

Mid-Ohio Valley Board of Health

November 20, 2025 at 6:30pm

Mid-Ohio Valley Health Department

1824 Murdoch Ave. Parkersburg, WV 26101

Call to Order:

The Pledge of Allegiance was recited, and the meeting was called to order at 6:30pm by Patsy Hardy, Board Chair. Emily Melrose took roll call. A quorum was present.

Attendance:

Patsy Hardy – Wood County  
Blair Couch – Wood County  
Chip Westfall – Calhoun County  
Lee Rush – Calhoun County  
Halee Bowie – Pleasants County  
Steve Ritter – Ritchie County  
Dave Goff – Roane County via telephone  
Philip Linger – Roane County  
Anna Reno – Wirt County  
Carrie Brainard – Wirt County via phone  
Dr. Charles Whitaker III – Health Officer via telephone  
Dr. Michael Wilson, D.D.S. – Dental Director  
Eric Walker – Executive Director  
Travis White – Finance Director  
Emily Melrose – Personnel  
Christi Merrill – Clinical Director  
Heather Buchanan – Clinical Supervisor  
Derek Wilson – Threat Preparedness Coordinator  
Amanda Lyons – Community Health Assistant  
Devena Moore – Family Nurse Practitioner  
Amy Phelps – Public Information Officer  
Lisa DeVaughn – Environmental Health Director  
Renee Metz – Registered Sanitarian  
Jennifer Habeb – Women, Infants and Children Director  
Jennifer Mullen – Registered Nurse via telephone  
Amanda Kulick - Public

Approval of Agenda:

- A motion was made to approve the agenda as presented. There was a request from our Health Officer, Dr. Whitaker, to move Health Officer's comments up on the agenda as he would need to leave the meeting early. The agenda was amended to move Health Officer's Comments directly after public comments and approved.

Public Comment:

- Amanda Kulick: Amanda Kulick said that she was a Certified Peer Recovery Coach, discussed her personal background, expressed her appreciation for Quick Response Teams (QRT), and concerns with health department supervisory staff that were over her. Amanda Kulick was a temporary employee working for ManCan, who worked with our health department as part of our Roane County QRT. Amanda requested that her situation, and the Roane County QRT, be looked in to. Board members expressed sympathy based upon Amanda's statements. The MOVHD Board Chair, Patsy Hardy, stated that she would look into this situation as requested.

Health Officer's Comments – presented by Dr. Charles Whitaker, III, Health Officer

- Dr. Whitaker referenced the Health Officer reports that he submitted, stated that there was a lot going on in public health and asked if there were any questions from the board, or if there was anything that they wanted him to expound upon.

Board Chair Comments:

- The Board Chair requested that Board of Health members and employees in attendance introduce themselves due to having a new board member. Our new board member, Lee Rush, was formally welcomed at the end of the meeting during board member comments.

Routine Items:

- Approval of 09/25/2025 board meeting minutes as presented was made and seconded.

Finance Report – presented by Travis White, Finance Director

YEAR TO DATE REVENUES/EXPENSES

- Year-To-Date Revenues exceeded Expenses by \$104,366.68 on September 30, 2025.
- Prior to OPEB accrued costs and Depreciation costs, Revenues exceeded Expenses by \$144,998.38 on September 30, 2025.
- Accounts Receivable \$851,556.43 as of 09/30/25
- CURRENT Accounts Receivable \$357,853.13 as of 11/07/25

CASH BALANCE

- The bank account is considered healthy as of September 30, 2025 and as of today. A “healthy” bank account is one in which there are sufficient funds to cover two months of expenses.

A motion was made and approved to accept the financial report as presented.

Personnel Report – presented by Emily Melrose, Personnel

PERSONNEL REPORT – September 2025

- New Hires
  - Nutritionist
  - Sanitarian Chief
- Resignations
  - Community Health Director
  - Executive Secretary
- Retirements
  - None
- Reallocations
  - None
- Vacant Positions
  - Nurse 1 / LPN - Crossposted – Applicant chosen
  - Sanitarian 1, 2 and Registered - Crossposted
  - Nutrition Associate – 2 applicants chosen, one temporary, one permanent
  - Peer Recovery Support Specialists
  - Quick Response Team Supervisor
  - Community Health Director
  - Executive Secretary

Executive Director Report – presented by Eric Walker, Executive Director

- Changes to 64CSR73 - Title 64 Legislative Rule, Series 73
  - Funding Formula moved to this rule and minor changes made
    - Change in Weighted Distribution
      - Reallocation of weighted percentages between two categories:
      - Consolidation: Currently weighted at 15%, reduced to 10%
      - Interventions: Currently weighted at 10%, increased to 15%
      - Last Eric heard, it was switched back to current in a committee meeting
  - Legislative Language – Section 8.2
    - There is some ambiguity in the language of the new legislation, particularly in Section 8.2, which could be interpreted as:
    - One 4.7% deduction total, as it’s currently applied, or Two separate 4.7% deductions — one for local board support and one for basic public health services — which would effectively double the administrative holdback.

