

May 20, 2021

**Mid-Ohio Valley Board of Health  
Regular Meeting via Phone Conference / Zoom Meeting  
May 20, 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 to approve the agenda with a change to present agenda item "Update/COVID-19 Pandemic" to the beginning of the meeting was made and seconded. (Couch/Little) 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 Zoom  
Scottie Westfall, Calhoun County via Zoom  
Joyce Faller, Pleasants County via Zoom  
Eleanor Little, Pleasants County via Zoom  
Kristina Sullivan, Ritchie County via Zoom  
Stephen Worden, Ritchie County  
Heather Downey, Roane County via Phone Conference  
Terry McCauley, Wirt County via Zoom  
Pat Fulmer, Wirt County via Phone Conference  
Blair Couch, Wood County  
Eric Jiles, City of Parkersburg via Zoom  
Charlie Casto, City of Parkersburg via Zoom

**Members Absent:**

Sean Smith, Wood County

**Staff:**

Dr. Charles Whitaker, Medical Director via Phone Conference  
Dr. Michael Wilson, Dental Director via Zoom  
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 via Phone Conference  
Rebecca Eaton, Clinical Director via Phone Conference  
Renee Swisher, Clinical Secretary 2 via Phone Conference  
Mary Putnam, ATIII via Phone Conference

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**Old Business:**

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

- MOVHD positive COVID case numbers for mid-March and April are currently not as bad but still not great.
- Deaths from COVID are not just elderly.
- Variants have been identified in all counties.
- Vaccinations are continuing to be given in all counties.
- WV school age population is seeing more positive cases especially in Ritchie, Roane and Calhoun Counties
- New CDC ruling = no mask wearing if fully vaccinated
- Flu cases over last Winter were very low proving that mask wearing does work to prevent transmission of illnesses.
- People are still dying from COVID-19 and many have "Long Haul" resulting in symptoms for several months. Please encourage sick persons to get tested and evaluated.

**Public Comments:**

- There were no public comments.

**Board Chair Comments:**

- There were no Board Chair comments.

**Routine Items:**

**Approval of 3/25/2021 MOVHD Board of Health Meeting Minutes:**

Motion was made and seconded to approve the March 25, 2021 Board Meeting minutes as presented. (Couch/Little) The motion passed.

**MOVHD Finance Report:**

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

- Year to Date Revenues exceed Expenses by \$571,453.48 on 3/31/2021.
- Prior to OPEB accrued costs and Depreciation costs, Revenues exceed Expenses by \$669,171.97 on 3/31/2021.
- Accounts Receivable as of 3/31/2021 is \$900,535.50.
- Current Accounts Receivable as of 5/13/2021 is \$920,264.04.
- Bank account is considered healthy as of 5/13/2021.
- Audit documents have been provided to Perry & Associates for review. Request was submitted to the State for a blanket audit extension. This extension was granted therefore MOVHD's Audit Report is due by 9/30/2021.
- Monies from the following grants will be returned to the State:
  - \$101,736.45 from the WIC Grant
  - Approximately \$32,000.00 from the Threat Preparedness Grant
- COVID-19 Grant funds are being used to salaries for those performing COVID-19 related duties.

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

**Approval of FY2022 Budget:**

- No action taken. A Special Finance Committee Meeting and a Special Board of Health Meeting will be held in June 2021 for this item.

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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:

- **RESIGNED:**
  - 1 Accounting Technician 3
- **TRANSFERRED TO ANOTHER AGENCY:**
  - 1 Office Assistant 2
- **REALLOCATION:**
  - 1 – Sanitarian 1 to Sanitarian 2
- **1,000 HOUR EXEMPT:**
  - Terminated and rehired three (3) 1,000-hour exempts:
    - 1 Custodian
    - 1 Dental Hygienist
    - 1 Information Systems Coordinator 1
- **New Hire:**
  - 1 – 1,000-Hour Exempt Custodian

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.
- COVID-19 Vaccination Clinics continue to be held.
- July 30, 2021 will be the last day of assistance from National Guard Personnel. MOVHD is planning for this loss and will be reassigning duties accordingly.
- Environmental Health Staff are back in the field performing routine duties.
- WIC Staff are continuing to provide services to clients remotely.

