

November 18, 2021

**Mid-Ohio Valley Board of Health Meeting
November 18, 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 Blair Couch, Vice Chair. Cristy Riggs took Roll Call and a quorum was present. Motion to approve the revised agenda was made and seconded. (Little/McCauley) The motion was supported.

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 via Phone Conference
Heather Downey, Roane County via Phone Conference
Terry McCauley, Wirt County via Phone Conference
Pat Fulmer, Wirt County via Phone Conference
Blair Couch, Wood County
Eric Jiles, City of Parkersburg via Phone Conference

Members Absent:

Sean Smith, Wood County
Charlie Casto, City of Parkersburg

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, EH Director via Phone Conference
Jennifer Habeb, WIC Director via Phone Conference
Malcolm Lanham, Population Health Director 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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Public Comments:

- There were no public comments.

Old Business:

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

- Cases have decreased but have become stable. A spike is expected to occur post-holiday season.
- Many are tired of mask wearing. Outbreaks have been seen at several businesses and organizations that have persons who gather together outside of the workplace.
- MOVHD, Partners and Pharmacies continue to perform COVID testing and vaccinations.
- Early in the pandemic, Dr. Whitaker suggested, formally and informally, that boosters or additional doses of the COVID-19 vaccine would probably be needed to boost immunity. The vaccine for COVID-19 seems to be similar to all other vaccines for diseases/illnesses such as MMR, Pertussis, Tetanus, Flu, Varicella, etc...
- Over time, immunity may decrease without boosters being required. The natural history of a disease is to become less severe and more contagious.

Board Chair Comments:

- Stephen Worden, Board Chair thanked Blair Couch, Vice Chair for stepping up and running this meeting.

Routine Items:

Approval of 9/23/2021 MOVHD Board of Health Meeting Minutes:

Motion was made and seconded to approve the September 23, 2021 Board Meeting minutes as presented. (McCauley/Faller) The motion passed.

Approval of 10/12/2021 Special MOVHD Board of Health Meeting Minutes:

Motion was made and seconded to approve the October 12, 2021 Special Board Meeting minutes as presented. (Little/Sullivan) 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 \$774,711.95 on 8/31/2021.
- Prior to OPEB accrued costs and Depreciation costs, Revenues exceed Expenses by \$785,767.23 on 8/31/2021.
- Accounts Receivable as of 8/31/2021 is \$858,740.17.
- Current Accounts Receivable as of 11/08/2021 is \$668,132.61.
- Bank account is considered healthy as of 8/31/2021.
- The IAP Grant was received, signed and submitted on 11/15/2021.
- Interviews for the Finance Director position have been completed however it has been decided to continue to repost the position and interview additional Lynne Peters was instructed to post this position in the newspaper, on Indeed and GlassDoor.
- Finance Supervisor position continues to be reviewed for classification by the Division of Personnel. This position will be posted as soon as this information is received.
- Alex Anderson has been hired to fill the Purchasing position in Finance. Alex will begin employment December 1, 2021.

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

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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:

- **Across the Board Increase:**
 - Processed 63 Across the Board Increases
- **Pay Grade Increase:**
 - Accounting Technician 3 from pay grade 7 to pay grade 9
 - Accounting Technician 4 from pay grade 9 to pay grade 10
 - These pay grade increases did not result in any actual pay increase
- **Hired Two (2) 1,000 Hour Exempt Staff:**
 - Peer Recovery Support Specialist – Wood County / Population Health Program
 - Health & Human Services Aide – Wood County / Population Health Program
- **1,000 Hour Exempt Resignation:**
 - Wirt county Custodian resigned
- **Return to Work:**
 - One (1) employee returned to work from Leave Without Pay – Wood County
- **New Hire:**
 - Health & Human Services Aide – WIC Wood County
- **Resignation:**
 - Accounting Technician 3 – Wood County

The Office Assistant 2 in Mason County WIC accepted a position as a Nutrition Associate in the Wood County WIC office. She had not completed her six (6) month probation therefore she was required to resign and then be a new hire.

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

MOVHD Directors Reports:

- 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:

- COVID Spike is trending down however case investigations continue.
- Approval has been received to administer booster doses for Pfizer, Moderna and Johnson & Johnson Vaccines.
- CDC recommends pediatric COVID-19 vaccines for children 5 to 11 years of age.
- Continuing to hold vaccination and testing events.

New Business:

Revision 2 – Vehicle Purchases / Epidemiology & Laboratory Capacity Grant:

The State will be providing six (6) Mobile Testing Units equipped with supplies to MOVHD at no cost. Each unit will be assigned to a MOVHD County making it essential to purchase vehicles to tow the Mobile Testing Units from one location to another.

Motion is made and seconded to amend the November 19, 2020 motion approving the purchase of Mobile Testing Units to allow the purchase of vehicles to transport these Mobile Testing Units. (Faller/Sullivan) The motion carried.

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Hiring of Public Information Officer:

The position of Public Information Officer has been vacant for more than one year making it necessary to submit paperwork to classify and approve this position for rehire.

Motion to approve the hiring of a Public Information Officer was made and seconded. (Little/McCauley) The motion passed.

Hiring of Replacement to Train Prior to Employee Change:

Motion was made and seconded to approve the hiring of a replacement 30 days prior to the notice date of anyone vacating a position so proper training can be completed. (McCauley/Little) The motion was approved.

Assignment of Agency After-Hours Cell Phone:

The Agency's After-Hours Cell Phone is required to be answered 24/7 by insurance companies for the safety of the population we serve.

Motion was made and seconded to approve a rotation schedule for the MOVHD After-Hours Cell Phone and payment to the person having custody of the device in the amount of \$1.00 per hour plus regular pay when answering calls. (Worden/McCauley) The motion was supported.

Holiday Closings:

It is requested to close MOVHD all day (8:00 am – 4:00 pm) Thursday, December 23, 2021 and Thursday, December 30, 2021 to allow staff to spend time with loved ones for the holiday season.

Motion to approve closing MOVHD all day (8:00 am – 4:00 pm) Thursday, December 23, 2021 was made and seconded. (McCauley/Worden) The motion carried.

Motion to approve closing MOVHD all day (8:00 am – 4:00 pm) Thursday, December 30, 2021 was made and seconded. (Worden/Faller) The motion carried.

Board Member Concerns:

- Blair Couch, Vice Chair: Thanked all MOVHD for administering vaccinations.
- Eleanor Little: Thanked Lynne Peters and Carrie Brainard for their service to MOVHD and let them know that they would be missed after their retirement dates.

Adjournment:

The meeting adjourned at 7:06 pm.


Respectfully Submitted, Cristy Riggs


Blair Couch, Vice Chair