

March 22, 2018

**Mid-Ohio Valley Board of Health
Regular Meeting
March 22, 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
Pamela Ward, Ritchie County via Phone Conference
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

Staff:

Dr. Charles Whitaker, III, Medical Director
Dr. Michael Wilson, Dental Director
Eric Walker, Executive Director
Lynne Peters, Personnel Manager
Cristy Riggs, Administrative Secretary
Debra Hungate, Finance Director
Elizabeth Green, EH Director
Deborah Dennis, WIC Director
Mary Beth Shea, Oral Health Coordinator
Barbara Holt, Population Health Director
Renee Swisher, Clinical Secretary
Jenny Mullen, RN
Carrie Brainard, Public Information Officer

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Public Comments:

- There were no public comments.

Board Chair Comments:

- The Board Chair asked the Board Members if they reviewed the financials sent to them via email or would they prefer a paper copy be distributed at the Board meeting. There was no response or input. It was decided to provide a copy of the summary of the financials that Debra Hungate, Director of Finance reviews during the Finance Report presentation.

Routine Items:

Approval of Minutes:

- Motion was made and seconded to approve the January 25, 2018 Board Meeting minutes as presented. (Couch/Casto) The motion passed.

MOVHD Finance Report:

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

- The financial report and the annual fees for services report has been submitted to the State by the required deadline.
- Annual BRIM questionnaire that establishes liability coverage for the year has been completed and submitted by the deadline.
- Draft audit report for FY2017 reflecting no findings has been received. One small misstatement has been documented however a corrective action for this misstatement was not noted due to the insignificance of the item. A listing of all past adjustments that were insignificant and not posted is required to be submitted to MOVHD. Receipt of this document will be confirmed and reported at the next Finance Committee Meeting.
- Budget forms have been submitted to Program Directors and are due back to Finance by March 31, 2018.
- MOVHD's year-to-date financial status through December 31, 2017, including OPEB accrued costs and Depreciation costs, reflect Revenues exceeding Expenses by \$68,253.47.
 - Prior to OPEB accrued costs and Depreciation costs, Revenues exceed Expenses by \$138,526.94.
- As of December 31, 2017, the Accounts Receivable balance is \$157,009.06. All invoices that are grant funded are being paid in a timely manner. Other Accounts Receivable accounts that are over 90 days include flu related invoices in which payments due from insurance payors, Medicare, and Medicaid are expected.

A motion to approve the **MOVHD Finance Report** for period ending December 31, 2017 as presented was made and seconded. (Couch/Smith) The motion was supported.

MOVHD Personnel Report:

Lynne Peters, Personnel Manager presented the Personnel Report that was included in the packet. Updates were given relating to the following:

- New Hires:
 - Full time Office Assistant 2 in Threat Preparedness
 - 80% Office Assistant 2 in Wirt County
- Terminate and Rehire 1,000 Hour Exempts:
 - One 1000-hour exempt employee terminated and rehired;
 - One 1000-hour exempt hired in Environmental Health (Registered Sanitarian)
- Part Time to Full Time:
 - Office Assistant 3 in Dental went from 50% to full-time

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Additional Personnel Discussion:

- Nurse Director/Nurse Practitioner position was classified as a Nurse Practitioner. It is expected that a register from the WV Division of Personnel will be received by the end of March.
- The Information System Coordinator 1 position was posted as a 50% position and it was decided to hire this position as a 1000-hour exempt.

Motion was made and seconded to approve the **MOVHD Personnel Report** as presented. (Faller/Bumgarner) 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 spoke about the following:

- Naloxone has been received from the recently awarded Kaleo-Pharma grant. Staff will be working with local officials to disburse this DRUG to non-medical first responders in the MOVHD region.
- Due to the recent frozen water lines and flood damage to the Wirt WIC office, WIC staff continue to work from the Wirt Health Department office while repairs to the WIC office are completed.
- Local funding requests for FY2019 have been sent to County and City Municipalities. We are currently awaiting responses confirming the amounts to be received.
- Attended the Pleasants County Commission meeting. It was announced to all funding recipients that cuts will be made for FY2019. These cuts are due to a reduction in funding to the Pleasants County Commission received from the local power plant.
- Funds in the amount of \$6,500 are received each year by MOVHD from the Pleasants County levy. A presentation will be given at the April 5, 2018 Pleasants County Board of Education meeting explaining the services provided by MOVHD in lieu of this support.
- MOVHD will not be applying for renewal of the AmeriCorps Program due to lack of funding to continue support of this program.
- MOVHD is working with area funders to implement a community health improvement program titled "Wild, Wonderful and Healthy West Virginia". This program will benefit counties in the MOVHD region.

