

**Wheeling-Ohio County Board of Health**  
Minutes of November 15, 2016 regular meeting

The Wheeling - Ohio County Board of Health met on November 15, 2016 in Wheeling City Council Chambers in the City/County Building.

Board members present were Dr. John Holloway, Tom Tuttle, 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). Also present was a representative from the Wheeling News Register.

The meeting was called to order. The minutes from the October 11, 2016 Regular Board of Health meeting were mailed to members prior to the meeting for review. Minutes were reviewed and approved.

Board Chairman, Dr. Holloway did not have a report.

Dr. Mercer gave his Health Officer's report. Dr. Mercer updated the Board on his recent trip to the American Public Health Association national conference in Denver CO. Dr. Mercer discussed the different programs and meetings he attended including an excursion to visit the homeless in the area. Dr. Mercer updated the Board on the department's homeless outreach program. The program now has two groups which are going out weekly. The program has about \$26,000 in funding, mainly from local donations and grants.

Howard Gamble presented the administrators report. Marla Brokaw was introduced as the department's new Sanitarian/health inspector. Marla is from Adena Ohio and began her duties in mid-November. Marla holds a Master's in Public Health from Northeast Ohio Medical University and a Bachelor's degree in Health Services Administration from Ohio University. The department will be hiring a third Sanitarian/health inspector in the coming weeks to replace Garen Rhome who will be leaving the department for a public health position in Harrison County Ohio.

The Board was presented with a Tanning Bed regulation for consideration. Currently, West Virginia state law gives local health departments the ability to inspect tanning facilities to see if they are in compliance with the rule. The regulation is necessary to have a current and active data base of tanning facilities in the county. The regulation will allow the department to inspect tanning facilities both on a regular and complaint basis. Tanning facilities will need to obtain a certificate from the department. The Board discussed the regulation and approved a 30 day comment period for the regulation. The Board will hold a public discussion on the regulation during their January 10, 2017 meeting and vote to approve or reject.

In New Business the Board was presented during the meeting with a financial packet that contained the October 2016 bills and payroll, Aged Receivables and Year to Date financials. The administrator asked that the financials be tabled until the next Board of Health

meeting.

The Board set the 2017 Wheeling-Ohio County Board of Health regular board meeting schedule. The following dates were set for 2017; January 10<sup>th</sup>, March 14<sup>th</sup>, May (Budget) 9<sup>th</sup>, July (Annual) 11<sup>th</sup>, September 12<sup>th</sup> and November 14<sup>th</sup>.

The Board did not go into executive session. The Board set the next regular meeting for January 10, 2017. The Board adjourned.

**SUBMITTED BY**

William C. Mercer, MD, Health Officer  
January 10, 2017

**APPROVED BY**

John Holloway, MD, Board Chairman  
January 10, 2017