

Wheeling-Ohio County Board of Health

Minutes of May 20, 2008

The Wheeling - Ohio County Board of Health met on Tuesday, May 20, 2008 at the conference room of the Wheeling-Ohio County Health Department (WOCHD).

Board members present were Dr. John Holloway, Debbie Wilcox, Chris Carder and Jim Swann.

Others present included Dr. William Mercer, Health Officer/Secretary; Howard Gamble, Administrator WOCHD; Beth Dowler, WOCHD-WIC Program Director; Becky Beckett, WOCHD Nursing Director; Nada Beneke, WOCHD Sanitarian Supervisor; Pat Vargo, WOCHD-TP Coordinator and Shelly Hanson, Wheeling Intelligencer.

Board Chairman, Dr. John Holloway called the meeting to order at 12:00pm, lunch was provided. The minutes of the April 2008 meeting were approved on the motion of Chris Carder, seconded by Debbie Wilcox.

Dr. Holloway asked Dr. Mercer to give his Health Officer's Report. Dr. Mercer updated the Board on a recent meeting with two citizens, Joe Auber and Duane Ellis concerning smoking. Both Dr. Mercer and Administrator Howard Gamble meet with the two individuals. Mercer also updated the Board on the Circuit Court case and the recent decision. He told the Board about the recent speaking event in Weirton. Concerning the Joe Too Cool To Smoke program, West Liberty Elementary will be the last stop for the program. Dr. Mercer updated the Board on several West Virginia local Board of Health CIA regulations as well as other State's CIA regulations/laws.

Dr. Holloway asked Howard Gamble for the Administrator's Report. Nursing Director Becky Beckett gave the April 2007/2008 Investigations & Client Encounters Report as well as an update on the Departments recent Vaccine for Children review. The Department scored a 105, compared to 2007 when the score was 95. The March WIC Case load report was presented and a Rabies report was presented by the Sanitarian Supervisor.

Threat Preparedness Director Pat Vargo gave a short report on an upcoming Special Needs MRC Class at WVNCC. Pat also discussed the Post Office BDS drill. Pat also announced her resignation from her position effective June 6th. Pat thanked the Board and Dr. Mercer for their support.

Administrator Howard Gamble updated the Board on the recent WOCHD Audit. Nine (9) findings were highlighted from the recent audit. All of these were findings from the pervious 2006 Audit and all have been addressed through the

corrective action plan that was submitted in 2007. There were no new findings from this current Audit. A formal Audit report will be forthcoming.

Gamble asked the board to approve the return of 2006-2007 left over funds from the Cancer Information Specialist and Threat Preparedness grants. He also asked the Board to approve a statement allowing the Administrator to pay bills during non meeting months. Below is the statement, which will be put into a policy.

“The BOH grants approvals to the Administrator of the Wheeling-Ohio County Health Department to pay health department (including WIC) bills and administer regular pay during non Board of Health meeting months. These bills and payments will be reviewed and approved at the next regular BOH meeting. All checks will require one “live” signature, preferably the Health Officer’s or Chairman of the Board of Health, prior to payment.”

The Board approved both requests (motioned by Swann and seconded by Wilcox).

There was no old business for the Board to discuss. In new business The Board discussed and approved the health department bills for payment, Motioned by Swann and Seconded by Carder. There was other no new business.

Following the open meeting the Board moved to go into executive session (motion of Chris Carder, seconded by Debbie Wilcox).

With no further business the Board meeting adjourned, motion by Wilcox and seconded by Carder. The next regular meeting will be held on Tuesday, June 17, 2008 at 12:00 p.m.

SUBMITTED BY

William C. Mercer, M.D., Secretary

6/17/08

DATE

APPROVED BY

Christine Carder, Acting Chairman

John Holloway, M.D., Chairman

6/17/08

DATE