- Eric has met with legislators regarding this and has been told that the language will be made more clear.
  - West Virginia Public Health Advisory Committee (WVPHAC)
    - They removed the Public Health Advisory Committee
    - Eric views this committee as a valuable opportunity for local public health leaders to advise on state-level policy.
    - Eric heard the WVPHAC was put back in during a committee meeting
  - An annual assessment of local boards of health was added which will be tied to state health department funding.
    - The annual assessment will be performed by the Center for Local Public Health
    - The assessment will be more stringent and will be tied to local health department state funding
    - The assessment will be based upon their judgment as to whether a local board of health is meeting each of the 5 basic public health standards below:
      1. Community health promotion services standards
      2. Communicable and reportable disease services standards
      3. Environmental health protection standards
      4. Immunization services standards
      5. Threat preparedness standards
    - If meeting all 5 standards, no funding will be withheld
    - If meeting 3-4 standards, 10% of funding will be withheld
    - If meeting less than 3 standards 25% of funding will be withheld
    - If funding has been withheld, you can get it back by having your written plan of correction approved, successfully meeting all standards and, having a, “reevaluation no later than May 1 of the current fiscal year”
    - Our annual assessment is scheduled for February 25th, 2025
- Ritchie County Building Lease
  - Negotiated lease at our current building in Ritchie County for January through December of 2026 under the same terms, with an option to extend it for one more year.
  - Eric requested that time be given to our Ritchie County representative, Steve Ritter as he had pertinent information regarding our location in Ritchie County. Board Chair gave Steve the floor.
  - Steve stated that at the Ritchie County’s most recent commission meeting, they had discussed giving the health department a 5 year lease with no rent charged in a building that the county owns. This building was most recently occupied by family court and is now vacant. If this happens, the county would request reimbursement for utilities (electric, gas and water) and for the health department to be responsible for additional utilities and incidentals as required for health department operations (such as telephone, internet and trash)

- The county may be willing to retrofit the building to meet the health departments needs with the goal of allowing us to take occupancy without needing to renew our current lease agreement for 2027.
  - The county would like a commitment from the health department to accept moving in to the location prior to them undertaking the renovations.
- After Steve spoke, Eric stated that this building is close to our current building in Ritchie county. Our current building is off of main street in the basement of the Women's/Lions Club with a slanted gravel lot. The building the county is proposing is on main street, which will provide more visibility for the health department. It also has a level paved lot that will be more handicap accessible.
- The board was positive about the potential building and indicated that they would be willing to vote on a document (MOU or lease agreement) when presented.

Old Business:

- None

New Business:

- Purchase of a vehicle for the Environmental Health Department
  - A motion was made, seconded and approved for the purchase of a new vehicle, all-wheel drive, up to the amount of \$45,000 for the Environmental Health department.
  - The motion also stated that additional monies could be provided if needed for specific environmental health needs such as skid plates due to the nature of the locations that staff in that department need to travel to. It was requested that any costs above \$45,000 be, "gentle".
    - As a note, if there is cost above \$45,000 the health department will notify the board Chari, Vice Chair and Treasurer to verify approval.
- Switch to Bi-Weekly pay and payment in arrears
  - A motion was made, seconded and approved to switch employee pay to Bi-Weekly, with payment two weeks in arrears.
  - To help prevent MOVHD employees the hardship of missing a paycheck, this motion included a no hardship loan by the MOVHD for two weeks pay (80 hours) for each MOVHD employee that will be switching to arrears pay in January, 2026.
  - Each employee can pay back this hardship loan to the agency from either employee's accrued annual leave, or on the employees final pay paycheck, which may include a combination of annual leave and pay for hours worked.
  - The no hardship loan will be paid out to employees who agree to it on 01/16/2026

Board Member Comments:

- Welcomed Commissioner Lee Rush, new board member representing Calhoun County
- Anna Reno and Carrie Brainard – Comment regarding a prior health department employee who recently passed away and the upcoming funeral
- Further discussion ensued regarding the Roane County QRT
- Adjournment: Meeting was adjourned at 7:40 pm

Respectfully Submitted by,



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Eric Walker, Executive Director



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Patsy Hardy, Board Chairman