

Mid-Ohio Valley Board of Health  
January 26, 2023

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. (Casto/Ritter) The motion was approved.

Attendance:

Dr. Wilson, Dental Director via phone  
Matthew Walker, Calhoun County via phone  
Joyce Faller, Pleasants County via phone  
Eleanor Little, Pleasants County via phone  
Kristina Sullivan, Ritchie County via phone  
Steve Ritter, Ritchie County  
Heather Downey, Roane County via phone  
Blair Couch, Wood County  
Eric Jiles, City of Parkersburg via phone  
Charlie Casto, City of Parkersburg via phone  
Dr. Charles F. Whitaker, III, Medical Director  
Malcolm Lanham, Community Health Director via phone  
Emily Lanham, Executive Secretary  
Alex Klosek, Finance Director  
Eric Walker, Executive Director  
Tammy Stackpole, Personnel  
Rebecca Eaton, Clinical Director  
Jennifer Habeb, WIC Director  
Nicole Needs, Environmental Health Director via phone  
Renee Swisher, Secretary II via phone

Amy Phelps, Public Information Officer

Public Comment:

- Devena Moore – concerned about not being included in the state pay raises. Please contact your legislature as often as possible.
- Jeff Smith – Sudden deaths on the uprise and the Epidemiology section on the website not updated since 2013

Board Chair Comments:

- None

Routine Items:

- A motion was made and seconded to approve the Board of Health meeting minutes from November 17, 2022. (Little/Faller) The motion was approved.

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

Year to date revenue/expenses:

- Year-To-Date Revenues exceed Expenses by **\$135,127.76** on November 30, 2022.
- Prior to OPEB accrued costs and Depreciation costs, Revenues exceed expenses by **\$199,393.41** on November 30, 2022.

Accounts Receivable – Current:

- Accounts Receivable **\$224,437.98** as of November 30, 2022
- CURRENT Accounts Receivable **\$208,071.10** as of December 21, 2022

Cash Balance:

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

Grants received:

- Fully executed WIC Grant has been received and invoiced.
- Fully executed Covid Expansion Grant received and invoiced.
  - Debbie Hissom from the Center for Local Health has helped with this

Working on:

- Threat Prep Grant
- Bank Signatory update
- Budget for FY2024:
  - Starting the worksheets to send to the Directors
  - Working with the Directors for the May Finance Committee meeting and Board of Health meeting
- Perry and Associates site visit on February 15, 2023
- Covid Grant auditors are auditing the entire span of the grant

New Item to present to the Board:

- Pledged Collateral Agreement and required signatures:
  - Three signatures required, requesting the following signatories from the Board
    - Board Chair
    - Board Treasurer
    - Executive Director

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

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

- RETIREMENTS:
  - One Retirement
    - Accounting Technician 4 – Finance - Wood County
- RESIGNATIONS:
  - Three Resignations
    - Office Assistant 3 – Threat Preparedness – Wood County
    - Office Assistant 2 - COVID – Wood County
    - Office Assistant 2 - COVID – Wood County
- NEW HIRES:
  - Six New Employees Hired
    - Accounting Technician 3 – Finance - Wood County
    - Accounting Technician 3 – Finance - Wood County
    - Administrative Services Assistant 2 – Finance – Wood County
    - Health and Human Services Aide – WIC – Wood County
    - Health & Human Services Aide – WIC – Wood County
    - Sanitarian 1 – Environmental Health – Wood County
- PROMOTIONS:
  - Two Internal Employee Promotions
    - Health & Human Services Aide to Health & Human Resources Associate – WIC – Wood County
    - Office Assistant 3 to Dental Assistant – Clinical – Wood County
- TRANSFERS:
  - One Inner Agency Transfer
    - Office Assistant 2 - from COVID to WIC – Wood County

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

Executive Director's Report – Eric Walker, Executive Director presented on the following items:

- Mid-Ohio Valley Health Department received three awards from the West Virginia Association of Local Health Departments
  - Clinical Department – for the work they have done for the Syphilis outbreak and the rapid response to Monkey Pox
  - Amanda Lyons, Community Health Secretary, received the Personal Achievement award for her work with Covid-19, Threat Preparedness, QRT and Community Health Initiative programs

- The Community Health department won an Innovation Award for their "Step Up MOV" program
- Clinical
  - Syphilis cases plateaued but expect an increase due to the holidays
- Community Health
  - The Threat Preparedness team is re-focusing on the CDC's core public health emergency preparedness capabilities now that COVID-19 requirements have been lessened.
- Finance
  - We have received the fully executed copy of the WIC grant for FY2023. Total grant amount is:
    - \$1,490,126.00 and it runs from October 01, 2022 through September 30, 2023.
    - FY2022 was received in June of 2022.
    - The first invoice for has been submitted.
    - The first invoice for the ELC Expansion grant has been submitted.
    - Community Health received a grant from the Parkersburg Area Community Foundation for \$2200 to assist with the Step Up MOV program.
- Environmental Health (EH) was awarded \$11,429.00 by the National Environmental Health Association (NEHA) and U.S. Food and Drug Administration (FDA) Grant Program.
  - This grant will help our EH with training for Standardization and creating Comprehensive Strategic Improvement Plan.
- Women Infants and Children
  - MOV WIC is seeing approximately 90% of our caseload as in-person appointments.
  - The remaining appointments are still completed remotely while waivers remain in place.
  - Congratulations to the WIC Department!

Old Business – Dr. Charles F. Whitaker, III presented the following:

- Covid-19/RSV and influenza have all decreased
- Current variant of Covid-19 is XBB Strain
- Children under 14 are having increased deaths due to Fentanyl
  - The Opioid epidemic is not only affecting the user but the general population

Approval of Items as follows:

1. Dental Xray Machine
  - a. Motion to approve purchase of a panoramic dental Xray machine with dental grant funds, not to exceed \$25,000. Motion was seconded and approved. (Little/Ritter)
2. 4<sup>th</sup> Floor HVAC Unit
  - a. Motion to approve repair of 4<sup>th</sup> Floor HVAC Unit not to exceed \$15,000. Motion was seconded and approved. (Casto/Faller)
3. Wesbanco Pledged Collateral Agreement
  - a. Motion to approve the Wesbanco Pledged Collateral Agreement as presented. Motion was seconded and approved. (Casto/Ritter)
4. Inflatable Tents
  - a. Motion to approve the purchase of two inflatable tents and accessories with grant funds, not to exceed \$80,000. Motion was seconded and approved. (Ritter/Little)

5. Cubicles for the 4<sup>th</sup> Floor
  - a. Motion to approve the purchase of cubicles and accessories for the 4<sup>th</sup> floor of the Wood County office with grant funds, not to exceed \$25,000. Motion was seconded and approved. (Faller/Casto)
6. 1<sup>st</sup> floor remodel
  - a. Motion to approve renovation of office area on the 1<sup>st</sup> floor of the Wood County office with grant funds, as presented. Not to exceed \$35,000. Motion was seconded and approved. (Ritter/Faller)
7. 7'x14' Response Trailer Purchase
  - a. Motion to approve the purchase of trailer with grant funds, not to exceed \$10,000. Motion was seconded and approved. (Ritter/Little)
8. Request for Board President to be able to sign on Covid grant expenditures that total over \$5000.
  - a. Motion to allow the Mid-Ohio Valley Board of Health President to approve purchases greater the \$5000 from grant funding, through June 30, 2023, with all expenditures that were approved being reported at the subsequent board meeting. Motion was seconded and approved. (Faller/Ritter)

Board Member Concerns:

- Steve Ritter, Ritchie County
  - Questions regarding Fentanyl and Naloxone distribution
    - Malcolm Lanham, Community Health Director will be presenting on it at the March board meeting.

Adjournment:

The meeting was adjourned at 7:45pm



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Respectfully submitted, Emily I. Lanham



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Blair Couch, Board of Health Chairperson