

September 28, 2017

**Mid-Ohio Valley Board of Health  
Regular Meeting  
September 28, 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  
Joyce Faller, Pleasants County via Phone Conference  
Eleanor Little, Pleasants County  
Pamela Ward, Ritchie County via Phone Conference  
Stephen Worden, Ritchie County  
Candace Westfall, Roane County via Phone Conference  
Pat Fulmer, Wirt County  
Blair Couch, Wood County via Phone Conference  
Charlie Casto, City of Parkersburg

**Members Absent:**

Beth Bumgarner, Wirt County  
David McClure, Wood County  
Joseph Martin, City of Parkersburg

**Staff:**

Dr. Charles Whitaker, III, Medical Director  
Dr. Michael Wilson, Dental Director  
Eric Walker, Executive Director  
Cristy Riggs, Administrative Secretary  
Elizabeth Green, EH Director  
Deb Dennis, WIC Director  
Tonia Lang, Clinical Director  
Jenny Mullen, Nurse via Phone Conference  
Barbara Holt, Population Health Director  
Carrie Brainard, Public Information Specialist  
Della Lyons, Information Systems Coordinator  
Annie Ray, OAHII  
Connie Weiss, Telephone Operator  
Renee Swisher, Clinical Secretary  
Dorothy Raber, OAHII  
Krista Westfall, OAHII  
Allison Cox, LPN  
Joe Faller, Sanitarian

**Guests:**

Deanna Lewis

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**Public Comments:**

- Connie Weiss, Telephone Operator spoke about her job duties and the importance of this position.

**Board Chair Comments:**

- The Board chair had no comments.

**Routine Items:**

**Approval of Minutes:**

- Motion was made and seconded to approve the July 27, 2017 Board Meeting minutes as presented. (Little/Casto)  
The motion passed.

**MOVHD Finance Report:**

Debra Hungate, Finance Director was unavailable to attend the 9/28/2017 Board Meeting therefore Eric Walker, Executive Director presented the **MOVHD Finance Report**. The following topics were discussed:

- MOVHD's year-to-date financial status through June 30, 2017 including OPEB accrued costs and Depreciation costs, reflect Expenses exceeding Revenues by \$363,179.52
  - Prior to OPEB accrued costs and Depreciation costs, Expenses exceed Revenues by \$243,037.95
- MOVHD's year-to-date financial status through July 31, 2017 including OPEB accrued costs and Depreciation costs, reflect Revenues exceeding Expenses by \$52,716.92
  - Prior to OPEB accrued costs and Depreciation costs, Expenses exceed Revenues by \$58,530.39

A motion to approve the **MOVHD Finance Report** for period ending 6/30/2017 as presented was made and seconded. (Chip Westfall/ Steigleder) The motion carried.

A motion to approve the **MOVHD Finance Report** for period ending 7/31/2017 as presented was made and seconded. (Casto / Fulmer) The motion was supported.

**MOVHD Personnel Report:**

- Lynne Peters, Personnel Manager was unavailable to attend the 9/28/2017 Board Meeting therefore Eric Walker, Executive Director presented the Personnel Report that was included in the packet. Following are items discussed:

**Reallocation:**

- Caroline Eyberg was reallocated from a Nutritionist 1 to a Nutritionist 2.

**Resignations:**

- Michelle Atkinson, Threat Preparedness, Office Assistant 2 resigned effective July 28, 2017
- Victoria McGrew, Finance, Accounting Technician 3 resigned effective August 10, 2017
- Kyla Kyer, Clinical, Nurse 3 has resigned effective August 11, 2017
- Tammy Neader, Clinical, Office Assistant 2 has resigned effective September 22, 2017
- Judy Wheeler, Clinical, Nurse Practitioner has resigned effective September 29, 2017
- Dorothy Scott, Clinical, Pleasants County Office Assistant 2 is retiring effective October 31, 2017
- Tonia Lang, Clinical, Nurse Director 2 is retiring effective October 31, 2107
- Jenny Mullen, Clinical, Part-time Nurse 3 is resigning effective December 29, 2017

**Additional details relating to staffing changes include the following:**

- Filled AT III position with OA II position from EH
- OA II in Ritchie County is moving to OA II position that is retiring in Pleasants County
- OA II in Ritchie County posting will be out on Monday
- Nurse 3 position is posted
- Nurse Director 1 posted and opened for application
- No in house applicants for OA II position TP have been received. Post external after layoff.

Motion was made and seconded to approve the **MOVHD Personnel Report** as presented. (Fulmer/ Chip Westfall) The motion passed.

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**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's report was included in the Board packet. There were no questions regarding this report.

