

January 28, 2021

Mid-Ohio Valley Board of Health
Regular Meeting via Phone Conference
January 28, 2021
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. Motion was to approve the agenda was made and seconded. (Casto/Couch) The motion was approved. This meeting was held via phone conference due to the COVID-19 Pandemic.

Members Present:

Matthew Walker, Calhoun County via Phone Conference
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
Pat Fulmer, Wirt County via Phone Conference
Blair Couch, Wood County
Eric Jiles, City of Parkersburg via Phone Conference
Charlie Casto, City of Parkersburg via Phone Conference

Members Absent:

Terry McCauley, Wirt County via Phone Conference
Sean Smith, Wood County via Phone Conference

Staff:

Dr. Charles Whitaker, Medical Director
Dr. Michael Wilson, Dental Director via Phone Conference
Eric Walker, Executive Director
Lynne Peters, Personnel Manager
Cristy Riggs, Executive Assistant
Lesley Sprouse, Director of Finance
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
Mary Putnam, ATIII 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 11/19/2020 MOVHD Board of Health Meeting Minutes:

Motion was made and seconded to approve the November 19, 2020 Board Meeting minutes as presented. (Couch/Little) The motion passed.

MOVHD Finance Report:

Lesley Sprouse, Director of Finance gave the **MOVHD Finance Report**. The following items were discussed:

- Currently, Finance and Administration are in the process of getting access, authorizations and permissions changed in many programs and accounts.
- The GASB 68 & GASB 75 Report has been completed by Perry and Associates
- The 2021-2022 Discretionary Funding request from the City of Parkersburg has been submitted.
- WV Board of Risk and Insurance Management (BRIM) Annual Renewal Questionnaire has been completed.
- Finance assisted in the purchase of three (3) vehicles purchased using the ELC grant.
- State Grant Agreements update:
 - The Finance Department is working with the State Compliance and Monitoring Team preparing for a desk review of the Epidemiology and IAP grants.
 - The WIC Grant, which began October 1st, 2020, is still in the approval process.
- Current Accounts Receivable \$552,070.73 as of January 19, 2021.
- Bank account is considered healthy as of January 19, 2021.

A motion to approve the **MOVHD Finance Report** was made and seconded. (Casto/Couch) The motion was approved.

- **Signing Authority / Agency Bank Accounts:**

- Motion to approve the removal of Debra Hungate as a MOVHD bank signatory was made and seconded. (Couch/Little) The motion passed.
- Motion to approve the removal of Beth Bumgarner as a MOVHD bank signatory was made and seconded. (Couch/Casto) The motion passed.
- Motion to approve the addition of Lesley Sprouse as a MOVHD bank signatory was made and seconded. (Couch/Fulmer) The motion passed.
- Motion to approve the addition of Eric Jiles as a MOVHD bank signatory was made and seconded. (Casto/Couch) The motion passed.

- **QuickBooks – Administrator / Lesley Sprouse:**

- Motion to remove Debra Hungate from MOVHD's QuickBooks Desktop Account as the Primary Contact & Administrator was made and seconded. (Couch/Faller) The motion was supported.
- Motion to add Lesley Sprouse as MOVHD's QuickBooks Desktop Account as the Primary Contact & Administrator was made and seconded. (Faller/Couch) The motion was supported.

- **Approval of P-Card Administrator:**

- Motion to remove Debra Hungate from the Agency's P-Card account as a P-Card Coordinator on the MOVHD P-Card Account was made and seconded. (Casto/Couch) The motion carried.
- Motion to add Lesley Sprouse as a P-Card Coordinator to the MOVHD P-Card Account was made and seconded. (Couch/Little) The motion carried.

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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:

- **NEW HIRE:**
 - 3 New Hires:
 - AT3
 - Receptionist
 - WIC Health & Human Service Aide
- **PROMOTION:**
 - 1 Promotion (Finance Director)
- **PART TIME TO FULL TIME:**
 - OA2 in Wirt to Full Time for COVID

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

MOVHD Directors Reports:

- Directors' program reports are combined and included in the packet. There were no questions regarding these reports.
- Malcolm Lanham, Population Health Director elaborated on the Population Health report included in the Board packet. Malcolm spoke about the COVID weekly vaccination clinics. It is expected that these clinics will continue for the next 12 months. The Threat Preparedness program will be assisting other entities with logistics, planning and appointments. Board of Health Members will receive their vaccinations at unknown time.

MOVHD Executive Director's Report:

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

- Case investigations continue.
- The state has changed some requirements to help with the increased number of cases.
- Case investigators only need to make the initial call.
- The MOVHD has chosen to still follow up with cases the day before their scheduled release.
- The new lost to follow up protocol is to make 3 attempts by phone as long as they can leave a voicemail for the case to call them OR make 3 attempts by phone and send 1 letter (not certified) if you can't leave a voicemail.
- Case investigators whose cases are unresponsive to contact attempts around Day 10 may send the ChexOut case form for review without an illness end date since the state does not require the 10 day follow up attempt. This case will not be listed as lost to follow up.
- Case investigators will complete contact tracing, monitoring household contacts themselves and send non-household contacts for follow up to DHHRContactTracing@wv.gov.
- Community testing events are not as frequent as we have shifted resources to vaccinations.

Old Business:

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

- Currently WV is seeing a 20% decrease across the State in positive cases.
- Number of flu cases are lower probably due to mask wearing.
- Approximately 6% of West Virginian residents have received the first dose of the vaccine and 2% have received both doses.
- Vaccine is received by the health department and is administered within the allotted time frame. 7% of the population in the MOVHD Counties have had at least the first dose of the vaccine.

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- 500 doses per week are being administered and it is projected to begin giving 1600 doses next week continuing until all are vaccinated.
- Johnson & Johnson is coming out with a one dose vaccine. Research is being done for this.
- Need to continue to wear a mask even after being vaccinated due to the risk of spreading the virus. The vaccine is thought to be fully effective after 2 weeks of receiving the 2nd dose.
- Please listen to the Governor as he makes the changes. MOVHD hears about the changes at the same time the public is notified.
- National Geographic is looking to come to West Virginia to do a story on our vaccination process.

New Business:

Update and Vote – MOU between MOVHD & Minnie Hamilton Health Systems (Calhoun County Facility):


- Negotiations will continue. No action taken.

Board Member Concerns:

- Cristy Riggs is proud of the work being done by all MOVHD employees and is honored to be a part of MOVHD.
- Eric Walker agreed with Cristy Riggs and is also proud of our employees and happy to be a part of MOVHD.
- Dr. Whitaker would like for everyone to get the word to the community and friends encouraging all to register, no matter their age, to receive the COVID-19 vaccination.
- Lesley Sprouse is very thankful to be in her current position serving as Director of Finance. Lesley is also thankful for her co-workers and fellow employees.
- Blair Couch asked for all to remain positive but COVID negative.

Adjournment:

The meeting adjourned at 7:32 pm.


Respectfully Submitted, Cristy Riggs


Stephen Worden, Board Chair