

January 26, 2017

**Mid-Ohio Valley Board of Health
Regular Meeting
January 26, 2017
211 6th Street
Parkersburg, WV 26101**

Call to Order:

The meeting was called to order at 6:30 p.m. by Stephen Worden, Chairperson. Cristy Riggs took Roll Call and a quorum was present.

Members present:

Scottie Westfall, Calhoun County
Joyce Faller, Pleasants County
Eleanor Little, Pleasants County
Pamela Ward, Ritchie County
Stephen Worden, Ritchie County
Candace Westfall, Roane County via Phone Conference
Beth Bumgarner, Wirt County
Pat Fulmer, Wirt County
Blair Couch, Wood County
David McClure, Wood County
Joseph Martin, City of Parkersburg

Members Absent:

Donna Steigleder, Calhoun County
Charlie Casto, City of Parkersburg

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
Deb Dennis, WIC Director
Barbara Holt, Population Health Director
Mary Beth Shea, Oral Health Coordinator
Renee Swisher, Clinical Secretary via Phone Conference
Della Lyons, IT Coordinator

Visitors:

Dr. Charles Whitaker
Kenneth Cline

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Public Comments:

There were no public comments.

Board Chair Comments:

- Dr. Worden asked each person in attendance to introduce themselves to the newly appointed Board Members.
- Dr. Stephen Worden, Board Chair spoke about an article in the Charleston Gazette regarding the State of West Virginia's FY2018 budget deficit of nearly 500-million-dollar. He requested that all be mindful of the financial situation and realize that the status would most likely not improve for a while.
- Dr. Worden attended the January 5th, 2017 Directors Meeting. During this meeting, Dr. Worden had each Management Team Member to complete a survey asking questions about how their program and the entire agency was operating since Dr. Mace's last day (November 4th 2016). Overall ratings were 9 out of 10 for the operations of the individual programs and 7 out of 10 for the operations of the entire Agency. MOVHD has a good staff that is weathering the financial storm quite well.

Accept Resignation / Bill Shock:

Dr. Worden read the resignation from Bill Shock, Calhoun County Board Member effective December 1, 2016. Motion to accept Bill Shock's resignation as a Member of the Board of Health was made and seconded. (Martin/Ward) The motion was approved.

Introduction of Newly Appointed Board Members:

Dr. Worden introduced Chip Westfall, Calhoun County Representative and Pat Fulmer, Wirt County Representative. Charlie Casto has been appointed to represent the City of Parkersburg but had a previous commitment and was unable to attend.

Presentation: Accreditation Update:

Carrie Brainard was absent due to a medical illness. Therefore, Barbara Holt, gave the Accreditation Update. Points of discussion included the following:

- Nationally accredited organizations must meet certain standards before receiving the accreditation status.
- Becoming accredited will allow the privilege to apply for federal grants.
- Documentation showing the organization's operations is a requirement for this classification.
- Projected date for submission to the PHAB Accreditation Board is mid to end of May, 2017.
- Kanawha – Charleston Health Department recently became accredited and have volunteered to assist MOVHD in this process.
- Nasandra Wight, consultant has been hired to review all MOVHD documents before submission to the PHAB Accreditation Board.
- A grant in the amount of \$45,000 was received from the Sisters of St Joseph's Foundation to pay for the cost of preparing and applying to the PHAB Accreditation Board.

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Routine Items:

Approval of Minutes:

- Motion was made and seconded to approve the minutes from the November 17, 2016 Board Meeting as presented. (Faller/Martin) The motion passed.

MOVHD Finance Report:

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

- FY2018 Local Funding Requests to County and City Municipalities are in process and shall be submitted by the end of January, 2017.
- Invoice templates for each program have been received. Having the templates in place has resulted in more timely submission of invoices and receipt of payments.
- Single audit is still progress. We are ahead of schedule with this process.
- BRIM documentation is being prepared and shall be submitted by the mid-February, 2017 deadline.
- Amendment to the Section 125 Plan aka Cafeteria Plan is being reviewed. This amendment will allow additional benefits to be provided to employees at no additional cost to the Agency.
- MOVHD's year-to-date financial status through November 30, 2016 was presented with an error that was found minutes before the January 19, 2017 Finance Committee meeting. The error was due to erroneous booking of the retirement payment for \$29,468.71. Per instruction of the Finance Committee, the correcting entry for this mistake will be made and reflected in the December 2016 financials.
 - **Bottom line WITH error for period ending 11/30/2016:**
 - Including OPEB accrued costs and Depreciation costs, Year-To-Date Expenses exceed Revenues by \$99,859.47.
 - Prior to OPEB accrued costs and Depreciation costs, Expenses exceed Revenues by \$55,144.83.
 - **Bottom line WITHOUT error for period ending 11/30/2016:**
 - Including OPEB accrued costs and Depreciation costs, Year-To-Date Expenses exceed Revenues by \$70,390.76.
 - Prior to OPEB accrued costs and Depreciation costs, Expenses exceed Revenues by \$25,676.12.
- The current bank balance is approximately \$343,000. To date, MOVHD has not had to transfer funds from the Investment Account to the Operating Account.

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

MOVHD Personnel Report:

- Lynne Peters, Personnel Manager explained changes in staff. The application process for replacement of the Local Health Administrator III. Motion was made and seconded to approve the **MOVHD Personnel Report** as presented. (Couch/Bumgarner) The motion passed.

MOVHD Directors Reports:

- Directors' program reports are summarized and included in the packet. There were no questions regarding these reports.

