

April 30, 2020

**Mid-Ohio Valley Board of Health  
Special Meeting via Phone Conference  
April 30, 2020  
Judge Black Annex Center  
317 Market Street  
Parkersburg, WV 26101**

**Call to Order:**

The Pledge of Allegiance was recited and the Special Meeting was called to order at 12:00 p.m. by Stephen Worden, Chairperson via Phone Conference. Roll call was taken by Cristy Riggs and a quorum was present.

The purpose of this Special Meeting is to address MOVHD operation concerns during the COVID-19 Pandemic.

**Members Present:**

Scottie Westfall, Calhoun County via Phone Conference  
Joyce Faller, Pleasants County via Phone Conference  
Eleanor Little, Pleasants County via Phone Conference  
Stephen Worden, Ritchie County  
Beth Bumgarner, Wirt County via Phone Conference  
Pat Fulmer, Wirt County via Phone Conference  
Blair Couch, Wood County  
Sean Smith, Wood County via Phone Conference  
Eric Jiles, City of Parkersburg via Phone Conference  
Charles Casto, City of Parkersburg via Phone Conference

**Members Absent:**

Kriss Sullivan, Ritchie County  
Heather Downey, Roane County

**Staff:**

Dr. Charles Whitaker, III Medical Director  
Eric Walker, Executive Director  
Cristy Riggs, Administrative Secretary  
Lynne Peters, Personnel Manager  
Elizabeth Green, EH Director via Phone Conference  
Linda Smithson, Sanitarian via Phone Conference  
Carrie Brainard, Public Information Officer via Phone Conference  
Jennifer Habeb, WIC Director via Phone Conference  
Rebecca Eaton, Clinical Director via Phone Conference  
Renee Swisher, Clinical Secretary via Phone Conference  
Mary Putman, Finance via Phone Conference  
Robin Parsons, Finance via Phone Conference  
Jennifer Duty, Finance via Phone Conference  
Lesley Sprouse, Finance via Phone Conference

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**Public Comments:**

- There were no public comments.

**Negotiate COVID-19 Medical Director Contract:**

Dr. Charles F. Whitaker, III Medical Director has been working a minimum of 30 hours per week since the COVID-19 Pandemic began. The rate of pay per hour is less than minimum wage based on the current MOU between MOVHD and Dr. Whitaker. Motion to approve an additional MOU between MOVHD and Dr. Whitaker, III to cover the added duties related to the COVID-19 Pandemic for the timeframe of May 01, 2020 through June 30, 2020 at a rate of \$30.00 per hour was made and seconded. (Couch/Westfall) The motion was approved.

**Payment of Overtime / COVID-19:**

Emergency funding to support transactions relating to the COVID-19 Pandemic is expected to be received soon. MOVHD Staff are working a significant amount of hours due to the COVID-19 Pandemic and it is requested to utilize these emergency funds to pay overtime. Other discussion included that if compensation time was given to staff in lieu of overtime, there is no way to be reimbursed for these expenses and it would be difficult for staff to be out of the office during this extremely busy time. Motion to pay overtime retroactive to March 16, 2020 for any and all duties performed was made and seconded. (Couch/Westfall) The motion was supported.

**Increase RN from 80% to 100%:**

MOVHD has been unsuccessful in filling the vacant 80% RN position due to the low salary that is offered. It is requested to increase this position to a 100% RN position to allow a better salary to be offered. Motion to approve increasing the vacant 80% RN position to a 100% RN position was made and seconded. (Couch/Little) The motion passed.

**Request Additional Funding from MOVHD Entities:**

Monies from the Federal Government are being sent to each County in West Virginia to assist with supporting expenses relating to the COVID-19 Pandemic. MOVHD is in need of additional funding due to budget cuts received over the past few years from the County Commissions, City Municipalities and State funding sources. It was decided to request \$0.60 per person / per capita totaling \$76,177 from each County Commission in the MOVHD regional area. Motion to approve sending letters of requests for additional funding from the six MOVHD Regional County Commissions was made and seconded. (Couch/Casto). The motion was approved.

**Additional Comments:**

Calhoun County new office renovations are near completion however the move is on hold until the COVID-19 Pandemic slows down.

Per Dr. Whitaker, the MOVHD region is sitting in the middle of a hotspot in the State but we are holding our own and seeing a low amount of positive COVID-19 cases. The Health Department is doing a great job in managing this pandemic. Masks are being worn and other preventative measures are being taken to protect those around each other.

Joyce Faller and Eleanor Little will call the Pleasants County Commission and request to be added to their meeting agenda to discuss the additional funding request.

Blair Couch, MOVBOH Vice Chair announced that the Wood County Commission has already forwarded emergency funds in the amount of \$25,000 to the health department to help support expenses related to the COVID-19 Pandemic. The plan is to request an additional \$50,000 from the Wood County Commission to further support expenses related to COVID-19.

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COVID-19 testing is available at Camden Clark Memorial Hospital and Med Express. Both facilities have an algorithm that must be met before testing can be completed. Per Dr. Whitaker, MOVHD will not be offering COVID-19 testing.

Five National Guardsmen are being housed at the Wood County facility and are assisting with contact tracing, case investigations and other duties related to the COVID-19 Pandemic. There is no end date as to when the National Guard will be released from this mission.

**Adjournment:**

The meeting adjourned at 12:46 p.m.



Respectfully Submitted, Cristy Riggs

  
Stephen Worden, Board Chair