

October 11, 2016

**Mid-Ohio Valley Board of Health
Special Meeting
October 11, 2016
211 6th Street
Parkersburg, WV 26101**

Call to Order:

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

Members Present:

Donna Steigleder, Calhoun County
Eleanor Little, Pleasants County
Joyce Faller, Pleasants County
Dr. Steven 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:

Bill Shock, Calhoun County
Amy File, City of Parkersburg
Pamela Ward, Ritchie County

Staff:

Dr. Drema Mace, Executive Director
Eric Walker, Finance Director
Cristy Riggs, Administrative Secretary
Lynne Peters, Personnel Manager
Tonia Lang, Clinical Director
Barbara Holt, Population Health Director
Debra Hungate, Finance Supervisor
Connie Weiss, Receptionist
Renee Swisher, Clinical Secretary
Allison Cox, LPN
Dorothy Raber, Office Assistant

Public Comments:

There were no public comments

October 11, 2016

Dr. Mace Contractual Agreement:

The Executive Committee met on September 27, 2016 and recommends the approval of a contract between MOVHD and Dr. Mace to complete the following projects:

- Guide the MOVHD Accreditation Process
- Complete the Regionalization Toolkit
- Work with MCO's and partners to implement the CDSMP Program
- Guide the expansion of the HealthCheck program and implementation of MA contract between MOVHD and Dr. Drema Mace shall be drafted for presentation to the Board for approval at the October 11, 2016 Special Board Meeting.

Approval of this contract will result in a cost savings of \$22,000. This amount includes the balance of the Executive Director's salary and fringe that would be paid during FY2017. The monthly contractual amount to be paid to Dr. Mace shall include travel expenses. A detailed Transition Plan listing the day to day operations will accompany this contract and will alleviate the need to appoint an Interim Director.

A motion to call for Executive Session to discuss personnel issues was made and seconded. (Little / Couch) The motion carried. The public meeting went into Executive Session at 6:48 pm. No action was taken during Executive Session. The public meeting resumed at 6:58 pm.

Motion to approve a Transition Plan was made and seconded. (Couch / Martin) Joyce Faller gave a Nay vote. The motion carried.

Motion to approve the Memorandum of Understanding between MOVHD and Dr. Drema Mace was made and seconded. (Martin / Couch) Joyce Faller opposed. The motion passed.

Executive Director Search:

Lynne Peters, Personnel Manager read the current job requirements for application of Executive Director. It was agreed that the search for a new Executive Director will begin by posting the current requirements on the MOVHD website, a link on Facebook, and sending to all collaborative entities. These advertising methods will save costs and will give the opportunity to accept resumes. Formal posting will not be done until January, 2017.

Blair Couch made a motion for Dr. Worden to work with Lynne Peters to ensure the current job requirements as presented are posted in the appropriate places. (McClure / Martin) The motion was approved.

Discuss and Appoint Medical Director:

Dr. Avery plans to retire December 31, 2016 therefore requiring the hiring of a new Medical Director. Currently, Dr. Nancy Joseph is under contract to serve as backup Medical Director. Dr. Mace has confirmed that Dr. Nancy Joseph would be qualified to cover the Medical Director duties and function in the same capacity as Dr. Avery for a period of ninety (90) days. The Executive Committee met on September 27, 2016 and recommends to the Board that the process of getting Dr. Shreve appointed to serve as MOVHD's Medical Director begin. Motion to approve Dr. Avery's resignation effective December 31, 2016 and authorize the investigation of the process to hire a new Medical Director was made and seconded. (Couch / Little) The motion passed.

Dr. Jessica Shreve has expressed interest in becoming MOVHD's new Medical Director. Motion for Dr. Mace to begin discussions with Sean Smith, Camden Clark Memorial Hospital and Dr. Shreve regarding the Medical Director position was made and seconded. (Couch / Little) The motion carried.

October 11, 2016

Signing Authority / Agency Bank Accounts:

1. SIGNING AUTHORITY (AUTHORIZED SIGNERS FOR MOVHD):

- Eric Walker, Finance Director presented information regarding the current authorized signers for MOVHD bank accounts. As per the current MOVBOH Bylaws, all checks issued by the agency must be signed by officers or agents as determined by resolution of the Board. Currently authorized signers from MOVHD are Eric Walker and Drema Mace. As Dr. Mace resignation is effective November 4, 2016; Eric Walker is recommending that MOVHD signatories be changed to Eric Walker and Cristy Riggs effective November 5, 2016. Motion to approve Eric Walker and Cristy Riggs as MOVHD signatories effective November 5, 2016 was made and seconded. (Martin / Couch) The motion carried.

2. AGENCY BANK ACCOUNTS:

- Eric Walker, Finance Director recommends that Dr. Mace's signature authority for MOVHD/MOVBOH bank accounts be removed effective November 5, 2016 and that the Board make a resolution for three signatories from the Board and two signatories from MOVHD.
 - The three recommended signatories from the board are:
 - Board Chair - Dr. Stephen Worden
 - Board Vice Chair - Blair Couch
 - Board Treasurer - Beth Bumgarner
 - The two recommended signatories from MOVHD are:
 - Eric Walker
 - Cristy Riggs

Motion to approve the above listed bank account signatories effective November 5, 2016 was made and seconded. (Couch / Martin) The motion was approved.

Discuss WIC Director Retirement:

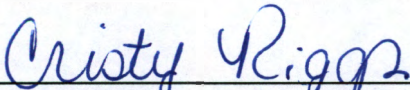
June Rhodes, WIC Director will be retiring December 31, 2016. Interviews for a new WIC Director have been completed. December 1, 2016 will be the start date for the new WIC Director and will allow for one month of training.

Increase FTE / WIC Outreach Position:

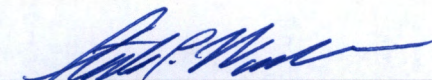
It has been necessary to increase the hours for the Roane County WIC Outreach Position from a seventy five percent (75%) to ninety five percent (95%). The WIC program has the funding available and can support this increase. Motion to increase the Roane County WIC Outreach Position to ninety-five percent (95%) was made and seconded. (Couch / McClure) The motion carried.

Adjournment:

The meeting adjourned at 7:24 p.m.



Respectfully Submitted, Cristy Riggs



Stephen Worden, Board Chair