

June 23, 2016

Mid-Ohio Valley Board of Health
Regular Meeting
June 23, 2016
211 Sixth Street
Parkersburg, WV 26101

Call to Order:

The meeting was called to order at 6:34 p.m. by Blair Couch, Chairperson. Roll call was taken a quorum was present.

Members present:

Joyce Faller, Pleasants County
Eleanor Little, Pleasants County
Pamela Ward, Ritchie County
Stephen Worden, Ritchie County
Candace Westfall, Roane County via Phone Conference
Beth Bumgarner, Wirt County
Blair Couch, Wood County
David McClure, Wood County
Joseph Martin, City of Parkersburg
Amy File, City of Parkersburg

Members Absent:

Donna Steigleder, Calhoun County
Bill Shock, Calhoun County
Milissa Mace, Roane County

Staff:

Drema Mace, Executive Director
Cristy Riggs, Administrative Secretary
Eric Walker, Finance Director
Debra Hungate, Finance Supervisor
Elizabeth Green, EH Director
June Rhodes, WIC Director
Tonia Lang, Clinical Director
Barbara Holt, Promotion Health Director
Mary Beth Shea, Oral Health Coordinator
Lynne Peters, Personnel Manager via Phone Conference
Carrie Brainard, Public Information Specialist via Phone Conference
Renee Swisher, Clinical Secretary via Phone Conference

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Public Comments:

There were no public comments.

Introduction of Newly Appointed Board Member:

Deanna Lewis resigned from the MOVBOH effective May 1, 2016. Therefore, Joseph Martin was appointed by the City of Parkersburg to fulfill Ms. Lewis' seat. Blair Couch, Board Chair introduced and welcomed Mr. Martin to the MOVBOH.

Wirt County Board Member:

Morton Frey resigned from the MOVBOH effective February 29, 2016 due to his decision to seek an elected office in Wirt County. The Wirt County Commission is continuing their search for a replacement of Mr. Frey's position on the MOVBOH.

Routine Items:

Approval of Minutes:

- Motion was made and seconded to approve the revised minutes from the January 28, 2016 Board Meeting (Bumgarner / Faller). The motion carried.
- Motion was made and seconded to approve the minutes from the March 24, 2016 Board Meeting. (Bumgarner / Faller) The motion passed.
- Motion was made and seconded to approve the minutes from the April 27, 2016 Nominating Committee Meeting. (Bumgarner / Faller) The motion carried.

The Finance Committee minutes will be approved by the Finance Committee from this date and moving forward.

Finance Committee Report:

- Eric Walker, Finance Director presented the finance report. A motion to accept this report was made and seconded. (Faller / Little) The motion was approved.
- Motion to approve the FY2016 - FY2017 Budget as presented was made and seconded. (McClure / Martin) The motion passed.
- Motion to approve Audit FYE June 30, 2015 was made and seconded. (Bumgarner / Martin) The motion carried.

Personnel Committee Report:

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

Directors Reports:

- Directors and Program reports were included in the packet. No questions were asked.

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Presentation: FY2016 MOVHD Review:

- Dr. Mace reported that MOVHD staff have begun meeting to prepare for the accreditation application process. The Sisters Foundation is awarding MOVHD \$50,000 to cover the costs for the first year of service and accreditation application fees. Once accreditation status is completed, MOVHD will be eligible to apply for additional federal funding. Additional perks of becoming an accredited organization is quality improvement, greater accountability, and enhanced funding opportunities.

Executive Director Report:

The Executive Directors report was included in the packet. There were no questions regarding the report.

Old Business:

Doddridge County Merger Plan:

- Doddridge County Board of Health decided to concede from the plan to merge with the Mid-Ohio Valley Health Department due to the timing and current projects they are currently involved in.

Good Samaritan Clinic Merger:

- Good Samaritan Board Member deliberated long and hard before making the decision to close their doors rather than merging with the Mid-Ohio Valley Health Department. A merger at this time was not deemed feasible.

Community Needs Assessment:

- MOVHD has completed a draft copy of the Community Needs Assessment and forwarded the document to the West Virginia Rural Health Alliance for review and further input.

Community Health Improvement Plan:

- Dr. Mace has completed a draft copy of the Community Health Improvement Plan. This document is required for the accreditation process and will be a valuable tool for the region in which MOVHD serves.

New Business:

Approval of FY2017 Program Plan:

- Motion to approve the FY2017 Program Plan as presented was made and seconded. (Martin / Faller) The motion passed.

Acquisition / Wood County Building:

- The Wood County Commission has voted to gift the Wood County building to the Mid-Ohio Valley Board of Health dba Mid-Ohio Valley Health Department. Discussion ensued regarding the condition of the building, the costs of upkeep, and the current financial condition of MOVHD. Dr. Mace also informed the Board that she, Eric Walker, Deb Hungate, and Cristy Riggs met with the Center for Rural Health loan officers to discuss options for a possible mortgage for new construction or purchase of newer building. Motion to table this topic until the July 28, 2016 meeting was made and seconded. (Bumgarner / Martin) The motion was approved.

Approval / Bat Extermination Excess of \$5,000:

- Recent extermination of bats from the Wood County location was inevitable due to the presence of the varmints throughout the entire building including and not limited to the clinic waiting areas. Terminix provided this service at a cost of \$6,890. Motion to approve this payment was made and seconded. (Worden / Little) The motion passed.

Approval of FY2017 MOVBOH Meeting Schedule:

- A motion to approve the FY2017 MOVBOH meeting schedule as presented was made and seconded. (Bumgarner / Worden) The motion carried.

Approval of MOVHD Organization Chart:

- Motion to approve the MOVHD organization chart as presented was made and seconded. (Bumgarner / Martin) The motion was ratified.

Approval of Proposed Slate of Officers:

- The Slate of Officers for FY2017 was presented as the following: Dr. Stephen Worden, Board Chair; Blair Couch, Vice Chair; and Beth Bumgarner, Treasurer. No additional nominations from the floor were made. Motion to approve the Slate of Officers as requested for FY2017 was made and seconded. (Little / Faller) The motion was approved.

Strategic Plan Development:

- Dr. Mace, MOVHD Directors, and Administrative staff will be working to compile the Strategic Plan. This document is required by the State and the accreditation process. Staff will meet offsite to work on this document as it will need to be approved by the Board before October 1, 2016.

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NALBOH Conference:

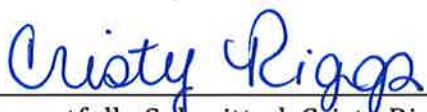
- The Finance Committee would prefer to forego this event this year due to lack of funding. We do have one person that would like to attend therefore Dr. Mace will apply for a grant to attempt to fund this event.

Additional Comments:

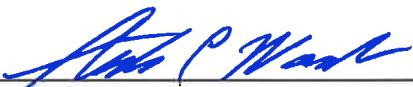
- Blair Couch, Chair congratulated Dr. Worden as he takes the reigns and serves as the MOVBOH Board Chair.
- Dr. Mace voiced her gratitude for Deanna Lewis' service to the MOVBOH Board.

Adjournment:

A motion to adjourn the meeting was made and seconded. (Little / Faller)The meeting adjourned at 7:50 pm.



Respectfully Submitted, Cristy Riggs



Dr. Stephen Worden, Board Chair