

July 23, 2015

Mid-Ohio Valley Board of Health
Annual Meeting
July 23, 2015
Grand Pointe Conference Center
1500 Grand Central Avenue, Suite 118
Vienna, West Virginia 26105

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
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
Candace Westfall, Roane County
Beth Bumgarner, Wirt County
Morton Frey, Wirt County
Blair Couch, Wood County
David McClure, Wood County

Members Absent:

Donna Steigleder, Calhoun County
Milissa Mace, Roane County

Staff:

Drema Mace, Executive Director
Tiffany Kennedy-Dowler, Finance Director
Cristy Riggs, Administrative Secretary
Carrie Brainard, Public Information Specialist
Elizabeth Green, EH Director
June Rhodes, WIC Director
Nancy Bond, WIC Supervisor
Renee Swisher, Clinical Secretary
Debra Hungate, Finance Supervisor
Mary Beth Shea, Oral Health Coordinator
Sondra Wallace, Grants Manager
Barbara Holt, Health & Wellness Coordinator
Frances Nicholson, Interim Epidemiologist
Jamie Jacobsen, Tobacco Coordinator

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Guests:

Sharon Lansdale, Center for Rural Health Development
Mr. Westfall, Spouse / Candace Westfall
Alexis Bannister – Freedom Vapor
Dean Kennedy – Freedom Vapor
Melissa Trough – Freedom Vapor

Public Comments:

Dean Kennedy and Melissa Trough from Freedom Vapor spoke about potential positive health effects of vaping. It is the opinion of the Freedom Vapor staff that their business be separated from tobacco shops and it is requested that the vapor liquid that they sell not be regulated and/or banned. Blair Couch, Board Chair thanked Mr. Kennedy and Ms. Trough for their presentation. Guests, Dean Kennedy, Melissa Trough, and Alexis Bannister then exited the meeting.

Board Retreat Evaluation Summary:

Sharon Lansdale, President/CEO, Center for Rural Health Development, Inc. presented the Board Retreat Evaluation Summary. Highlights of the discussion included the following:

- Setup more effective committees to include an Executive and a Governance Committee
- Revise the MOVBOH Bylaws relative to the terms of board governance
- Develop an Annual Governance Improvement Plan
- Improve confidentiality of Board Members to Employees regarding daily operations
- Define expectations, roles, and responsibilities of Board Members
- Delineate Fiduciary Duties of Individual Board Members

Routine Items:

Approval of Minutes:

- Motion was made and seconded to approve the minutes from the May 28, 2015 Finance Committee Meeting and the May 28, 2015 Board of Health Meeting. (McClure / Worden) The motion carried.

Finance Committee Report and Discussion:

- Tiffany Kennedy-Dowler, Finance Director presented the **Finance Committee Report**. Motion was made and seconded to approve the Finance Committee Report as presented. (Worden / Frey) The motion passed.
- Additional discussion ensued regarding a request to purchase **400 FitBit Devices with PRC Grant monies**. The total of this purchase will be approximately \$30,000 and the devices will be used within the population served to fulfill the grant work requirements. Motion to approve this expenditure was made and seconded. (McClure/Frey) The motion was passed.
- A motion was made and seconded to approve the **Audit for FYE June 30, 2014**. (Lewis/Bumgarner) The motion passed.
- Motion to approve the **Revised FY2015 – FY2016 Budget without Increment Pay** was made and seconded. (Bumgarner/ Newhart) The motion carried.

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- Motion was made and seconded to approve the **FY2016 Program Plan**. (Newhart/Bumgarner) The motion was supported.
- A motion to approve the **Revised Investment Policy** was made and seconded. (Bumgarner/Faller) The motion carried. The signature pages for this policy were signed by all Board Members in attendance.

Personnel Committee Report:

- Motion was made and seconded to approve the **Personnel Committee Report** as presented. (McClure/Faller) The motion carried.

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. Following are the points of interest discussed during the BOH meeting:

- Dr. Mace recently visited Roane County Board Member, Candace Westfall. Candace wanted the Board to know that the visit was very pleasant and that she felt MOVHD was very fortunate to have found Dr. Mace and hired her to serve as the Executive Director.
- Ann Goldberg, Attorney was hired by MOVHD to research the circumstances leading to the execution of the Arnold Agency contract. It was founded that the contract was incorrectly signed and should have been deemed invalid thus resulting in default of said terms of the contract. Due to timely filing constraints, Ms. Goldberg has advised MOVHD not to pursue any type of recourse or recovery of overpaid funds.

Old Business:

Farmers Market Vendor Permits:

- West Virginia State Code and Rule states all regulatory agencies must charge Vendor permit fees for those participating in Farmers Markets. A motion to approve the charging of these fees was made and seconded. (Lewis/Little) The motion passed.

NALBOH Conference:

- All Board of Health Members were offered the opportunity to attend the NALBOH Conference which will be held in Louisville, Kentucky from August 5, 2015 through August 7, 2015. Dr. Mace, Executive Director, Cristy Riggs, Executive Assistant, and Donna Steigleder, Calhoun County Board Member will attend this annual conference.

Increment Pay:

- A motion to table the Increment Pay topic until the September 10th, 2015 Board meeting was made and seconded. (McClure/Lewis)

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New Business:

WIC Vehicle Purchase:

- The WIC program is in need of a new vehicle. This vehicle will be purchased with funds from the WIC grant. A motion to approve the purchase of a new vehicle for the WIC program was made and seconded. (McClure/Lewis) The motion was approved.

Executive Director Evaluation:

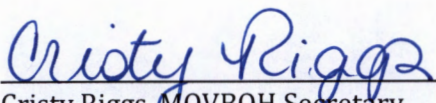
- Blair Couch, Board Chair requested the meeting go into Executive Session to discuss matters regarding the Executive Director's evaluation and contract renewal. Motion to approve this request was made and seconded. (McClure/Lewis) The motion carried. The meeting went in to Executive Session at 8:25 pm.

Reconvene of Public Board Meeting:

- The public meeting reconvened at 8:40 pm. A motion for Blair Couch, Board Chair to work with Dr. Mace, Executive Director to negotiate and revise a contract renewal was made and seconded. (McClure/Worden) The motion passed.

Adjournment:

A motion to adjourn the meeting was made and seconded. (Bumgarner/Frey) The meeting adjourned at 8:45 pm.


Cristy Riggs, MOVBOH Secretary