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Presentation: Oral Health Expansion / Dental Director:

Mary Beth Shea, Oral Health Coordinator presented information regarding the history of the Oral Health Program. Following are the highlights of the presentation including the events leading to the need for Oral Health Expansion, and benefits of Oral Health Expansion:

- Mission of Mercy project took place in 2009.
- Smiles for Life Program provides adult dental care by performing screenings and referrals.
- Local dentists and hygienists volunteer their services to patients seen at MOVHD.
- Improving patient care will increase revenue.
- Oral Health Program is locally funded and does not receive State funding.
- Adult Oral Health Program is widely supported in the area.
- This is the only Adult Oral Health Program available to five of the six regional counties served by MOVHD.
- Additional space is needed because more patients are being seen.
- Two of the managed care organizations within our area accept West Virginia Medicaid and are providing free dental cleanings to pregnant women.
- Plans are to apply for Ohio Medicaid privileges because Ohio Medicaid pays for more expanded adult services. This privilege will allow MOVHD to provide preventative services to Ohio residents and generate additional revenue.
- Engage services of more volunteer hygienists in the Oral Health Clinics allowing their time to be counted toward Continuing Education Hours.
- Expansion of the Oral Health Program will require that a Dental Director be hired within the next six months.
- Oral Health services can be offered to employees which will also generate revenue.
- If expansion is approved, the 1000 hour exempt dental hygienist would become a full-time staff employee.

Motion to approve Oral Health Expansion was made and seconded. (Couch/Martin) The motion was passed.

MOVHD / Dr. Mace MOU Update:

Dr. Drema Mace gave an update on the status of the projects listed in the MOU with her and the Mid-Ohio Valley Board of Health.

- Continuing to provide consultation to a few employees especially Frances Nicholson, Epidemiologist and Sondi Wallace, Grants Manager. Contact has slowed greatly and Dr. Mace does not hear much from employees previously supervised during her MOVHD tenure.
- Employee evaluations will be conducted in March, 2017.
- Dr. Mace is continuing to work through the accreditation process with Carrie Brainard.
- Work is continuing to be done on the Regionalization Tool Kit. The Case Study portion of this project has been submitted to the National Center for Health Sharing for review. Dr. Mace has met with Teresa Roby twice. This project ends March 31, 2017.
- Continuing to work on the HealthCheck Program and the Mobile Unit project. Submission of grants to support this project will be completed soon.
- Dr. Mace has met twice with MCO's and partners to support the CDSMP project. This project is currently on hold because of the new governor and the political climate.
- DCC Grant will be applied for again this year.
- Rural Health Network Development Grant has been submitted.

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- Serving on the Opioid Grant steering committee through WVU. Receipt of funding from this grant could potentially be funneled to MOVHD.
- Attended the Policy Roundtable, Board of Health and Finance Committee Meetings in January 2017.
- Part of the duties listed in the MOU include assisting in the hiring of the Local Health Administrator III. Dr. Mace will do whatever the Board wants but has offered to not be involved in the interview process as she feels this procedure would go much smoother without her.
- Month of January invoicing will only be \$1,000 rather than the agreed upon amount of \$3,000 due to a death and a sickness in the family and not being available as often as previously agreed.
- Transition plan is available for review in case there are questions.
- It seems that operations are going well because the Division/Program Directors are not contacting Dr. Mace for guidance.
- Other duties as assigned performed by Dr. Mace include writing the AmeriCorps grant. This grant would be taken to the WVOSOM with MOVHD continuing to be involved with the AmeriCorps program. If the grant is approved as written, MOVHD will not be required to come up with match funds and would continue to receive a small amount of indirect monies.

Old Business:

Update and Discuss Executive Director Search:

- Eighteen applications have been received. A short Executive Director Search Committee meeting will take place after this meeting.

Update and Discuss Medical Director:

- To date, Dr. Avery continues to serve as MOVHD's Medical Director in conjunction with Dr. Pamfilis. Dr. Pamfilis is expected to be fully credentialed within the next thirty days but has no interest in permanent filling the Medical Director position.
- Dr. Whitaker has expressed an interest in being the full time Medical Director. Motion to appoint Dr. Charles Whitaker as Medical Director was made and seconded. (Couch/Faller) The motion was approved.

New Business:

Update and Discuss Medical Director License Fees:

- A motion to approve the full payment of Dr. Whitaker's Medical License Fee was made and seconded. (Faller/Couch) The motion carried.

Wood County Facility Repair / Payment:

- Insurance monies for the Wood County Facility repairs has been received from the Wood County Commission. A motion to approve the payment in the amount of \$5,989 to Pioneer Pipe for repairs to the front of the Wood County MOVHD facility was made and seconded. (Couch/Bumgarner) The motion was passed.

Finance Audit Bid Process (FY2017, FY2018, FY2019):

- The three-year contract with Perry and Associates expires with the ending of the FY2016 audit. Therefore, it is time to advertise for Finance Audit bids for FY2017, FY2018, and FY2019. A motion to approve moving forward with the Audit bid process for FY2017, FY2018, and FY2019 was made and seconded. (Couch/Bumgarner) The motion was approved.

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Revised MOVHD Strategic Plan:

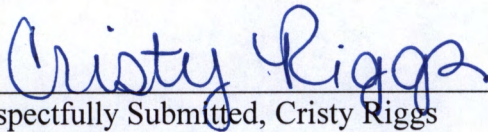
- Revisions to the MOVHD Strategic Plan include the addition of Oral Health Expansion and revision of Accreditation due dates. Motion to approve the Revised MOVHD Strategic Plan was made and seconded. (Martin/Ward) The motion carried.

MOVHD Quality Improvement Plan:

- The MOVHD Quality Improvement Plan has been created to enable MOVHD to effectively achieve the agency's stated mission. Motion to approve the MOVHD Quality Improvement Plan as presented was made and seconded. (McClure / Martin) The motion carried.

Adjournment:

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



Respectfully Submitted, Cristy Riggs



Stephen Worden, Board Chair