

**Wheeling-Ohio County Board of Health**  
Minutes of November 10, 2015 regular meeting

The Wheeling - Ohio County Board of Health met on November 10, 2015 in Wheeling City Council Chambers in the City/County Building.

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

The meeting was called to order. The minutes from the September 15, 2015 (Regular Board of Health meeting); September 29, 2015 (Board of Health meeting, CIA Regulation); and October 29, 2015 (Board of Health meeting, public hearing on CIA Regulation) were mailed to members prior to the meeting for review. Minutes were reviewed and a minor correction was made to the 9/15/15 minutes which incorrectly listed the Board's Vice Chair as Gloria Delbrugge instead of Cheryl Wonderly. The correction was acknowledged and the minutes were accepted by the Board.

Board Chairman, Dr. Holloway did not have a report and there were no public comments or presentations. Dr. Holloway moved to adjust the agenda to discuss Unfinished Business and the Clean Indoor Air Regulation. A motion was made to accept the regulation and seconded. The Board discussed three administrative amendments to the regulation, which were presented by the Administrator. A motion was made to accept the changes and seconded. The Board then voted to accept the changes to the proposed regulation. A motion was made to vote on the regulation as it stands. A motion was made to keep the current (2015) regulation in place, the motion was seconded. The Board voted on this motion, 2 for and 4 against and the motion failed. The Board held a short opened discussion on the regulation and voting process before a motion was remade to vote on the regulation as it stands, the motion was seconded. The Board voted on the motion, 4 for and 2 against and the motion passed. The Board discussed the effective date for the regulation, settling on March 1, 2016 as the date. Dr. Holloway gave a brief statement on the regulation, the process and the Boards commitment to public health in Ohio County. A short recess was held after the statement.

Dr. Mercer gave his Health Officer's report. Dr. Mercer updated the Board on his recent trip to the American Public Health Conference and the presentations he attend and contacts he made at the meeting. Dr. Mercer gave an update on the Health Department's Homeless Healthcare Outreach program that he participates in every other Tuesday. He invited other Board members to participate. A brief update was given on the annual flu season.

Dr. Mercer updated the Board on the Joe Too Cool To Smoke Program that will be held at Middle Creek Elementary School in December. A financial request of \$500 was approved by the Board from the Health Department for this program.

Howard Gamble presented the administrators report. The administrator presented to the Board the organizational chart for the health department. The organizational chart needs to be reviewed and approved by the Board as specified by the State Health Department and state rules for local health departments. The Board suggested a minor change to the organizational chart and it will be presented back to the Board during the January 2016 meeting.

An update was given on the health department's needle exchange program. The program operates each Friday from 12noon to 3pm at Northwood Health Services on Eoff Street. Needles are also available during the Health Officer's homeless healthcare outreach program. Both locations have seen individuals for needles. The department also continues to distribute the drug testing kits that are provided by the US Attorney's Office in Wheeling.

With the flu vaccination season in full swing the department holds two seasonal adult vaccination clinics at the health department each week and also provides childhood flu shots once a week. The Department has been active in the community providing flu vaccinations. A total of 28 off site clinics have been held throughout Wheeling and Ohio County, including schools, business and senior/public housing locations. To date the department has given 457 off site flu vaccinations.

In May 2015 the Board of Health approved the following salary increases for FY 2015-2016

- Salary increase of 1% for health department staff
- Salary increase of 1.5% for TP staff
- Salary increase of 1.5% for WIC staff

Due a decision by the West Virginia Division of Personnel these "across the board" salary increase were not recommended for approval. As a result it is necessary to make these salary increases Merit Increases. Board approval is necessary. Increases will be effective at the beginning of the calendar year. The Board approved the merit increases as proposed.

In New Business the health department, on September 4, 2015, was notified by the WV Auditor's Office that the department was to procure an auditing firm for the fiscal years 2015 and 2016 annual audit. The Board's Audit Committee met on October 8, 2015 and scored several audit proposals that were submitted to the department. Balestra, Harr & Scherre received the highest score. The Administrator requested the approval of this firm for the FY 15 and 16 annual audits. The Board approved the auditing firm of Balestra, Harr & Scherre.

The administrator informed the Board that two member appointments will be expiring in 2016 (June 30<sup>th</sup>). The members are Gloria Delbrugge and Wilkes Kinney. Mr. Kinney is a County appointment and Gloria is a City appointment.

The Board was presented, prior to the meeting, a financial packet that contained the September and October bills and payroll, Aged Receivables and Year to Date financials. The administrator stressed the concern of the outstanding receivables for WIC payments from the West Virginia Department of Health and Human Resources. The report was approved.

Prior to the meeting the Board was provided a draft calendar of future meeting dates for calendar year 2016. The administrator proposed to the Board meeting dates for the 2016 calendar year. The dates are as follows:

- January 12
- March 8
- May 3 (Budget Approval)
- July 12 (Annual Meeting—election of Chair/Vice Chair & Board Oaths)
- September 13
- November 15
- All meetings will be held at 12noon in the City/County Building

The Board approved the 2016 meeting calendar.

The Board did not go into executive session. The Board set the next regular meeting for January 12, 2016. The Board adjourned.

**SUBMITTED BY**

**APPROVED BY**

William C. Mercer, MD, Health Officer  
January 12, 2016

John Holloway, MD, Board Chairman  
January 12, 2016