

Wheeling-Ohio County Board of Health
Minutes of November 14, 2017 regular meeting

The Wheeling - Ohio County Board of Health met on November 14, 2017 in Wheeling City Council Chambers in the City/County Building.

Board members present were Dr. John Holloway, Terry Sterling, Tom Tuttle, David Croft, Christian Turak 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). Others present included members of the public and media.

The meeting was called to order. The Board approved of the September 12, 2017 regular Board of Health meeting and October 12, 2017 special Board of Health meeting minutes.

Board of Health Chairman Dr. John Holloway did not have a report.

Dr. Mercer gave the Health Officer's Report. Dr. Mercer discussed with the Board his recent American Public Health Association trip, recent updates and activities with Project HOPE including a 2018 Downtown fundraising walk, the department's on going Snoopy/Joe Too Cool To Smoke Program and an update on the current flu activity in the county.

The administrator's report was given by Howard Gamble. The administrator requested Board approval to close the office on December 26th to give the staff an extra day to be with family during the holidays. A motion was made and second and the Board approved the request.

During a recent West Virginia State Auditor training it was recommended that we strengthen our Board of Health by-laws regarding meeting notifications. The administrator places all meetings and other information on the department's website as well as the WV Secretary of State "on line meeting notification page". The list of Board meetings is also posted outside of the department in the city/county building. The administrator requested an amendment to the Board's by-laws outlining where and how meetings are announced. A motion was made and second. The Board asked that the wording be amended to include "but not limited to". The Board approved the request.

Administration is proposing a 3% salary increase for our WIC staff only. These are regular civil service staff, both full and part time. This does not include our part time temporary staff. The salary increase as well as benefits will be covered by the WIC contract, 100%. No health department funds will be used to implement this increase. A motion was made and second and the Board approved the request.

In other Unfinished Business, the Board discussed the proposed pending changes to the Wheeling-Ohio County Clean Air Regulation. No motion was made or vote was taken.

In New Business, the health department was notified in August of 2017 by the WV Auditor's Office that the department was to procure an auditing firm for the fiscal years 2017, 2018 and 2019 annual audit. The department solicited proposals from all 29 of the WV approved audit firms and received 6 rejections and 6 bids. The Board's Audit Committee met and scored 5 of the submitted audit proposals. Perry & Associates, CPA, AC received the highest score. The Administrator requested the approval of this firm for the FY 17, 18 and 19 annual audits. A motion was made and second and the Board approved the request.

The Board reviewed and approved the financial report. The administrator provided the Board, prior to the meeting, a proposed 2018 meeting schedule. A motion was made and second and the Board approved the request.

The Board did not go into executive session. The Board set the next regular meeting for January 9, 2018. The Board adjourned.

SUBMITTED BY

William C. Mercer, MD, Health Officer
January 9, 2018

APPROVED BY

John Holloway, MD, Board Chairman
January 9, 2018