

Wheeling-Ohio County Board of Health

Minutes of March 12, 2019 regular meeting

The Wheeling - Ohio County Board of Health met on March 12, 2019 at 12:00pm in the City/County Building, City Council Chambers, Wheeling West Virginia.

Board members present were Tom Tuttle, John Holloway MD, Laura Chapman. 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 were the media.

Ohio County Clerk Michael E. Kelly administered the Oath of Office to new Wheeling-Ohio County Board of Health member Elisabeth Slater, Esq. Elisabeth is a County Commission appointment to the Board of Health.

The meeting was called to order. Minutes from the January 8, 2019 meeting were distributed prior to the meeting in the Board members meeting packets. Minutes were approved.

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

Dr. Mercer gave the Health Officer's Report. Dr. Mercer discussed recent updates and activities with Project HOPE, the department's on going Snoopy/Joe Too Cool To Smoke Program. Dr. Mercer also discussed a uptick in the number of flu cases both locally and across the state.

The administrator's report was given by Howard Gamble. The Administrator announced that a draft WOCHD Audit report has been completed, and the auditor and department are processing the final report to the Federal Clearing House.

The Wheeling-Ohio County Health Department received a Gold Award from the Division of Immunization, WVBPB for 2018. The award represents the department's adherence to the standards for pediatric immunization practices that assist in the prevention and control of vaccine-preventable disease among children, adolescents and adults in West Virginia.

Effective March 10, 2019, Wheeling-Ohio County Health Department installed a new financial service that will allow clients to pay fees. The department has contracted with a credit card company, GovPayNet, to provide credit and debit card payment processing systems and services. The equipment is free to the department and does charge a fee to the client that choose to pay with a debit or a credit card through a convenience fee not to exceed 2.25%.

The administrator gave the Board a short West Virginia 2019 Legislative Update.

- HB2945 Relating to vendors paying a single annual fee for a permit issued by a local health department

- SB285 Relating to the sale of homemade food items
- Budget Bill: 1.5 million added back in budget. Budget is before the Governor. These additional funds will assist in putting back the \$4.5 million that was cut from local health funds several years ago.

With the changes in the Farmers Market rules on the state level, the department is proposing some title and fee changes to the department's current Fees for Permit schedule. Proposed fees and titles for Farmers Markets health permits are:

- Farmers Markets Permits expire March 31
 - Retail Farmers Market Permit
 - Consignment Farmer's Markets - \$50 per checkout
 - Mobile Retail Farmers Market Permit
 - Eggs - \$15
 - Meats - \$50
 - Poultry - \$50
 - Dairy products that are produced in an approved food manufacturing facility- \$50
 - Commercially raised & harvested fish - \$50

All products must be kept at appropriate temperatures in a controlled/mechanical refrigeration unit, refrigerated vehicles, or freezers with calibrated thermometers. A Mobile Food Establishment Permit is required for the following: Preparing food on-site, including cooking, cutting/chopping, heating, mixing of food or drinks. The Board approved the title and fee changes.

In New Business, prior to the Board of Health meeting, members were presented with the January and February 2019 financials including Bills, Payroll, Aged Receivables and Year to Date Financials. The Board reviewed and approved the financial report.

The department administration is proposing a 5% salary increase for our WIC staff only. The WIC staff are regular civil service staff, both full and part time. The increase does not include the agency's part time temporary staff working in the WIC Program. The salary increase as well as benefits will be covered by the WIC contract. No health department funds will be used to implement this increase. The salary increase will be effective April 1, 2019. The Board approved the request.

The Board did not go into executive session. The Board set the next regular meeting for May 14, 2019 at 12noon. The Board adjourned.

SUBMITTED BY

William C. Mercer, MD, Health Officer
May 14, 2019

APPROVED BY

John D Holloway, MD, Board Chairman
May 14, 2019