

July 26, 2018

**Mid-Ohio Valley Board of Health
Regular Meeting
July 26, 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:

Donna Steigleder, Calhoun County via Phone Conference
Scottie Westfall, Calhoun County
Joyce Faller, Pleasants County
Eleanor Little, Pleasants County
Stephen Worden, Ritchie County
Heather Downey, Roane County
Pat Fulmer, Wirt County
Blair Couch, Wood County
Sean Smith, Wood County
Sondra Wallace, City of Parkersburg

Members Absent:

Beth Bumgarner, Wirt County
Charlie Casto, City of Parkersburg

Staff:

Dr. Charles Whitaker, Medical Director via Phone Conference
Dr. Michael Wilson, DDS, Dental Director
Eric Walker, Executive Director
Lynne Peters, Personnel Manager
Cristy Riggs, Administrative Secretary
Debra Hungate, Finance Director
Deborah Dennis, WIC Director
Elizabeth Green, Environmental Health Director
Carrie Brainard, Public Information Officer
Renee Swisher, Clinical Secretary via Phone Conference
Allison Cox, LPN via Phone Conference

July 26, 2018

Public Comments:

- There were no public comments.

Board Chair Comments:

- The purchase of an auto-clave unit was added to the listing of equipment to be purchased for the Oral Health Program. Motion to approve this purchase was made and seconded. (Couch/Little) The motion was approved.

Resignation / City of Parkersburg Board Member, Joseph Martin:

- Dr. Worden read the resignation from Joseph Martin, City of Parkersburg Board Member effective June 29, 2018. Motion to accept Joseph Martin's resignation as a Member of the Board of Health was made and seconded. (Couch/Faller) The motion carried.

Introduction of Newly Appointed City of Parkersburg Board Member, Sondra Wallace:

Sondra Wallace was appointed by the City of Parkersburg to fill the vacancy left by Joseph Martin. Stephen Worden, Board Chair introduced and welcomed Ms. Wallace to the MOVBOH.

Introduction of Newly Appointed Roane County Board Member, Heather Downey:

Heather Downey was appointed by the Roane County Commission to fill the vacancy left by Candace Westfall. Stephen Worden, Board Chair introduced and welcomed Ms. Downey to the MOVBOH.

Routine Items:

Approval of Minutes:

- Motion was made and seconded to approve the May 24, 2018 Board Meeting minutes as presented. (Faller/Couch) The motion passed.

MOVHD Finance Report:

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

- The FY2019 MOVHD Budget has been Board approved and entered into the financial software system. The new Worker's Compensation rates for FY2019 will increase the budget by approximately \$1,771. The new rates are:
 - Category 8322: 0.23% to 0.22%
 - Category 8868: 0.25% (new category)
 - Category 9410: 3.08% to 3.49%
- The FY2019 budget has been submitted to the Program Plan Financial Reporting system.
- Indirect Cost Rate has been calculated to be 41.44% and is based on FY2017. This is an increase of 5.19% from the prior year's rate of 36.25%.
- The Threat Preparedness Grant Change Order 2 was approved by the State. This Change Order was to adjust 10% of the Threat Preparedness Grant budget for salaries that were not expended due to the resignation of the OAI and the Information Tech.
- WIC Program is receiving additional funds to support the purchase of a new vehicle and branding of all WIC vehicles.
- MOVHD's year-to-date financial status through May 31, 2018, including OPEB accrued costs and Depreciation costs, reflect Revenues exceeding Expenses by \$161,366.79.
 - Prior to OPEB accrued costs and Depreciation costs, Revenues exceed Expenses by \$292,417.86.

A motion to approve the **MOVHD Finance Report** for period ending May 31, 2018 as presented was made and seconded. (Couch/Smith) The motion was supported.

