

Wheeling-Ohio County Board of Health

Minutes of May 9, 2017 special meeting

The Wheeling - Ohio County Board of Health met on May 9, 2017 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).

The meeting was called to order. Board Chairman, Dr. John Holloway, began the meeting by acknowledging the large groups and the Board's current meeting agenda. The Chairman made it clear that the Board would not be seeking any vote or decision in regards to the clean indoor air regulation. The Board would be hearing to the public, conduct a regular meeting and could discuss the regulation and any possible changes.

Board Chairman Holloway then opened the meeting up to individuals who had signed up to speak during the meeting. Five individuals signed up to speak including Herk Sparchane, Kim Florence, Christina Mickey, Tom Haluscak and Claudia Raymer.

Dr. William Mercer gave the health officer's report. Dr. Mercer updated the board on Joe Too Cool To Smoke activities, and Project Hope outreach efforts.

Wheeling City Councilwoman Wendy was asked to speak to the Board of Health on a project that several city and county agencies, including the health department, are participating in to address drug overdose deaths and data. Local agencies are working with HIDTA (High Intensity Drug Trafficking Area) on an overdose detection mapping application program or ODMAP.

The administrator gave a report to the Board. The annual financial audit was conducted by Balestra, Harr & Scherer. A final report of the audit was presented to the Board prior to the meeting. At this time, there are no findings. This is the final audit from this audit firm. The Administration asked that the Board formally accept the audit. The Report was approved.

The department recently posted a position opening for an Accounting Technician III. This position is to fill the position of a staff member who retired at the end of April. Tammie Tyree was selected for the position. Tammie started on April 17, 2017 and was able to be trained by our retiring employee.

In February, the department received 1000 doses of Narcan (or 500 narcan rescue kits) from West Virginia University. The kits are part of a large grant the WVU received from WVDHHR to assist with the research and distribution of Narcan throughout the state. Other organizations in the area also received kits from WVU, including health departments and some organizations. From our donation, we have provided kits and training to several

groups, including Ohio County Schools.

The administrator discussed with the Board a temporary health officer contract between the Wheeling-Ohio County Health Department and the Marshall County Health Department. With the recent retirement of Dr. Kenneth Allen, this is a need for health officer coverage until the Marshall County Board of Health can find and employ a health officer. An agreement was developed and approved by the MCBOH and Dr. Mercer and Dr. John Holloway. Full Board of Health approval was requested by e-mail on April 27th. A formal approval is requested at this time. Dr. Mercer will also need to be approved by the State Health Officer as well. The Board approved the request.

The administrator discussed with the Board the purchase of 8 AEDs as well as cabinets to hold the AEDs. On April 24th, the Board was notified by e-mail concerning this purchase and an e-mail request of approval was sought and received. The department will purchase: 1 AED will be used in our Homeless Outreach mobile unit, 2 AEDs will be used in the City/County Building (2nd floor and Magistrates office) with cabinet, 5 AEDs will be used in each of our WIC offices with cabinet. Total purchase price \$12,460.57. Funding will be broken up as; 1 AED from Homeless Outreach funding, 2 AEDs from our Federal TP funding, 5 AEDs from our Federal WIC funding. Because of the overall purchase price Board approval is necessary prior to the purchase. Our purchasing policy requires a formal bid process and approval of the Board of Health. There are limited suppliers of AED (regionally) so a formal advertised bid in the paper will not work. The department did gather three bids (Whlg Med Supply, Cintas Medical and an on-line site) and Wheeling Medical Supply is the lowest. A formal approval is requested at this time. The Board approved the request.

The administrator discussed with the Board the need to make some minor language changes to our Wheeling-Ohio County Tanning Bed Regulation. During this past WV, Legislative session changes were made to the WV State Code 16-45-3, 5 through HB 2520 concerning tanning facilities. The changes focus on not allowing person under the age of 18 to use a tanning device and the violations and penalties language. The Board was provided with these changes in their meeting packets. As a result, it is necessary to update our regulation to meet this changes. No additional language is added, only the correction pertaining to the changes made by HB 2520. A formal approval is requested to update the regulation. Once approved the updated regulation will be re-registered with the Ohio County Clerk's office. The Board approved the changes.

In New Business, a budget request for both the City and County was made last month. The department is also watching the current West Virginia Legislative events to see what changes may come to our State Aid.

The Board was presented with the 2017-18 Budget. Major non-salary/benefit budgeted expenses include the annual fiscal audit and department travel. No salary increases for health department or WIC is planned for the upcoming fiscal year. A salary increase has been requested for the TP Director. This budget request must be approved by the State Health Department. The budget projects a small carry over or balance of \$2,500. The

Budget was approved.

The Board was provided with financials for January, February, March and April. The January and February financials were not approved during the March 14th Board of Health meeting due to a lack of a Board quorum. The Board approved the financials.

The Board was informed that the appointment of Cheryl Wonderly, Esq. (County appointment, 2 Magistrate, Democrat, current term 6/30/12 – 6/30/17) to the Wheeling-Ohio County Board of Health will be up at the end of June. Cheryl was asked to advise the Board on her intention to remain on the Board. The Board will need to formally recommend to the member's appointing agency (County) of the tenure expiration and willingness to remain on the Board. The Board approved to recommend the reappointment of Cheryl Wonderly.

The Board did not go into executive session. The Board set the next regular meeting for July 11, 2017. The Board adjourned.

SUBMITTED BY

William C. Mercer, MD, Health Officer
July 11, 2017

APPROVED BY

John Holloway, MD, Board Chairman
July 11, 2017