

Wheeling-Ohio County Board of Health

Minutes of March 14, 2023, regular meeting

The Wheeling - Ohio County Board of Health met on March 14, 2023, at 12:00pm in the City/County Building, Ohio County Commission office, Wheeling West Virginia.

Board members present were Dr. John Holloway, Tom Tuttle, Elisabeth Slater. Staff present included Howard Gamble, Administrator of the Wheeling-Ohio County Health Department and County Health Officer Dr. William S. Przybysz.

The meeting was called to order by Board of Health Chairman Dr. John Holloway. Minutes of the January 10, 2023, Board of Health meeting were distributed to members prior to the meeting. Minutes need to be corrected and will be presented to the Board at the May 9th Board of Health meeting.

Dr. Przybysz gave a Health Officer's report. The winter freeze shelter will be closing soon. Dr. Przybysz also updated the board on other shelter activities as well as an update on Project HOPE, which is continuing to conduct weekly rounds and services.

The administrator gave a report of department programs and services as well as a short update on COVID activities in Ohio County. Two new policies for the department were presented to the Board for review and approval.

- Policy on Food Handler Cards
- Policy on Document Retention

Both policies were approved by the Board and will be distributed to all staff and included in the department's policy and procedure manual.

The health department is purchasing three environmental vehicles. Funds are provided through an ELC-ED grant. The department has purchased one and will purchase a second this week. The department is purchasing the vehicles through the State Purchasing Contract and currently using Robinson Auto.

The administrator passed out an update on respiratory pathogens in WV. Of note is slide number 5 which highlights the specific diseases that are being seen in WV. A short update was given on a Measles alert in response to confirmed measles cases at a large gathering in Kentucky.

In New Business, the Board was presented with January & February 2023 financials. The financial review included a year-to-date General Ledger Trial Balance and account payables and payroll reports. The Administrator presented to the Board the current Board of Health roster and Annual Organizational Chart. Both were approved by the Board.

A short update was given on the Board's annual Audit which is being performed by Ferrari & Associates. At the May 9th meeting the completed audit will be presented to the Board. The department was asked to provide a formal audit response for FY20 Annual Audit.

These includes two findings regarding Posting Receipts and Bank Reconciliation. WOCHD will submit a response letter. Will need to develop 1 or 2 policies to address this. Will also need to train staff according.

Following a review of the department's computers by the WVOT it was determined that most of the units needed to be replaced. In addition, most of the monitors will not be compatible with our WVU EPIC project. The department has ordered 10 new computers and 10 new monitors at a cost of \$8337. The department anticipates using COVID ELC-ED grant funds to cover most of the costs.

The WVOT also advised the department that a new Router and Switch is needed for the department. An order was placed with a local company (GROUP STAR.COM) for \$6196 for the necessary purchase.

An update on WV Legislative actions relating to public health (session ends on March 11th). There are several smaller bills that could impact local health departments and at this time not much is known about the impact the DHHR split will have upon local health departments. One bill of concern is a Food Truck Bill (HB3092) that passed. This bill applies to In-state food service permit reciprocity for mobile food establishments (ie Food Trucks). Potential impact upon the department is a loss of \$4000-\$6000.

The Board received an overview regarding two grants that the department will/has received from the State Health Department:

- Local Health Back on Track Initiative. This is a \$2702.70 grant to run a targeted social media marketing campaign in the greater Wheeling area focused on getting children back on track with their routine vaccination schedules.
- CDC Infrastructure Grant for \$222,021.75 to the Wheeling-Ohio County Health Department. This is a multi-year grant to states from CDC. West Virginia will dispense grants to local health departments to build public health infrastructure by sustaining the current workforce, building/recruiting additional workforce, and providing relevant training to enhance the current workforce's capabilities. At this time the department does not have any specific plans for the funding. The department is waiting on additional clarification on what stipulations are going to be placed on the funds and the overall timeline. The department anticipates a July 1, 2023, start.

With no other business before the Board, the Board moved for adjournment. The next regular Board of Health meeting is scheduled for May 9, 2023.

SUBMITTED BY

APPROVED BY

William S. Przybysz, MD, Health Officer
May 9, 2023

John D Holloway, MD, Board Chairman
May 9, 2023