

September 27, 2018

**Mid-Ohio Valley Board of Health  
Regular Meeting  
September 27, 2018  
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 6:34 p.m. by Stephen Worden, Chairperson. Cristy Riggs took Roll Call and a quorum was present.

**Approval of Agenda:**

Motion to approve the agenda as presented was made and seconded. (Couch/Casto) The motion was approved.

**Members Present:**

Scottie Westfall, Calhoun County  
Stephen Worden, Ritchie County  
Heather Downey, Roane County  
Beth Bumgarner, Wirt County  
Pat Fulmer, Wirt County  
Blair Couch, Wood County  
Sean Smith, Wood County via Phone Conference  
Sondra Wallace, City of Parkersburg  
Charlie Casto, City of Parkersburg via Phone Conference

**Members Absent:**

Donna Steigleder, Calhoun County  
Joyce Faller, Pleasants County  
Eleanor Little, Pleasants County

**Staff:**

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

**Guests:**

Kriss Sullivan, Potential Board Member  
Blayne Knapp, Student Intern

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**Public Comments:**

- There were no public comments.

**Board Chair Comments:**

- There were no Board Chair comments.

**Routine Items:**

**Approval of Minutes:**

- Motion was made and seconded to approve the July 26, 2018 Board Meeting minutes as presented. (Couch/Wallace) The motion passed.
- Motion was made and seconded to approve the August 30, 2018 Special Board Meeting minutes as presented. (Casto/Bumgarner) The motion passed.

**MOVHD Finance Report:**

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

- AmeriCorps Program ended August 31, 2018.
- There are no significant changes in any of the programs profit or loss information.
- Bulk of the outstanding payments due to MOVHD are owed by the State.
- MOVHD's financial status for FY2018 (June 30, 2018), including OPEB accrued costs and Depreciation costs, reflect Revenues exceeding Expenses by \$84,013. This figure is higher than expected due to vacancies throughout the Agency that have yet to be filled.
  - Prior to OPEB accrued costs and Depreciation costs, Revenues exceed Expenses by \$227,605.42.
- MOVHD's year-to-date financial status through July 31, 2018, including OPEB accrued costs and Depreciation costs, reflect Revenues exceeding Expenses by \$155,814.
  - Prior to OPEB accrued costs and Depreciation costs, Revenues exceed Expenses by \$167,800.72.
- Cash balance is currently healthy, and funds do not need to be borrowed from the investment fund.

A motion to approve the **MOVHD Finance Report** for period ending June 30, 2018 as presented was made and seconded. (Couch/Smith) The motion was supported.

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

**MOVHD Personnel Report:**

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

- **Resignation:**
  - 1000-hour Nurse Practitioner resigned
  - 1000-hour Registered Sanitarian resigned
  - Epidemiologist resigned effective October 1, 2018
- **New Hire:**
  - Terminated and rehired two 1000-hour Nurse Practitioners.
- **Promotion:**
  - Promoted WIC Aide to Sanitarian position in Roane County (Roane County Sanitarian is retiring)

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**Additional Personnel Discussion:**

- Interviewed potential candidate for the Nurse Practitioner/Clinical Director and are awaiting references.
- Met with potential Nurse Practitioner for the Mobile Unit which will be a 1000-hour exempt position.
- Advertised for Nurse Practitioner / Clinical Director position for thirty (30) days on Mid-Ohio Valley Jobs.
- Clinical / Oral Health OAHII has resigned effective October 31, 2018. Motion to fill this position effective October 16, 2018 to allow time for training was made and seconded. (Wallace/Bumgarner) Motion passed.

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

- Shingrix vaccine is currently on backorder due to high demand.
- Naloxone provided to MOVHD by Kaleo Pharma has been distributed to MOVHD Regional Counties.
- MOVHD is hosting a WVSOM medical student for two weeks.
- Meeting with the Robert Wood Johnson Foundation is scheduled for October 3<sup>rd</sup> and 4<sup>th</sup>, 2018. Dr. Whitaker will be attending.

**HEP-A Presentation:**

Tyger Kirk, Epidemiologist presented on Hepatitis A. MOVHD is encouraging and offering vaccinations to the public to prevent spread of this disease. Educational materials and alerts are also being distributed to the population within our regional area.

**Old Business:**

**Update – Accreditation Status:**

- Carrie Brainard gave the Accreditation Status update report. Following are the topics discussed:
  - Corrections are continuing to be made to accreditation documentation.
  - Revisions need to be completed by the end of December, 2018 so resubmission to PHAB can be done in January, 2019.

**New Business:**

**Nurse Practitioner / Mobile Unit:**

- The Mobile Unit that MOVHD and Wood County Schools have been working to renovate has been finished. A 1,000 Hour-Exempt Nurse Practitioner will need to be hired by MOVHD to provide services during Mobile Unit Clinics. The date of hire and salary for this position has not been confirmed. The salary is not included in the MOVHD budget but the projected annual expense for this position is approximately \$5,000. MOVHD's Oral Health Program will also be offering dental services which will result in an additional revenue source. The original MOU between MOVHD and Wood County Schools will need to be revised to reflect updates. Motion to hire a 1,000 Hour – Exempt Nurse Practitioner for the Mobile Unit was made and seconded. (Couch/Westfall) The motion carried.



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**Accreditation Support Contract:**

- MOVHD is in need of assistance to review and revise the documentation required for the Accreditation Process. It is requested to hire Deb Koester as a Consultant to provide support during this process. Motion to approve the Accreditation Support Contract at a cost of \$5,000 was made and seconded. (Bumgarner/Couch) The motion was approved.

**Board Member Confidentiality Agreements:**

- Confidentiality Agreements were circulated and signed by each present Board Member. These are updated each fiscal year.

**Political Affiliation for Board Members:**

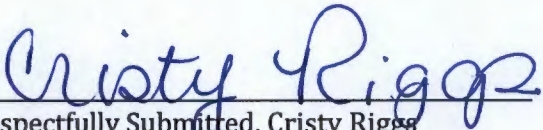
- The Political Party Affiliation Validation form was distributed and completed by all present Board Members. This document is updated each fiscal year.

**Board Member Concerns:**

- Board Members would like to see MOVHD offer vaccinations at the next Board meeting.

**Adjournment:**

The meeting adjourned at 7:42 pm. (Couch/Casto)

  
Respectfully Submitted, Cristy Riggs

  
Stephen Worden, Board Chair