

Wheeling-Ohio County Board of Health

Minutes of March 11, 2008

The Wheeling - Ohio County Board of Health met on Tuesday, March 11, 2008 at the Conference Room of the Wheeling - Ohio County Health Department (WOCHD).

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

Others present included Dr. William Mercer, Health Officer/Secretary; Howard Gamble, Administrator WOCHD; Beth Dowler, WOCHD WIC Program Director; Becky Beckett, WOCHD Nursing Director; Lee Ann Speare, WOCHD Office Assistant and Lock Johnson, WOCHD Environmental.

Board Chairman, Dr. John Holloway called the meeting to order at 12:00pm, lunch was provided. The minutes of the February 12, 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 recent cases of the Flu. The flu numbers are not much different from past years. We are seeing more Norovirus cases, including cases in our local nursing homes. Dr. Mercer handed out to members of the Board "Guidelines for Suspected Norovirus Outbreaks". Dr. Mercer updated the Board on the continued court case with the "Trop" on Wheeling Island. The Health Department goes back to court on March 19, 2008. An update was given on Clean Indoor Air regulations; the State of Nebraska passed CIA legislation making the entire state smoke free. The Board discussed some of the other CIA regulations around the state of WV and a newspaper story from the Post Gazette concerning PA's CIA issues. He also updated the Board on the JTCTS project.

Dr. Holloway asked Howard Gamble for the Administrator's Report. WIC presented to the Board a Case Load report for the month of January, 2008. Total case load was 4,210. WIC also updated the Board on several WIC programs and activities. WOCHD Nursing gave an update to the Board on the February 2008 and 2007 Investigations and Client Encounters Report. WOCHD Environmental reported on the upcoming "Trash Days" that will be occurring throughout Ohio County.

WOCHD Administrator updated the Board on the following:

- It was discovered that two invoices for the 2006 Threat Preparedness program were not submitted. These two invoices one for \$44,967 and one for \$24,986 were sent in for payment.

- The 2007 TP Grant totals \$138,566. Invoices have been submitted for this year and we will continue to submit for invoices for expenses actually occurred.
- The West Virginia State Auditors Office informed the WOCHD that the 2007 Audit needed to be postponed. Proper letters were sent to make this adjustment to appropriate organizations.
- The Administrator will begin working on an updated WOCHD Personnel Policy Manual.
- RFP proposals have been sent to 6 local vendors to construct a WOCHD website.
- Howard updated the Board on the new financial software system at the Health Department. Two budgets were passed out, Immunization and the Claude Benedum Foundation grant.

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 Wilcox 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) to discuss employee compensation issues.

After the executive session a motion was made to approve back pay for raises that were to be effective July 2007 to employees, not to exceed \$16,000.00, once approval has been received by the State Personnel Office. The Board approved the motion.

With no further business the Board meeting adjourned, motion by Wilcox and seconded by Carder, at 1:30 p.m. The next regular meeting will be held on Tuesday, April 15, 2008 at 12:00 p.m.

SUBMITTED BY

William C. Mercer, M.D., Secretary

April 15, 2008

DATE

APPROVED BY

John Holloway, M.D., Chairman

April 15, 2008

DATE

***Minutes were amended to reflect a change in the amount of back pay to \$22,000.00 following e-mail approval from all Board members to adjust the amount.**