

Wheeling-Ohio County Board of Health

Minutes of January 14, 2014 regular meeting

The Wheeling - Ohio County Board of Health met on January 14, 2014 in the Wheeling City Council room in the City/County Building.

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

The meeting was called to order. The minutes from the November 12, 2013 were reviewed and approved.

Board Chairman, Dr. Holloway, did not have a report. Dr. Mercer gave the Health Officer's Report. Dr. Mercer updated the Board on the current flu season. At this point the flu season is not too severe. We are seeing hospital admissions and Dr. Mercer continues to act as the sentinel provider for flu data. Dr. Mercer updated the Board on the recent Health Officer Summit. This is the 3rd health officer focused conference that has been offered by the state.

Howard Gamble presented the administrators report. The Health Department was notified by the West Virginia Consolidated Public Retirement Board that the estimated employer contribution percentage will decrease from 14.5% to 14% effective July 1, 2014. The primary reason for this change is the increase in the investment returns of the PERS plan.

The administrator presented to the Board of Health a current organization chart for the Wheeling-Ohio County Health Department. West Virginia State Code of Rules 64-73, Standards for Local Boards of Health, states that Boards shall review the organizational chart annually and shall document the review in minutes of an official board meeting. The Board reviewed and approved the organization chart.

In response to the recent flu problems, both locally and nationally, the WOCHD will hold flu vaccination clinics Monday, Wednesday, Thursday and Fridays, 9-11am and 1-3pm each day, until demand drops.

The administrator presented to the Board two position statements from the WVDHHR, WV Bureau for Public Health concerning Clean Indoor Air Regulations and a Use of Any Form of Tobacco as a Less Harmful Cessation Treatment.

Perry and Associates have completed compiling the department's Financials. The department has received the report and it will be forward to the department's auditor, Teed and Associates. Teed will be at the department during the last week of January to conduct the annual single audit.

Board members were presented with a current list of legislature bills which have been introduced in the current session of the WV Legislature. These bills mostly deal with Public Health. At this time two bills have been introduced dealing with school immunizations. HB 2306 and 2831 were reintroduced from the last session.

For Old Business the Administrator reminded the Board that the proposed changes to the 2005 Ohio County Clean Indoor Air Regulation is still a tabled item. In New Business the administrator proposed to the Board to set future Board of Health meeting dates and times, either beginning with the next meeting or at the start of the Fiscal Year. After discussion the Board selected the 2nd Tuesday of every other month as their standing meeting date.

The administrator presented to the Board a proposed engagement letter from Perry & Associates to conduct the department's annual compilation of financial statements. This is done prior to the annual audit. Perry & Associates has proposed to provide this service for FY 2014, 2015 and 2016. The administrator recommended that this proposal be discussed and consider bidding out this service for future years. The Board moved to bid out future compilation of the department's financial statements. The administrator will report back to the audit committee on any developments.

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

Following New/Old Business the Board set the next meeting for March 11, 2014. The Board then adjourned.

SUBMITTED BY

William C. Mercer, MD, Health Officer
March 25, 2014

APPROVED BY

John Holloway, MD, Board Chairman
March 25, 2014