

January 24, 2019

**Mid-Ohio Valley Board of Health  
Regular Meeting  
January 24, 2019  
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 6:30 p.m. by Stephen Worden, Chairperson. Cristy Riggs took Roll Call and a quorum was present.

**Approval of Agenda:**

Motion to approve the January 24, 2019 MOVBOH Meeting Agenda as presented was made and seconded. (Couch/Smith) The motion was approved.

**Members Present:**

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

**Members Absent:**

Donna Steigleder, Calhoun County  
Sondra Wallace, City of Parkersburg

**Staff:**

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

**Staff Absent:**

Lynne Peters, Personnel Manager

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**VISITORS:**

Bruce Kelbaugh  
Richard Daniell  
Tavia Elder  
Kendra Cormack

**Public Comments:**

- Representatives Tavia Elder and Kendra Cormack of Groups Recover Together visited and gave a presentation relating to the structure of their opiate drug treatment program. The Groups organization provides patients with weekly meetings by social workers and monthly visits with physicians. Patients are also treated with suboxone until fully recovered.

**Board Chair Comments:**

- Stephen Worden, Board Chair introduced and welcomed newly appointed Ritchie County Board Member Kristina (Kriss) Sullivan. Ms. Sullivan is filling the vacancy left by Pamela Ward.

**Introduction of Newly Hired Clinical Director / Nurse Practitioner, Rebecca Eaton APRN:**

- Newly hired Clinical Director / Nurse Practitioner Rebecca Eaton was introduced and welcomed to MOVHD. Ms. Eaton has been a Nurse Practitioner since 1985 with previous experience including positions at Family Planning, Marietta memorial and filling in over the past several years at MOVHD.

**Routine Items:**

**Approval of Minutes:**

- Motion was made and seconded to approve the November 15, 2018 Board Meeting minutes as presented. (Couch/Smith) The motion passed.

**MOVHD Finance Report:**

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

- The December 2018 Threat Preparedness invoice will be the first invoice submitted to the State as required by their new process for invoicing.
- The State issued new Purchasing Cards and those changes have been completed throughout the Agency.
- The FY2020 Discretionary Funding request from the City of Parkersburg has been submitted.
- MOVHD's Finance department is busy compiling information for the FY2018 audit process. Preliminary information has been submitted to the auditors and we are waiting to hear when the on-site visit will take place.
- MOVHD's year-to-date financial status through October 31, 2018 including OPEB accrued costs and Depreciation costs, reflect Revenues exceeding Expenses by \$188,660.50.
  - Prior to OPEB accrued costs and Depreciation costs, Revenues exceed Expenses by \$237,073.81.
- Current Account Receivable balance is \$276,194.59.
- The State of West Virginia grants have not completed the State approval process yet therefore, MOVHD is unable to invoice for the WIC, Epidemiology and IAP programs.
- The cash balance is currently healthy due to the receipt of the State Aid for the 3<sup>rd</sup> quarter.

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

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### **MOVHD Personnel Report:**

Cristy Riggs, Administrative Secretary presented the Personnel Report that was included in the packet. Updates discussed included the following:

- **Retirements:**
  - HHR Specialist (TP Coordinator) retired
  - OA 2 WIC retired effective 1/31/2019
- **Reinstatement:**
  - Accounting Technician 3 reinstated to vacant Finance position
- **Reallocations:**
  - 2 position classifications were reallocated per Division of Personnel
- **1000 Hour Exempts:**
  - Seven 1000-hour exempt employments renewed
  - New hire 1000-hour exempt custodian in Pleasants County
  - New hire 1000-hour exempt Certified medical Assistant in Wood County
  - Terminated Nurse Practitioner (1000-hour exempt)
- **New Hire:**
  - Full time Clinical Director / Nurse Practitioner

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

- Hepatitis-A cases in West Virginia continue to be on the rise.
- Hepatitis-A Town Hall meeting is scheduled for January 31, 2019.
- MOVHD has submitted a request to the State for emergency funding to assist with the Hepatitis-A outbreak. If this funding is received, it will support the additional capacity needed to combat the ongoing outbreak and assist with outreach to the high-risk population that we serve.
- Quick Response Team Grant in the amount of \$230,000 has been approved.
  - Goal of the QRT program is for adults 18 and older to identify and engage individuals who have experienced an opioid-related overdose within 24-72 hours.
  - Objectives of this project are to increase the number of those engaged in post-overdose with treatment and to provide a strategy to reduce the number of opioid overdoses throughout five of the MOVHD regional counties. Counties included in this project are Calhoun, Pleasants, Ritchie, Roane and Wirt.
- MOVHD hosted a Legislative Round Table on November 29, 2018. Topics of discussion for this meeting included ways to increase public health services and restoration of funds that were cut by the State.

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**Clinical Program Update:**

Rebecca Eaton, APRN, Clinical Director / Nurse Practitioner presented information relating to the Clinical Program. Topics of discussion included the following:

- Emergency Hepatitis-A clinics will be held in treatment facilities, homeless shelters, soup kitchens and job fairs.
- Clinical Program is covering the Epidemiologist duties.

**Old Business:**

**Update – Accreditation Status:**

Eric Walker gave the update on the Accreditation Status. Following are the topics discussed:

- MOVHD currently does not have adequate staff to keep up with the core mission of the MOVHD and continue to pursue the requirements to achieve accreditation status. The accreditation process needs to be postponed until the State reinstates funds and MOVHD is able to provide staffing to continue this process.
- To date, \$46,678.61 has been spent on accreditation and it is anticipated that much more will need to be spent to complete this project. MOVHD does not have the funds to continue to pursue the accreditation project.

Motion to discontinue the accreditation process until such time funding from the State is received to specifically support accreditation duties was made and seconded. (Couch/Westfall) The motion was approved.

**New Business:**

**Genetic Testing Services:**

- Genetic testing covers testing of 30 genes including cancer genes. Providing Genetic Testing Services to the citizens in the regions we serve will help save lives. Rebecca Eaton, APRN is already trained in this area and has an excellent working relationship with local medical staff in this realm of healthcare. This service is also a billable which will provide an additional source of income.

Motion to initiate Genetic Testing Services was made and seconded. (Little/Faller) The motion was supported.

**BCCSP Program:**

- Rebecca Eaton, APRN would like to reinstate the BCCSP program in Wood and Pleasants Counties. West Virginia has a very high rate of breast and cervical cancer therefore there is an inherent need to provide this service to our citizens. The cost to reimplement these services is minimal and will help to save lives.

Motion to reinstate the BCCSP program in Wood and Pleasants Counties was made and seconded. (Faller/Bumgarner) The motion was approved.

**Purchase of AED Equipment:**

- Several of MOVHD's AED units are outdated and need replaced while other units need updated supplies. Rebecca Eaton, APRN is requesting to replace four AED units and purchase updated supplies for the remaining five AED units. This will provide an AED unit in each county. The WIC program will purchase the AED units or supplies needed for the WIC only counties. Threat Preparedness and Administration will absorb the costs for the remaining AED units and supplies.

Motion to approve the purchase of four AED units and batteries and pads for the remaining five AED units was made and seconded. (Casto/Westfall) The motion carried.

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**Board Member Concerns:**

- There were no Board Member concerns.

**Adjournment:**

The meeting adjourned at 7:35 pm. (Bumgarner/Casto)

  
Respectfully Submitted, Cristy Riggs

  
Stephen Worden, Board Chair