

March 28, 2019

**Mid-Ohio Valley Board of Health  
Regular Meeting  
March 28, 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.

**Members Present:**

Donna Steigleder, Calhoun County via Phone Conference  
Scottie Westfall, Calhoun County  
Joyce Faller, Pleasants County  
Eleanor Little, Pleasants County  
Kristina Sullivan, Ritchie County  
Stephen Worden, Ritchie County  
Beth Bumgarner, Wirt County  
Pat Fulmer, Wirt County  
Blair Couch, Wood County  
Sondra Wallace, City of Parkersburg  
Charlie Casto, City of Parkersburg

**Members Absent:**

Heather Downey, Roane County  
Sean Smith, Wood County

**Staff:**

Dr. Michael Wilson, DDS, Dental Director  
Eric Walker, Executive Director  
Cristy Riggs, Administrative Secretary  
Debra Hungate, Finance Director  
Deborah Dennis, WIC Director  
Rebecca Eaton, Clinical Director/Nurse Practitioner

**Staff Absent:**

Dr. Charles Whitaker, Medical Director  
Lynne Peters, Personnel Manager

**VISITORS:**

Julie Posey, PACF, GIVE Local MOV  
Tad Wilson, Wells Fargo

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**Public Comments:**

- There were no public comments.

**Board Chair Comments:**

- There were no Board Chair comments.

**Presentations:**

- **Parkersburg Area Community Foundation – GIVE Local MOV:** Julie Posey presented information about the May 7, 2019 GIVE Local MOV Campaign. This campaign is designed to raise money and awareness for local nonprofit entities. The Mid-Ohio Valley Health Department's Oral Health Program established an endowment fund several years ago. Monies from this fund are used to support the operation of this program. Matching funds may be available to the Oral Health Program through this campaign.
- **Wells Fargo MOVBOH Investments:** Tad Wilson, Wells Fargo provided information regarding MOVHD's investment accounts. Agency's investment accounts history. Since 2015, some of the funds had to be transferred to the Operating Account to cover costs of daily operations. Discussion regarding the Agency's remaining funds included the continued availability to liquidate quickly in case of an emergent need.

**Routine Items:**

**Approval of Minutes:**

- Motion was made and seconded to approve the January 24, 2019 Board Meeting minutes as presented. (Bumgarner/Casto) The motion passed.

**MOVHD Finance Report:**

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

- The Epidemiology, IAP and WIC grants have been received.
- The budgeting process for FY2020 has begun. Directors have been given the budget templates and salary projections. Budgets are due back to Finance by March 31, 2019.
- MOVHD's year-to-date financial status through December 31, 2018 including OPEB accrued costs and Depreciation costs, reflect Revenues exceeding Expenses by \$183,406.85.
  - Prior to OPEB accrued costs and Depreciation costs, Revenues exceed Expenses by \$256,727.26.
- The cash balance is currently below what would be considered healthy. Fourth Quarter State Aid should be received by April 15, 2019.

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

**Approval of Audit FYE June 30, 2018:**

- The FY2018 audit report has been received and were no findings. Additionally, it was noted that MOVHD is considered a low risk auditee and an Unmodified Audit Report was included.

Motion to approve the Audit FYE June 30, 2018 as presented was made and seconded. (Bumgarner/Little) The motion was supported.

- **WIC / Nutritionists Salary - Pay Grades:** Notification has been received from WV Division of Personnel that WIC pay grades for the Nutritionist series may be changing. As a special plan of implementation, MOVHD is requesting a pay differential of ten percent (10%) for current MOVHD WIC Nutritionists. This will affect a total of four (4) employees. Funding to cover this additional expense will be provided to the WIC program if the proposed increases are approved.

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Motion to approve a ten percent increase for each employee working under the Nutritionists series contingent upon approval by the WV Division of Personnel was made and seconded. (Couch/Wallace) The motion carried.

**MOVHD Personnel Report:**

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

- **Retirement:**
  - WIC Office Assistant 2
  - Health & Wellness / TP Director
- **1000 Hour Exempt:**
  - Exempt Dental Hygienist Resigned
- **New Hire:**
  - Part-time Office Assistant 2 in Wirt County
- **Leave Without Pay:**
  - Employee on Leave Without Pay and Returned to Work

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

- Hepatitis-A cases in West Virginia continue to be on the rise.
- Hepatitis-A Town Hall meeting took place on January 31, 2019.
- There is currently a syphilis outbreak in the MOVHD region. Clinical staff is working through this outbreak.
- A Regional Training Meeting has been scheduled for May 3, 2019. All offices will be closed so employees can attend.

**Old Business:**

None

**New Business:**

**Computer migration to Windows 10:**

- (Information Only) MOVHD is required per State OT to update operating systems on all laptops and desktop computers to Windows 10

**Security system:**

- (Information Only) Current security system software and hardware will no longer be supported after end of the calendar year (12/31/2019)

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**Board Member Concerns:**

- Dr. Wilson, Dental Director and Blair Couch, Vice Chair would like to request for Cristy Riggs to send a reminder notice to Board Members on May 6, 2019 regarding the Give Local MOV Campaign.

**Adjournment:**

The meeting adjourned at 7:52 pm. (Couch/Wallace)



Respectfully Submitted, Cristy Riggs



Stephen Worden, Board Chair