**Old Business:**

**Update – Accreditation Status:**

- Carrie Brainard presented the Accreditation Status report. A PowerPoint presentation about the Mid-Ohio Valley Health Department's Performance Management System was shown to all present. Deadline for submission of documents to PHAB is November 7, 2017. The MOVBOH Accreditation Committee will be receiving information relating to their domain with the next couple of weeks. The second invoice from PHAB in the amount of \$8,400.00 has been received and will be paid from the SHF grant.

**Discuss Syringe/Needle Public Removal Policy & Procedures:**

- Elizabeth Green, Environmental Health Director provided information regarding the coverage for the counties served by MOVHD relating to which entity will pick up used syringes and needles if MOVHD repeals the Syringe / Needle Public Removal Policy and Procedure. It has been determined that the local sheriff or police department in each of the counties we serve have been and will continue to provide this service. Motion to repeal the MOVHD Syringe/Needle Public Removal Policy and Procedure was made and seconded. (Little/Steigleder) The motion was supported.

**New Business:**

**Purchase of Vehicles – WIC Program:**

- Additional WIC grant funds in the amount of \$42,554.50 have been received to cover the purchase of two vehicles for the WIC program. Wharton Nissan has been awarded the contract for this purchase. Motion to approve the Purchase of Vehicles – WIC Program was made and seconded. (Casto/Chip Westfall) The motion carried.

**Environmental Health Late Fees (Non-Payment – Collection Activity Fee):**

- Elizabeth Green, Environmental Health Director explained that there are a few establishments not paying permit fees on time. Ms. Green is requesting permission to begin charging an additional fee of \$50.00 for Non-Payment of Environmental Health Permit Fees to establishments not paying on time. This fee will cover the costs for a Sanitarian to visit these establishments to perform a compliance inspection and begin collection activity. This fee would be in addition to the late fees already in place for non-payment of permits and must be paid prior to renewing a permit. Motion to approve the charging of an additional \$50.00 fee for Non-Payment of Environmental Health Permit Fees was made and seconded. (Little/Steigleder) The motion was approved.

**Clinical Services Billing:**

- Permission for the Clinical Services Program to bill all billable medical service codes at the highest rate available on the current insurance market was requested by Tonia Lang, Clinical Director. Motion to approve the request to begin billing all billable codes at the highest rate available on the current insurance market was made and seconded. (Fulmer / Little) The motion carried.

**TB Screening Policy:**

- Tonia Lang, Clinical Director presented information about the TB Screening Policy. Discussion relating to this policy include the fact that Clinical Staff will be required to receive a 2-step TB skin test upon hire. All non-clinical employees will have the option to complete a TB risk assessment upon hire. Motion to approve the TB Screening Policy was made and seconded. (Steigleder/Little) The motion was approved.

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**Employee Handbook:**

- The draft copy of the MOVHD Employee Handbook was reviewed by Management Team Members prior to being circulated to the MOVBOH Members. Motion to approve the MOVHD Employee Handbook was made and seconded. (Westfall/Fulmer). The motion was supported.

**Travel Regulations:**

- Eric Walker, Executive Director spoke about the revised Travel Regulations. Discussion included the fact that the guidelines have changed and MOVHD's Travel Regulations have not been updated since 2012. The revised Travel Regulations will provide reimbursement at the most cost effective method. Motion to approve the revised Travel Regulations was made and seconded. (Steigleder/Casto) The motion was carried.

**Wood Facility – Third Floor A/C Unit:**

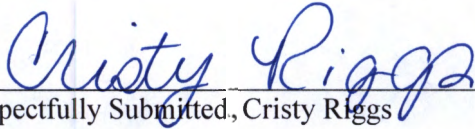
- The air conditioning unit at the Wood Facility / Third Floor has been out of service since 9/07/2017. Three estimates for repairs to the unit have been received. It was founded that the evaporator coil needs replaced and the return duct work will need to be rerouted to provide proper air flow. This expense will be paid from the repairs and maintenance portion of the FY2018 budget. Motion to approve the estimate provided by Steers Heating & Cooling, Inc. in the amount of \$12,056.00 was made and seconded. (Little/Westfall) The motion carried.

**MOVHD Cost Cutting Plan:**

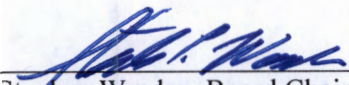
- A motion to call Executive Session to discuss the MOVHD Cost Cutting Plan was made and seconded. (Steigleder/Casto) The motion was approved. Eric Walker and Cristy Riggs remained in the room for Executive Session. The public meeting went into Executive Session at 7:36 pm. The public meeting resumed at 8:17 pm. No action was taken during Executive Session.
- A motion to approve the MOVHD Cost Cutting Plan was made and seconded. (Chip Westfall/Little) Candace Westfall gave a NAY vote. The motion was approved.

**Adjournment:**

The meeting adjourned at 8:21 pm.



Respectfully Submitted, Cristy Riggs



Stephen Worden, Board Chair