

March 26, 2020

**Mid-Ohio Valley Board of Health
Regular Meeting via Conference Call
March 26, 2020
211 6th Street
Parkersburg, WV 26101**

Call to Order:

The Pledge of Allegiance was recited, and the meeting was called to order at 6:31 p.m. by Stephen Worden, Chairperson. This meeting was held via conference call due to the COVID-19 Nationwide Pandemic and the only persons permitted to attend this meeting in person were Stephen Worden, Dr. Whitaker, Eric Walker and Cristy Riggs.

Cristy Riggs took Roll Call and a quorum was present via conference call.

Motion to approve the agenda was made and seconded. (Casto/Little) The motion passed.

Members Present:

Scottie Westfall, Calhoun County via conference call
Joyce Faller, Pleasants County via Phone Conference
Eleanor Little, Pleasants County via Phone Conference
Kristina Sullivan, Ritchie County via Phone Conference
Stephen Worden, Ritchie County
Heather Downey, Roane County via Phone Conference
Beth Bumgarner, Wirt County via Phone Conference
Pat Fulmer, Wirt County via Phone Conference
Blair Couch, Wood County via Phone Conference
Sean Smith, Wood County via Phone Conference
Eric Jiles, City of Parkersburg via Phone Conference
Charlie Casto, City of Parkersburg via Phone Conference

Members Absent:

None

Staff:

Dr. Charles Whitaker, Medical Director
Dr. Michael Wilson, DDS, Dental Director via Phone Conference
Eric Walker, Executive Director
Lynne Peters, Personnel Manager via Phone Conference
Cristy Riggs, Administrative Secretary
Debra Hungate, Finance Director via Phone Conference
Elizabeth Green, Environmental Health Director via Phone Conference
Deborah Dennis, WIC Director via Phone Conference
Rebecca Eaton, Clinical Director/Nurse Practitioner via Phone Conference
Renee Swisher, Clinical Secretary 2 via Phone Conference
Mary Putnam, Finance via Phone Conference
Robin Parsons, Finance via Phone Conference
Lesley Sprouse, Finance via Phone Conference
Jennifer Habeb, Nutritionist via Phone Conference

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Public Comments:

- There were no public comments.

Board Chair Comments:

- Stephen Worden, Board Chair thanked all for calling into the meeting.

Routine Items:

Approval of Minutes:

- Motion was made and seconded to approve the January 23, 2020 Board Meeting minutes as presented. (Couch/Sullivan) The motion was approved.
- Motion was made and seconded to approve the February 13, 2020 Special Board Meeting minutes as presented. (Couch/Casto) The motion was approved.

MOVHD Finance Report:

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

- MOVHD's year-to-date financial status through December 31, 2019 including OPEB accrued costs and Depreciation costs, reflect Revenues exceeding Expenses by \$37,012.74.
 - Prior to OPEB accrued costs and Depreciation costs, Revenues exceed Expenses by \$30,683.10. .
- Payments for the EPI, IAP, WIC and Threat Prep Programs have been received.
- The first year QRT (Quick Response Team) grant will end 3/29/2020 and the final invoice is being prepared for submission. The subsequent year's grant is in the process of being approved at the State level.
- The FY2019 Audit process has been completed. There were no findings and no management letter. The audit is to be submitted to the Audit Clearing House by March 24, 2020.
- The budgeting process for FY2020 has begun.
- Accounts Receivable balance as of 12/31/2019 is \$263,663.11.
- Current Accounts Receivable balance as of 3/18/2020 is \$154,642.08.
- The cash balance is considered healthy as of 3/18/2020.

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

MOVHD December 2019 Financials:

Debra Hungate presented the December 2019 Financials via phone conference to the Board for approval. This action is being taken at this Board Meeting due to the cancellation of the 1/23/2020 and 3/26/2020 Finance Committee Meetings.

