

March 23, 2017

**Mid-Ohio Valley Board of Health
Regular Meeting
March 23, 2017
211 6th Street
Parkersburg, WV 26101**

Call to Order:

The Pledge of Allegiance was recited and 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
Beth Bumgarner, Wirt County
Pat Fulmer, Wirt County
Blair Couch, Wood County
Joseph Martin, City of Parkersburg
Charlie Casto, City of Parkersburg

Members Absent:

Donna Steigleder, Calhoun County
David McClure, Wood County

Staff:

Dr. Charles Whitaker, III, Medical Director
Cristy Riggs, Administrative Secretary
Eric Walker, Finance Director
Lynne Peters, Personnel Manager
Elizabeth Green, EH Director
Deb Dennis, WIC Director
Barbara Holt, Population Health Director
Carrie Brainard, Public Information Specialist
Debra Hungate, Finance Supervisor
Mary Beth Shea, Graf Health Coordinator

Visitors:

Kenneth Cline
Michael Wilson, DDS

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Public Comments:

There were no public comments.

Board Chair Comments:

- Dr. Worden thanked all staff for assistance since Dr. Mace's last day of employment (11/04/2016).
- Dupont donated several file folders to MOVHD. A thank you card for Dupont expressing MOVHD's gratitude was distributed to the Board to be signed.

Routine Items:

Approval of Minutes:

- Motion was made and seconded to approve the minutes from the January 23, 2017 Board Meeting as presented. (Couch/Martin) The motion passed.

MOVHD Finance Report:

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

- MOVHD's year-to-date financial status through January 31, 2017, including OPEB accrued costs and Depreciation costs, reflect Expenses exceeding Revenues by \$130,974.07.
 - Prior to OPEB accrued costs and Depreciation costs, Expenses exceed Revenues by \$66,461.37.
- Following is a breakdown of revenues included in the FY2017 MOVHD budget that were not received and contribute to variances:
 - \$53,900 was received for FY2016 yearend State Aid funding. It was later determined that \$30,000 of this amount was designated for the "Regionalization Toolkit" project to be completed in FY2017. The expenses to complete the "Regionalization Toolkit" project will be booked in FY2017.
 - \$50,000 was budgeted for the Accreditation process however only \$45,000 was received.
 - To date, the market value of the Invested Fund Account is decreased resulting in an overall loss of approximately \$8,000.
 - The denial of the DFC Grant and CDSMP Project have negatively affected the bottom line of the FY2017 budget by approximately \$169,797.83.
 - Revenue from HealthCheck exams in the amount of approximately \$48,000 will not be received because exams are not expected to begin until the Spring of 2018.
 - The Environmental Health program included revenue from a NACCHO grant that was not awarded.
- All invoices are being paid in a timely manner however cashflow is an issue. The current operational account balance is approximately \$181,600. Payroll is processed twice per month and each payroll is nearly \$125,000. It will be necessary to transfer funds from the Restricted Invested Funds account to the Invested Funds account within the next few weeks to cover payroll and operating expenses.
- A motion to approve the **MOVHD Finance Report** as presented was made and seconded. (Couch/Bumgarner) The motion carried.

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MOVHD Personnel Report:

- Lynne Peters, Personnel Manager explained changes in staff. The Epidemiologist position has been posted. Dr. Whitaker, III was approved as Medical Director. Motion was made and seconded to approve the **MOVHD Personnel Report** as presented. (Couch/Martin) The motion passed.

MOVHD Directors Reports:

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

MOVHD / Dr. Mace MOU Update:

Dr. Drema Mace was unable to attend the 3/23/2017 Board meeting however a written report was circulated at the meeting. Following is an update from Dr. Mace's report regarding the status of the projects listed in the MOU between Dr. Mace and the Mid-Ohio Valley Board of Health:

- Attended Association of Local Health Departments Substance Use Forum (all day meeting in Flatwoods – 2/2/17)
- Participated in the PRC-CPB Leadership meeting (represents MOVHD in research projects – DCC & ACTIVATE)
- Attended Sisters Health Foundation required meeting to discuss funding for mobile clinic project (Meeting held in Parkersburg at Wood County Schools office 2/15/17)
- Attended Community Health Workers meeting with Kim Tieman, Benedum, Jeff Coban, WVU, Dr. Bob Walker & Laura Boone, HEPC, Richard Crespo & Dick Wittberg, MU to discuss funding possibilities for CHW's if AmeriCorps funding goes away in light of President Trump's budget.
- Preparing tools for Center for Local Health Regionalization Tool Kit. Draft tool kit due to State 3/31/17.
- Researching information and putting together packets for final submission of 3 Accreditation domains.
- Prepared letter for MOVBOH Chair to send to Accreditation Consultant.
- Dealt with one personnel issue at the request of the MOVBOH Chair.
- Met with former Senator Bob Ashley, Roane County (now Governor's legislative Director) during trip to legislature for WVSOM issues. Used opportunity to talk with him on behalf of MOVHD about Local Health Departments and the need to keep funding intact – no more cuts to local health.
- Conducted 11 evaluations of leadership staff of MOVHD.
- Reviewed and signed off on Clinical, Population Health and Maintenance subordinate evaluations.
- Represented MOVHD, as well as WVSOM, on the WVU Prevention Research Center Community Advisory Board meeting
- Attended Finance Committee meeting March 16, 2017.
- Responded to or forwarded MOVHD e-mails as appropriate.

The final three projects should be completed by April 30, 2017. These are:

- 3 domains for accreditation
- Regionalization Toolkit
- Regionalization Case Study

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Old Business:

Update and Discuss Executive Director Search:

- There were three final candidates for the Executive Director position. One candidate withdrew; therefore, the final two candidates will be interviewed at the end of 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 fully credentialed.
- Dr. Whitaker is expected to be fully credentialed within the next thirty (30) days.

Update – Accreditation Status:

- Carrie Brainard presented the Accreditation Status report. The contract between Nasandra Wright, Accreditation Consultant and MOVHD ended December 31, 2016. Funding to continue utilizing Ms. Wright's services is unavailable therefore the contract was not renewed.

Update – Oral Health Expansion:

- Mary Beth Shea provided an update on the status of the remodeling of the Clinical exam room that will be shared with the Oral Health program. This room is nearly complete and will suit the needs of both programs.
- Funding in the amount of \$80,000 over the next two years has been secured to support the Oral Health Program from the Benedum Foundation.

New Business:

Update and Discuss Dental Director:

- A motion to appoint Michael Wilson, DDS as the MOVHD Dental Director was made and seconded. (Couch/Martin) The motion carried.

Dental Equipment Purchase:

- Dental equipment items required for a full treatment room include a Portable Delivery System, Dental Chair, Operator Chair, Assistant Chair, and Portable LED Light. The approximate cost of this equipment is \$14,047.90. Funding for purchase of these items has been secured from the Sisters Health Foundation. Motion to approve the purchase of above mentioned dental equipment was made and seconded. (Couch/Ward) The motion was approved.

Revision: Handbook: Employee Services / Benefits:

- No action taken on the item: Revisions to the Handbook: Employee Services / Benefits. This item will be discussed at the May 25, 2017 Board meeting.

Revised MOVHD Quality Improvement Plan:

- Motion to approve the revisions to the MOVHD Quality Improvement Plan as presented was made and seconded. (Couch/Ward) The motion carried.

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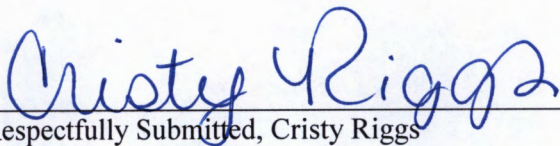
Local Health Administrator III Interviews:

A motion to call Executive Session to conduct the Local Health Administrator III interviews was made and seconded. (Couch/Martin) The motion was approved. Motion to request Dr. Whitaker, Lynne Peters, and Cristy Riggs attend the Executive Session was made and seconded. (Couch/Martin) The motion carried. The public meeting went into Executive Session at 6:56 pm. The public meeting resumed at 8:12 pm. No action was taken during Executive Session.

Motion for Stephen Worden and Blair Couch to negotiate salary and contract with chosen Local Health Administrator III candidate was made and seconded. (Couch/Casto) The motion passed.

Adjournment:

A motion to adjourn the meeting was made and seconded. (Couch/Martin) The meeting adjourned at 8:13 pm.



Respectfully Submitted, Cristy Riggs



Stephen Worden, Board Chair