

Mid-Ohio Valley Board of Health
March 26, 2026, 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 Blair Couch, Board Treasurer. Emily Melrose took roll call. A quorum was present.

Attendance:

Patsy Hardy – Wood County via telephone
Blair Couch – Wood County
Chip Westfall – Calhoun County
Lee Rush – Calhoun County
Mykeala Davis – Pleasants County via telephone
Halee Bowie – Pleasants County via telephone
Steve Ritter – Ritchie County
Dave Goff – Roane County via telephone
Philip Linger – Roane County
Anna Reno – Wirt County
Carrie Brainard – Wirt County via telephone
Dr. Charles Whitaker III – Health Officer
Eric Walker – Executive Director
Travis White – Finance Director
Emily Melrose – Personnel
Christi Merrill – Clinical Director
Heather Buchanan – Clinical Supervisor
Lisa DeVaughn – Environmental Health Director
Lauren Williams – Women, Infants and Children Director
Devena Moore – Family Nurse Practitioner
Derek Wilson – Threat Preparedness Coordinator

Approval of Agenda:

- A motion was made for approval of agenda as presented (Patsy) and seconded. Motion passed.

Public Comment:

- No public comment.

Board Chair Comments:

- Board Chair, Patsy Hardy, extended her appreciation to the health department for doing a great job on their recent assessment and follow-up plan. As the board chair, she is very proud of the hard work that the health department staff is putting in.
- Patsy extended her appreciation for board members present in person and via telephone.
- Board members who are interested in assisting with the board orientation process, and potentially a board retreat, email Patsy and Eric Walker to let them know.

Health Officer Comments:

- Dr. Whitaker referenced the Health Officer reports that he submitted, stated that there was a lot going on with changes in vaccines. Flu, RSV, and HMPV report high numbers. Lyme Disease in humans is on the rise. Childhood obesity has reached record high. Asked if there were any questions from the board, or if there was anything that they wanted him to expound upon.

Routine Items:

- A motion to approve the 11/20/2025 board meeting minutes as presented was made (Anna) and seconded. Motion passed.
- A motion to approve the 01/22/2026 board meeting minutes as presented was made (Blair) and seconded. Motion passed.

Finance Report – presented by Travis White, Finance Director

Travis White, Financial Director, presented the following:

- Year-To-Date Revenues exceeded Expenses by \$45,310.66 on December 31, 2025. (January isn't included because of a new time management system. There is a delay getting from other system into QuickBooks. Travis will test files on Monday, and they should work and be up-to-date next week)
- Prior to OPEB accrued costs and Depreciation costs, Revenues exceeded Expenses by \$160,557.47 on 12/31/2025.
- Accounts Receivable \$347,757.45 as of 12/31/25
- CURRENT Accounts Receivable \$861,824.41 as of 3/10/26

CASH BALANCE

- The bank account is considered healthy as of December 31, 2025. A "healthy" bank account is one in which there are sufficient funds to cover two months of expenses. A motion was made (Anna) and seconded to approve the financial report 12/31/2025 as presented. Motion passed.

Personnel Report – presented by Emily Melrose, Personnel

PERSONNEL REPORT – March 26, 2026

- New Hires
 - Sanitarian 1 (Calhoun)
- Promotions
 - Interim Nutrition Director to Nutrition Director (Wood)
 - Sanitarian 2 to Sanitarian Supervisor (Wood)
 - Nutrition Associate to Nutritionist 1 (Wood)
 - Office Assistant 2 to Health and Human Services Aid (Roane)
- Resignations
 - Temporary Health & Human Services Aid – (Jackson)
 - Health and Human Resources Associate (Wood)
- Retirements
 - None
- Vacant Positions
 - Sanitarian 1, 2 and Registered – Cross posted – 1 Vacancy (Wood)
 - Nutritionist 1, 2, and 3 – Cross posted – 1 Vacancy (Wood)
 - Office Assistant 2 – 1 Vacancy (Roane)
 - Community Health Director (Health & Human Resources Specialist, Sr.) – 1 Vacancy (Wood)
Interviews have been conducted
 - Executive Secretary (ASA1) 1 Vacancy Internal Interviews have been conducted (Wood)
 - Health and Human Service Aide – 1 Vacancy – Interviews have been conducted (Jackson/Mason)

Executive Director Report – presented by Eric Walker, Executive Director.

