

Mid-Ohio Valley Board of Health  
November 16, 2023 at 6:30pm  
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 Chair. Emily Lanham took roll call, and a quorum was present.

Motion to approve the 11/16/2023 MOVBOH meeting agenda. (Hardy/Ritter)

Attendance

Board Members:

Blair Couch – Wood County

Steve Ritter – Ritchie County

Dr. Charles Whitaker, III – Health Officer

Eric Jiles – City of Parkersburg

Eleanor Little – Pleasants County

Patsy Hardy – Wood County

Employees:

Eric Walker – Executive Director

Emily Lanham – Administrative Services Assistant

Alex Klosek – Finance Director

Tiki Williams – Personnel

Devena Moore – Clinical

Malcolm Lanham – Community Health Director

Nicole Needs – Environmental Health Director

Amy Phelps – Public Information Officer

Jennifer Habeb – WIC Director

Public Comment:

- None

Board Chair Comments:

- None

Routine Items:

- A motion was made and seconded to approve the Board of Health meeting minutes from October 12, 2023. (Hardy/Ritter) The motion was approved.

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

YEAR TO DATE REVENUES/EXPENSES

- Year To Date Revenues exceeded Expenses by \$237,247.87 on September 30, 2023.
- Prior to OPEB accrued costs and Depreciation costs, Revenues exceeded Expenses by \$280,057.60 on September 30, 2023.

ACCOUNTS RECEIVABLE

- Accounts Receivable \$615,315.12 as of 9/30/23
- CURRENT Accounts Receivable \$811,107.77 as of 10/20/23

CASH BALANCE

- The bank account is considered healthy as of September 30, 2023.

Key Finance Items:

- Compliance Monitors accepted our report of our disagreement with two findings, and their report is now complete. There were two findings we did not dispute.
- MOVHD is in the process of transitioning payroll to QuickBooks Payroll Service on 1/1/2024.
- Cash flow issues coming in the next few months:
  - State invoices outstanding that are not paid - totaling around \$500,000.
  - If the invoices are not paid, we will have to temporarily withdraw funds from the restricted investment funds in January. Those funds would be replaced when those grant invoices are paid.
- FY2025 issues
  - Cost of \$1.00 raise for grant and non-grant employees is \$139,062.75.
  - PEIA for the non-state agencies is to increase 13-15%, totaling approximately \$85,299.80, at the higher percent. Due to certain cuts in grants and grants being taken over by the state, we will be at a loss of around \$32,000 in indirect costs.
  - As a result, there is a gap in the budget of \$250,000 that needs to be filled. Ways to fill that gap will be cutting back costs, potentially increasing the indirect cost rate, or seeking additional revenues.

A motion was made and seconded to approve the Finance Report. (Ritter/Hardy) The motion was approved.

Personnel Report – Tiki Williams, Personnel presented the following:

Retirements:

- Secretary II – Wood County

Resignations:

- OA II – Mason County WIC
- OA II – Wood County WIC

New Hires:

- OA II – Pleasants County
- Breastfeeding Peer Counselor – Wood County WIC
- Sanitarian I – Wood County

Promotions:

- None

Transfers:

- None

Reallocations:

- None

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

- FY2024 Grants
  - Immunization Assistance Program (IAP)
    - We were informed that there are about three more steps left in the review process, which is being slowed down due to staffing issues.
  - Regional Epidemiologist
    - They are trying to determine the status.
  - Threat Preparedness
    - Changes were made to the way some items are processed, so it is taking longer than usual.
  - Women Infants and Children (WIC)
    - Grant documentation is being finalized on our end.
    - We are awaiting payment of the final invoice for the FY2023 WIC grant.
- Payroll
  - We will be transitioning payroll services from Service Plus, our current payroll service company, to QuickBooks payroll.
    - We plan to make the transition in January 2024.
    - This should make our payroll process more efficient and better integrated with our accounting software.

- **Volunteers/ Medical Reserve Corps**
  - Non-profit organizations across the country are struggling to find volunteers, especially medical volunteers post-COVID, as many are working extra hours at their primary workplace or have retired from healthcare due to burnout from COVID response.
  - We are working on expanding our volunteer recruitment efforts.
  - Our Threat Preparedness Team has been working on a new partnership with the local Red Cross chapter to help with recruiting and managing volunteers. This new partnership will increase our pool of potential volunteers and give them experience & training in disaster response that we do not have. It also helps the Red Cross by giving them access to another pool of volunteers as well. In addition, we will be able to utilize the Red Cross' volunteer management software for communication and to help track volunteer hours.
- **Environmental Health Software Change**
  - The state has changed the computer system Environmental Health uses to enter inspections. The new system is a cloud-based system called Health Space Cloud. The transition was made on October 30<sup>th</sup> and our Environmental Health staff is still working on the transition. There have been some issues, but we are working through them.
- **Clinical Vaccinations**
  - Our clinical department is doing a great job this year on getting flu and other vaccines to the public.
  - They are participating in the "Take Your Best Shot" grant sponsored by the West Virginia Immunization Network (WIN).
    - This grant supports projects that increase influenza, COVID-19, Meningococcal B, and human papillomavirus (HPV) vaccination rates among ages 11 to 21.
    - The WIN was very pleased with our mid-year report. In some of our counties, we have seen 50-100% increases in vaccination rates, specifically Meningococcal B and HPV, compared to the previous year.
- **State Monitoring and Compliance:**
  - The state compliance monitors reviewed and accepted our response to their site visit.
    - Attached to this report is the final acceptance letter.

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

- **Post Covid Epidemic**
  - New variant has emerged with more flu like symptoms
- **Death Rate Increase due to:**
  - Decrease in life expectancy, especially post Covid
  - Substance abuse

- Leading causes of death are stroke, obesity, smoking, diabetes, substance abuse and heart disease
- Asked Malcolm to speak about Food is Medicine

New Business:

Nominating Committee/Slate of Officers

- Blair Couch – Board Chairman
- Scottie “Chip” Westfall – Vice Chairman
- Eric Jiles – Treasurer
- Patsy Hardy – Added to the Finance Committee

A motion was made and seconded to retain and add these officers. (Hardy/Ritter) The motion was approved.

- Nurse Special Hiring Rate
  - 1.8 nurses to cover all 6 counties
  - We would like to discuss a special hiring rate for our nurses through DOP

A motion was made and seconded to proceed with getting a special hiring rate for LPN’s for \$39,124.80 and for a dual posting which would allow to hire an RN or LPN. We would also raise our current registered nurse staff 7%, so their pay can be brought up to scale. (Hardy/Ritter) The motion was approved.

- Holiday Requests
  - Eric Walker asked for 12/22/2023 and 12/29/2023 to be days we are closed for the holidays.

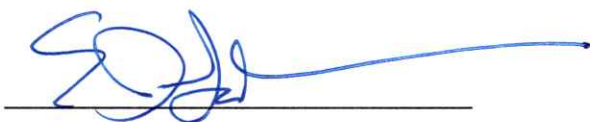
A motion was made and seconded for the Health Department to be closed on the above stated days. (Couch/Little). The motion was approved.

Board Member Concerns:

- Eric Jiles
  - Attention needs to be paid to the Financial Report for FY2024 and FY2025
    - By FY2025, the deficit will be over \$500,000, with limited ways to receive funds or increase revenue.
    - There are serious issues with funding and the Finances.

Adjournment:

The meeting was adjourned at 7:12pm (Couch)



Respectfully submitted, Emily I. Lanham