

May 25, 2017

**Mid-Ohio Valley Board of Health  
Regular Meeting  
May 25, 2017  
211 6<sup>th</sup> 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:**

Donna Steigleder, Calhoun County  
Scottie Westfall, Calhoun County  
Eleanor Little, Pleasants County  
Stephen Worden, Ritchie County  
Candace Westfall, Roane County via Phone Conference  
Beth Bumgarner, Wirt County  
Pat Fulmer, Wirt County  
Charlie Casto, City of Parkersburg

**Members Absent:**

Joyce Faller, Pleasants County  
Pamela Ward, Ritchie County  
Blair Couch, Wood County  
David McClure, Wood County  
Joseph Martin, City of Parkersburg

**Staff:**

Dr. Charles Whitaker, III, Medical Director via Phone Conference  
Dr. Michael Wilson, Dental Director  
Eric Walker, Executive Director  
Cristy Riggs, Administrative Secretary  
Lynne Peters, Personnel Manager  
Elizabeth Green, EH Director  
Deb Dennis, WIC Director  
Tonia Lang, Clinical Director  
Mary Beth Shea, Oral Health Coordinator  
Carrie Brainard, Public Information Specialist  
Michelle Atkinson, OA II  
Renee Swisher, Clinical Secretary via Phone Conference  
Della Lyons, IT Coordinator via Phone Conference  
Beverly Ray, OA III via Phone Conference

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**Public Comments:**

There were no public comments.

**Board Chair Comments:**

- Dr. Worden would like for all Board of Health Members to consider canceling the data plan on the iPad provided to them by MOVHD. Each Member is asked to report if they can do so at the July 27, 2017 Board meeting. The data plan cost per month for each device is approximately \$35.00.
- If an employee wishes to speak during Board Meeting discussions, they may do so by raising their hand and the Board Chair will give said employee the opportunity to provide input.

**Board Member Donna Steigleder Resignation / Removal:**

- Calhoun County Board Member, Donna Steigleder was sent a letter of notice regarding her lack of attendance at the past several Board of Health meetings. This action was required pursuant to Section 8, Paragraph C of the MOVBOH Bylaws. This section states: "A member of the Board shall be removed for absence from two (2) consecutive scheduled meetings of the Board and/or from (3) scheduled meetings of the Board within a single year". Ms. Steigleder explained that she has been unable to attend due to personal reasons but plans to be available from this date and forward. Motion for Donna Steigleder to remain a member of the MOVBOH was made and seconded. (Little/Bumgarner) The motion carried.

**Routine Items:**

**Approval of Minutes:**

- Motion was made and seconded to approve the March 23, 2017 Board Meeting minutes as presented. (Casto/Fulmer) The motion passed.
- Motion was made and seconded to approve the April 3, 2017 Special Board Meeting minutes as presented. (Fulmer/Casto) The motion was approved.

**MOVHD Finance Report:**

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

- MOVHD's year-to-date financial status through March 31, 2017, including OPEB accrued costs and Depreciation costs, reflect Expenses exceeding Revenues by \$253,526.77.
  - Prior to OPEB accrued costs and Depreciation costs, Expenses exceed Revenues by \$166,834.11.
- The previously approved investment funds transfer was completed in two transactions. Following are the details:
  - 3/29/2017: \$229,121.14 transferred from the Invested Funds Account to the MOVHD Savings Account
  - 4/03/2017: \$63,850.63 transferred from the Invested Funds Account to the MOVHD Savings Account
  - Total monies transferred: \$292,971.77
- The State Audit is scheduled for June 26, 2017 – June 30, 2017. The following grants will be reviewed:
  - 0170038 CTP - PHEP
  - G170679 ONS – WIC
  - G170416 OCHS & HP – CIA
  - 0170395 OEPS – Epidemiology
  - 0160747 OEPS – Immunization

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

**Approval of Audit FYE June 30, 2016:**

- The FY2016 Audit was completed with no findings. Motion to approve the Audit FYE June 30, 2016 was made and seconded. (Bumgarner/Little) The motion was approved.

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**Approval of Section 125 Plan:**

- Motion to approve the Section 125 Plan contingent upon approval of the Summary Plan Description (SPD) by legal counsel was made and seconded. (Bumgarner/Casto) The motion passed.

**Approval of FY2018 Budget:**

- Due to the recent State and Local funding cuts, the only way for MOVHD to save money and become solvent again is to decrease expenses and increase revenues. This change will mean the elimination of programs and procession of a layoff. Grant funding is not a reliable source of income and can no longer be counted on to support the programs that have assumed a loss due to State Aid funding cuts. A layoff plan is to be submitted to the Finance Committee via email by August 31, 2017 and discussed at the September 7, 2017 Finance Committee Meeting. This plan will be presented for Board approval at the September 28, 2017 Board Meeting.
- Per direction of the Finance Committee, the proposed FY2018 budget reflects a cash transfer of approximately \$150,000 and does not include depreciation expenses in the amount of approximately \$72,000. Motion to approve the FY2018 Budget was made and seconded. (Bumgarner/Little) The motion passed.