**New Business:**

**Hire 1,000 Hour Exempt Oral Health Coordinator:**

Rebecca Eaton, APRN – Clinical Director spoke about the need to proceed with hiring of a 1,000 Hour Exempt Oral Health Coordinator. Funds to cover 800 hours of this position are available through the Sisters Health Foundation Grant provided this position is filled. It is projected that the United Way Grant will be approved to cover the balance of the expenses for this position.

- Motion to approve hiring a 1,000 Hour Exempt Oral Health Coordinator with expenses to be supported by the Sisters Health Foundation Grant was made and seconded. (Couch/Sullivan) The motion was approved.

**WIC Innovation Grant:**

Jennifer Habeb, WIC Director presented information regarding the proposed WIC Innovation Grant. This grant is being provided by the State WIC Office and will be for the purpose of hiring a Medical Liaison to work with physician offices and WIC personnel.

- Motion to hire a WIC Medical Liaison with expenses to be supported by the WIC Innovation Grant was made and seconded. (Couch/Casto) The motion was supported.

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**Hire Environmental Health Sanitarian Supervisor:**

Elizabeth Green, Environmental Health Director explained the need to hire an Environmental Health Supervisor. This position has been vacant for several years leaving staff overworked.

- Motion to hire an Environmental Health Sanitarian Supervisor dependent upon budget approval was made and seconded. (Couch/Faller) The motion carried.

**Hire Environmental Health OAH:**

Elizabeth Green, Environmental Health Director explained that the OAH position was eliminated during the layoff in October of 2018. This position is needed to assist with duties within the Environmental Health Program.

- Motion to hire an Environmental Health OAH dependent upon budget approval was made and seconded. (Couch/Little) The motion carried.

**Environmental Health Fee Increases (Sent under separate cover):**

Increased Fees for Permits have been authorized by the West Virginia Legislature effective April 15, 2020. Enforcement of this rule applies to any board of health.

- Motion to approve the Environmental Health Fee Increases effective April 15, 2020, was made and seconded. (Little/Faller) The motion was supported.

**MOU Renewal – Dr. Whitaker / MOVHD:**

- Motion to renew the MOU between Dr. Charles F. Whitaker, III, Medical Director and MOVHD effective July 1, 2021 was made and seconded. (Casto/Couch) The motion carried.

**MOU Renewal – Dr. Beckett / MOVHD:**

- Motion to renew the MOU between Dr. Jordan Beckett, Backup Medical Director and MOVHD effective July 1, 2021 was made and seconded. (Casto/Couch) The motion carried.

**MOU Renewal – Dr. Wilson / MOVHD:**

- Motion to renew the MOU between Dr. Michael Wilson, Dental Director and MOVHD effective July 1, 2021 was made and seconded. (Casto/McCauley) The motion passed.

**Nominating Committee / Slate of Officers:**

- Nominations were made to elect by acclamation the following FY2022 Slate of Officers:
  - Stephen Worden - Board Chair
  - Blair Couch - Vice Chair
  - Eric Jiles - Treasurer

Motion to support election by acclamation of the FY2022 Slate of Officers per the respective positions: Stephen Worden, Board Chair; Blair Couch, Vice Chair and Eric Jiles, Treasurer was made and seconded. (Faller/McCauley) The motion carried.

**Approval of FY2022 MOVBOH Meeting Schedule:**

Motion to approve the FY2022 MOVBOH Meeting Schedule as presented was made and seconded. (Couch/Sullivan) The motion was approved.

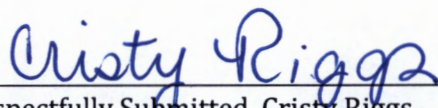
**Board Member Concerns:**

- Joyce Faller gave information of waiting room chairs from a medical office were available. Please contact Joyce if any MOVHD office is interested in receiving these.
- Chip Westfall asked to receive the New York Times article referencing Calhoun County and COVID updates.

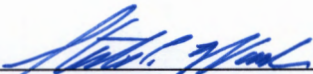
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**Adjournment:**

The meeting adjourned at 7:15 pm.

A handwritten signature in blue ink that reads "Cristy Riggs". The signature is written in a cursive style and is positioned above a horizontal line.

Respectfully Submitted, Cristy Riggs

A handwritten signature in blue ink that reads "Stephen Worden". The signature is written in a cursive style and is positioned above a horizontal line.

Stephen Worden, Board Chair