

August 13, 2020

**Mid-Ohio Valley Board of Health  
Regular Meeting via Phone Conference  
August 13, 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 6:30 p.m. by Stephen Worden, Chairperson. Cristy Riggs took Roll Call and a quorum was present. This meeting was held via phone conference due to the COVID-19 Pandemic.

**Members Present:**

Scottie Westfall, Calhoun 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  
Terry McCauley, Wirt County via Phone Conference  
Pat Fulmer, Wirt County via Phone Conference  
Blair Couch, Wood Couch via Phone Conference  
Sean Smith, Wood County via Phone Conference  
Charlie Casto, City of Parkersburg via Phone Conference

**Members Absent:**

Joyce Faller, Pleasants County  
Eric Jiles, City of Parkersburg

**Staff:**

Dr. Charles Whitaker, Medical Director via Phone Conference  
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  
Rebecca Eaton, Clinical Director/Nurse Practitioner via Phone Conference  
Renee Swisher, Clinical Secretary 2 via Phone Conference  
Malcolm Lanham, Population Health Director via Phone Conference  
Lesley Sprouse, ATIII via Phone Conference  
Robin Parsons, ATIV via Phone Conference

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**Public Comments:**

- Renee Swisher, Clinical Secretary addressed the Board and spoke about the hard work that all MOVHD Employees are performing and that a pay increase should be considered.

**Board Chair Comments:**

- Dr. Worden knows that the workload of the MOVHD Employees is exhausting and the changes due to COVID-19 is affecting all. The work of all employees is greatly appreciated by Dr. Worden and the entire Board.

**Introduction of Newly Appointed Wirt County Board Member:**

- Dr. Worden introduced Terry McCauley, Wirt County Board Member. Terry is filling the vacancy left by Beth Bumgarner.

**Routine Items:**

**Approval of 5/28/2020 MOVHD Board of Health Meeting Minutes:**

Motion was made and seconded to approve the May 28, 2020 Board Meeting minutes as presented. (McCauley/Couch) The motion passed.

**MOVHD Finance Report:**

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

State Grant Agreements update:

- QRT/ODTA – The interim grant for coverage dates 02/01/2020 – 08/31/2020 is fully executed and approved at the State level.
- QRT – The Year 2 Budget for coverage dates 09/01/2020 through 08/31/2021 has been submitted to the State.
- The Epidemiology grant is being reviewed at the State level.
- The Threat Preparedness grant is being reviewed at the State level.
- The Immunization grant is being reviewed at the State level.
- The WIC grant is not due for renewal until the current year is complete (SEP 30, 2020).
- The Public Health Emergency Response for COVID-19 grant has been fully executed and covers 03/16/2020 through 03/15/2021.
- MOVHD is currently working on the Regional Response Team grant for COVID-19.
- The approved MOVHD FY2020 Budget has been entered into QuickBooks.
- Audit RFP's for FY2020, FY2021 and FY2022 have been sent to three CPA firms. The deadline for returning the RFP's was July 27, 2020.

Year-To-Date Revenues exceed Expenses by **\$119,167.91** on May 31, 2020. Prior to OPEB accrued costs and Depreciation costs, Revenues exceed Expenses by **\$243,321.14** on May 31, 2020.

- Accounts Receivable **\$ 216,361.36** as of 05/31/2020
- Accounts Receivable **\$ 445,041.94** as of 08/04/2020
- The bank account is considered healthy as of 08/04/2020

A motion to approve the **MOVHD Finance Report** for period ending May 31, 2020 as presented was made and seconded. (McCauley/Casto) The motion was approved.

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**MOVHD Personnel Report:**

Lynne Peters, Personnel Manager presented the **Personnel Report** that was included in the packet. The following items were discussed:

- **RESIGNATION:**
  - 1000 Hour Exempt Custodian
  - 1000 Hour Exempt LPN
  
- **NEW HIRE:**
  - Nutritionist
  - 2 Office Assistants
  - 1 LPN
  - 1 Population Health Director
  
- **PROMOTION:**
  - Public Information Specialist to TP Coordinator
  
- **1000-HOUR EXEMPT HIRE:**
  - Custodian
  
- **TERMINATE AND REHIRE 1000-HOUR EXEMPT:**
  - 1 Terminate & Rehire
  
- **TRANSFER:**
  - Office Assistant transferred from Clinical to WIC
  - Office Assistant transferred from WIC to Clinical
  
- **LEAVE WITHOUT PAY AND RETURN TO WORK:**
  - 1 Employee on Leave Without Pay and Returned to work
  
- **Hired three Temporary Staff to work COVID**

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

- Wirt County Facility drainage issues have been repaired.
- Malcolm Lanham has been hired to fill the Population Health Director position
- Continuing to work on finalizing details of the agreement between the Calhoun County Building Commission and Minnie Hamilton Health Services
- 3 case investigators have been hired through the temporary agency. Their assistance with the COVID-19 pandemic is greatly appreciated.
- MOVHD assisted with COVID-19 testing at OVU today
- ELC (Epidemiology and Laboratory Capacity) Grant will be submitted soon. 11 positions will be hired for this grant.

