

Wheeling-Ohio County Board of Health

Minutes of October 11, 2016 regular meeting

The Wheeling - Ohio County Board of Health met on October 11, 2016 in Wheeling City Council Chambers in the City/County Building.

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

The meeting was called to order. The minutes from the July 12, 2016 Regular Board of Health meeting were mailed to members prior to the meeting for review. Minutes were reviewed and approved (with one correction).

Board Chairman, Dr. Holloway began the meeting with a recognition of Nada Beneke, who will be retiring from the Wheeling-Ohio County Health Department on October 14, 2016. Nada, who has been with the department since 1995, was presented with a plaque for her years of service in public health.

Dr. Mercer gave his Health Officer's report. Dr. Mercer updated the Board on the county's clean indoor air regulation. He also updated the group on the department's homeless outreach program and working to establish a clinic at the Freeze Shelter. Students will be coming from University of Notre Dame to assist with the program. Dr. Mercer will be attending the annual APHA conference in Denver in November. He concluded his presentation with an update on a program and research paper he is working on with several over organizations concerning the pneumococcal vaccination and nursing homes.

Howard Gamble presented the administrators report. An update was given on the Wheeling-Ohio County Needle Exchange Program. To date 2350 needles have been given out (September 2015 to September 2016) and 8 treatment referrals were made. On individual was referred for testing. A total of 118 males and 43 females were seen in the program.

Perry & Associates is currently compiling our financial statements in preparation for our annual audit. The audit will be done by Balestra, Harr & Scherre who was awarded the contract for both the FY 15 and 16 annual audits.

The administration presented to the Board the department's Freedom of Information Act policy & procedure. It is recommended that part of the final paragraph be removed and an additional line be added.

Charges for copies related to some FOIA requests are as follows: Copies of public records which may be disclosed may be furnished at a charge of twenty-five cents (25¢) per page on 8½ x 11" or 8½ x 14" paper. Copies of documents produced on larger paper

or in color may be furnished at actual cost, ~~which includes but is not limited to materials, operator's time, and transportation and delivery charges.~~ The fee may be waived for all request where the amount to be reimbursed is five dollars (\$5.00) or less. Copying fees may be required to be paid before issuance of the copies.

The Board approved the new policy.

In New Business the Board was presented, prior to the meeting, a financial packet that contained the July, August & September bills and payroll, Aged Receivables and Year to Date financials. The report was approved.

The Board did not go into executive session. The Board set the next regular meeting for November 15, 2016. The Board adjourned.

SUBMITTED BY

William C. Mercer, MD, Health Officer
November 15, 2016

APPROVED BY

John Holloway, MD, Board Chairman
November 15, 2016