July 26, 2018

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 Hire:**
 - Office Assistant II for the Ritchie County office effective August 16, 2018.
- **Increase Hours Worked:**
 - Increased Clinical Nurse from 60% to 80%
 - Increased WIC Health & Human Service Aide from 95% to 100%

Additional Personnel Discussion:

- Candidate interested in Nurse Practitioner/Clinical Director position no longer interested
- Requested Division of Personnel to re-open Nurse Practitioner position for applications. To date, four (4) applications have been received.
- Advertised for Nurse Practitioner / Clinical Director position for thirty (30) days on Mid-Ohio Valley Jobs

Motion was made and seconded to approve the **MOVHD Personnel Report** as presented. (Couch/Little) 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:

- HEP A Vaccine has been received from the Center for Threat Preparedness. This vaccine is only permitted to be administered to first responders, volunteers and their families who are uninsured or underinsured. Individuals with private health insurance or Medicaid will be administered private vaccine and costs will be billed to insurance.
- Shingrix vaccine is currently on backorder due to high demand.
- Cristy Riggs has communicated with each of the six MOVHD regional counties and is working to distribute naloxone provided to MOVHD by Kaleo Pharma.
- Met with United Way to sign grant award agreement for Oral Health.
- Attended Mid-Ohio Valley Regional Coaching Hub Meeting relating to Wild, Wonderful and Healthy West Virginia project.
- Attended ICS 400 training.
- Attended TMERTT Training.

Old Business:

Update - Accreditation Status:

- Carrie Brainard gave the Accreditation Status update report. Following are the topics discussed:
 - Corrections are being made to submitted accreditation documents.
 - Conference calls with Deb Koester are being done each week. The purpose of these calls is to receive guidance on how to make the needed corrections to the documentation for each domain. Deb Koester is a site visitor for PHAB.

○

July 26, 2018

- Seven domains remain to be reviewed and are being corrected. Five domains are waiting to be reviewed. Target date to complete the review process is September 2018. This process could take until November of 2018.
- Discussion about the benefits of the completion of this process include that being accredited will separate Mid-Ohio Valley Health Department from other non-accredited Health Departments and allow us to receive funding from a variety of sources.

New Business:

Approval of FY2019 Program Plan:

- Discussion regarding changes to the process for submission of the Program Plan has been revised by the State. Some reports are now due annually, semi-annually, or quarterly. The Program Plan is submitted in sections throughout the year rather than being submitted as a complete report once per year. Motion to approve the FY2019 Program Plan was made and seconded. (Couch/Smith) The motion carried.

MOVHD Possession of Firearms Policy:

- Motion to approve the MOVHD Possessions of Firearms Policy as presented was made and seconded. (Faller/Smith) The motion was approved.

Replacement of Roof / Wirt WIC Office:

- The roof on the Wirt WIC County office has been leaking for quite some time. Estimates have been obtained for repairs and/or replacement of the roof. The cost for these repairs will be a maximum of \$7,200. Motion to approve the Replacement of the Roof on the Wirt WIC Office at a maximum cost of \$7,200 was made and seconded. (Little/Wallace). The motion was supported.

WIC Vehicle Purchase:

- Funds to support the purchase of an additional vehicle for the WIC Program are being provided from WIC grant monies. Motion to approve the WIC Vehicle Purchase at a maximum cost of \$25,000 was made and seconded. (Couch/Smith) The motion was approved.

Signage / WIC Vehicles:

- Nationally all WIC Programs are being required to update their branding and add signage to all fleet vehicles. The cost of signage for the WIC Vehicles is estimated to be \$85,000. Motion to approve the Signage / WIC Vehicles for a maximum cost of \$85,000 was made and seconded. (Couch/Faller). The motion carried.

Executive Director/Attendance WV Public Health Association Conference:

- Eric Walker, Executive Director requested permission to attend the WV Public Health Association Conference. Motion to approve Eric Walker's attendance at the WV Public Health Association Conference. (Couch/Wallace) The motion passed.

Additional Board Comments:

- Pat Fulmer watched an article on WV Metro News that highlighted three Mid-Ohio Valley Department Counties as "Bright Spots" in the State of West Virginia. Carrie Brainard, Public Information Specialist will attempt to find the article and forward to all Board Members.
- Blair Couch asked what the financial outlook for the end of FY2018 was looking like. It was noted that currently it appears MOVHD will be in the black by approximately \$70,000. This amount is mostly due to vacancies throughout the Agency that are waiting to be filled.

July 26, 2018

- Blair Couch questioned the rise in campgrounds within the MOVHD region. Elizabeth Green, EH Director explained that campgrounds were popping up unexpectedly quite frequently. These areas must be inspected as soon as they are discovered.

Adjournment:

The meeting adjourned at 7:15 pm. (Smith/Couch)



Respectfully Submitted, Cristy Riggs



Stephen Worden, Board Chair