

November 21, 2019

**Mid-Ohio Valley Board of Health
Regular Meeting
November 21, 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. Motion to approve the agenda was made and seconded. (Bumgarner / Casto) The motion passed.

Members Present:

Scottie Westfall, Calhoun County
Eleanor Little, Pleasants County
Kristina Sullivan, Ritchie County
Stephen Worden, Ritchie County
Heather Downey, Roane County
Beth Bumgarner, Wirt County
Blair Couch, Wood County
Sean Smith, Wood County
Eric Jiles, City of Parkersburg
Charlie Casto, City of Parkersburg

Members Absent:

Donna Steigleder, Calhoun County
Joyce Faller, Pleasants County
Pat Fulmer, Wirt County

Staff:

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

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Public Comments:

- There were no public comments.

Board Chair Comments:

- A "Recognition of Funders and Dental Providers Celebration" will be held before the January 23, 2020 Board of Health meeting.
- The Calhoun County office will be relocated soon due to Minnie Hamilton Health System needed our space for other medical providers. Tour of potential facilities will be done by mid-December.

Introduction of Newly Appointed Board Member:

- Eric Jiles was appointed to the MOVBOH by the City of Parkersburg. Mr. Jiles is filling the City of Parkersburg vacancy left after Sondra Wallace's term ended. Stephen Worden, Board Chair welcomed Eric Jiles to the Board and read his biography to the Board.

Routine Items:

Approval of Minutes:

- Motion was made and seconded to approve the September 12, 2019 Board Meeting minutes as presented. (Couch/Casto) 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 September 30, 2019 including OPEB accrued costs and Depreciation costs, reflect Revenues exceeding Expenses by \$54,004.64.
 - Prior to OPEB accrued costs and Depreciation costs, Revenues exceed Expenses by \$87,474.47.
- It is anticipated but not yet confirmed that a 4.6% cut in State Aid Funding will be occurring soon. Additional info will be sent as notifications are received.
- The State Compliance and Monitoring staff returned the review of the WIC, Threat Preparedness, Epidemiology and IAP grants. There were three findings that are required to be answered. This information will be reported to the Finance Committee for review and discussion.
- The FY2019 Worker's Compensation Audit has been completed. MOVHD received a credit of \$4,563 in audit assessment adjustments.
- Request for Board approval of a three-year contract for the single audit for years FY2020, FY2021 and FY2022 will be requested. If this is approved proposals will be sent out as soon as possible.
- Three of the five State grants (Threat Preparedness, Epidemiology and IAP) have been fully executed.
- The WIC grant, which began October 1, 2019, is still in the approval process.
- The current QRT (Quick Response Team) grant ends November 30, 2019. This grant will be continuing for a period of three years beginning December 1, 2019.
- Accounts Receivable balance as of 9/30/2019 is \$528,752.04.
- Current Accounts Receivable balance as of 11/15/2019 is \$210,509.85.
- The cash balance is considered healthy as of this time.

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

MOVHD Personnel Report:

Lynne Peters, Personnel Manager presented the Personnel Report. Updates discussed included the following:

- **New Hires:**
 - HHS Aide – WIC Mason County
 - Maintenance Worker – Wood County
 - Office Assistant 2 – Ritchie County and Wood County

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- **Retirement:**
 - Sanitarian 2 – Wood County
- **Reallocation:**
 - Sanitarian 1 to Sanitarian 2 – Roane County
- **1000 Hour Exempt:**
 - Renewed one 1000 Hour Exempt Nurse Practitioner – Wood County
 - Terminated one 1000 Hour Exempt HHS Aide – Mason County

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

- Savings of \$10,000 annually is being seen by switching from SteriCycle to Medical Waste Services.
- The Medical Cannabis Act gives limitations on the issuance of permits. Before a permit may be issued, the bureau shall obtain a written approval from the Board of Health for the county in which the permit is to be located and operate business.
- The company that has been selected to install the door at the front stairwell / Wood County location will begin work by the end of January 2020.
- Significant issues with OT connectivity has been reported and discussed with other Local Health Administrators. MOVHD will be looking into switching to another company that can provide better service so employees can work more efficiently.
- The Quick Response Team (QRT) grant application for a three-year continuation is expected to be released soon.

Old Business:

Installation of Safety Devices – All County Facilities:

- No action taken.

New Business:

Finance Audit Bid Process (FY2020, FY2021, FY2022):

- The three-year contract with Perry and Associates expired with the ending of the FY2019 audit. Therefore, it is time to advertise for Finance Audit bids for FY2020, FY2021, and FY2022. A motion to approve moving forward with requests for three-year audit bids for FY2020, FY2021 and FY2022 was made and seconded. (Couch/Bumgarner) The motion was approved.

Family Planning – Wirt and Roane Counties:

- Rebecca Eaton, APRN, Clinical Director would like to provide Family Planning service in Wirt and Roane Counties. These services would be provided one day per month in each county beginning January 2020. Motion to approve Family Planning services – one day per month – in Wirt and Roane Counties beginning January 2020 was made and seconded. (Bumgarner/Little) The motion carried.

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Installation of Flooring – Clinical Area:

- Grants have been received to cover most of the expense for new flooring in the Clinic area at the Wood County location. An additional \$4,500 is needed to complete this project. Motion to approve spending \$4,500 from Administration funds for installation of new flooring in the Clinic area at the Wood County location was made and seconded. (Couch/Bumgarner) The motion was supported.

QRT Grant:

- Quick Response Teams (QRT) are located in Calhoun, Pleasants, Ritchie, Roane and Wirt Counties. The current QRT grant is being extended to March 29, 2020. It is expected that this grant will be renewed for an additional three-year period. Further information will be released as updates become available. No action needed for this item since the grant ending was automatically extended.

Holiday Closings:

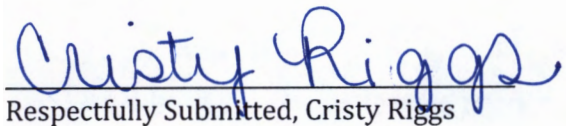
- It is requested to close MOVHD all day (8:00 am – 4:00 pm) Tuesday, December 24, 2019 and Tuesday, December 31, 2019 to allow staff to spend time with loved ones for the holiday season. Motion to approve closing MOVHD all day (8:00 am – 4:00 pm) Tuesday, December 24, 2019 and Tuesday, December 31, 2019 was made and seconded. (Little/Couch) The motion carried.

Board Member Comments and Concerns:

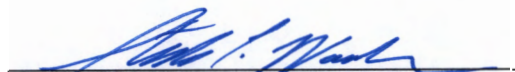
- Heather Downey recently worked with Carrie Brainard on a project and thought Carrie was doing a great job.

Adjournment:

The meeting adjourned at 7:25 pm.



Respectfully Submitted, Cristy Riggs



Stephen Worden, Board Chair