

May 28, 2020

**Mid-Ohio Valley Board of Health
Regular Meeting via Conference Call
May 28, 2020
211 6th Street
Parkersburg, WV 26101**

Call to Order:

The Pledge of Allegiance was recited, and the meeting was called to order at 6:30 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, Beth Bumgarner, Eric Walker, Lynne Peters, Cristy Riggs and Debra Hungate.

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

Motion to approve the agenda was made and seconded. (Casto/Faller) 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
Stephen Worden, Ritchie County
Heather Downey, Roane County via Phone Conference
Beth Bumgarner, Wirt County
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:

Kristina Sullivan, Ritchie County

Staff:

Dr. Charles Whitaker, Medical Director
Dr. Michael Wilson, DDS, Dental Director via Phone Conference
Eric Walker, Executive Director
Lynne Peters, Personnel Manager
Cristy Riggs, Administrative Secretary
Debra Hungate, Finance Director
Elizabeth Green, Environmental Health Director via Phone Conference
Jennifer Habeb, 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

Public Comments:

- There were no public comments.

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Board Chair Comments:

- Eleanor Little, Pleasants County Board Member relayed a message from former MOVHD employee, Teresa Roby to all current MOVHD Staff. Ms. Roby wanted to express her gratitude to the staff of MOVHD for the hard work performed during the COVID-19 Pandemic. Stephen Worden, Board Chair also thanked the MOVHD staff for their outstanding performance and commitment during these difficult times.

Resignation / Wirt County, Beth Bumgarner:

- Beth Bumgarner, MOVBOH Treasurer and representative for Wirt County has chosen not to renew her term and will not be continuing to serve as a member of the Mid-Ohio Valley Board of Health. Beth thanked all Board members and the entire MOVHD staff for their dedication to the Agency. Stephen Worden, Board Chair expressed his appreciation for Beth's hard work over the past several years and for doing a great job in assisting MOVHD to get back to a good financial status. Motion to approve Beth Bumgarner's resignation as a member of the Mid-Ohio Valley Board of Health was made and seconded with regret. (Casto/Little) The motion passed.

Routine Items:

Approval of Minutes:

- Motion was made and seconded to approve the March 26, 2020 Board Meeting minutes as presented. (Little/Smith) The motion was approved.
- Motion was made and seconded to approve the April 30, 2020 Special Board Meeting minutes as presented. (Casto/Bumgarner) 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 March 31, 2020 including OPEB accrued costs and Depreciation costs, reflect Expenses exceeding Revenues \$128,809.49.
 - Prior to OPEB accrued costs and Depreciation costs, Expenses exceed Revenues by \$26,763.50.
- The Finance Department has been heavily involved with processing overtime and other finance duties related to the COVID-19 Pandemic.
- The first year QRT (Quick Response Team) grant ended 3/29/2020. The subsequent year's grant is in the process of being approved at the State level.
- Funds to support expenses related to the COVID-19 Pandemic will be received from local County Commissions.
- Accounts Receivable balance as of 3/31/2020 is \$103,796.78.
- Current Accounts Receivable balance as of 5/21/2020 is \$83,876.85.
- The cash balance is considered healthy as of 5/21/2020.

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

Approval of FY2019 Audit:

- The FY2019 Audit process has been completed. There were no findings and an unmodified opinion letter was received. MOVHD is considered a low risk auditee.

Motion to approve the **FY2019 Audit** as presented was made and seconded. (Bumgarner/Casto) The motion carried.

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Approval of FY2021 Budget:

A zero balanced budget for FY2021 was presented. The FY2021 budget only includes revenues that are guaranteed to be received and does not include a salary increase.

Motion to approve the **FY2021 Budget** as presented was made and seconded. (Bumgarner/Casto) The motion carried.

MOVHD Personnel Report:

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

- **Resignation:**
 - HHR Specialist – Dental
 - Office Assistant II- WIC
- **New Hire:**
 - Health & Human Services Aide – WIC
- **Promotion:**
 - Nutritionist II to Nutrition Director
- **Retired:**
 - Nutrition Director
- **1000-Hour Exempt Hire:**
 - LPN – Clinical
 - Custodian – WIC
- **Terminated and Rehire 1000-Hour Exempt:**
 - Dental Hygienist

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

National Guardsmen continue to be stationed in the Wood County Facility and are assisting with duties relating to COVID-19. Additional discussion ensued regarding the need to hire three persons to further assist with COVID-19 responsibilities. Motion to hire three persons through a temporary agency was made and seconded. (Little/Smith) The motion was supported.

