vendor Permits:

Discussion about fees charged to vendors at Farmers Markets included that these persons should not be charged a permit fee. A motion to waive all fees to vendors at Farmers Markets was made and seconded. (Worden / Shock) This motion carried.

Merit Increases / Increment Pay:

Merit Increases: Nine employees out of the ninety three MOVHD employees received an "Exceeds Expectations" score on the recently completed Employee Performance Evaluations. Motion to approve Merit Increases for nine employees in the amount of 7% was made and seconded. (Worden / McClure) The motion was passed.

Increment Pay: Before this motion can be entertained and approved, a more detailed listing of DOP regulations and annual cost must be submitted to the Board for review. A motion to table this action was made and seconded. (McClure / Worden) The motion was tabled.

Sanitarian Salary Upgrade:

Currently there is a vacant Sanitarian position. After much deliberation and review, it has been decided that the salary of this position should be used to provide a salary upgrade for each existing Sanitarian. Joyce Fallor abstained from this conversation and vote. Motion to approve this action was made and seconded. (Worden / Newhart) The motion carried.

OA Position Reclassification:

A motion to approve Office Assistant reclassifications as deemed appropriate was made and seconded. (Worden/Newhart)

FOIA Request:

Dr. Mace received notification regarding a FOIA request submitted by the Charleston Gazette to the Bureau of Public Health offices. This FOIA request is asking for information including all salaries, program plans, and audits from the State for 19 health departments in West Virginia. We are included in this request and need to be aware that this information may be published in the Charleston Gazette.

FY2016 MOVBOH Meeting Schedule:

Motion to approve the FY2016 MOVBOH Meeting Schedule as presented was made and seconded. (Worden / Little) The motion was supported.

Revision to MOVBOH Bylaws:

It was found that revisions to the MOVBOH Bylaws were not necessary. There are no stipulations stated regarding the length of term that a Member can serve consecutively as an officer.

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Nominating Committee / Slate of Officers:

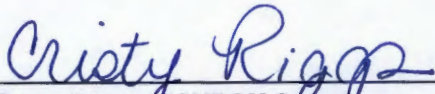
The Slate of Officers for FY2016 was presented as the following: Blair Couch, Board Chair; Eleanor Little, Vice Chair; and Beth Bumgarner, Treasurer. Motion to approve the Slate of Officers as requested for FY2016 was made and seconded. (Faller / Lewis)

Additional Comments and Information:

The Mid-Ohio Valley Board of Health Retreat will be held on Saturday, May 30th, 2015 from 9:00 am until 12:00 pm. Sharon Lansdale, President / CEO of The Center for Rural Health Development will be providing this training.

Adjournment:

A motion to adjourn the meeting was made and seconded. (Worden / Little) The meeting adjourned at 8:00 pm.


Cristy Riggs, MOVBOH Secretary