

August 15, 2019

**Mid-Ohio Valley Board of Health
Regular Meeting
August 15, 2019
(Rescheduled from July 25, 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:

Scottie Westfall, Calhoun County
Joyce Faller, 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
Charlie Casto, City of Parkersburg

Members Absent:

Donna Steigleder, Calhoun County
Eleanor Little, Pleasants County
Blair Couch, Wood County

Staff:

Dr. Charles Whitaker, Medical Director via Phone Conference
Dr. Michael Wilson, DDS, Dental Director
Eric Walker, Executive Director
Lynne Peters, Personnel Manager
Cristy Riggs, Administrative Secretary
Debra Hungate, Finance Director
Deborah Dennis, WIC Director
Elizabeth Green, Environmental Health Director
Rebecca Eaton, Clinical Director/Nurse Practitioner
Mary Beth Shea, Oral Health Coordinator
Carrie Brainard, Public Information Officer
Renee Swisher, Clinical Secretary 2 via Phone Conference

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Public Comments:

- There were no public comments.

Board Chair Comments:

- A Board Retreat / Training will be held sometime in October. Cristy Riggs will be polling the Board to see which date is best for everyone.

Routine Items:

Approval of Minutes:

- Motion was made and seconded to approve the May 30, 2019 Board Meeting minutes with a revision to the amount of the approved salary increase from \$1,600.00 to \$1,600.08. (Bumgarner/Faller) The motion passed.

Introduction of Newly Appointed Board Members:

- No new members were introduced as none have been appointed and accepted the position. The person appointed to fill the City of Parkersburg vacancy left by Sondra Wallace declined this nomination.

MOVHD Finance Report:

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

- FY2020 budget has been entered into QuickBooks and the Program Plan.
- Workers Compensation rate has been received for FY2020. An overall decrease of approximately \$4,000 to the bottom line will be seen for the FY2020 budget year.
- The Accounts Receivable balance as of 7/18/2019 is \$452,671.84.
- All State contract invoices are being processed in a timely manner resulting in the receipt of prompt payments.
- The State Compliance and Monitoring Team visited MOVHD for approximately three and a half weeks. Four grants were audited. Deb Hungate is awaiting the final report from the State Compliance and Monitoring Team and will be share it with the Finance Committee as soon as it is received.
- MOVHD's year-to-date financial status through May 31, 2019 including OPEB accrued costs and Depreciation costs, reflect Revenues exceeding Expenses by \$254,484.
 - Prior to OPEB accrued costs and Depreciation costs, Revenues exceed Expenses by 382,353.60.
- The cash balance is considered healthy at this time.

A motion to approve the **MOVHD Finance Report** for period ending May 31, 2019 as presented was made and seconded. (Casto/Bumgarner) 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:**
 - Maintenance Worker resigned effective July 12, 2019
- **New Hires:**
 - Nutritionist 2 in WIC starting August 1, 2019
 - Epidemiologist 1 starting September 16, 2019
- **Across the Board Increases:**
 - Processed 62 Across the Board Increases to be effective July 16, 2019
- **Division of Personnel Action:**
 - Increased the entry level Epidemiologist annual salary from \$35,028 to \$48,016
 - Confirmation from the Division of Personnel received that the above listed salary applies ONLY to salaries for State Epidemiologist.

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- Continue to have vacancy in Ritchie County for an OAI.

Motion was made and seconded to approve the **MOVHD Personnel Report** as presented. (Faller/Fulmer) 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. Items discussed include the following:

- In regard to the recently approved Across the Board Base Building Salary Increases, the West Virginia Division of Personnel informed MOVHD that the annual amount must be divisible by 12 with no more than two decimals and cannot be lower than what was approved. Therefore, the Annual Base Building Salary Increase per employee should be amended from \$1600.00 to \$1600.08. This correction was reflected in the approved minutes from the May 30, 2019 Board Meeting.
- Awarded funds from the Sisters Health Foundation to replace computers that must be migrated to Windows 10 operating system no later than January 31, 2020 and to assist with the purchase of a new EHR system.
- Submitted FY2020 Budget to the State via the Program Plan.
- Hepatitis outbreaks continue but have decreased.