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:

- Annual All Staff meeting cancelled due to COVID-19 Pandemic.
- The West Virginia Association of Local Health Departments has decided to keep their current leadership and cancel all in person meetings. The reason for these changes is related to the CODI-19 Pandemic.
- The Population Health Director Position has been classified by the Division of Personnel as a Grants Manager I.
- MOVHD will be moving into the new Calhoun facility on June 10, 2020. All services are expected to be restored in this office by the end of this year.
- Services will be restarted in all County offices beginning June 1, 2020.
- A COVID-19 drive through testing clinic will take place June 12th and 13th, 2020 at Parkersburg High School. This clinic is being sponsored by the WV Division of Minority Affairs and Vulnerable Population.
- Flash flooding at the Roane County Facility caused sever damage to the Environmental Health vehicle used in this area. More information will be released as it is available.

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- Standing water at the Wirt County Facilities has been an ongoing problem for a few years now. This issue will be resolved soon by the installation of a drainage pipe and/or system. Information will be released as soon as possible.

Old Business:

Installation of Safety Devices – All County Facilities:

Additional carbon dioxide and natural gas detectors need to be installed in all facilities. Motion to approve the action of seeking estimates to have carbon dioxide and natural gas detectors installed was made and seconded. (Little/Casto) The motion carried.

Update / County Lease Agreements:

Cristy Riggs reported that updates to the Wood and Wirt County lease agreements are continuing to be completed.

COVID-19 Update:

Dr. Whitaker, Medical Director gave a report on the COVID-19 Pandemic:

- Week 12 of the Governor's Order began this week.
- The MOVHD staff is doing a great job managing duties relating to this pandemic. Masks continue to be worn and preventative measures are being practiced.
- Dr. Whitaker gave a brief training on the proper procedure of wearing gloves.
- To date, the MOVHD Region has 69 positive COVID-19 cases. The overall percentage of positive tests for the MOVHD Region is 2.1 percent which is better than the State average.
- PPE needs ordered so a sufficient supply will be available for persons working the June 2020 COVID-19 testing clinics.
- The CDC has issued a warning that the SARS-CoV-2 antibody test (serology test) may be unreliable and give a false positive result.

New Business:

Increase WIC OAH from 80% to 100%:

- Motion to approve increasing the time worked by the WIC OAH from 80% to 100% was made and seconded. (Faller/Couch) The motion was approved.

MOU Renewal – Dr. Whitaker / MOVHD (Regular Duties):

- Motion to renew the MOU between Dr. Charles F. Whitaker, III, Medical Director and MOVHD effective July 1, 2020 was made and seconded. (Smith/Casto) The motion carried.

MOU Renewal – Dr. Whitaker / MOVHD (COVID-19 Pandemic Duties):

- Motion to renew the MOU between Dr. Charles F. Whitaker, III, Medical Director and MOVHD relating to COVID-19 Pandemic Duties effective July 1, 2020 through June 30, 2021 was made and seconded. (Casto/Couch) The motion was supported.

MOU Renewal – Dr. Pamfilis / MOVHD:

- No action taken.

MOU Renewal – Dr. Wilson / MOVHD:

- Motion to renew the MOU between Dr. Michael Wilson, Dental Director and MOVHD effective July 1, 2020 was made and seconded. (Casto/Bumgarner) The motion passed.

Nominating Committee / Slate of Officers:

- Nominations for the FY2021 Slate of Officers for FY2021 are as follows:
 - Stephen Worden - Board Chair
 - Blair Couch - Vice Chair
 - Eric Jiles - Treasurer

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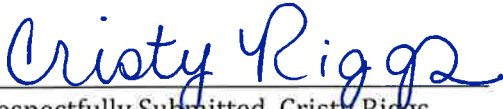
Motion to support the FY2021 Slate of Officers as Stephen Worden, Board Chair; Blair Couch, Vice Chair and Eric Jiles, Treasurer was made and seconded. (Faller/Little) The motion carried.

Board Member Comments and Concerns:

- Charlie Casto thanked Beth Bumgarner for her service and expertise to the Finance Committee, Board of Health and the Agency.
- Eric Jiles acknowledged Beth for the great example that she has set and is honored to try and continue the good work she has performed over the years.
- Stephen Worden thanked Beth for her service and Eric Jiles for accepting the position of Treasurer after Beth's term is over.

Adjournment:

The meeting adjourned at 7:25 pm.



Respectfully Submitted, Cristy Riggs



Stephen Worden, Board Chair