

Mid-Ohio Valley Board of Health
Judge Black Annex
October 12, 2023 at 6:30pm
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 Chair. Emily Lanham took roll call, and a quorum was present.

Motion to approve the 10/12/2023 MOVBOH meeting agenda. (Couch/Ritter)

Attendance

Board Members:

Blair Couch – Wood County

Chip Westfall – Calhoun County

Joyce Faller - Pleasants County via phone

Steve Ritter – Ritchie County

Dr. Charles Whitaker, III – Health Officer via phone

David Goff – Roane County via phone

Employees:

Eric Walker – Executive Director

Emily Lanham – Administrative Services Assistant

Alex Klosek – Finance Director

Tiki Williams – Personnel

Christi Merrill – Clinical

Devena Moore – Clinical

Heather Buchanan – Clinical

Jenny Mullen – Clinical

Nancy Hall – Clinical

Amy Balderson – Clinical

Jessica McKinney – Clinical

Malcolm Lanham – Community Health Director

Amanda Lyons – Community Health

Helen Watkins – Dental

Terri Harton – Dental

Nicole Needs – Environmental Health Director

Lisa DeVaughn – Environmental Health

Renee Metz – Environmental Health

Alex Anderson – Environmental Health

Lisa Freeland – Environmental Health

Remy Toncray – Environmental Health

Bill Davidson – Information Systems

Amy Phelps – Public Information Officer

Preston Shakar – Regional Epidemiologist

Derek Wilson – Threat Preparedness

Margertta Tawney – Threat Preparedness

Jennifer Habeb – WIC Director

Ronda Davis – WIC Assistant Director

Tammy Moyers – WIC

Lauren Williams – WIC

Public Comment:

- Jenny Mullen – staff shortages, pay increase, loss of staff
- Lisa DeVaughn - cost of living increases, employees looking for other places of employment, pay increase
- Devena Moore – staffing concerns, pay increase
- Helen Watkins – staffing concerns, inflation, incremental pay, pay increase
- Jennifer Habeb – numerous job vacancies within program, hours not being met for grants, pay increase
- Sean Keefe – deaths on the rise in Wood County
- Jessica McKinney – employee retention, communication from Wood County, pay increase
- Christi Merrill – Employee retention, pay increases, pay increases long term

Board Chair Comments:

- None

Routine Items:

- A motion was made and seconded to approve the Mid-Ohio Valley Board of Health meeting minutes from July 27, 2023. (Couch/Westfall) The motion was approved.

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

June 2023

- YEAR TO DATE REVENUES/EXPENSES
 - Year-To-Date expenses exceeded revenues by (\$85,819.88) on June 30, 2023.
 - Prior to OPEB accrued costs and depreciation costs, revenues exceeded expenses by \$74,231.50 on June 30, 2023.
- ACCOUNTS RECEIVABLE - CURRENT
 - Accounts receivable \$306,119.91 as of 6/30/23
 - CURRENT accounts receivable \$1,223,841.19 as of 8/8/23
- CASH BALANCE
 - The bank account is considered healthy as of June 30, 2023

July 2023

- YEAR TO DATE REVENUES/EXPENSES
 - Year-To-Date R\revenues exceeded expenses by \$300,392.67 on July 31, 2023.
 - Prior to OPEB accrued costs and depreciation costs, revenues exceeded expenses by \$314,592.39 on July 31, 2023.
- ACCOUNTS RECEIVABLE - CURRENT
 - Accounts receivable \$1,226,210.55 as of 7/31/23
 - CURRENT accounts receivable \$1,039,020.87 as of 8/21/23
- CASH BALANCE
 - The bank account is considered healthy as of July 31, 2023.
- A motion was made and seconded to approve the Finance Report. (Couch/Ritter) The motion was approved.

Personnel Report – Emily Lanham, Administrative Services Assistant presented on the following:

- RESIGNATIONS:
 - OAIL – Pleasants County (2)
- RETIREMENTS:
 - None
- NEW HIRES:
 - Regional Epidemiologist 1 – Northwestern Region
 - Human Resources Generalist 2 – Wood County
- PROMOTIONS:
 - Nutritionist 1 to Nutritionist 2 – Wood County
- TRANSFERS:
 - None

- REALLOCATIONS:
 - Nurse 1 to Nurse 2 – Wood County
 - Secretary 1 to Human and Health Resource Associate – Wood County
 - (2) OA II to Health and Human Service Aide – Wood County
 - Administrative Secretary to Administrative Services Assistant 2 – Wood County
 - Sanitarian 1 to Sanitarian 2 – Wood County

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

- Staff attended the West Virginia Public Health Association Conference.
- Contacted another company regarding Employee Retention Tax Credits, and we are not eligible.
- Community Health Director, Malcolm Lanham, has been chosen by the West Virginia Clinical and Translational Science Institute (WVCTSI) to be a part of the Ambassadors for Community Health Research (ACHR) Program.
- Compliance Findings:
 - State compliance monitors were on site for the state compliance review from August 07 through August 18, 2023. They did not complete the review during this time period and finished it offsite.
 - There were a total of four findings for which the agency has responded to. MOVHD is contesting two of those findings. One was assigned to WIC, but it had nothing to do with the WIC grant (or any of the other grants under review). MOVHD is also contesting a finding related to IAP, in which documentation supporting the expenses was previously provided.
 - MOVHD is not contesting two of the findings which are legitimate findings – one for Threat Preparedness and one for IAP.

Health Officer Comments – Dr. Charles F. Whitaker, III presented the following:

- Covid is slowly rising with the data being difficult to find.
- Syphilis, Hepatitis A and Hepatitis B seem to be declining.

New Business:

Family Planning Program (FFP) is changing the way they operate within the state

- Current Program
 - Pays all the costs for supplies, materials
 - Creates contracts with third party companies that provide services we cannot offer
- New program beginning April 1, 2024
 - Competitive grant in the state system annually
 - All costs for the program will be covered by our agency
 - The grant absorbs all costs of the program, including contraceptives and payments to third party agencies

- We must ensure, all Title 10 services provided to clients
- Financials
 - Estimated total annual cost would be \$300,384.70 to continue with the program
 - The maximum grant award amount is \$200,000
 - Total loss would be \$142,384.70 if it were funded at the maximum allowable grant amount
- A motion was made and seconded to discontinue the Family Planning Program after our current agreement expires. (Couch/Westfall) The motion was approved.

Compensation of Employees

- Leadership has been very concerned about the loss of funds.
- Board Chairperson Blair Couch brought up state funding and what a pay increase would cost.
- Board Chairperson Blair Couch called executive session.
 - Returning from executive session
 - Pay increase proposed to be \$1.00 per hour
- A motion was made and seconded to approve a \$1.00 per hour raise for all employees as soon as possible. (Couch/Ritter) The motion was approved.

Board Member Concerns:

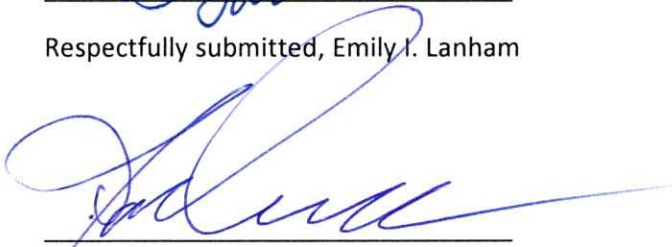
- None

Adjournment:

The meeting was adjourned at 7:27pm (Couch)



Respectfully submitted, Emily I. Lanham



Blair Couch, Board of Health Chairperson