**MOVHD Personnel Report:**

- Lynne Peters, Personnel Manager processed paperwork with the West Virginia Division of Personnel for the following positions / employees:
  - Local Health Administrator: Eric Walker
  - Dental Director: Dr. Michael Wilson, DDS
  - Epidemiologist: Tyger Kirk
- Motion was made and seconded to approve the **MOVHD Personnel Report** as presented. (Casto/Fulmer) The motion passed.

**MOVHD Directors Reports:**

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

**MOVHD Executive Director's Report:**

Eric Walker, Executive Director completed the following items from the period of May 1, 2017 through May 12, 2017:

- Attended 5/04/2017 WV Local Health Association meeting
- Attended 5/11/2017 Clinical Staff meeting
- Sent out a Cost Cutting Survey to employees and Board Members

**MOVHD / Dr. Mace MOU Update / Finalize MOU:**

- Motion to finalize the MOU between MOVHD and Dr. Drema Mace effective June 30, 2017 was made and seconded. (Bumgarner / Steigleder) The motion was supported.

**Old Business:**

**Update - Medical Director:**

- Tonia Lang, Clinical Director reported that Dr. Whitaker, Medical Director is fully credentialed and the Clinical Program has been billing under Dr. Whitaker with no problems.

**Update – Accreditation Status:**

- Carrie Brainard presented the Accreditation Status report. Dr. Mace has submitted accreditation documents to MOVHD. Carrie Brainard will review, label, sort, and prepare these documents for PHAB submission. The process is approximately ninety percent complete. November 1, 2017 is the deadline to have all documents submitted to PHAB.

**Revision: Handbook: Employee Services/Benefits:**

- Motion to approve revisions to Section 5 of the MOVHD Employee Handbook as presented was made and seconded. (Bumgarner/Little) The motion carried.

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**New Business:**

**Approval of FY2018 MOVBOH Meeting Schedule:**

- A motion to approve the FY2018 MOVBOH Meeting Schedule as presented was made and seconded. (Casto/Fulmer) The motion passed.

**Nominating Committee / Slate of Officers:**

- Dr. Worden, Board Chair explained that the current Officers of the Board have agreed to remain in their respective positions. The Slate of Officers for FY2018 was presented as the following: Dr. Stephen Worden, Board Chair; Blair Couch, Vice Chair; and Beth Bumgarner, Treasurer. Motion to approve the Slate of Officers as presented for FY2018 was made and seconded. (Little/Steigleder) The motion was ratified.

**Finance Director Position:**

- Motion to post the Finance Director position internally and for Eric Walker, Executive Director; Lynne Peters, Personnel Manager; and the Finance Committee Members to conduct the interviews was made and seconded. (Bumgarner/Casto) The motion was approved.

**MOU Discussion – Dr. Avery / MOVHD:**

- Motion to finalize the MOU between MOVHD and Dr. David Avery effective July 31, 2017 was made and seconded. (Bumgarner / Casto) The motion was supported.

**MOU Renewal – Dr. Whitaker / MOVHD:**

- Motion to renew the MOU between Dr. Charles Whitaker, III, Medical Director and MOVHD effective July 1, 2017 was made and seconded. (Casto/Little) The motion carried.

**MOU Renewal – Dr. Pamfilis / MOVHD:**

- Motion to renew the MOU between Dr. Stanley Pamfilis, Backup Medical Director and MOVHD effective July 1, 2017 was made and seconded. (Bumgarner/Steigleder) The motion passed.

**Funding – Harm Reduction Program:**

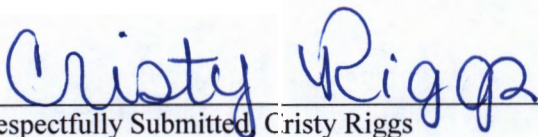
- Statewide funding may become available to support a Harm Reduction Program. MOVHD would like to implement a Needle Exchange Program and expand in other areas as funding is secured. Motion to proceed with seeking funding to support a MOVHD Harm Reduction / Needle Exchange Program was made and seconded. (Steigleder/Little) Beth Bumgarner abstained. The motion carried.

**Revised Tanning Bed Regulation:**

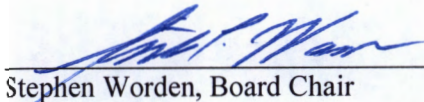
- A revision to the Tanning Bed Regulation reflects that no one under the age of 18 may use a tanning bed facility. Motion to approve the revised Tanning Bed Regulation as presented was made and presented. (Steigleder/Fulmer) The motion was passed.

**Adjournment:**

The meeting adjourned at 7:35 pm.



Respectfully Submitted, Cristy Riggs



Stephen Worden, Board Chair