

July 27, 2017

**Mid-Ohio Valley Board of Health
Regular Meeting
July 27, 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:

Joyce Faller, Pleasants County
Eleanor Little, Pleasants County
Pamela Ward, Ritchie County
Stephen Worden, Ritchie County
Candace Westfall, Roane County via Phone Conference
Pat Fulmer, Wirt County
David McClure, Wood County

Members Absent:

Donna Steigleder, Calhoun County
Scottie Westfall, Calhoun County
Beth Bumgarner, Wirt County
Blair Couch, Wood County
Joseph Martin, City of Parkersburg
Charlie Casto, 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
Debra Hungate, Finance Director
Elizabeth Green, EH Director
Deb Dennis, WIC Director
Tonia Lang, Clinical Director
Barbara Holt, Population Health Director
Tyger Kirk, Epidemiologist
Carrie Brainard, Public Information Specialist
Kristine Green, OA III
Kyla Kyer, RN via Phone Conference
Renee Swisher, Clinical Secretary via Phone Conference
Dorothy Raber, OAI via Phone Conference
Allison Cox, LPN via Phone Conference

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Public Comments:

There were no public comments.

Board Chair Comments:

- Dr. Worden introduced and welcomed MOVHD's newly hired Epidemiologist, Tyger Kirk who began employment on June 1, 2017.

Routine Items:

Approval of Minutes:

- Motion was made and seconded to approve the May 25, 2017 Board Meeting minutes as presented. (McClure/Ward) The motion passed.
- Motion was made and seconded to approve the June 15, 2017 Special Board Meeting minutes as presented. (Faller/Fulmer) The motion was approved.

MOVHD Finance Report:

Debra Hungate, Finance Director presented the **MOVHD Finance Report**. The following topics were discussed:

- MOVHD's year-to-date financial status through May 31, 2017, including OPEB accrued costs and Depreciation costs, reflect Expenses exceeding Revenues by \$289,969.16.
 - Prior to OPEB accrued costs and Depreciation costs, Expenses exceed Revenues by \$181,096.56.
- **Request for Proposal (RFP) for Audit of FY2017, FY2018, and FY2019:**
RFP's have been sent to three accounting firms. Tetric and Bartlett have declined the request to submit an RFP. It is anticipated that a response from the two additional firms will be received by the deadline. Additional information will be forthcoming.
- **State Audit:**
The State Audit of the following grants has been completed:
 - 0170038 CTP - PHEP
 - G170679 ONS – WIC
 - G170416 OCHS & HP – CIA
 - 0170395 OEPS – Epidemiology
 - 0160747 OEPS – Immunization
- **Summary Plan Description / Section 125 Plan:**
The Summary Plan Description (SPD) of the Section 125 Plan was approved by legal counsel on June 30, 2017.
- **State Aid and Emergency Funding Update:**
Official documentation listing the amount of State Aid and Emergency Funding have not yet been received. However, the first quarter State Aid funding payment has been received.

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

Signing Authority / Agency Bank Accounts:

- Eric Walker, Executive Director is asking that in addition to himself and Cristy Riggs, Debra Hungate, Finance Director be granted signature authority on the Agency 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.
Current authorized signatories from the Board:
 - Board Chair – Dr. Stephen Worden

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- Board Vice Chair – Blair Couch
- Board Treasurer – Beth Bumgarner

Current authorized signatories from MOVHD:

- Eric Walker
- Cristy Riggs

Proposed additional signatory from MOVHD:

- Debra Hungate

Motion to continue to authorize Eric Walker and Cristy Riggs as MOVHD bank signatories and to approve the addition of Debra Hungate as a MOVHD bank signatory was made and seconded. (Faller/Fulmer) The motion carried.

MOVHD Personnel Report:

- Lynne Peters, Personnel Manager presented the Personnel Report. Following are items discussed:
 - Tyger Kirk began employment as MOVHD Epidemiologist June 1, 2017.
 - Debra Hungate promoted to Finance Director position effective July 16, 2017.
 - Nicole Needs reallocated to Registered Sanitarian position effective July 16, 2017.
 - Annie Ray decreased hours to part time effective July 1, 2017 per her request.
 - Robin Parsons, ATIII returned to work from leave Without Pay effective June 8, 2017.
 - Jamie Jacobsen, Tobacco Coordinator resigned effective July 7, 2017.

