

Mid-Ohio Valley Board of Health

October 27, 2022

The Mid-Ohio Valley Board of Health

211 6th 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:

Terry McCauley, Wirt County via phone

Blair Couch, Wood County

Dr. Michael Wilson, Dental Director via phone

Steve Ritter, Ritchie County

Charlie Casto, City of Parkersburg via phone

Matthew Walker, Calhoun County via phone

Scottie "Chip" Westfall, Calhoun County

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

Devena Moore, Registered Nurse

Public Comment:

- MOVCAC
 - Sean Keefe – Concerned about vaccinations, covid deaths and the VAERS Reports Summary
 - Jeff Smith – concerned about over all deaths last year being up with no accounts
 - Cathy Helfin – Clarify the process to which changes are made in regard to vaccinations required to attend school

Board Chair Comments:

- Welcome to our newest Board Member from, Ritchie County, Steve Ritter

Routine Items:

- A motion was made and seconded to approve the Board of Health meeting minutes from July 28, 2022. (Casto/Westfall) The motion was approved.

Finance Report: Alex Klosek, Finance Director presents the following as of May 31, 2022

- Year End FY2022
 - Year-To-Date Revenues exceed Expenses by \$269,575.59 on June 30, 2022.
 - Prior to OPEB accrued costs and Depreciation costs, Revenues exceed Expenses by \$411,620.21 on June 30, 2022.
- Accounts Receivable - Current
 - Accounts Receivable \$909,357.07 as of June 30, 2022. The reason for the amount is our WIC grants paid out later than usual.
 - Current Accounts Receivable \$560,962.42 as of August 25, 2022
- Current Cash Balance
 - The bank account is considered healthy as of June 30, 2022 and July 31, 2022.
- July 31, 2022 Financials
 - Year-To-Date Revenues exceed Expenses by \$81,758.09 on July 31, 2022.
 - Prior to OPEB accrued costs and Depreciation costs, Revenues exceed Expenses by \$94,912.04 on July 31, 2022.
 - Accounts Receivable \$1,193,619.02 as of July 30, 2022. The reason for the amount is our WIC grants paid out later than usual.
 - Current Accounts Receivable \$560,962.42 as of August 25, 2022. The reason for this amount is due to our WIC invoices and State Aid being paid.
- Covid Vaccine Grant
 - In mid-2021, the state said to pull all vaccine costs out of the RRT Grant and place them in the Vaccine Grant. The grant ended on June 30, 2022, at which time we still did not have the grant.
 - The grant was finalized in September. All expenditure reports are done, and invoices submitted for \$235,000.00 as reflected in the financials for June 30, 2022.
- WIC Budget was submitted online a few days ahead of the deadline. All invoices from WIC have been paid for FY 2022.

- We have received the GASB 68 and 75 reports from Perry and Associates. We can now move forward with our single audit.
- Covid Expansion Grant
 - o Still in process with the State

A motion was made and seconded to approve the Finance Report as presented by Alex Klosek. (Westfall/Casto)

Personnel Report: Tammy Stackpole, Personnel presents the following:

- Two Hired
 - o Sanitarian I, Environmental Health Wood County
 - o Sanitarian Chief, Environmental Health Wood County
- One Resignation
 - o Office Assistant II, Clinical Calhoun County
- One Retirement
 - o Sanitarian Chief, Environmental Health Wood County

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

- Presented Fiscal Year 2022 accomplishments
 - o Thanking all of our employees for their hard work and dedication

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

- Covid 19 update
 - o Cases are down in the Mid-Ohio Valley
 - o Deaths are recorded differently now so we do not get them anymore
 - o RSV and Flu are on the rise

Approval of Items as follows:

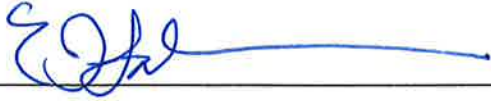
- Nominating/Slate of Officers
 - o Tabled until 11/17/2022
- Alternate Work Schedule Policy
 - o A motion was made and seconded to approve the Alternate Work Schedule Policy as presented by Tammy Stackpole. (Westfall/Casto)
- Update of bank signatories
 - o Tabled until 11/17/2022
- 3-year single audit bid for FY2023-FY2025
 - o A motion was made and seconded to approve to start the bidding process for the 3-year single audit. (Westfall/Ritter)
- Appoint Audit Committee
 - o Table until 11/17/2022

Board of Health Concerns:

- Steve Ritter
 - o Presented the Little Kanawha Conservation Development brochure and asked it to be put out for the public.

Adjournment:

The meeting was adjourned at 7:05pm.



Respectfully submitted, Emily I. Lanham



Blair Couch, Board of Health Vice Chairperson