

November 15, 2018

**Mid-Ohio Valley Board of Health  
Regular Meeting  
November 15, 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 6:35 p.m. by Stephen Worden, Chairperson. Cristy Riggs took Roll Call and a quorum was present.

**Approval of Agenda:**

Motion to approve the November 15, 2018 MOVBOH Meeting Agenda as presented was made and seconded. (Casto/Little) The motion was approved.

**Members Present:**

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

**Members Absent:**

Donna Steigleder, Calhoun County  
Blair Couch, Wood County  
Kristina Sullivan, Ritchie County

**Staff:**

Dr. Charles Whitaker, Medical Director  
Eric Walker, Executive Director  
Lynne Peters, Personnel Manager  
Cristy Riggs, Administrative Secretary  
Debra Hungate, Finance Director via Phone Conference  
Elizabeth Green, Environmental Health Director  
Deborah Dennis, WIC Director  
Nicole Gaines, WIC Supervisor  
Mary Beth Shea, Oral Health Coordinator  
Carrie Brainard, Public Information Officer via Phone Conference  
Renee Swisher, Clinical Secretary

**Staff Absent:**

Dr. Michael Wilson, DDS, Dental Director

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**Public Comments:**

- There were no public comments.

**Board Chair Comments:**

- There were no Board Chair comments.

**Introduction of Newly Appointed Ritchie County Board Member, Kristina (Kriss) Sullivan:**

- Kristina Sullivan was appointed to the MOVBOH by the Ritchie County Commission. Ms. Sullivan is filling the vacancy left by Pamela Ward. Stephen Worden, Board Chair read Kristina Sullivan's biography to the Board. Ms. Sullivan was called into work and was unable to attend the meeting.

**Routine Items:**

**Approval of Minutes:**

- Motion was made and seconded to approve the September 27, 2018 Board Meeting minutes as presented. (Smith/Faller) The motion passed.

**MOVHD Finance Report:**

Eric Walker, Executive Director presented the **MOVHD Finance Report**. The following items were discussed:

- MOVHD continues to await State approval of the WIC, Epidemiology and IAP grants.
- Approval of the Threat Preparedness grant has been received. Invoices for July, August and September 2018 have been submitted.
- The BrickStreet Audit conducted 8/21/2018 shows a reduction of \$3,713 to the Workers Compensation policy total for FY2019.
- The cash flow and cash balance is below par due to delays in the grant approvals and payment processes implemented by the State. It is requested to transfer \$400,000 from the Investment Account to the Operating Account if deemed necessary. This would allow MOVHD to function without delay. The \$400,000 would be cashed out as investments mature. The funds would then be placed in MOVHD's bank account however these monies will be paid back to MOVHD's Investment Account as soon as cash flow is improved. Finance will provide an accounting of these transactions and a summary will be included on the Summary of Significant Items page of the Financial Report.

Motion to approve the transfer of \$400,000 from the Investment Account to the Operating Account was made and seconded. (Bumgarner/Smith) The motion was supported.

- MOVHD's year-to-date financial status through September 30, 2018 including OPEB accrued costs and Depreciation costs, reflect Revenues exceeding Expenses by \$172,369.17.
  - Prior to OPEB accrued costs and Depreciation costs, Revenues exceed Expenses by \$208,328.93.

A motion to approve the **MOVHD Finance Report** for period ending September 30, 2018 as presented was made and seconded. (Bumgarner/Little) 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:

- **Resignations:**
  - Wirt County Office Assistant 2 resigned.
  - Nutritionist 2 resigned. (WIC)
  - Wood County Office Assistant 3 resigned. (Dental)
  - 1000-hour Exempt Health & Human Services Aide resigned (WIC)
- **Retired:**
  - Roane County Registered Sanitarian retired.

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- **Transfer:**
  - Accounting Technician 3 (Finance) transferred to the Office Assistant 3 position in Dental.
  
- **Name Change:**
  - Processed employee last name change.

**Additional Personnel Discussion:**

- Potential Nurse Practitioner declined position.
- No new Nurse Practitioner applicants received from WV Division of Personnel.
- Ran ad for Nurse Practitioner in Parkersburg News, Marietta Times, Pleasants County Oracle and the Jackson Herald which included 30 days on Zip Recruiter.

