

November 17, 2016

**Mid-Ohio Valley Board of Health
Regular Meeting
November 17, 2016
211 6th Street
Parkersburg, WV 26101**

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:

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

Members Absent:

Donna Steigleder, Calhoun County
Bill Shock, Calhoun County
Joyce Faller, Pleasants County

Staff:

Drema Mace, Contract Employee
Cristy Riggs, Administrative Secretary
Eric Walker, Finance Director
Lynne Peters, Personnel Manager
Elizabeth Green, EH Director
Tonia Lang, Clinical Director
June Rhodes, WIC Director
Barbara Holt, Population Health Director
Debra Hungate, Finance Supervisor
Renee Swisher, Clinical Secretary
Michelle Atkinson, OA II
Della Lyons, IT Coordinator

Public Comments:

There were no public comments.

Routine Items:

Approval of Minutes:

- Motion was made and seconded to approve the minutes from the September 22, 2016 Board Meeting as presented. (Couch/McClure) The motion passed.
- Motion was made and seconded to approve the minutes as presented from the September 27, 2016 Executive Committee Meeting. (Couch/Martin) The motion carried.
- A motion to approve the October 11, 2016 Special Board meeting minutes with an amendment to reflect "Executive Session called to discuss personnel matters" was made and seconded. (Couch/Martin) The motion was approved.

MOVHD Finance Report:

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

- Invoice and Expenditure Report templates for the EPI and Tobacco grants have been received therefore billing can be done for these two grants.
- MOVHD's year-to-date financial status through September 30, 2016, including OPEB accrued costs and Depreciation costs, reflect Expenses exceeding Revenues by \$45,044.81.
 - Prior to OPEB accrued costs and Depreciation costs, Expenses exceed Revenues by \$18,214.95.
- The FY2017 budget is negatively impacted by approximately \$125,000.00. Following is a breakdown of the items affecting the FY2017 budget:
 - Negative changes affecting the FY2017 bottom line:
 - Revenue loss of \$61,122.50 due to the denial of the DFC Grant. Monies from this grant were added to the budget in an effort to plug the hole created by the reduction in State Aid Funding.
 - Revenue loss of \$108,675.33 if the MCO's and Partner's do not collaborate to implement the CDSMP Project. Monies from this grant were added to the budget in an effort to plug the hole created by the reduction in State Aid Funding.
 - Fee increases from Environmental Health and Clinical services have not begun to be charged therefore these amounts are not reflected in current figures.
 - Positive changes affecting to the bottom line of the FY 2017 budget include the following items:
 - Tobacco Grant - \$14,334.87
 - EPI Grant - \$4,457.24
 - WIC Grant - \$2,095.49
 - Resignation of Employee - \$12,000.00
 - Hiring of 1000 hour exempt Dental Hygienist resulting in an annual savings of approximately \$12,000.00.
 - FY2017 Workers Compensation rate is decreased by 2% resulting in an annual savings of approximately \$700.00.

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- If cash flow does not improve soon, it will be necessary to process a transfer from the Invested Funds Accounts to the Operating Fund Account in order to meet payroll and monthly expenses. Eric Walker, Finance Director will obtain approval from the Finance Committee before completing said transfer. FY2017 first quarter State Aid Funding is about \$124,000.00 less than FY2016 first quarter State Aid Funding.

A motion to approve the **MOVHD Finance Report** was made and seconded. (Couch/Martin) The motion carried.

MOVHD Personnel Report:

- Motion was made and seconded to approve the **MOVHD Personnel Report** as presented. (Couch/Little) 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.

MOVHD Executive Director Report:

- The Executive Directors report which includes the program reports was included in the packet. There were no questions regarding this report.

Old Business:

Discuss and Appoint Medical Director:

- Dr. Jessica Shreve declined the position of Medical Director. Motion to appoint Dr. Stanley Pamfilis as Medical Director was made and seconded. (Couch/Ward) The motion was approved.

Update and Discuss Executive Director Search:

- Currently the ad for Local Health Administrator III (Executive Director) is posted on social media websites (Facebook and MOVHD Website). Discussion ensued regarding additional options to advertise for applicants for the Local Health Administrator III (Executive Director) position. Posting of this position is free with the WV Division of Personnel. This position can be kept as an Exempt position and requirements can be lowered to include a Bachelor's Degree rather than a Master's Degree. Motion to approve the free posting for the position of Local Health Administrator, III (Executive Director) with the West Virginia Division of Personnel by December 1, 2016 was made and seconded. (Couch/McClure) The motion carried.
- Lynne Peters, Personnel Manager will continue to receive applications and/or resumes for the Local Administrator III (Executive Director) position and work with Stephen Worden, Board Chair. Motion for the Governance (Executive & Personnel) Committee to review applications and/or resumes and interview applicants was made and seconded. (Couch/Martin) The motion was passed.

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New Business:

Revised MOVHD COOP Plan:

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

MOVHD All Hazards Plan:

- A motion to approve the MOVHD All Hazards Plan as presented was made and seconded. (McClure/Couch) The motion was passed.
- **Emergency Situations / Inclement Weather Policy:**
 - Additional discussion ensued regarding the Emergency Situations / Inclement Weather Policy. Since MOVHD is operating without an Executive Director, Barbara Holt has been delegated to assist Jim Rose with the decision of when to close MOVHD offices. Therefore Jim Rose and Barbara Holt will make the final decision if there is a situation that causes MOVHD offices to be closed for any reason. The Threat Preparedness Program will continue to contact all employees via the HAN system and other currently used methods of communication. Board Members wishing to be notified when MOVHD offices are closed will provide contact information to Della Lyons, IT Coordinator and will be added to the Threat Prep notification systems and will be contacted just as employees are. Motion to delegate Barbara Holt to assist Jim Rose with the decision of when to close MOVHD offices during Emergency Situations and times of Inclement Weather was made and seconded. (Couch/Martin) The motion passed.

Revised MOVHD Confidentiality Policy:

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

Christmas Holiday Closing:

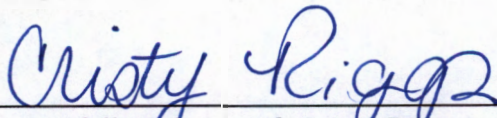
- Motion to close MOVHD offices all day (8:00 am – 4:00 pm) on Friday, December 23, 2016 was made and seconded. (Little/Bumgarner) The motion passed.

New Year's Eve Holiday Closing:

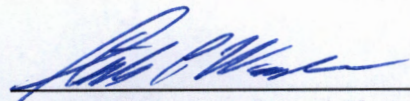
- Motion to close MOVHD offices half day (12:00 pm – 4:00 pm) on Friday, December 30, 2016 was made and seconded. (Couch/McClure) The motion carried.

Adjournment:

A motion to adjourn the meeting was made and seconded. (Couch/Martin) The meeting adjourned at 7:32 pm.



Respectfully Submitted, Cristy Riggs



Stephen Worden, Board Chair