

November 30, 2017

**Mid-Ohio Valley Board of Health  
Regular Meeting  
November 30, 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  
Eleanor Little, Pleasants County  
Pamela Ward, Ritchie County  
Stephen Worden, Ritchie County  
Candace Westfall, Roane County via Phone Conference  
Pat Fulmer, Wirt County  
Beth Bumgarner, Wirt County  
David McClure, Wood County  
Joseph Martin, City of Parkersburg  
Charlie Casto, City of Parkersburg

**Members Absent:**

Blair Couch, Wood County

**Staff:**

Dr. Charles Whitaker, III, Medical Director  
Eric Walker, Executive Director  
Lynne Peters, Personnel Manager  
Debra Hungate, Finance Director  
Cristy Riggs, Administrative Secretary  
Elizabeth Green, EH Director  
Nicole Gaines, WIC Supervisor  
Mary Beth Shea, Oral Health Coordinator  
Barbara Holt, Population Health Director  
Devena Moore, LPN  
Annie Ray, OAIH via Phone Conference  
Renee Swisher, Clinical Secretary  
Krista Westfall, OAIH via Phone Conference  
Allison Cox, LPN via Phone Conference  
Linda Smithson, Sanitarian via Phone Conference

November 30, 2017

**Public Comments:**

- Devena Moore, LPN addressed the Board about concerns relating to how vaccine will be handled in the event of a power outage and the MOVHD Cost Cutting Plan.
  - A recent power outage occurred during the weekend hours in one of the outlying county offices. This power outage resulted in a loss of vaccine.
  - Ms. Moore also expressed concerns regarding the soon to be implemented automated telephone system. She expressed doubts that the automated telephone system may alienate clients and would not properly handle the call volume.

**Board Chair Comments:**

- The Board Chair had no comments.

**Resignation / Wood County Board Member, David McClure:**

- Dr. Worden read the resignation from David McClure, Wood County Board Member effective December 1, 2017. Motion to accept David McClure's resignation as a Member of the Board of Health was made and seconded. (Casto/Bumgarner) The motion was approved.

**Routine Items:**

**Approval of Minutes:**

- Motion was made and seconded to approve the September 28, 2017 Board Meeting minutes as presented. (Steigleder/Fulmer) The motion passed.

**MOVHD Finance Report:**

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

- The WIC, PRC, and AmeriCorps grants period ended since the September 28<sup>th</sup>, 2017 Board meeting. All three grants have been renewed.
- MOVHD was chosen as one of the seven statewide approved sites in West Virginia to receive a server paid for by funds from the Center for Threat Preparedness.
- MOVHD's year-to-date financial status through September 30, 2017, including OPEB accrued costs and Depreciation costs, reflect Revenues exceeding Expenses by \$145,189.89.
  - Prior to OPEB accrued costs and Depreciation costs, Revenues exceed Expenses by \$178,996.80.

A motion to approve the **MOVHD Finance Report** for period ending 9/30/2017 as presented was made and seconded. (McClure/Martin) The motion was supported.

**MOVHD Personnel Report:**

Lynne Peters, Personnel Manager presented the Personnel Report that was included in the packet. Following are items discussed:

- Four employees resigned.
- Two employees retired.
- Environmental Health Office Assistant 2 promoted to Accounting Technician 3.
- Ritchie County Office Assistant 2 moved to Pleasants County office.

November 30, 2017

- Office Assistant 2 hired to fill vacancy in Ritchie County office.
- Sanitarian 1 reallocated to a Sanitarian 2.
- Vacant positions include Clinical Nurse Director 1, Nurse 3, Wirt County Office Assistant 2, Threat Preparedness Program Office Assistant 2.
- Jenny Mullen, Clinical Nurse 3 withdrew her resignation.
- Continuing to look for a Nurse Practitioner.

Discussion ensued about whether or not the Telephone Operator would be laid off. This position was included in the MOVHD Cost Cutting Plan approved at the September 28, 2017 Board meeting and the November 16, 2017 Division of Personnel meeting. Therefore, this lay off will be effective December 4, 2017.

Motion was made and seconded to approve the **MOVHD Personnel Report** as presented. (Steigleder/Faller) 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's report was included in the Board packet. Mr. Walker discussed the following:

- Employees of MOVHD and Wood County Schools continue to meet to work on the details relating to the Wood County Mobile Clinic. A Nurse Practitioner will need to be hired for this project and a budget for this project must be completed before the project can be launched.
- Since MOVHD is having difficulty finding a Nurse Practitioner, it was suggested that Eric Walker reach out to area organizations to see if they may have any leads on a Nurse Practitioner.
- Discussion ensued about the possibility of combining the Clinical Director position with the NP position. This would allow for full time employment and better options as more persons are looking for full time employment.

#### **Robert Wood Johnson Video Presentation:**

- Mary Beth Shea, Oral Health Coordinator presented the Robert Wood Johnson Video in which a portion of the video featured MOVHD's Oral Health Program and the community baby showers. The Robert Wood Johnson Foundation assists with funding health care initiatives therefore it was quite an honor for MOVHD's programs to be chosen to be part of this video which will be shown across the country.

#### **Old Business:**

##### **Update – Accreditation Status:**

- Carrie Brainard was unable to attend the Board meeting therefore Eric Walker presented the Accreditation Status report. Questions about if we are still on track to meet the January 2018 deadline were asked. The process for submission of documents is very lengthy therefore an extension by the PHAB Board was granted. The new deadline for submission of documents is May 2018. Eric Walker will have Carrie Brainard to send an email to all Board Members with details of the extension and other accreditation information. Discussion regarding Dr. Mace's contract with regards to accreditation was broached. The Board Chair was requested to send a letter to Dr. Mace regarding this matter.

##### **Update – MOVHD Cost Cutting Plan:**

- BCCSP Program no longer offered in Pleasants County effective November 3, 2017.
- Reduction in Force Plan approved by Division of Personnel November 16, 2017.
- Calhoun County office closed on Fridays effective November 17, 2017.

November 30, 2017

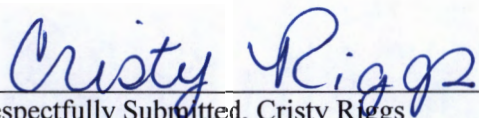
**New Business:**

**Holiday Closings:**

- Motion to close MOVHD offices all day (8:00 am – 4:00 pm) on Friday, December 22, 2017 and Friday, December 29, 2017 was made and seconded. (Faller/Ward) The motion passed.

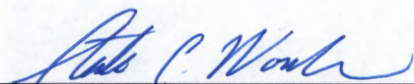
**Adjournment:**

The meeting adjourned at 7:35 pm.



---

Respectfully Submitted, Cristy Riggs



---

Stephen Worden, Board Chair