

Mid-Ohio Valley Board of Health  
November 17, 2022

The Mid-Ohio Valley Board of Health  
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 6:30pm by Blair Couch, Board Vice Chair. Emily Lanham took roll call, and a quorum was present.

Motion to approve the agenda was made and seconded. (Westfall/McCauley) The motion was approved.

Members Present:

Blair Couch, Wood County via phone  
Charlie Casto, City of Parkersburg via phone  
Scottie "Chip" Westfall, Calhoun County  
Sean Smith, Wood County  
Heather Downey, Roane County via phone  
Eleanor Little, Pleasants County via phone  
Eric Jiles, City of Parkersburg via phone

Staff Present:

Eric Walker, Executive Director  
Emily Lanham, Executive Secretary  
Tammy Stackpole, Personnel  
Malcolm Lanham, Community Health Director  
Alex Klosek, Finance Director  
Rebecca Eaton, Clinical Director  
Jennifer Habeb, WIC Director  
Nicole Needs, Environmental Health Director  
Amy Phelps, Public Information Officer  
Mary Putnam, Finance Payroll via phone  
Renee Swisher, Secretary II via phone  
Dr. Charles F. Whitaker III, Medical Director

Public Comment:

- None

Board Chair Comments:

- Move to approve item #1 in New Business, nominating/slate of officers, to the beginning of the meeting due to a severe illness in our current Vice Chair position.

A motion was made and approved to move item #1 of New Business, nominating officers/slate of officers, to the beginning of the meeting. Elected in this motion was Blair Couch, Board Chairperson, Scottie "Chip" Westfall, Vice Chairperson and Eric Jiles, Treasurer. (Casto/Smith)

Routine Items:

- A motion was made and seconded to approve the Board of Health meeting minutes from October 27, 2022. (Little/Smith) The motion was approved.

Financial Report- Alex Klosek, Financial Director presented on the following items:

Year to date revenues/expenses

- Year-To-Date Revenues exceed Expenses by \$91,006.58 on September 30, 2022.
- Prior to OPEB accrued costs and Depreciation costs, Revenues exceed Expenses by \$130,465.46 on September 30, 2022.

Accounts Receivable

- Accounts Receivable \$526,986.89 as of 9/30/22
- CURRENT Accounts Receivable \$403,067.26 as of 10/27/22

Cash Balance

- The bank account is considered healthy as of September 30, 2022.

FY2022 Single Year Audit

- The initial data survey has been submitted to Perry and Associates.

Grants Received

- Covid Vaccine Grant – invoices were submitted and paid

Finance Committee Discussion Items

- None

A motion was made and seconded to approve the finance report as given. (Jiles/Little)

Personnel Report- Tammy Stackpole, Personnel presented on the following:

- Resigned
  - OA III – Threat Preparedness – Wood

- Retired
  - Health and Human Services Aide – WIC – Wood
- Hired
  - Promotion – Registered Sanitarian to Sanitarian Supervisor – Environmental Health – Wood
  - Promotion – LPN to Nurse I – Clinical – Wood

A motion was made and seconded to approve the Personnel Report as given. (Smith/Jiles)

Executive Director's Report: Eric Walker, Executive Director presents the following:

- Clinical – received the fully executed Regional Epidemiology Grant for FY2023
  - The Clinical Department was chosen to participate in a Pilot Project testing Gonorrhea, Chlamydia and Trichomoniasis.
- Community Health
  - Federal focus is shifting to radiological, nuclear and weapons of mass destruction
    - Threat Preparedness in currently taking classes on these matters
  - Working with United Way on a new grant to set up Recovery Centers to help with our QRT program
- Environmental Health
  - New Sanitarian Supervisor – Lisa DeVaughn
  - Traded in the two Insights for Nissan Rogues
- Finance
  - Cost Cutting measures
    - Changing conference services to Free Conference Call
- WIC
  - Continues their hybrid schedule
  - Just attended their quarterly meeting
- Misc.
  - Switched from Verizon to AT&T

Old Business: Dr. Charles F. Whitaker reports the following:

- Covid 19 update
  - Cases are down in the Mid-Ohio Valley
  - Nationally there has been a change in the variant
  - RSV and Flu is on the rise still
  - Hepatitis A, Hepatitis B, Tuberculosis and Syphilis are on the rise also
  - Additional programs for drug overdoses and opioid use, due to the increase because of the pandemic
    - Naloxone Distribution
    - Expanding our substance use outreach

Approval of Items as follows:

1. Nominating/Slate of Officers
  - Was approved at the beginning of the meeting

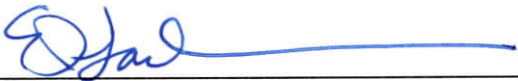
2. Appoint Audit Committee which consist of the following:
  - Executive Director of MOVHD
  - Finance Director of MOVHD
  - Board of Health Finance Committee Chairperson
    - A motion was made and seconded to approve the Audit Committee as presented. (Little/Casto)
3. Update bank signatories to include the following persons:
  - David Blair Couch, Board Chairperson
  - Scottie "Chip" Westfall, Board Vice Chairperson
  - Eric Jiles, Board of Health Treasurer
  - Eric Walker, Executive Director
  - Emily Lanham, Executive Secretary
    - A motion was made and seconded to approve the above bank signatories for all the MOVHD bank accounts. (Westfall/Casto)
4. Temporary 1000 hour exempt employee
  - A motion was made and seconded to approve the temporary 1000 hour exempt Dental Coordinator until the position is hired full time. (Westfall/ Little)
5. Holiday requests
  - Additional holiday days requested are December 23, 2002, and December 30, 2022
    - A motion was made and seconded to approve the above days as two additional holiday days off. (Little/Jiles)

Board of Health Concerns:

- Eleanor Little
  - Concerned that we had trouble getting a quorum and that most of our board members are getting up in age and would like the young ones to take over.

Adjournment:

The meeting was adjourned at 7:05pm.



Respectfully submitted, Emily I. Lanham

  
Blair Couch, Board of Health Chairperson