

July 28, 2016

Mid-Ohio Valley Board of Health  
Regular Meeting  
July 28, 2016  
211 Sixth Street  
Parkersburg, WV 26101

**Call to Order:**

The meeting was called to order at 6:32 p.m. by Stephen Worden, Chairperson. Roll call was taken a quorum was present.

**Members present:**

Donna Steigleder, Calhoun County  
Bill Shock, Calhoun County  
Joyce Faller, Pleasants County  
Eleanor Little, Pleasants County  
Pamela Ward, Ritchie County via Phone Conference  
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

**Members Absent:**

Amy File, City of Parkersburg

**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  
Lynne Peters, Personnel Manager via Phone Conference  
Carrie Brainard, Public Information Specialist via Phone Conference  
Renee Swisher, Clinical Secretary via Phone Conference

**Public Comments:**

There were no public comments.

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### **Routine Items:**

#### **Approval of Minutes:**

- Motion was made and seconded to approve the minutes from the June 23, 2016 Board Meeting (Couch/Steigleder) The motion carried.

#### **MOVHD Finance Report:**

- Eric Walker, Finance Director presented the **MOVHD Finance Report**. A motion to accept this report was made and seconded. (Couch/Bumgarner) The motion was approved.

#### **MOVHD Personnel Report:**

- Motion was made and seconded to approve the **MOVHD Personnel Report** as presented. (Steigleder/Faller) The motion passed.

#### **MOVHD Directors Reports:**

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

#### **Presentation: MOVHD Annual Review**

- Dr. Mace reported that the Community Needs Assessment and the Community Health Improvement Plan has been completed and is ready for Board approval. Dr. Mace commended all MOVHD staff for their assistance with the Community Needs Assessment. The process has also begun to prepare the MOVHD Strategic Plan.

#### **MOVHD Executive Director Report:**

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

### **Old Business:**

#### **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. Dr. Worden, Board Chair formed a building Committee to assist in looking for space to lease or purchase. Members appointed to the Building Committee include Blair Couch, Vice Chair, Dave McClure, and Joe Martin. The Building Committee will report their progress and findings to the Board. Motion to table this topic until the September 22, 2016 meeting was made and seconded. (Bumgarner / Martin) The motion was approved.

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**Community Needs Assessment:**

- A copy of the Community Needs Assessment was included in the board packet. A motion to approve this document as presented was made and seconded. (Martin / McClure) The motion carried.

**Community Health Improvement Plan:**

- A copy of the Community Health Improvement Plan was included in the board packet. This document was also reviewed and approved by the Mid-Ohio Valley Rural Health Alliance. A motion to approve this document as presented was made and seconded. (McClure/Steigleder). The motion passed.

**2017 NALBOH Conference:**

- Originally, Joyce Faller showed interest in attending the 2016 NALBOH Conference however she is unable to attend due to work and personal schedules. All other Board Members were offered the chance to attend but are also unavailable due to work and personal schedules. This conference will take place in St. Louis, MO from August 10<sup>th</sup> – August 13<sup>th</sup>, 2016. A motion to send Cristy Riggs, Administrative Secretary and Board Liaison to represent the Mid-Ohio Valley Board of Health was made and seconded. (Couch / Martin) The motion carried.

**New Business:**

**Confidentiality Agreements / BOH Members:**

- Confidentiality Agreements were circulated and signed by each present Board Member. These are updated each July.

**Committee Assignments / BOH Members:**

- Committee Assignments were distributed and endorsed by all present Board Members. These are updated each July. A copy is included with these meeting minutes.

**Political Party Affiliation Validation / BOH Members:**

- The Political Party Affiliation Validation form was distributed and completed by all present Board Members. This document is updated each July.

**Syringe/Needle Public Removal Policy & Procedures:**

- A motion to approve the MOVHD Syringe/Needle Public Removal Policy & Procedures as presented was made and seconded. (Martin/Couch) The motion carried.

**Oral Health Fee Schedule Change:**

- The newly revised Oral Health Fee Schedule includes the elimination of the \$15.00 Oral Health screening fee. Motion to approve the Oral Health Fee Schedule as presented was made and seconded. (Couch/Bumgarner) The motion passed.



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**EH (Environmental Health) Fee Increases:**

- Motion to pass the Environmental Health Fee Increases as presented by Elizabeth Green, Environmental Health Director was made and seconded. (Faller / Martin) William Shock, Calhoun County Board Member recused himself from this vote. Candace Westfall gave a nay vote. The motion passed.

**APHA Conference:**

- Dr. Mace sits on the APHA Policy and Health Administration Committees therefore she needs to attend the APHA Conference. This conference will take place from October 30, 2016 through November 2, 2016. The cost to attend this conference is approximately \$2,500.00.

**Personnel Discussion:**

A motion to call for Executive Session was made and seconded. (Couch / Martin) The motion carried. The public meeting went into Executive Session at 7:45 pm. No action was taken during Executive Session. The public meeting resumed at 8:02 pm.

**Dr. Drema Mace Evaluation:**

- The Performance Based Bonus is part of Dr. Mace's contract. The Personnel Committee made a recommendation to pay this earned bonus to Dr. Mace no later than August 31, 2016. A motion to accept this recommendation and award the Performance Based Bonus to Dr. Mace no later than August 31, 2016 was made and seconded. (Couch / Martin) The motion carried.

**Eric Walker, Finance Director – Six Month Evaluation:**

- Eric Walker's six month evaluation will be completed on August 16, 2016. A motion to approve a ten percent increase to Mr. Walker's salary dependent upon a satisfactory evaluation was made and seconded. (Couch / Little) The motion was approved.

**Frances Nicholson, Regional Epidemiologist – Six Month Evaluation:**

- Frances Nicholson achieved a satisfactory six month evaluation. A motion to approve a ten percent increase to Ms. Nicholson's salary due to completion of her satisfactory six month evaluation was made and seconded. (Couch / Martin) The motion carried.

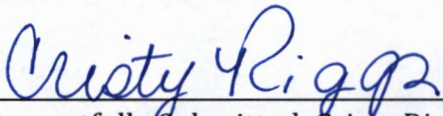
**Additional Comments:**

- Dr. Worden, Board Chair asked each Board Member to visit as many of our local health department offices to introduce themselves.
- Dr. Worden, Board Chair welcomes and encourages anyone to contact him at any time if they have questions or concerns relating to MOVHD or MOVBOH business.

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**Adjournment:**

A motion to adjourn the meeting was made and seconded. (Couch/Martin) The meeting adjourned at 8:06 pm.



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Respectfully Submitted, Cristy Riggs



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Dr. Stephen Worden, Board Chair