FY2026 State Grants – All fully executed

FY2026 Recurring State Grants		
Grant	Dates	Dollar Amount
Immunization Action Plan (IAP)	7/1/2025 to 6/30/2026	\$30,000.00
Regional Epidemiologist	7/1/2025 to 6/30/2026	\$110,000.00
Threat Preparedness	7/1/2025 to 6/30/2026	\$251,219.00
Women Infants & Children (WIC)	10/1/2025 to 09/30/2026	\$1,327,820.00
FY2026 Other State Grants		
CDC Infrastructure	7/1/2025 to 6/30/2026	\$289,207.00
Quick Response Teams	9/1/2025 to 8/31/2026	\$231,218.00
West Virginia First Foundation	5/1/2025 to 4/30/2026	\$296,764.95
H5N1 (Tabletop Exercise)	4/1/2025 to 12/31/2025	\$8,500.00
WIC Hospital Infrastructure	10/1/2025 to 09/30/2027	\$142,406.00

Local Funding Requests

- Local funding requests for Fiscal Year 2027 were submitted with a list of services provided in each county.
 - Update on statistics to be provided for each county moving forward.
- **Annual Evaluation**
 - An assessment of each local health department will be performed by the West Virginia Center for Local Health (CLH) annually.
 - We are evaluated on the 5 basic public health services: Community Health Promotion, Communicable and Reportable Diseases, Environmental Health, Immunizations, and Threat Preparedness.
 - The evaluation covers roughly 76 sub-categories of the 5 services based upon state code/rule and our use of required state systems.
 - The CLH collaborates internally with subject matter experts in each service area both before and after the evaluation.
 - Annual assessments of our health department began in 2025. Our 2026 assessment was conducted on February 25th.
 - We should receive our results within 15 business days of the evaluation.
 - We then have 15 business days to develop and submit a Plan of Correction that requires approval by the board.
 - This may require a special board meeting, depending on when our evaluation is completed and results received as it may be different from year to year.
 - The Plan of Correction will be reviewed and approved, or modifications requested by the State Health Officer, which will also occur within 15 business days.
 - If modifications are requested, we will then have 15 business days to make the necessary corrections and resubmit.
 - Our annual assessment was done on February 25, 2025. We received evaluation results. Eric is extremely pleased with our team. Scored 100% in three of the five categories and 99% in the other two categories. He thanked employees.

Old Business:

- None

New Business:

- 2026 MOVBOH Evaluation & Improvement Plan – Three subareas of the 75 we were found deficient in. A motion to approve the 2026 MOVBOH Evaluation & Improvement Plan as presented was made (Blair) and seconded. Motion passed.
- FY2027 MOVBOH Meeting Schedule - A motion to approve the FY2027 MOVBOH meeting schedule as presented was made (Anna) and seconded. Motion passed.
- Ritchie County Lease Agreement - A motion to approve the Ritchie County Lease Agreement as presented (Blair) was made and seconded. Motion passed.
- FY2025 MOVHD Audit – Report showed no findings.

- This is also the final year of a three-year contract we need a motion to go to bid on a subsequent three-year audit
- A motion to approve the FY2025 audit and subsequent three-year audit bid was made (Anna) and seconded. Motion passed

Board Member Comments:

- Blair discussed old Wood County building. It was purchased at auction for \$500.00


Adjournment:

- A motion was made for adjournment, and the meeting was adjourned at 7:05 pm.

Respectfully Submitted by,



Eric Walker, Executive Director



Patsy Hardy, Board Chair