

September 22, 2016

**Mid-Ohio Valley Board of Health
Regular Meeting
211 Sixth Street
Parkersburg, WV 26101
September 22, 2016**

Call to Order:

The meeting was called to order at 6:30 p.m. by Stephen Worden, Chairperson. Roll call was taken a quorum was present.

Members present:

Joyce Faller, 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
Amy File, City of Parkersburg

Members Absent:

Donna Steigleder, Calhoun County
Bill Shock, Calhoun County
Eleanor Little, Pleasants County
Joseph Martin, City of Parkersburg

Staff:

Drema Mace, Executive Director
Cristy Riggs, Administrative Secretary
Eric Walker, Finance Director
Elizabeth Green, EH Director
Tonia Lang, Clinical Director
Debra Hungate, Finance Supervisor

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 as presented from the July 21, 2016 Personnel Committee Meeting. (Couch/File) The motion carried.
- Motion was made and seconded to approve the minutes from the July 28, 2016 Board Meeting with amendment to reflect that "No motion was made during Executive Session" . (Couch/Bumgarner) The motion passed.

MOVHD Finance Report:

Eric Walker, Finance Director presented the **MOVHD Finance Report**. The following topics were discussed:

- FY2016 financials have been completed and submitted to the State.
- The annual financial audit for FY2016 has been scheduled and will tentatively be completed by December 31, 2016.
- MOVHD's FY2016 yearend financial status, including OPEB accrued costs and Depreciation costs, reflects Expenses exceed Revenues by \$75,724.74. Prior to OPEB accrued costs and Depreciation costs, Revenues exceed Expenses by \$90,482.54.
- The figures listed above include payment of \$53,900 for FY2016 yearend State Aid funding. It was later determined that \$30,000 of this amount is designated for the "Toolkit" project to be completed in FY2017. As a result, the FY2016 yearend figures should be reflected as listed below:
 - Including OPEB accrued costs and Depreciation; Year-To-Date Expenses exceed Revenues by \$105,724.74 on 6/30/2016.
 - Prior to OPEB accrued costs and Depreciation costs, Revenues exceed Expenses by \$60,482.54.

A motion to approve the **MOVHD Finance 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. (Couch/File) The motion passed.

MOVHD Directors Reports:

- Directors' program reports are summarized and incorporated in the Executive Directors report which is included in the packet. There were no questions regarding these reports. Motion to approve the Directors Reports as presented was made and seconded. (Couch/McClure). The motion carried.

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MOVHD Executive Director Report:

- The Executive Directors report which includes the program reports was included in the packet.
- Dr. Mace gave a report regarding the recent presentation to the MCO's for potential funding of the CDSMP grant. The MCO's are asking for a budget that will show the return on investment and explanation of how the billing codes will work for this program. Dr. Mace is working to complete this information and will be sending the data to the MCO's within the next few days.
- Dr. Mace and the Building Committee are working with Michael Foust, Realtor concerning the potential relocation of the Wood County office to the St. Joseph's Campus. Negotiations regarding the monthly rent amount will continue.
- The COOP Plan and Strategic Plan have been completed and are on the agenda to be approved at this meeting. These documents will allow MOVHD to move forward with the accreditation process.

A motion to call Executive Session to discuss Personnel issues was made and seconded. (Couch / Bumgarner) The motion carried. The public meeting went into Executive Session at 6:46 pm. No action was taken during Executive Session. The public meeting resumed at 7:05 pm.

Dr. Worden read Dr. Drema Mace's Letter of Resignation effective November 4, 2016. Motion to accept Dr. Mace's Letter of Resignation was made and seconded. (McClure/Couch) The motion was passed.

Motion to call an Executive Committee Meeting on September 27, 2016 at 6:00 pm to discuss the hiring of a new Executive Director was made and seconded. (McClure/Couch) The motion carried.

A motion to call a Special Board Meeting on October 11, 2016 at 6:00 pm was made and seconded. (Couch/McClure) The motion was supported.

Presentation: MOVHD COOP Plan:

Dr. Mace presented details contained within the MOVHD COOP Plan. The purpose of the MOVHD COOP (Continuity of Operations Plan) Plan is to outline the details of how MOVHD would operate and continue to provide basic public health services in the event of a catastrophic event.

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Old Business:

Acquisition / Wood County Building:

- The Building Committee toured space at the St. Joseph's Campus which would work for relocation of the Wood County Facility. Michael Foust, Realtor submitted a quote for the proposed monthly rent amount of approximately \$15,000. This amount is not feasible therefore negotiations will continue with. Negotiations will continue regarding the monthly rent amount for the St. Joseph's Campus.

Accreditation Update:

- Approximately one third of the accreditation teams have completed their domain requirements. A contract with Nassandra Wright, Consultant has been completed to review MOVHD documents before submission to PHAB. Funding for the accreditation process was received from the Sister's Foundation. Carrie Brainard, MOVHD's PHAB Coordinator and an alternate will attend the required PHAB training in November, 2016. Anticipated completion date of PHAB Accreditation is May 31, 2017.

New Business:

MOVHD COOP Plan:

- A motion to approve the MOVHD COOP Plan as presented was made and seconded. (McClure/Couch) The motion was approved.

MOVHD Vehicle / Driver Safety Policy:

- A motion to approve the MOVHD Vehicle / Driver Safety Policy as presented was made and seconded. (Couch/McClure) The motion was passed.

MOVHD Surveillance Policy:

- A motion to approve the MOVHD Surveillance Policy as presented was made and seconded. (McClure/Couch) The motion carried.

Environmental Health Risk Based Inspection Program:

- State code requires Environmental Health to perform Risk Based Inspections. This process will determine how many times per year a facility must be inspected based upon prior inspection reports. This procedure will be implemented January 1, 2017. Motion to approve Environmental Health Risk Based Inspection Program was made and seconded. (Couch/McClure) The motion passed.

MOVHD Strategic Plan:

- Dr. Mace and the Management Team met offsite to compose a three year MOVHD Strategic Plan. The purpose of the MOVHD Strategic Plan is to map out the completion deadlines for activities and projects to generate revenue and become sustainable. Following this plan and implementing additional services is crucial to

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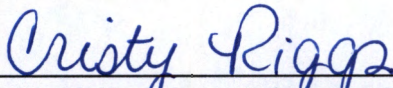
the future success of MOVHD. A motion to approve the MOVHD Strategic Plan as presented was made and seconded. (McClure/Couch) The motion was approved.

Personnel Discussion:

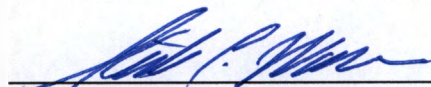
- **Medical Director:** Dr. Avery sent an email stating that it is his intention to retire effective December 31, 2016 due to his health. We have a candidate that is interested in the Medical Director position. This is a Board appointed position. Dr. Mace will ask Lynne Peters, Personnel Manager to contact Division of Personnel for further instructions regarding the process of hiring a Medical Director.
- **Nurse Practitioner:** Judy Ryan, NP planned to resign effective December 31, 2016. Ms. Ryan has rescinded her resignation and will continue her employment with MOVHD. Camden Clark has Nurse Practitioners available to assist MOVHD with the services to be provided with the proposed mobile clinics. The hiring of an additional Nurse Practitioner will need to be discussed further and approved by the Board after funding for this position is secured.

Adjournment:

A motion to adjourn the meeting was made and seconded. (Couch/McClure) The meeting adjourned at 7:47 pm.



Respectfully Submitted, Cristy Riggs



Stephen Worden, Board Chair