

May 30, 2019

**Mid-Ohio Valley Board of Health
Regular Meeting
May 30, 2019
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
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
Sean Smith, Wood County via Phone Conference
Sondra Wallace, City of Parkersburg
Charlie Casto, City of Parkersburg via Phone Conference

Members Absent:

Scottie Westfall, Calhoun County
Joyce Faller, Pleasants County
Blair Couch, Wood County

Staff:

Dr. Charles Whitaker, Medical Director via Phone Conference
Eric Walker, Executive Director
Lynne Peters, Personnel Manager
Cristy Riggs, Administrative Secretary
Deborah Dennis, WIC Director
Elizabeth Green, Environmental Health Director
Rebecca Eaton, Clinical Director/Nurse Practitioner
Carrie Brainard, Public Information Officer
Renee Swisher, Clinical Secretary 2 via Phone Conference
Robin Parsons, ATIII via Phone Conference
Mary Putnam, ATIII via Phone Conference
Lesley Sprouse, ATIII via Phone Conference

Staff Absent:

Dr. Michael Wilson, DDS, Dental Director
Debra Hungate, Finance Director

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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 March 28, 2019 Board Meeting minutes as presented. (Little/Wallace) The motion passed.

MOVHD Finance Report:

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

- The Accounts Receivable balance as of 5/08/2019 is \$604,693.06.
- Budgeting process for FY2020 has begun.
- MOVHD's year-to-date financial status through March 31, 2019 including OPEB accrued costs and Depreciation costs, reflect Revenues exceeding Expenses by \$212,639.73.
 - Prior to OPEB accrued costs and Depreciation costs, Revenues exceed Expenses by 319,108.07.
- The cash balance is considered healthy at this time.

A motion to approve the **MOVHD Finance Report** for period ending March 31, 2019 as presented was made and seconded. (Bumgarner/Fulmer) The motion was approved.

MOVHD Personnel Report:

Lynne Peters, Personnel Manager presented the Personnel Report that was included in the packet. Updates discussed included the following:

- **Resignation:**
 - Clinical LPN resigned
 - Office Assistant 2 / Ritchie County resigned
- **New Hire:**
 - Office Assistant 2 / WIC
- **1000 Hour Exempt:**
 - Hired 1000 Hour Exempt Dental Hygienist
 - Hired 1000 Hour Exempt Epidemiologist
 - Renewed two (2) 1000 Hour Exempt Employees
- **Reallocation:**
 - Office Assistant 2 reallocated to an Office Assistant 3
- **Division of Personnel Action:**
 - Division of Personnel and State WIC reviewed the Nutritionists salaries. They increased pay grades by two (2) grades. Three (3) MOVHD Nutritionists and one (1) Nutrition Director received a ten (10) percent Board approved increase.

Motion was made and seconded to approve the **MOVHD Personnel Report** as presented. (Bumgarner/Casto) The motion was approved.

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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:

- Emergency funding to support services relating to the Hepatitis-A Outbreak has been received.
- An updated Security Assessment of the Wood County Facility has been completed by the WV Division of Protective Services. The security system software should be supported until 2022. MOVHD is attempting to locate grant funding to help with the implementation of the security update.
- Syphilis cases continue to be on the rise. MOVHD treated eight (8) cases last week.
- A Harm Reduction Committee will be discussed at the July 2019 Board Meeting.

Old Business:

None

New Business:

Approval of FY2020 Program Plan:

- 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 FY2020 Program Plan as per the State's schedule was made and seconded. (Little/Wallace) The motion carried.

Across the Board Salary Increase:

- Motion to approve a \$1,600.08 Annual Across the Board Base Building Salary Adjustment for all MOVHD employees effective July 1, 2019 was made and seconded. (Bumgarner/Casto) The motion was approved.

Hiring of OA Position:

- Motion to hire a 100% OA position was made and seconded. (Wallace/Little) The motion carried.

Hiring of Sanitarian:

- One of MOVHD's Sanitarians is planning to retire August 31, 2019. Motion to hire a replacement to attend training school in August 2019 was made and seconded. (Fulmer/Little) The motion was supported.

Increase WIC HHS Aide from 75% to 100%:

- Motion to approve the WIC HHS Aide's FTE from 75% to 100% was made and approved. (Wallace/Bumgarner) The motion was approved.

Approval of FY2020 Budget:

- Motion to approve the FY2020 budget as presented was made and seconded. (Bumgarner/Casto) The motion was approved.

MOU Renewal - Dr. Whitaker / MOVHD:

- Motion to renew the MOU between Dr. Charles Whitaker, III, Medical Director and MOVHD effective July 1, 2019 was made and seconded. (Casto/Bumgarner) The motion carried.

MOU Renewal - Dr. Pamfilis / MOVHD:

- Motion to renew the MOU between Dr. Stanley Pamfilis, Backup Medical Director and MOVHD effective July 1, 2019 was made and seconded. (Wallace/Little) The motion passed.

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MOU Renewal – Dr. Wilson / MOVHD:

- Motion to renew the MOU between Dr. Michael Wilson, Dental Director and MOVHD effective July 1, 2019 was made and seconded. (Casto/Bumgarner) The motion passed.

Nominating Committee / Slate of Officers:

- The current Slate of Officers is Stephen Worden, Board Chair; Blair Couch, Vice Chair, and Beth Bumgarner, Treasurer. Motion to continue the current Slate of Officers for FY2020 was made and seconded. (Casto/Little) The motion carried.

Approval of FY2020 MOVBOH Meeting Schedule:

- Motion to approve the FY2020 MOVBOH Meeting Schedule as presented was made and seconded. (Fulmer/Wallace) The motion passed.

Board Member Concerns:

- Eleanor Little attended May 3, 2019 Regional Training Meeting. She enjoyed this meeting and encouraged others to attend in the future if they could.

Adjournment:

The meeting adjourned at 7:10 pm. (Bumgarner/Casto)



Respectfully Submitted, Cristy Riggs



Stephen Worden, Board Chair