Motion was made and seconded to approve the **MOVHD Personnel Report** as presented. (Faller/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 discussed the following items:
 - Met with Sisters Health Foundation to request extension on the SHF Accreditation Grant. This grant deadline is March 31, 2018.
 - Met with Parkersburg-Wood County Economic Development Representatives Lindsey Piersol and Rick Yeager to discuss the rising drug abuse problem in our area. Local businesses are having difficulty filling positions because potential employees are unable to pass drug screening tests.
 - Photos of the original Health Department and Board Members were delivered to the MOVHD from the family of Helen Hill Border. These will be displayed in the Board Room, Wood County location.

Old Business:

Update – Accreditation Status:

- Carrie Brainard presented the Accreditation Status report. Much progress is being made and all documents will be submitted to PHAB by the November 1, 2017 deadline.
- It is required to have an Accreditation BOH Committee. Nominations from the floor for the Accreditation BOH Committee are Eleanor Little, Pamela Ward, Pat Fulmer, and Dr. Worden. Motion to appoint these Board Members to the Accreditation BOH Committee was made and seconded. (Faller/McClure) The motion carried.

New Business:

Confidentiality Agreements / BOH Members:

- Confidentiality agreements were circulated to all present Board Members, signed and returned to Cristy Riggs for record keeping. Confidentiality agreements will be distributed to absent Board Members at the next scheduled Board meeting.

Committee Assignments / MOVBOH Members:

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- Committee Assignments were circulated to all present Board Members, signed and returned to Cristy Riggs for record keeping. Committee Assignments will be distributed to absent Board Members at the next scheduled Board meeting.

Political Party Affiliation Validation / MOVBOH Members:

- The Political Party Affiliation Validation Roster was circulated to all present Board Members, signed and returned to Cristy Riggs for record keeping. The Political Party Affiliation Validation Roster will be distributed to absent Board Members at the next scheduled Board meeting.

MOVBOH iPads:

- Board Members with Agency assigned iPads are asked to contact Cristy Riggs to let her know if the device can be utilized on a Wi-Fi network. Data plans will be cancelled on devices that can be connected to Wi-Fi. If a device cannot be connected to Wi-Fi, the data plan will remain in place.

Discuss Syringe/Needle Public Removal Policy & Procedures:

- Safety concerns related to the Syringe/Needle Public Removal Policy & Procedures were discussed. The molecular makeup of the different types of street drugs currently available is constantly changing and becoming more deadly as time goes on. The safety of MOVHD staff whom perform the duty of picking up used syringes and/or needles is in question because we do not have Naloxone (Narcan) available or the protective gear required when handling hazardous materials. Motion to rescind the MOVHD Syringe/Needle Public Removal Policy & Procedures was made and seconded. (Little/Fulmer) Dave McClure and Joyce Faller abstained from the vote. The motion died because of lack of a quorum. Board recommendation is to bring this item back up at the next Board meeting and have a solution for whom will perform the tasks defined in the MOVHD Syringe/Needle Public Removal Policy & Procedures. Elizabeth Green, Environmental Health Director will prepare this plan.

Discuss Threat Preparedness Grant / OAII Position:

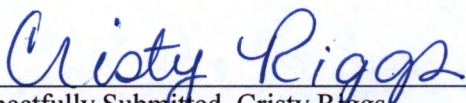
- The Threat Preparedness OA II has resigned. This position is funded 100% by the Threat Preparedness grant and is needed to fulfill the TP Statement of Work. Motion to refill this position and post in-house was made and seconded. (McClure/Faller) The motion was supported.

Mass Antibiotic Dispensing (MAD) Manual:

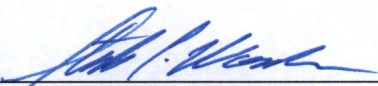
- The Mass Antibiotic Dispensing (MAD) Manual has been revised per the Threat Preparedness Statement of Work. Motion to approve the Mass Antibiotic Dispensing Manual (MAD) Manual as presented was made and seconded. (McClure/Ward) The motion carried. A motion to permit Board Chair, Dr. Stephen Worden to sign for the entire Board was made and seconded. (McClure/Faller)

Adjournment:

The meeting adjourned at 7:27 pm.



Respectfully Submitted, Cristy Riggs



Stephen Worden, Board Chair