

September 24, 2020

**Mid-Ohio Valley Board of Health
Regular Meeting via Phone Conference
September 24, 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. 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
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
Terry McCauley, Wirt County via Phone Conference
Blair Couch, Wood Couch
Sean Smith, Wood County via Phone Conference
Charlie Casto, City of Parkersburg via Phone Conference

Members Absent:

Eric Jiles, City of Parkersburg
Pat Fulmer, Wirt County via Phone Conference

Staff:

Dr. Charles Whitaker, Medical Director via Phone Conference
Eric Walker, Executive Director
Lynne Peters, Personnel Manager
Cristy Riggs, Administrative Secretary
Debra Hungate, Finance Director
Jennifer Habeb, WIC 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
Robin Parsons, ATIV via Phone Conference

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Public Comments:

- There were no public comments.

Board Chair Comments:

- There were no Board Chair comments.

Routine Items:

Approval of 8/13/2020 MOVHD Board of Health Meeting Minutes:

Motion was made and seconded to approve the August 13, 2020 Board Meeting minutes as presented. (McCauley/Faller) 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: The year 2 budget for dates 9/01/2020 through 8/31/2021 is being reviewed at the State level.
- The Epidemiology grant is being reviewed at the State level.
- The Threat Preparedness grant has been fully executed for FY2021.
- 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 Regional Response grant for COVID-19 has been fully executed and covers 7/01/2020 through 6/30/2021.

The audit contract for FY202, FY2021 and FY2022 has once again been awarded to Perry & Associates Certified Public Accountants, A.C. The contract is awaiting final approval from the State Auditor's Office.

Year-To-Date Revenues exceed Expenses by **\$264,559.14** on June 30, 2020. Prior to OPEB accrued costs and Depreciation costs, Revenues exceed Expenses by **\$398,809.43** on June 30, 2020.

- Accounts Receivable **\$183,765.60** as of 06/30/2020
- Accounts Receivable **\$558,208.84** as of 09/15/2020
- The bank account is considered healthy as of 09/15/2020

A motion to approve the **MOVHD Finance Report** for period ending June 30, 2020 as presented was made and seconded. (Couch/McCauley) The motion was approved.

MOVHD Personnel Report:

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

- **RESIGNATION:**
 - WIC Office Assistant
 - WIC Nutritionist
 - WIC Supervisor
 - Clinical LPN
- **NEW HIRE:**
 - Sanitarian

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- **PROMOTION:**
 - Office Assistant 2 to Supervisor 1 (WIC)
- **TERMINATE AND REHIRE 1000-HOUR EXEMPT:**
 - 1 Terminate & Rehire
- **TRANSFER:**
 - Health & Human Service from WIC to Clinical Office Assistant
- **LEAVE WITHOUT PAY AND RETURN TO WORK:**
 - Employee on Leave Without Pay and Returned to work (3)
- **RETIRED:**
 - 1 Sanitarian
 - 1 WIC Nutritionist

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

- Working to set up a meeting with Minnie Hamilton Health Systems, Calhoun Co Building Commission, Calhoun Co Commission and MOVHD to discuss Calhoun County facility
- 2 additional temporary persons have been hired to assist with COVID-19 Case Investigations
- Assisted with COVID-19 testing in Calhoun County & Ohio Valley University
- National Guard Staff continue to assist with Contact Tracing
- New system for reporting COVID case information was implemented by the State (ChexOut)

Old Business:

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

- To date, the overall death rate in the United States due to COVID-19 is approximately 200,000.
- West Virginia's transmission rate is higher than most of the States in the United States.
- MOVHD has issued very few quarantine orders.
- Mask wearing is very important at this time to prevent the spread of COVID.
- MIS-C is a disease that parents of children infected with COVID need to be aware of and watch for 2-3 weeks after a child's recovery from the virus

New Business:

Hiring of Positions / Epidemiology & Laboratory Capacity Grant:

- The Epidemiology & Laboratory Capacity (ELC) grant has been approved. Motion to hire approximately 15 positions funded by this grant was made and seconded. (Couch/McCauley) The motion was approved.

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Vehicle Purchases / Epidemiology & Laboratory Capacity Grant:

- The Epidemiology & Laboratory Capacity (ELC) grant requires travel within the State therefore vehicles will be needed. Motion to purchase 3 vehicles at a cost not to exceed \$25,000 each and expensed to the ELC grant was made and seconded. (Couch/Faller) The motion was supported.

Mobile Lab Purchase / Epidemiology & Laboratory Capacity Grant:

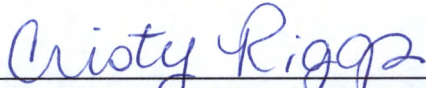
- The Epidemiology & Laboratory Capacity (ELC) grant requires testing to be done throughout the State therefore a mobile lab is needed. Motion to purchase 1 mobile unit at a cost not to exceed \$380,000 with funds from the ELC grant was made and seconded. (Couch/Casto) The motion carried.

Board Member Concerns:

- Charlie Casto thanked Debra Hungate for her service to MOVHD and Dr. Whitaker for keeping everyone up to date with the COVID-19 graphs and charts.

Adjournment:

The meeting adjourned at 7:11 pm.


Respectfully Submitted, Cristy Riggs


Stephen Worden, Board Chair