

March 25, 2021

**Mid-Ohio Valley Board of Health  
Regular Meeting via Phone Conference  
March 25, 2021  
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 6:32 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. (Couch/Casto) The motion was approved. This meeting was held via phone conference and Zoom 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  
Terry McCauley, Wirt County via Phone Conference  
Sean Smith, Wood 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:**

Pat Fulmer, Wirt County

**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  
Elizabeth Green, Environmental Health Director via Phone Conference  
Jennifer Habeb, WIC Director via Phone Conference  
Malcolm Lanham, Population Health Director via Phone Conference  
Carrie Brainard, Threat Preparedness Coordinator  
Rebecca Eaton, Clinical Director via Phone Conference  
Renee Swisher, Clinical Secretary 2 via Phone Conference  
Mary Putnam, ATIII via Phone Conference

March 25, 2021

**Public Comments:**

- There were no public comments.

**Board Chair Comments:**

- Stephen Worden, Board Chair asked for patience of those attending this meeting via Zoom since this was our maiden use of this meeting platform. Also requested is for anyone with comments or suggestions for improvement of this meeting format to Cristy Riggs.

**Introduction of Newly Appointed Calhoun County Board Member, Matthew Walker:**

- Matthew Walker was appointed to the MOVBOH by the Calhoun County Commission. Mr. Walker is filling the Calhoun County vacancy left by Donna Steigleder. Stephen Worden, Board Chair welcomed Matthew Walker and read his biography to the Board.

**Routine Items:**

**Approval of 1/28/2021 MOVHD Board of Health Meeting Minutes:**

Motion was made and seconded to approve the January 28, 2021 Board Meeting minutes as presented. (Little/Couch) The motion passed.

**MOVHD Finance Report:**

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

- Day to day operations continue.
  - Grants Update:
    - Fully executed FY2021 WIC grant has been received.
    - ELC Change Order 01 has been submitted.
    - Grant for COVID-19 Vaccination Supplies has been received.
  - FY2022 Budget is currently being prepared and will be presented to the Board in May.
  - Bank account is healthy.

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

**MOVHD Personnel Report:**

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

- **NEW HIRE:**
  - 1 New Hire:
    - LPN
- **LEAVE WITHOUT PAY AND RETURN:**
  - 1 Leave without pay and return
- **RESIGNED:**
  - 1,000 Hour Exempt Custodian
- **TRANSFERRED TO ANOTHER AGENCY:**
  - 1 Office Assistant II
- **1,000 HOUR EXEMPT:**
  - Terminated and rehired six (6) 1,000-hour exempts:
    - 2 Custodians
    - 1 WIC HHS Aide
    - 1 Groundskeeper
    - 1 Nurse Practitioner
    - 1 Health Service Worker

March 25, 2021

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

**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.
- Data relating to current COVID-19 cases, vaccinations, and cumulative summaries for the MOVHD Region were explained in depth.
- The alarm / door lock upgrade contract for all MOVHD offices was awarded to Electronic Specialty Company. Funding to support this upgrade were included in the approved FY2021 budget.
- Updates were given on House and Senate Bills.

**Old Business:**

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

- COVID-19 related deaths occurring in Wood County were not reported timely due to the inability to obtain death certificates.
- Johnson & Johnson Jansen vaccine is slightly difficult for health departments to receive as it is being earmarked for the homeless and hard to reach population. Johnson & Johnson COVID-19 vaccine and HEP-A vaccine can be given at the same time to homeless and hard to reach populations.
- About 24,000 doses of Pfizer, Moderna and the Johnson & Johnson COVID-19 vaccine have been administered within our six-county region.
- Currently, approximately 35% of West Virginian residents have received the first dose of the vaccine. It is anticipated that 50% of our State's residents will be fully vaccinated by May 1, 2021.
- First Dose Vaccine Clinics in Calhoun, Pleasants, Ritchie, Roane and Wirt Counties will be completed by the end of April. Persons from these counties who need a second dose or the entire series will be able to receive their vaccine from a Wood County Clinic.
- Pfizer vaccine is the only approved brand that can be administered to children 16 and older.
- Stephen Worden, Board Chair thanked all involved for their assistance with this endeavor.
- Dr. Whitaker gave honorable mention to the Board Members that have also given their time and assisted with the vaccination clinics.

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

- Motion to allow Eric Walker, Executive Director to enter into an MOU with MHHC for an amount of \$25,000 to be paid in \$5,000 increments over the course of five years was made and seconded. (Couch/McCauley) The motion passed.

**New Business:**

**Hiring of Oral Health Coordinator:**

Rebecca Eaton, APRN – Clinical Director spoke about the increasing need to proceed with expansion of the Oral Health Program and the hiring of a full time Oral Health Coordinator. Further discussion included obtaining funding to support the expenses of an Oral Health Coordinator and a plan to make the Oral Health Program self-sustainable.

- Motion to approve hiring a full time Oral Health Coordinator with the stipulation that grant dollars are secured and program income availability is in place to support this position was made and seconded. (Couch/McCauley) The motion was approved.

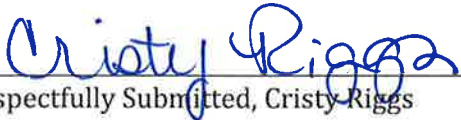
March 25, 2021

**Board Member Concerns:**

- Syphilis outbreaks are on the rise.
- Dr. Worden plans to hold the May 20, 2021 meeting via Zoom.

**Adjournment:**

The meeting adjourned at 7:29 pm.



Respectfully Submitted, Cristy Riggs



Stephen Worden, Board Chair