

## **Wheeling-Ohio County Board of Health**

Minutes of May 14, 2019 regular meeting

The Wheeling - Ohio County Board of Health met on May 14, 2019 at 12:00pm in the City/County Building, City Council Chambers, Wheeling West Virginia.

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

The meeting was called to order. Minutes from the March 12, 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. An update was given to the Board concerning the resignation of Board member Terry Sterling. On April 22, 2018 the health department was notified that Board of Health member Terry Sterling resigned from the Board, effective April 22, 2019. Mr. Sterling was an Ohio County Commission Wheeling-Ohio County Board of Health appointment representing the 3 Magistrate District and was a Republican. The Ohio County Commission can appoint three members to the Wheeling-Ohio County Board of Health. Currently Tom Tuttle and Elisabeth Slater are the other two appointees from the Ohio County Commission. The rules for the appointment, composition and qualifications for board of health members of a combined board of health are listed in West Virginia State Code 16-2-8. This appointment will be to fill an unexpired term to the Wheeling-Ohio County Board of Health and will expire on June 30, 2021.

Dr. Mercer gave the Health Officer's Report. Dr. Mercer discussed recent updates and activities with Project HOPE and the department's on going Snoopy/Joe Too Cool To Smoke Program. The TB Association of Ohio County agreed to provide funding to the Snoopy Program for another year. Dr. Mercer also gave an update on the national measles outbreak and the current vaccine used for the prevention of measles. Dr. Mercer gave a short update on the expansion of a program with Grow Ohio Valley and Wheeling Clinic to encourage healthy eating. Dr. Mercer gave a short historical overview of the first health officer for Wheeling which is part of a new book.

The administrator's report was given by Howard Gamble. At this point our annual budget and annual program plan is behind schedule due to some internal issues at the State Health Department. Annual Program Plans have been pushed back and we do not know our yearly state aid amount. Once the Program Plan is completed as well as our annual budget, I will forward to you for review and preliminary approval. Plans are due by June 21, 2019.

Our annual audit has been completed and was submitted to the Federal Clearing House and required state agencies. This year's annual audit was completed by Perry and Associates, who will also be doing the 2019 annual audit. There were no findings with the annual

audit. Copies will be provided to Board members as soon as Perry & Associates sends them to the department. The audit is also on our website and can be found on the State Auditors' website.

Following a determination from the West Virginia Health Care Authority, the department sent out bids for a mobile medical vehicle for the department's project HOPE program. Bids are due May 17th. The department put out two separate bids, one for a smaller unit and one for a larger unit.

The administrator gave an update on the State and National Hepatitis Outbreak. As of May 10, 2019, there are 2513 cases in West Virginia. This includes 21 associated deaths. In response the health department, along with other health departments in West Virginia, have set up Hepatitis A vaccination clinics for at risk individuals. Currently the department is vaccinating the homeless population through Project HOPE, First Responders and High-Risk Individuals. The department has also held several food service vaccination clinics (at the request of the establishment). The department will be vaccinating other "at risk" groups in the coming weeks.

The department will host the annual Northern Panhandle Public Health Conference on June 7, 2019 at Oglebay Resort. This is a free conference and open to health care professionals and the general public. Topics will include HIV/AIDS, Mental Health, HPV and other vaccinations, Lyme Disease, Addiction and Opioid issues in WV and more.

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

The administrator presented to the Board a recent decision from the West Virginia State Personnel Board in which the pay grades of the Nutritionist classification series was increased. This action is part of a larger effort to recruit and retain Nutritionist in civil service positions, such as county health departments and other state facilities. The action also included a special plan of implementation for the Wheeling-Ohio County Health Department, as well as the other health departments that operate WIC programs, to allow for a 10% pay differential for incumbents in Nutritionist positions. The administrator asked for Board approval to increase two individual Nutritionist pay rates to reflect the State Personnel Board's decision. The increase will be covered by the WIC contract and only affect our Nutritionist Director and a Nutritionist 2 staff. Approval was granted.

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  
July 9, 2019

**APPROVED BY**

John D Holloway, MD, Board Chairman  
July 9, 2019