

November 19, 2020

**Mid-Ohio Valley Board of Health  
Regular Meeting via Phone Conference  
November 19, 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. Motion was to approve the agenda was made and seconded. (Casto/Little) The motion was approved. This meeting was held via phone conference due to the COVID-19 Pandemic.

**Members Present:**

Scottie Westfall, Calhoun County via Phone Conference  
Joyce Fallor, 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 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:**

Pat Fulmer, Wirt County

**Staff:**

Dr. Charles Whitaker, Medical Director via Phone Conference  
Dr. Michael Wilson, Dental Director via Phone Conference  
Eric Walker, Executive Director  
Lynne Peters, Personnel Manager  
Cristy Riggs, Executive Assistant  
Elizabeth Green, Environmental Health Director via Phone Conference  
Jennifer Habeb, WIC Director via Phone Conference  
Renee Swisher, Clinical Secretary 2 via Phone Conference  
Malcolm Lanham, Population Health Director via Phone Conference  
Carrie Brainard, Threat Prep Coordinator via Phone Conference  
Robin Parsons, ATIV via Phone Conference  
Lesley Sprouse, ATIII via Phone Conference

November 19, 2020

**Public Comments:**

- There were no public comments.

**Board Chair Comments:**

- Stephen Worden, Board Chair will address the Board with comments later in the meeting.

**Routine Items:**

**Approval of 9/24/2020 MOVHD Board of Health Meeting Minutes:**

Motion was made and seconded to approve the September 24, 2020 Board Meeting minutes as presented. (Faller/McCauley) The motion passed.

**MOVHD Finance Report:**

Eric Walker, Executive Director presented the **MOVHD Finance Report**. The following items were discussed:

Year-To-Date Revenues exceed Expenses by **\$522,022.31** on August 31, 2020. Prior to OPEB accrued costs and Depreciation costs, Revenues exceed Expenses by **\$547,286.69** on August 31, 2020.

- Accounts Receivable **\$583,519.29** as of 08/31/2020
- Accounts Receivable **\$586,645.79** as of 11/13/2020
- The bank account is considered healthy as of 11/13/2020

A motion to approve the **MOVHD Finance Report** was made and seconded. (Little/Casto) 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:

- **ACROSS THE BOARD INCREASE:**
  - Processed 63 Across the Board Increases
- **TERMINATE AND REHIRE 1000-HOUR EXEMPT:**
  - 2 Terminate & Rehire
- **HIRED:**
  - Hired Nurse / she declined 3 days before start date / terminated the transaction.
- **RETIRED:**
  - 1 Administrative Services Manager 1 (Finance Director)

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

**MOVHD Directors Reports:**

- Directors' program reports are combined and included in the packet. There were no questions regarding these reports.
- Stephen Worden, Board Chair commented that MOVHD Staff are overworked and underpaid. Dr. Worden wants the entire staff of MOVHD to know they are doing an excellent job during this difficult time and work is being done to get additional pay increases.

November 19, 2020

**MOVHD Executive Director's Report:**

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

- Eric's attention is required to complete COVID-19 duties required by State officials.
- Hiring of temporary employees is being done to assist with case investigation and contact tracing. MOVHD is running out of room in the Wood County office to house these persons.
- MOVHD Staff is working very hard to keep up with the influx of cases due to the pandemic. The work of these employees is greatly appreciated.
- Eric has been providing support to community COVID-19 testing events in the following counties:
  - Calhoun County – 9/15
  - Ritchie County – 10/22, 11/02-11/06
  - Roane County – 10/20
  - Wirt County – 10/14, 10/16, 10/18-19, 10/24
  - Wood County – 10/09-10, 10/18, 10/20, 10/24, 11/02-06 and 11/09-13

**Old Business:**

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

- Dr. Whitaker gave the update on the COVID-19 Pandemic. Currently a spike is being seen so it very important to abide by the social distancing guidelines, mask wearing and hand washing requirements.
- Several outbreaks are occurring throughout the MOVHD region. Currently outbreaks are not happening in big box stores most likely due to corporate regulations requiring mask wearing and social distancing.
- It is anticipated that a vaccine may be available to the public next May, June or July 2021.
- Sean Smith, MOVBOH Member reported that WVU Medicine / CCMH is seeing many positive COVID cases.

**New Business:**

**Revision Vehicle Purchases / Epidemiology & Laboratory Capacity Grant:**

- No action taken.

**Revision Mobile Lab Purchase / Epidemiology & Laboratory Capacity Grant:**

- Request to rescind previous motion at 9/24/2020 Board Meeting to purchase 1 mobile unit at a cost not to exceed \$380,000 with funds from the ELC grant was made and seconded. (Jiles/Casto) The motion carried.
- Motion to purchase 3 mobile testing units not to exceed a total cost of \$380,000 with funds from the ELC grant was made and seconded. (Casto/McCauley) The motion was approved.

**Hiring of QRT Positions:**

- Persons working under the QRT grant for the past two years have been employed through ManCan. Motion to approve hiring of five 1,000-hour exempt Peer Support Specialists under the QRT grant was made and seconded. (Couch/Little) The motion carried.
- Motion to approve the hiring of one full time assistant under the QRT and R-Corp grants was made and seconded. (Couch/McCauley) The motion was approved.

**Approval of P-Card Administrators – Eric Walker & Cristy Riggs:**

- Motion to name Eric Walker & Cristy Riggs as P-Card Coordinators to the MOVHD P-Card Account was made and seconded. (Casto/Little) The motion was approved.

**Revised MOU/MOVHD & Dr. Whitaker, Medical Director:**

- Motion to approve the revised MOU between MOVHD & Dr. Whitaker to include the annual increase of \$2,400 for all MOVHD employees effective October 1, 2020 was made and seconded. (Couch/McCauley) The motion carried.

November 19, 2020

**Revised MOU/MOVHD & Dr. Wilson, Dental Director:**

- Motion to approve the revised MOU between MOVHD & Dr. Wilson to include the annual increase of \$2,400 for all MOVHD employees effective October 1, 2020 was made and seconded. (Couch/Faller) The motion carried.

**Discuss & Adjust White Collar Overtime Compensation:**

- Motion to approve overtime pay at a rate of time and a half after physically working 40 hours in a work week for all MOVHD employees effective 12/01/2020 and through the COVID-19 Pandemic was made and seconded. (Couch/Little) The motion was approved.

**Holiday Closings:**

- Motion to close MOVHD offices all day (8:00 am – 4:00 pm) on Thursday, December 24, 2020 and Thursday, December 31, 2020 to allow staff to spend time with loved ones for the holiday season was made and seconded. (McCauley/Couch) The motion was supported.

**Board Member Concerns:**

- Terry McCauley commented on the proper wearing of face masks and asked how aggressive MOVHD can be if the population served is not abiding by these guidelines. Dr. Whitaker answered. MOVHD can only give suggested guidelines and request these recommendations be followed.
- Eleanor Little commented that 121 persons were tested at the recent clinic held in Pleasants County.
- Stephen Worden would like for the population served to notice the amount of work being done to attempt to control and stop the spread of this virus. The practices being implemented will make a difference if properly followed.
- Dr. Whitaker stated that MOVHD will be utilizing a different lab for testing clinics and are hoping pre-registration can be done and results can be received quicker.

**Adjournment:**

The meeting adjourned at 7:18 pm.

  
Respectfully Submitted, Cristy Riggs

  
Stephen Worden, Board Chair