Clinical Update:

Jenny Mullen, RN gave an update on current Clinical Program events and happenings. Below are highlights of this presentation:

- VFC (Vaccines for Children) site visits have been completed.
- Travel immunizations and education has been provided to 27 new patients.
- Ritchie County Commission awards an additional \$5,000 per year to MOVHD to support school-based flu clinics in Ritchie County.
- The new shingles vaccine, ShingRix will be received and offered this summer. This is a two-dose immunization. If staffing is available, Clinical personnel will travel to high rises and other facilities to administer these vaccines.
- Clinical staff will be attending the upcoming Pink Book and Immunization Summit training.
- An increase of syphilis cases is still being seen. These cases are the highest since the 90's. A press release about the increase of syphilis cases was done December 1, 2017. Dr. Whitaker and Jenny Mullen participated in a telephone meeting with the State to discuss the best approach to treating and preventing this disease. Clinics schedules are being adjusted to be able to provide education to syphilis patients and to offer testing and treatment for those affected by this disease.
- Currently two TB (tuberculosis) patients are being treated and another case is being investigated.
- MOVHD is now accepting Ohio Medicaid for Clinical services and is awaiting approval to bill for Dental services.
- State provided condoms continue to be distributed to the public.

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Old Business:

Update - Accreditation Status:

- Carrie Brainard gave the Accreditation Status update report.
 - To date, completion of the accreditation documentation is approximately 83.4% complete.
 - April 15, 2018 is the deadline for gathering and organization of accreditation documentation.
 - May 9, 2018 is the deadline for electronic submission of this documentation to PHAB.

New Business:

Oral Health Program Expansion:

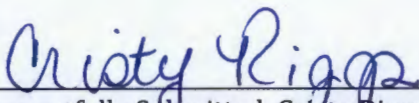
- Mary Beth Shea gave the Oral Health Program Expansion presentation.
 - The West Virginia Center for Rural Health Development (CRHD) has awarded a \$50,000 grant to the Oral Health Program. These funds are to be used to purchase dental equipment and must be expended as soon as possible. Discussion included that the dental equipment that will be purchased should be portable and available for use on the mobile unit. Motion to authorize Dr. Worden, Dr. Wilson, Eric Walker, and Mary Beth Shea to select the equipment to be purchased was made and seconded. (Couch/Chip Westfall) The motion passed.
 - The Oral Health Program would like for the Board of Health to consider expansion of the dental clinic. This expansion would include hiring a dentist and expanding the dental clinic so full-services could be provided. Estimated start-up costs are \$300,000 in addition to the present Oral Health budget. Discussion ensued, and it was decided that a Dental Expansion Committee should be formed to pursue expansion of the Oral Health Program. Motion to appoint Dr. Whitaker, Dr. Wilson, Sean Smith, and Mary Beth Shea to the Dental Expansion Committee was made and seconded. (Couch/Casto) The motion was carried.

Additional Board Comments:

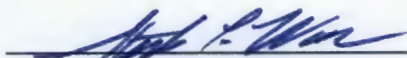
- Blair Couch, Vice Chair told of an opportunity to take part in a class action lawsuit relating to the opioid abuse epidemics occurring in the region served by MOVHD. Eric Walker will be checking to see if MOVHD is eligible to participate in this class action lawsuit and will report his findings to the Board at the May meeting.
- 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 7:48 pm. (Couch/Casto)



Respectfully Submitted, Cristy Riggs



Stephen Worden, Board Chair