- MOVHD's year-to-date financial status through December 31, 2019 including OPEB accrued costs and Depreciation costs, reflect Revenues exceeding Expenses by \$37,012.74.
- Prior to OPEB accrued costs and Depreciation costs, Revenues exceed Expenses by \$30,683.10.

Motion to approve the December 2019 Financials as presented was made and seconded. (Couch/Bumgarner) The motion carried.

MOVHD Personnel Report:

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

- **Resignation:**
 - Health & Human Resources Aide – WIC
- **New Hire:**
 - Health & Human Resources Specialist – Dental
 - Nutritionist 1 – WIC

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- **Promotion:**
 - Office Assistant to Sanitarian 1
- **Leave Without Pay:**
 - Health & Human Resources Specialist – Dental
- **Exempt:**
 - Terminated and Rehired (12)
 - New hire – Clinical (1)

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

MOVHD Directors Reports:

- Directors' program reports are included in the packet. Per Dr. Worden: If anyone has questions regarding these reports please send Cristy Riggs an email and answers will be gathered and returned via email.

MOVHD Executive Director's Report:

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

- MOVHD employees are working day and night relating to duties associated with the COVID-19 Pandemic. Changes in protocols are happening very quickly. Social distancing has begun, and each Program Director has been asked to put together a plan of action for their department during this crisis.
- The Families First Act has been adopted by the WV Division of Personnel (DOP) as a policy. This policy was received late today (3/26/2020) and will be reviewed on Friday, 3/27/2020. Information will be sent to employees as soon as possible.
- QRT grant is ending and will be transitioning to the R-Corp grant.

Old Business:

Installation of Safety Devices – All County Facilities:

- Sliding door at bottom of front stairwell at Wood County Facility has been installed.

Update / County Lease Agreements:

- Cristy Riggs gave an update on the county lease agreements and the new Calhoun County facility.
 - Continuing to complete the update to Wood and Wirt County lease agreements.
 - The lease for the new Calhoun County location has been signed. Renovations have begun and projected move in date is May 1, 2020.

New Business:

COVID-19 Update:

- Rebecca Eaton, Clinical Director gave a report on the COVID-19 Pandemic via phone conference:
 - Incident Command Center is being set up.
 - Threat Preparedness Program recently held a COVID-19 Tabletop Exercise was recently held and was well attended.
 - MOVHD is holding daily in-house COVID-19 phone conference meetings; phone conferences with the State, and Center for Disease Control (CDC) are taking place and press conferences with Governor Justice and President Trump are being attended via teleconference by MOVHD employees.
 - Social Distancing orders will be implemented next week within the MOVHD offices.

Roane County Hospital has contacted MOVHD requesting to be declared critical personnel so they can continue to work through the COVID-19 Pandemic. Motion to approve Roane County General Hospital as an essential business was made and seconded. (Couch/Faller) The motion carried.

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Hiring of Population Health Director:

- The position of the Population Health Director has been vacant for quite some time. New grants have been awarded and assistance in overseeing these grants is required. MOVHD currently does not have the manpower to perform all duties required. West Virginia Division of Personnel is requiring that Board approval is obtained before hiring of this position is permitted. Motion to approve the hiring of a Population Health Director was made and seconded. (Casto/Little) The motion was approved.

Board Member Comments and Concerns:

- Charlie Casto thanked all staff for working though the current crisis.
- Eleanor Little expressed her gratitude to Deborah Dennis for all she has done for the WIC program and congratulated her on her retirement.
- Blair Couch was pleased to have Dr. Whitaker attend the recent Wood County Commission meeting. Blair also thanked Eric for his quick responses to questions relating to the pandemic and appreciates Carrie Brainard's press releases.
- Dr. Whitaker has sent info regarding emergency guidelines and will send to all County Commissions.
- Eric Walker thanked Dr. Whitaker for his daily involvement and taking his calls during this difficult time. MOVHD could not get through this without his guidance.

Adjournment:

The meeting adjourned at 7:18 pm.


Respectfully Submitted, Cristy Riggs


Stephen Worden, Board Chair