

Wheeling-Ohio County Board of Health

Minutes of May 9, 2023, regular meeting

The Wheeling - Ohio County Board of Health met on May 9, 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, and Erik Harris. Board member Mathew Wood notified staff and Board Chair that he would not be able to make the meeting. 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, and March 14, 2023, Board of Health meeting were distributed to members prior to the meeting. Minutes were approved.

Dr. Przybysz gave a Health Officer's report. Dr. Przybysz updated the board on the activities of Project HOPE, which continues to conduct weekly rounds and services. He also gave a short update on disease occurrences in the county.

The administrator gave a report on department programs and services. The Board was presented with an update on two bills that will have an impact on the department in the coming months. HB3092 was passed that allows for in-state food service permits for mobile food establishments (food trucks). The WV 64CSR30 Fees for Permit rule will need to be revised to cover in-state food permits and fees. This will not be effective until 2024. WV64CSR73 – Standards for Local Boards of Health was updated in the 2023 WV Legislative Session.

The department is proposing a salary increase for all staff at two different percentages. In January 2023 the department gave a 5% salary increase to the WIC staff. This was budgeted in the 2022-23 WIC Budget. Proposed is:

- 5% increase for 14 WIC staff, paid for by the WIC budget. This is a base building increase.
- 7% health department increase 10 staff. This is a base building increase.

The health department increase is possible due to an increase in state aid to the department. The increase was given specifically for a salary increase. The proposed salary increases were approved by the Board of Health.

The department has hired Rodney Clark as Accounting Technician 3. This position is to replace an employee who recently left the department for another employment opportunity. His starting base salary will be \$33,200. Rodney's start date is still being worked out.

The department is proposing a one-time non-base building pay differential/incentive in the amount of \$6,136.00 for all permanent employees of the Wheeling-Ohio County Health Department, to be effective July 1, 2023 (50%) and January 1, 2024 (50%).

- This will be for 24 staff of the Wheeling-Ohio County Health Department (14 WIC and 10 Health Department).
- The pay differential will be funded by a 2023 CDC Infrastructure Grant (Health Department staff) and the department's current WIC budget, which were both provided to the department by the West Virginia Bureau for Public Health.

The Board was provided a short COVID Update. May 11, 2023, marks the end of the federal COVID-19 Public Health Emergency (PHE) declaration. After this date, CDC's authorizations to collect certain types of public health data will expire. The United States has mobilized and sustained a historic response to the COVID-19 pandemic. As a nation, we now find ourselves at a different point in the pandemic – with more tools and resources than ever before to better protect ourselves and our communities. CDC has been working for many months to fold the agency's COVID-19 emergency response activities into its existing structure and programs, as part of an ongoing transition to sustainable public health practice. The agency has also been working with partners, including states and local territories, to prepare for the end of the PHE declaration and communicate updated reporting requirements and cadences.

In New Business, the Board was presented with March and April 2023 financials. The financial review included a year-to-date General Ledger Trial Balance and account payables and payroll reports. The report was approved by the Board.

Board members were provided with a copy of the proposed Budget for the WOCHD. The draft that was presented to you will change over time, with new funding sources, new hires, and small adjustments to income and expenses. One example is the State Aid carryover, this is an estimate, but could increase. The FY24 Budget was approved.

The Board was presented with the FY 2022 annual Audit which was performed by Ferrari & Associates. A short discussion was held on the one finding in the audit report. The report was accepted by the Board.

With no other business before the Board, the Board moved for adjournment. The next regular Board of Health meeting is scheduled for July 11, 2023.

SUBMITTED BY

APPROVED BY

William S. Przybysz, MD, Health Officer
July 11, 2023

John D Holloway, MD, Board Chairman
July 11, 2023