Oral Health Program – Future Plans:

Mary Beth Shea, Oral Health Coordinator presented updates on future plans for the Oral Health Program.

Information provided include the following:

- The Oral Health Expansion Committee and the Ohio University SEES Team are working together to develop a business plan for the Oral Health Program.
- Exploring the opportunity for the Oral Health Program to collaborate with Coplin Clinic.
- Oral Health Town Hall Meeting will be held on 8/23/2019 at the Judge Black Annex Center.

Harm Reduction Research Presentation:

Steven Boston, Student Intern researched harm reduction and put together a Harm Reduction Presentation. Steven was unable to attend the August 15, 2019 Board of Health Meeting so Carrie Brainard gave the presentation. Highlights of the information provided included statistical data regarding diseases spread by persons with substance abuse disorders and the benefits of harm reduction programs.

Old Business:

None

New Business:

Hiring of HHR Specialist / Oral Health Program:

- Mary Beth Shea is retiring effective December 31, 2019 and it is requested to hire someone to work beside Mary Beth so she can provide training. Motion to approve the hiring of an HHR Specialist for the Oral Health Program prior to Mary Beth Shea's retirement date of December 31, 2019 to allow time for training was made and seconded. (Bumgarner/Smith). The motion was approved.

Upgrade of LPN Position to RN Position:

- The LPN position has been vacant for several months. The cause of this continued vacancy is believed to be due to low wages. It is requested to attempt to fill this position with an RN position which would be a higher pay rate. Motion to approve changing the LPN position to an 80% RN position was made and seconded. (Casto/Smith) The motion carried.

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Harm Reduction Committee:

- MOVHD is being asked to join other entities and take part in activities relating to harm reduction and needle exchange. Eric Walker is needing direction on how the Board would like to proceed with being involved with these programs. Dr. Whitaker, Dr. Worden, Sean Smith, Joyce Faller, Eric Walker and Rebecca Eaton were appointed to the Harm Reduction Committee.

MOU Revised – Dr. Whitaker, Medical Director:

- Motion to approve the revised MOU between Dr. Charles Whitaker III, Medical Director and MOVHD to include the Across the Board Salary Increase was made and seconded. (Casto/Faller) The motion passed.

MOU Revised - Dr. Wilson, Dental Director:

- Motion to approve the revised MOU between Dr. Michael Wilson, Dental Director and MOVHD to include the Across the Board Salary Increase was made and seconded. (Casto/Bumgarner) The motion passed.

Electronic Health Records (EHR):

Rebecca Eaton, APRN presented information on the current EHR systems used by MOVHD. Two systems are being used making work more time consuming. One system is utilized for billing and the other for making appointments. The Sisters Health Foundation awarded monies to assist with the purchase of a new EHR system. The proposed EHR system is expected to simplify billing procedures, appointment processes and other duties making it possible to hold more clinics and increase revenue. Motion to approve the purchase of a new EHR system at a cost of approximately \$900.00 per month was made and seconded. (Bumgarner/Smith) The motion carried.

EH Vehicles:

- One of the Environmental Health vehicles was involved in an accident and was totaled by the insurance company. A replacement vehicle can be purchased for an additional out of pocket expense of approximately \$9,000. Motion to approve the purchase of a new vehicle from Wharton Auto Group at an additional expense of approximately \$9,000 was made and seconded. (Fulmer/Sullivan) The motion carried.

Confidentiality Agreements:

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

Political Affiliation Confirmation:

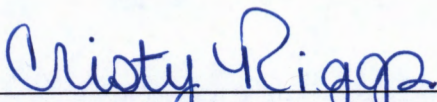
- The Political Party Affiliation Validation form was distributed and completed by all present Board Members. This document is updated each fiscal year.

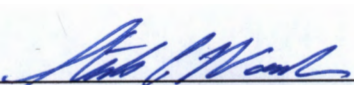
Board Member Concerns:

- Dr. Wilson thanked Mary Beth Shea for everything she has done for our community over the past several years.

Adjournment:

The meeting adjourned at 7:33 pm.


Respectfully Submitted, Cristy Riggs


Stephen Worden, Board Chair