

January 23, 2020

**Mid-Ohio Valley Board of Health  
Regular Meeting  
January 23, 2020  
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 6:32 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. (Casto/Couch) The motion passed.

**Members Present:**

Scottie Westfall, Calhoun County  
Joyce Faller, Pleasants County  
Eleanor Little, Pleasants County  
Kristina Sullivan, Ritchie County  
Stephen Worden, Ritchie County  
Heather Downey, Roane County  
Beth Bumgarner, Wirt County  
Pat Fulmer, 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

**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  
Deborah Dennis, WIC Director  
Rebecca Eaton, Clinical Director/Nurse Practitioner  
Mary Beth Shea, 100 Hour Exempt – Oral Health  
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:**

- Stephen Worden, Board Chair thanked all MOVHD staff for working together during the past couple of years and helping to get MOVHD back on track.

**Routine Items:**

**Approval of Minutes:**

- Motion was made and seconded to approve the November 21, 2019 Board Meeting minutes as presented. (Couch/Westfall) The motion was approved.

**MOVHD Finance Report:**

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

- The January 2020 MOVBOH Finance Committee was cancelled due to the due to the Recognition of Funders and Dental Providers Event. Therefore, the minutes from the November 2019 Finance Committee meeting were not presented for approval.
- MOVHD's year-to-date financial status through October 31, 2019 including OPEB accrued costs and Depreciation costs, reflect Revenues exceeding Expenses by \$56,293.61.
  - Prior to OPEB accrued costs and Depreciation costs, Revenues exceed Expenses by \$85,399.60.
- All State grants have been fully executed.
- The change order for the QRT (Quick Response Team) grant has been fully executed for a no cost extension with an end date of 3/29/2020.
- Accounts Receivable balance as of 10/31/2019 is \$364,320.72.
- Current Accounts Receivable balance as of 1/23/2020 is \$982,039.35.
- The cash balance is considered healthy as of this time.

A motion to approve the **MOVHD Finance Report** as presented was made and seconded. (Bumgarner/Jiles) The motion passed.

**MOVHD Personnel Report:**

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

- **Retirement:**
  - HHR Specialist (Dental)
- **Resignation:**
  - Nutritionist 2 – WIC
- **Pay Grade Change / Salary Increase:**
  - 9 Pay Grade Changes per State Personnel Board
  - 6 Salary Increases per State Personnel Board Pay Grade Changes

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

**MOVHD Directors Reports:**

- Directors' program reports are combined and included in the packet. There were no questions regarding these reports.

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**MOVHD Executive Director's Report:**

Eric Walker, Executive Director's report was included in the board packet. Items discussed include the following:

- The regional all staff meeting is scheduled for May 8, 2020. Active Shooter Training will be provided to staff.
- Cure MD (Clinical Electronic Records Program) is expected to go live in March 2020.
- Eric Walker gave a CDC update on vaping. The CDC recommends that the best way for persons to ensure they are not at risk is to refrain from the use of e-cigarettes or vaping products.
- 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. A Special Board Health Meeting will be scheduled for February 13, 2020 to vote on the Medical Cannabis Act.

**Old Business:**

**Installation of Safety Devices – All County Facilities:**

- No action taken.

**New Business:**

**Calhoun County Facility:**

- A new location has been chosen to relocate the Calhoun County Facility. The address of the new office is 378 Main Street, Grantsville, WV 26147 and the rent is \$900.00 per month. Renovations to the office space will need to be completed to suit the needs of the Health Department. Motion to allow Stephen Worden, Board Chair to negotiate and enter into a lease with Red Bed Realty was made and seconded. (Couch/Downey). The motion was approved.

**Update / County Lease Agreements:**

- Cristy Riggs gave an update on all county lease agreements. To date, the Ritchie County lease has been updated and all other county leases are in the process of being updated.

**Vehicle for EH / EH Discussion:**

- Currently the Environmental Health program is running in the black. Some salary expense has been charged to the FDA grant for this fiscal period and the Environmental Health program continues to operate short staffed. Permission to purchase a new vehicle to replace an existing fleet vehicle on the pretenses that the Environmental Health program continues to run in the black is requested. Motion to approve the trade-in and purchase of a new vehicle for the Environmental Health program at the end of FY2020 and not to exceed \$25,000 as long as funds are available was made and seconded. (Fulmer/Couch) The motion passed.
- The Bureau of Public Health is working on a plan to increase Environmental Health fees.

**Hiring of Nutrition Director (WIC Program):**

- Deborah Dennis, WIC Director is retiring effective March 31, 2020. Permission to hire a WIC Director prior to March 31, 2020 is requested so that the new person can be trained by Deborah Dennis. Motion to approve the hiring of a new WIC Director prior to Deborah Dennis' retirement date of March 31, 2020 to allow time for training was made and seconded. (Casto/Couch) The motion was approved.

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**Hiring of 1000-Hour Exempt Position Nurse Practitioner or RN / Certified Diabetic Educator (CDE) / WV Health Connection Grant:**

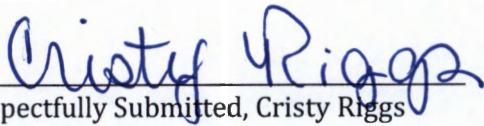
- Rebecca Eaton, Clinical Director applied for and was approved for a \$10,000 WV Health Connection Grant. This grant requires that a Nurse Practitioner be hired to perform the duties required under this grant. Motion to approve the hiring of a Nurse Practitioner to work under the WV Health Connection Grant was made and seconded. (Couch/Faller) The motion carried.

**Board Member Comments and Concerns:**


- Dr. Whitaker thanked all for attending the Recognition of Funders and Dental Providers Event.
- Blair Couch expressed his appreciation to Doc Worden for the service and support he has and continues to provide to the Mid-Ohio Valley Health Department.
- Chip Westfall appreciates staff visiting Calhoun County during the search for a new location for the Calhoun County branch of the Mid-Ohio Valley Health Department.

**Adjournment:**

The meeting adjourned at 7:40 pm.



Respectfully Submitted, Cristy Riggs



Stephen Worden, Board Chair