

September 10, 2015

Mid-Ohio Valley Board of Health  
Regular Meeting  
September 10, 2015  
211 6<sup>th</sup> Street  
Parkersburg, WV 26101

**Call to Order:**

The meeting was called to order at 6:45 p.m. by Eleanor Little, Vice Chairperson. Roll call was taken and a quorum was present.

**Members Present:**

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  
Candace Westfall, Roane County via phone conference  
Beth Bumgarner, Wirt County  
Morton Frey, Wirt County

**Members Absent:**

Bill Shock, Calhoun County  
Pamela Ward, Ritchie County  
Milissa Mace, Roane County  
Blair Couch, Wood County  
David McClure, Wood County

**Staff:**

Drema Mace, Executive Director  
Tiffany Kennedy-Dowler, Finance Director  
Cristy Riggs, Administrative Secretary  
June Rhodes, WIC Director  
Renee Swisher, Clinical Secretary via Phone Conference  
Della Lyons, IT Coordinator via Phone Conference  
Debra Hungate, Finance Supervisor  
Jamie Jacobsen, Tobacco Coordinator  
Dorothy Raber, OA via Phone Conference  
John Dennis, EH Sanitarian

**Guests:**

Sharon Lansdale, Center for Rural Health Development

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**Public Comments:**

There were no public comments.

**Presentation: Review of Proposed MOVBOH Bylaw Revisions:**

Sharon Lansdale, President/CEO, Center for Rural Health Development, Inc. presented the proposed MOVBOH Bylaws. Highlights of the discussion included the following:

- A review of the MOVBOH D&O insurance coverages should be performed soon.
- Routine non participation from Board Members and Officers should begin to be addressed.
- Rotation of officers of the Board should take place after a two year term is served.
- Health Officer assignments and duties must be clarified and implemented to abide by the State of West Virginia Code and Rule.
- Cristy Riggs, Administrative Secretary will send a copy of the current and the proposed bylaws to all Board Members along with Sharon Lansdale's contact information. Board Members are asked to respond to Ms. Lansdale by October 30, 2015 with any suggested changes or revisions to the proposed bylaws.

**Routine Items:**

**Approval of Minutes:**

- Motion was made and seconded to approve the minutes from the July 20, 2015 Finance Committee Meeting (Lewis / Newhart). The motion carried.
- Motion to approve the minutes from the July 23, 2015 Board of Health Meeting was made and seconded. (Steigleder / Lewis). The motion passed.
- A motion to accept the minutes from the August 24, 2015 Special Board Meeting was made and seconded. (Lewis / Frey) The motion was affirmed.
- Motion to approve the minutes from the August 24, 2015 Finance Committee Meeting was made and seconded. (Bumgarner / Worden) The motion carried.

**Finance Committee Report and Discussion:**

- Tiffany Kennedy-Dowler, Finance Director presented the finance report for the period ending June 2015. A motion to accept this report was made and seconded. (Frey / Faller) The motion passed.

**Personnel Committee Report:**

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

**Directors' Reports:**

Directors' and Program reports were included in the packet.

**Presentation: WIC Food List:**

June Rhodes, WIC Director described the newly released and updated approved WIC food listing. Several types of breads and cereals have been added to the list. A few items that have been omitted from the listing include cereals and a few different types of milk.

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**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 distributed a listing of grants that have been secured to date.
- Upcoming grants that Dr. Mace will be applying for were explained.

**Old Business:**

**Increment Pay:**

- This subject was tabled from the July 23, 2015. The Finance Committee approved a budget that does not support an increment pay this year. A motion to follow this budget and NOT disburse increment pay for FY2016 was made and seconded. (Bumgarner / Newhart). The motion passed.

**Schedule Personnel Committee Meeting / Executive Directors Three Year Contract:**

- A Personnel Committee Meeting to discuss Dr. Mace's contract will be scheduled. Personnel Committee Members include David McClure, Milissa Mace, Morton Frey, Deanna Lewis, and Bill Shock. Cristy Riggs, Administrative Secretary will contact David McClure to see what the best time to hold this meeting will be.

**Finance Committee Investment Recommendation:**

- The Finance Committee has recommended Wells Fargo (Proposal / Alternative 1) be chosen to be our investment broker. A motion to accept this recommendation was made and seconded (Worden / Faller). The motion was passed.

**Ritchie County Parking Lot / ADA Compliance:**

- A motion to approve expenditures up to \$15,000 to improve the Ritchie County parking lot so it meets ADA compliance was made and seconded. (Worden / Newhart) The motion carried.

**Roane County Parking Lot:**

- A motion to approve expenditures up to \$20,000 to improve and revamp the Roane County parking lot was made and seconded. (Faller / Lewis) The motion was approved.

**New Business:**

**Roane County Flood Insurance Payment:**

- A motion to approve a one-time payment of \$8,137 for half of the flood insurance premium for the Roane County office was made and seconded. (Bumgarner / Faller) The motion was approved.

**Waive Fees for Abandoned Water Wells:**

- Motion to waive Abandoned Water Well Fees was made and seconded. (Frey / Worden) The motion was passed.

**Update Committees Structure:**

- The Board Committees will be discussed at the November 19, 2015 Board Meeting.

**State Grant Program Audit:**

- Significant issues were found during the recent audit performed by the State Auditing team. The auditors were on site for three weeks. A findings report will be issued and a corrective action plan will be submitted to the State Auditor's office for review and approval.

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**Finance Software Purchase:**

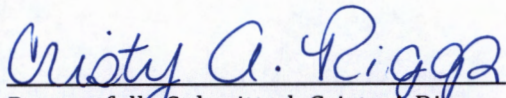
- MOVHD is in the process of implementing a new finance software program. QuickBooks was chosen as the new program and the cost will be approximately \$10,000. A motion to approve this expenditure was made and seconded. (Bumgarner / Frey) The motion carried.

**Increment Pay Policy / Contingent Upon Increment Pay Approval:**

- This policy will be reviewed at a later time as the Increment Pay for FY2016 will not be disbursed.

**Adjournment:**

A motion to adjourn the meeting was made and seconded. (Lewis / Frey) The meeting adjourned at 8:40 pm.

  
Respectfully Submitted, Cristy A Riggs

  
David Blair Couch, Board Chair