

September 12, 2019

**Mid-Ohio Valley Board of Health
Regular Meeting
September 12, 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
Scottie Westfall, Calhoun County
Eleanor Little, Pleasants County
Kristina Sullivan, Ritchie County
Stephen Worden, Ritchie County
Beth Bumgarner, Wirt County
Blair Couch, Wood County via Phone Conference
Charlie Casto, City of Parkersburg

Members Absent:

Joyce Faller, Pleasants County
Heather Downey, Roane County
Pat Fulmer, Wirt County
Sean Smith, Wood County

Staff:

Dr. Charles Whitaker, Medical 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
Carrie Brainard, Public Information Officer
Renee Swisher, Clinical Secretary 2 via Phone Conference
Mary Putnam, Finance via Phone Conference

Staff Absent:

Dr. Michael Wilson, DDS, Dental Director

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Public Comments:

- There were no public comments.

Board Chair Comments:

- A Board Retreat / Training will be held October 24, 2019 at the Wood County facility from 5:00 pm – 8:00 pm. Focus of this training will be Roles, Responsibilities and Legal Duties of Board Members. Amy Elliott of Non-Profit Leads will present the training.
- A thank you card to the Sisters Health Foundation (SHF) is being circulated at this meeting for all Board Members to sign. The SHF recently awarded a grant to the MOVHD for the purchase of new computers and assistance with a new HER system for the Clinical Program.

Introduction of Newly Appointed Board Member:

- No new members were introduced as none have been appointed. Vacancies remain for the City of Parkersburg and Roane County.

Routine Items:

Approval of Minutes:

- Motion was made and seconded to approve the August 15, 2019 Board Meeting minutes as presented. (Casto/Little). The motion was approved.

MOVHD Finance Report:

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

- MOVHD's year-to-date financial status through June 30, 2019 including OPEB accrued costs and Depreciation costs, reflect Revenues exceeding Expenses by \$273,268.11.
 - Prior to OPEB accrued costs and Depreciation costs, Revenues exceed Expenses by \$418,124.67.
- The Finance Department is continuing to work with the State Compliance and Monitoring Team as they work off-site for the review of the WIC, Threat Preparedness, Epidemiology and IAP programs. A report will be received after this work is completed.
- The FY2019 Worker's Compensation audit has been completed via an off-site review for this year.
- The single audit for FY2019 completes the current three (3) year contract with Perry and Associates, CPA's. Board approval will be requested in November to continue with the three (3) year contract option for FY2020, FY2021, and FY2022. Requests for Proposals are required if approved.
- Debra Hungate received a call from United Bank asking if MOVHD would like to meet regarding utilization and investment of funds. It was decided not to pursue a meeting with United Bank.
- OPEB and GASB 65 entries are done by Perry and Associates.
- Accounts Receivable balance as of 6/30/2019 is \$346,921.82.
- Current Accounts Receivable balance as of 9/06/2019 is \$393,906.77.
- The cash balance is considered healthy as of this time.

A motion to approve the **MOVHD Finance Report** for period ending June 30, 2019 as presented was made and seconded. (Bumgarner/Casto) The motion passed.

MOVHD Personnel Report:

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

- **Resignation:**
 - 1,000 Hour Exempt Epidemiologist

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- **New Hires:**
 - Sanitarian 1 was to begin employment 8/07/2019; received email 8/06/2019 refusing job
 - 1,000 Hour Exempt Registered Sanitarian
- **Reclassification:**
 - WV Division of Personnel reclassified two positions.

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

- Process of purchasing new computers to support the require computer migration to Windows 10 is underway. Funds to support this purchase were received from the Sisters Health Foundation.
- Clinical Staff will be visiting the Monongalia County Health Department to view their EHR system. Staff hope to gain insight from others already utilizing this system.
- The Quick Response Team Grant received a no cost extension through November 30, 2019. An application for a three-year continuation of this grant should be released soon.
- MOVHD is partnering with West Virginia University, Minnie Hamilton and Westbrook on a three-year rural community opioid response grant.
- Update regarding the Hepatitis-A Outbreak was discussed. A total of 23 deaths in the MOVHD Region has been reported as of August 30, 2019.

Old Business:

None

New Business:

Clinical Vehicle / Purchase:

- Clinic staff are travelling more often to outlying counties to provide care to patients and to assist with outreach training and education of the population in which MOVHD serves. It has been deemed that the purchase of an additional vehicle to use for these trips is more cost effective than renting a vehicle. Motion to approve the purchase a new Clinical Program vehicle not to exceed \$25,000 was made and seconded. (Little/Sullivan). The motion was supported.

Stairwell Renovation / Wood County Facility:

- Motion to direct Eric Walker, Executive Director to obtain, evaluate, select and award a bid for security of the front stairwell at the Wood County facility was made and seconded for a cost not to exceed \$15,000. (Bumgarner/Casto) The motion was supported.

Installation of Safety Devices - All County Facilities:

- No action taken. Eric Walker, Executive Director will obtain estimates before November 21, 2019 Board of Health meeting.


Board Member Comments and Concerns:

- There were no Board Member comments or concerns.

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Adjournment:

The meeting adjourned at 7:27 pm.


Respectfully Submitted, Cristy Riggs


Stephen Worden, Board Chair