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

- MOVHD is hosting a Legislative Round Table on November 29, 2018. Topics of discussion for this meeting will include ways to increase public health services and restoration of funds that were cut by the State.
- The annual PHAB invoice in the amount of \$8,400 has been received and paid.
- Hepatitis-A cases in West Virginia have increased. The cause of this increase is directly related to the national drug epidemic.
- MOVHD has given over 1,200 HEP-A vaccinations to date. MOVHD is planning a Hepatitis-A Town Hall Meeting which will help to inform the public of the vaccinations available to prevent Hepatitis-A. It is anticipated that this meeting will take place in late December or January.
- Additionally, MOVHD will be submitting a request to the State for emergency funding to assist with the Hepatitis-A outbreak. If this funding is received, it will support media campaigns, vaccination clinics, overtime pay for MOVHD employees, and the hiring of a 1,000 hour exempt position to assist with Hepatitis-A investigations since the Epidemiologist position is currently vacant.

Motion to approve overtime pay to MOVHD employees working the Hepatitis-A outbreak and contingent upon receipt of emergency funding was made and seconded. (Bumgarner/Little) The motion was approved.

Motion to approve the hiring of a 1,000 hour exempt position to assist with Hepatitis-A investigations and contingent upon receipt of emergency funding was made and seconded. (Wallace/Faller) The motion was approved.

**Oral Health Update / Mobile Unit:**

Mary Beth Shea, Oral Health Coordinator presented information on the September 28, 2018 Donated Dental Services Day provided by Dr. Robert Harris, DDS and Dr. Jonathan Harris, DDS. Several clients received cleanings while many others were provided fillings. Another Donated Dental Services Day is being planned and will take place on January 4, 2019. Dr. Robert Harris, DDS and Dr. Jonathan Harris, DDS will lead this event.

MOVHD has been working with Wood County Schools to renovate the mobile unit trailer. Currently, the mobile unit is being used to provide services by the Dental Program. The medical side of the trailer continues to be under construction and will eventually be used to perform HealthCheck visits.

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**Old Business:**

**Update – Accreditation Status:**

- Carrie Brainard gave the Accreditation Status update report via phone conference. Following are the topics discussed:
  - Carrie has met with Deb Koester, Accreditation Consultant and Britton, PHAB Representative to discuss MOVHD's progress with the accreditation process. Some progress has been made however there is much more that needs to be completed to meet the January 30, 2019 deadline.
  - Tim Hazlett, Cabell-Huntington Health Department Administrator has provided assistance with completion of the Quality Improvement Plan.
  - The Performance Management Plan is a large piece of the accreditation documentation and needs updated. A Leadership Team meeting needs to be scheduled before MOVHD can proceed with this plan.

**New Business:**

**WIC Temporary Position:**

- The WIC Program has received additional funds to support a temporary position to perform outreach duties. This position will be hired through a temporary agency and is funded for a period of one year. Hiring of this position will allow staff to continue to work clinics and complete every day duties.

**1,000 Hour Exempt Nurse Position:**

- The Clinical Staff is falling behind due to the Clinical Director position being vacant for over one year. Interviews have been conducted and three candidates have been offered the position. All three candidates have declined the position. Discussion ensued and a request to hire a 1,000 Exempt Nurse Position to assist Clinical Staff with duties. Salary is included in the budget to hire a Clinical Director that has not been used therefore funding is available to hire a 1,000 Hour Exempt Nurse Position. This position will only be used when absolutely necessary. Motion to approve the hiring of a 1,000 Hour Exempt Nurse Position was made and seconded. (Smith/Fulmer) The motion was approved.

**Approval to Purchase Vaccine in Excess of \$5,000:**

- Client requests for private pay vaccinations has increased. The cost for these vaccinations exceeds the \$5,000 approved spending limit. Reimbursement for this expenditure is received when the vaccinations are administered. Motion to approve the Purchase of Vaccinations in Excess of \$5,000 was made and seconded. (Faller/Little) The motion was supported.

**Holiday Closings:**

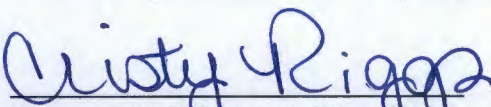
- It is requested to close MOVHD all day (8:00 am – 4:00 pm) Monday, December 24, 2018 and Monday, December 31, 2018 to allow staff to spend time with loved ones for the holiday season. Motion to approve closing MOVHD all day (8:00 am – 4:00 pm) Monday, December 24, 2018 and Monday, December 31, 2018 was made and seconded. (Little/Bumgarner) The motion carried.

**Board Member Concerns:**

- Beth Bumgarner has concerns regarding the completion of the accreditation documentation process by the January 30, 2019 deadline.
- Dr. Whitaker explained that immunizations administered to patients are entered into a centralized data base called WVSIS. Physicians enrolled in this system have the ability to view patients vaccination records.

**Adjournment:**

The meeting adjourned at 7:46 pm. (Little/Faller)

  
Respectfully Submitted, Cristy Riggs

  
Stephen Worden, Board Chair