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**Old Business:**

**Update/COVID-19 Pandemic:** Dr. Whitaker gave the update on the COVID-19 Pandemic.

- There was a rise in positive COVID-19 cases in the MOVHD Region for approximately 18 days. The positive cases have currently slowed down.
- Preliminary plans for Wood County schools is to do virtual learning.
- It is expected that another spike in positive cases will occur after end of summer parties and the Labor Day weekend.
- Dr. Whitaker explained the difference between the three types of COVID tests – these include oral and nasal swabs. Blood draws are done when performing antibodies tests.
- Dr. Worden expressed his appreciation for all of Dr. Whitaker's hard work during the pandemic and especially with the task of keeping track of the statistics with the graphs and data collection.

**New Business:**

**Approval of FY2021 Program Plan:**

- The Program Plan is submitted in sections throughout the year rather than being submitted as a complete report once per year. Motion to approve the FY2021 Program Plan as per the State's schedule was made and seconded. (Couch/Casto) The motion carried.

**MOU – Dr. Jordan Beckett, Backup Medical Director:**

- MOVHD is in need of a Backup Medical Director to fulfill duties in the event that Dr. Whitaker is unavailable. Dr. Jordan Beckett has agreed to serve as Backup Medical Director on a volunteer basis with the exception of payment / reimbursement of licensure and other fees needed to fulfill duties of this position for MOVHD. Motion to approve the MOU between Dr. Jordan Beckett and MOVHD was made and seconded. (Couch/McCauley) The motion passed.

**Revision of Duties / 1000-Hour Exempt Position Nurse Practitioner:**

- Motion to approve the revision of duties for the 1000-Hour Exempt Nurse Practitioner was made and seconded. (Couch/Casto) The motion was approved

**Hiring of CMA / Clinical Program:**

- Motion to hire a CMA for the Clinical Program was made and seconded. (Couch/Casto) The motion was supported.

**Increase of WIC Nutritionist II from 80% - 100%:**

- Motion to approve the increase of time worked for the WIC Nutritionist II from 80% to 100% was made and seconded. (McCauley/Couch) The motion carried.

**WIC Vehicles / Purchases with Trade-Ins:**

- Motion to approve the trade in of the WIC 2011 Toyota Camry & pay up to \$25,000 for a new vehicle was made and seconded. (Couch/Casto) The motion was approved.
- Motion to approve the trade in of the WIC 2015 KIA Sportage & pay up to \$25,000 for a new vehicle was made and seconded. (Couch/McCauley) The motion was approved.

**WIC – Mason County Facility – Painting:**

- Motion to approve painting of the interior of the Mason County WIC facility at a cost not to exceed \$8,000 was made and seconded. (Little/Couch) The motion was supported.

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**WIC – Wood County Facility – Painting:**

- Motion to approve painting of the interior of the Mason County WIC facility at a cost not to exceed \$10,000 was made and seconded. (Casto/Couch) The motion was approved.

**WIC – Wood County Facility – Flooring:**

- Motion to approve replacing the flooring in the Wood County WIC office at a cost not to exceed \$35,000 was made and seconded. (Casto/Little) The motion carried.

**EH Vehicle / Purchase with Trade In:**

- Motion to approve the trade in of the EH Honda Insight & pay up to \$20,000 for a new vehicle was made and seconded. (Fulmer/Casto). The motion was approved.

**Across the Board Salary Increase:**


- Motion to approve an Annual Across the Board Salary Adjustment for all MOVHD employees in the amount of \$100.00 per pay period effective October 1, 2020 was made and seconded. (Couch/Casto) The motion was approved.

**Board Member Concerns:**

- Charlie Casto commented that MOVHD employees are very deserving of this raise.

**Adjournment:**

The meeting adjourned at 7:42 pm.

  
Respectfully Submitted, Cristy Riggs

  
Stephen Worden, Board Chair