

**Wheeling-Ohio County Board of Health**  
Minutes of September 10, 2013 regular meeting

The Wheeling - Ohio County Board of Health met on September 10, 2013 in the conference room of the Wheeling-Ohio County Health Department in the City/County Building.

Board members present were Dr. John Holloway, Cheryl Wonderly, Wilkes Kinney, Gloria Delbrugge, Mike Caruso and Tom Tuttle. Staff present included Dr. William Mercer, Health Officer/Secretary and Howard Gamble, Administrator of the Wheeling-Ohio County Health Department (WOCHD or department).

The meeting was called to order. The minutes from the July 30, 2013 were reviewed and approved.

No presenters or presentations were on the agenda or present for the Board meeting. Board Chairman, Dr. Holloway, did not have a report.

Dr. Holloway began the Board meeting by asking for the Health Officers report. Dr. Mercer gave the Health Officer's Report. Dr. Mercer presented to Board members a copy of a book that was written by former Ohio County Health Officer Dr. James E Reeves (1829-1896), "The Health and Wealth of the City of Wheeling: Including Its Physical and Medical Topography: Also, General Remarks on the Natural Resources of West Virginia". Dr. Mercer discussed the current flu season and vaccines, including a new flu vaccine that is now on the market. Dr. Mercer will be attending the APHA conference in Boston in November. Dr. Mercer discussed the upcoming West Virginia's Health Officers Summit, which will be held in Charleston in December 2013. A discussion on school immunizations was held as well as the health department's recent involvement in air monitoring and gas drilling in Ohio County.

Howard Gamble presented the administrators report. The board was updated on back to school immunizations. The department has been busy since August doing back to school immunizations, including several additional vaccination clinics that were set up to meet the demand from the public. At this time only one request for exemption from the required school immunizations was received and processed.

The WVDHHR through Marian Swinker, MD, Commissioner West Virginia Bureau for Public Health approved the department's annual program plan. Commissioner Swinker has also left the WVBPH.

The department has received several inquiries into the annual Breast Cancer Awareness events that occur in October. With the loss of the CIS/HIS employee and the program moving to WVU, the department has had little communication on these events. We did learn that the annual walk will be held October 13, 2013, location, time and other details have not been released.

With the increase in Boil Order notices, the department created an area just for city and county boil water notices on the website.

The Wheeling-Ohio County Health Department will offer seasonal flu shots from 9:00-11:00am and again from 1:00-3:00pm on Mondays and Thursdays starting September 5, 2013. At this time, seasonal flu shots will be offered to individuals 6 months of age and older.

The administrator presented a seasonal flu vaccination resolution to the Board. The resolution strongly recommends annual influenza vaccination for all HCWs to prevent transmission of influenza; and encourages all health care organizations to adopt policies that require annual seasonal influenza vaccination for employees and appropriate exemptions for those not eligible for vaccination. The Board approved the resolution and was signed by each member.

In New Business the administrator presented to the Board the purchase of a new 2013 Van for the WIC Program. Funding for this purchase is through the WIC Program. The department sent bids out to 7 KIA dealers across WV, including the A&B dealership in Benwood WV. The department received two bids back, within our bid specification range. The low bid is Hometown KIA in Mount Hope WV (just above Beckley WV). The total bid is \$21,993.00. The departments purchasing policy requires a formal bid process and approval of the Board of Health is the purchase is over \$5,000.00. The administrator polled the Board through an e-mail on 8/30/13 and received approval from the majority of the members to proceed with the purchase. The department needed to finalize the bid and begin the purchase process before our next Board of Health meeting. The administrator requested formal approval for the bid and purchase. The Board approved.

For the Financial Presentation the Board was presented with the July and August bills and payroll, aged receivables and the year to day financials. The board discussed each document.

Following New/Old Business the Board did not move into Executive session. The Board set the next meeting for November 12, 2013. The Board then adjourned.

**SUBMITTED BY**

William C. Mercer, MD, Health Officer  
November 12, 2013

**APPROVED BY**

John Holloway, MD, Board Chairman  
November 12, 2013