

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

Minutes of March 8, 2022, regular meeting

The Wheeling - Ohio County Board of Health met on July 17, 2022, at 12:00pm in the City/County Building, Ohio County Commission office, Wheeling West Virginia.

Board members present were Dr. John Holloway, Elisabeth Slater, Dr. Mathew Wood, Chad Thalman, and Tom Tuttle. Staff present included Howard Gamble, Administrator of the Wheeling-Ohio County Health Department and County Health Officer Dr. William S. Przybysz.

The meeting was called to order by Board of Health Chairman Dr. John Holloway.

Minutes of the March 8, 2022, Board of Health meeting were distributed to members prior to the meeting. Minutes were approved.

The Health Officer gave a short update on COVID-19, including the department's vaccination efforts and an update on Project HOPE and issue with the area's homeless population. The Board held a short discussion on local encampments. The Health Officer also informed the Board that a part time staff is being considered to assist the HOPE Program.

The administrator gave a report of department programs and services as well as a short update on COVID activities in Ohio County. Board members were provided, prior to the meeting, with a meeting packet. This included the department's financial report, proposed budget, HB4113, WV Wastewater COVID-19 Surveillance Report and the WV Influenza Surveillance Report.

HB4113 that has now passed into Code. Noted changes such as the local health officer may now be an advanced practice nurse, but not a PA, are new to this Code. Also Boards of Health must meet at least 6 times per year based (PAGE 19) on population and that TP and immunizations (PAGE 20) have become part of basic public health services in WV.

There was additional discussion regarding possible 5% pay raise and process for working through DOP. In terms of the funding allocation for FY 2023, the Governor's budget included an increase in the line item in the amount of \$1,512,102 and his budget also provided funding to support pay raises for state employees at a flat rate of \$2,550. Local boards of health may use this as guidance to utilize this increase in funds to support pay raises for personnel who perform activities and duties associated with the provision of basic public health services.

The health department removed the hotel/motel operational permit from the Wheeling Inn following the action on May 8th by the Wheeling City Council. At that time, City Council declared the facility a public nuisance and ordered the facility closed. A public hearing is scheduled for June 9th.

## Epidemiology

A COVID-19 Updated: County Infection Rates continue to increase as well as Percent Positive. The county is seeing a small surge in cases starting from early May. Although residents are still using our mass testing site as well as testing at area medical express centers, we assume that there are a lot of home testing that is being done and is not reportable.

All three of our big Long Term Care centers have experienced a strong surge in cases both in residents and staff. The department worked with the staff at Continuous Care Center and closed the facility for a period of 10 days, which we repeated at the conclusion of the first 10 days.

Testing and vaccination clinics continue as well as our homebound vaccination appointments. The Department carries all four types of COVID vaccine (Moderna, J&J, Pfizer and Pfizer Pediatric. Both Moderna and Pfizer are shooting for early summer for a vaccine for children under the age of 6.

For several months the department has been working on several staffing changes with our WIC Program. The department moved all OA and Lab Tech staff to HHSA classifications. Three new staff have been hired. We promoted two staff, one to a Nutritionist and the other to Nutrition Director. Several other HR moves will be necessary to make the program more complete, including salary increases.

Unfinished Business

In Unfinished Business, two Board of Health members have office terms that will expire on 7/1/22. Board members were asked if they would like to continue to serve on the Board. Elisabeth Slater, who is a County appointment and Erik Harris, who is a City appointment both agreed to continue to serve on the Board of Health. Request letters will be sent to both appointing agencies.

In New Business, the FY23 WOCHD Budget was presented to the Board of Health. The department will see a small decrease in PERS rates effective July 1, 2022. Employer Contribution for PERS will decrease from 10% to 9%.

With the additional funding from the State the department the department proposed to provide a flat \$2,550 salary increase to all permanent employees. This increase along with the benefit increase is approximately \$30,000. The funding from the State is only for LHD staff, however, the department is also proposing to increase WIC staff by \$2550. Both increases would be proposed to start effective July 1, 2022. However, this request must be approved by the WV State Personnel Board and then processed by the WVDOP. Given this, the increase may be delayed to August 1, 2022.

The Administrator updated the Board on the department's annual audit. Perry and Associates, who was awarded a two-year audit contract, has declined to do the annual audit for FY21. The State Auditor's Office staff assisted the department and procured the

Wheeling-Ohio County Board of Health's audits on behalf of the Board. Only one bid proposal was received from interested CPA firms for the fiscal year 2021-2022 audits of the Board. The bid contract was awarded to Ferrari and Associates, PLLC for a total audit fee of \$24,000. Additionally, the state's audit procurement fee of 8% [of the audit fee] will also be applied, as well as a one-time procurement process fee of \$50 at the time the contract is awarded. The contract includes the compilation of the financial statements, notes to the financial statements and the single audit.

A financial report was provided to Board members at the start of the regular Board meeting. The financial review included a year-to-date General Ledger Trial Balance and account payables and payroll reports from March and April of 2022.

With no other business before the Board, the Board moved for adjournment. The next regular Board of Health meeting is scheduled for July 12, 2022.

**SUBMITTED BY**

**APPROVED BY**

William S. Przybysz, MD, Health Officer  
July 12, 2022

John D Holloway, MD, Board Chairman  
July 12, 2022