

January 25, 2018

**Mid-Ohio Valley Board of Health
Regular Meeting
January 25, 2018
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
Stephen Worden, Ritchie County
Candace Westfall, Roane County via Phone Conference
Beth Bumgarner, Wirt County
Pat Fulmer, Wirt County
Blair Couch, Wood County
Sean Smith, Wood County
Joseph Martin, City of Parkersburg via Phone Conference
Charlie Casto, City of Parkersburg

Members Absent:

Donna Steigleder, Calhoun County
Pamela Ward, Ritchie County

Staff:

Dr. Charles Whitaker, III, Medical Director
Dr. Michael Wilson, Dental Director
Eric Walker, Executive Director
Lynne Peters, Personnel Manager
Debra Hungate, Finance Director
Cristy Riggs, Administrative Secretary
Elizabeth Green, EH Director
Deborah Dennis, WIC Director
Mary Beth Shea, Oral Health Coordinator
Barbara Holt, Population Health Director
Renee Swisher, Clinical Secretary
Allison Cox, LPN via Phone Conference
Carrie Brainard via Phone Conference
Annie Ray, OAIH via Phone Conference

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Public Comments:

- There were no public comments.

Board Chair Comments:

- The Board Chair had no comments.

Introduction of Newly Appointed Wood County Board Member Sean Smith:

- Stephen Worden Board Chair introduced Sean Smith as the newly appointed MOVBOH Member representing Wood County. Mr. Smith is filling the vacancy after receiving David McClure's resignation effective December 1, 2017.

Additional Comments and Discussion:

- Board discussion relating to the November, 2017 power outage and vaccine loss in Wirt County ensued. Most of the vaccine lost was State provided. There is a plan in place for when situations like this arise. Ultimately, MOVHD did not see a huge loss due to this incident.

Routine Items:

Approval of Minutes:

- Motion was made and seconded to approve the November 30, 2017 Board Meeting minutes as presented. (Couch/Casto) The motion passed.

MOVHD Finance Report:

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

- The fully executed WIC grant and the expenditure and invoice templates have been received. Invoicing for the months of October 2017 and November 2017 will begin immediately.
- The fully executed EPI grant and the expenditure and invoice template has been received. The August, September, and October 2017 invoices have been submitted and were paid in December 2017.
- Single audit for FY2017 is on schedule. The deadline for completion is March 24, 2018.
- Annual BRIM questionnaire will be completed by the deadline date of February 16, 2018.
- An EPI grant refund in the amount of \$36.92 was due and paid to the State. The reason for this refund is a decrease in the retirement rate effective July of 2017.
- MOVHD's year-to-date financial status through October 31, 2017, including OPEB accrued costs and Depreciation costs, reflect Revenues exceeding Expenses by \$33,461.82.
 - Prior to OPEB accrued costs and Depreciation costs, Revenues exceed Expenses by \$79,424.25.
- Included in the Finance packets are two AR aging reports which may be reviewed at the convenience of each Board Member.

A motion to approve the **MOVHD Finance Report** for period ending 10/31/2017 as presented was made and seconded. (Couch/Bumgarner) 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:

- Telephone Operator laid off effective December 4, 2017 at 4:00 pm.
- 1000-hour exempt custodian hired in Ritchie County office.
- 1000-hour exempt Dental Hygienist resigned.
- Renewed six 1000-hour exempt employees. This process is completed yearly.
- Office Assistant 2 hired effective February 16, 2018 in the Threat Preparedness Program - Wood County

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- Open and posted positions include the following:
 - Office Assistant 2 (80% position) in the Clinical Department - Wirt County
 - Nurse 3 in the Clinical Department on hold - Wood County
 - Nurse Director 1 in the Clinical Department - Wood County
 - Nurse Practitioner – Exempt position with no benefits
- It has been requested to combine the Nurse Director 1 and Nurse Practitioner positions into one position. This position would serve as the Clinical Director and would receive full benefits. Lynne will send a request to the Division of Personnel for permission to combine these positions and classify this position. It is expected that this position will be classified as a Nurse Practitioner.

Motion was made and seconded to approve the **MOVHD Personnel Report** as presented. (Bumgarner/Casto) The motion was approved.

MOVHD Directors Reports:

- Directors' program reports are combined and 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:

- Kaleo-Pharma grant has been awarded to MOVHD. MOVHD will be receiving 370 doses of naloxone (185 boxes times 2 doses per box). This drug will be disbursed to non-medical first responders in the counties served by MOVHD.
- The water lines in the Wirt WIC office froze and burst. Clean up and assessment of the damage is currently taking place.
- The air conditioning unit in the term server room at the Wood County location had to be replaced. The cost for the newly installed unit is a little less than \$5,000.00.
- Local funding requests for FY2019 are being prepared and will be sent to city and county officials in the MOVHD region by the second week of February, 2018. MOVHD will be requesting the same amounts as FY2018.

Old Business:

Update – Accreditation Status:

- Carrie Brainard attended the meeting via phone conference.
 - Continuing to make progress and the target date for submission is February 28, 2018.
 - Dr. Mace has been assisting Carrie with Domain 7.
 - Performance Management Plan, Strategic Plan, and Quality Improvement Plan continue to be updated.
 - Deb Koester has been supporting MOVHD staff and will be presenting again on February 12, 2018 on the workforce management plan.
 - Domain 12 has been completed. Carrie will be sending information relating to this domain to Board Members serving on the MOVBOH Accreditation Team.
- Bills currently in the process at the State level are the following:
 - Bill requiring all local health departments to become accredited by 2023.
 - Bill for opioid management that would restrict the amount of opioids a physician may prescribe.
 - Bill for services provided under the CPSMP and DSMP to be reimbursable for health departments.
- It was asked if MOVHD will meet the requirements of the Sisters Health Foundation (SHF) Grant and not lose funding or need to request another extension if the submit button is hit by February 28, 2018. Carrie Brainard replied that MOVHD would meet the SHF Grant requirement as long as the submit button is hit.

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New Business:

Wirt County WIC Office Emergency Repairs:

- Water lines in the Wirt County WIC office froze and burst causing extensive flooding and damage. Repairs will be covered by the Agency's insurance with a \$2,500 deductible. However, it is possible that MOVHD may need to pay expenses and be reimbursed by the insurance company therefore approval to pay repair bills relating to this incident is requested. Motion to authorize payment in the amount of \$10,000 for repairs relating to flooding of the Wirt County WIC office was made and seconded. (Couch/Faller) The motion was approved.

Clinical / Dental OAIH:

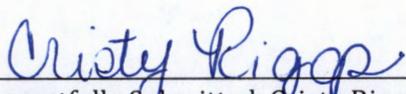
- Currently the Clinical / Dental OAIH position is working part time (50%). Motion to increase the Clinical / Dental OAIH hours to full time (100%) was made and seconded. (Couch/Bumgarner) The motion passed.

Additional Board Comments:

- Blair Couch is glad to hear that hard times are getting better and MOVHD has overcome the recent hardships.
- Eleanor Little asked if Financials could be emailed to Board Members rather than printing so many copies. This request will be granted.
- Dr. Whitaker commended the work of MOVHD employees Jim Rose, Carrie Brainard, and Eric Walker during the IEI fire.

Adjournment:

The meeting adjourned at 7:23 pm.



Respectfully Submitted, Cristy Riggs



Stephen Worden, Board Chair