

*HAMPSHIRE COUNTY BOARD OF HEALTH MEETING
July 19, 2017*

Call to Order: Mike Crouse called the meeting to order at 6:02pm.

Board Members Present: Mike Crouse, Kelli Eglinger, Dr. Thomas W. Daugherty, William Lipps, Peggy McMaster, Judy Hott,

Guests Present: Stephanie Shoemaker, LHA; Tamitha Wilkins, Hampshire County Health Department; Melissa Walker, Hampshire County Health Department; Derrick Haggerty, Hampshire County Health Department

Approval of Minutes: Peggy McMaster made motion to approve the May 17, 2017 Board of Health meeting minutes. Judy Hott seconded the motion; the motion passed in favor of approval.

Reports:

Administrative Report: Stephanie Shoemaker reported that the state budget has been approved, but state aid contributions have not been released. Stephanie also reported on Threat Preparedness activities including FY17 grant requirements, WV Department of Agriculture Veterinarian Stockpile Plan Tabletop Drill, MRC recruitment and orientation, Being Mortal documentary public viewing, Harm Reduction training and Naloxone distribution and training. Stephanie reported that the state auditor had completed the FY16 audit. Preliminary reports showed no major findings. The final report will be forthcoming.

Environmental Report: Derrick Haggerty reported on FY17 well and septic permit numbers, which are similar to previous years; and letters of approval have decreased. Water testing has increased significantly in FY17. Derrick also reported on animal encounters and total inspections completed in FY17.

Clinical Report: Tamitha Wilkins reported that Carolyn Kimble and a representative from the Adolescent Pregnancy Prevention Initiative spoke to Hampshire High School 9th and 10th graders and both middle schools' 8th graders. Bonnie's Bus, mobile mammography unit, was at the health department and screened 27 women. The number of STD and Lyme case reportables have increased compared to last year. She also reported on the annual Immunization Summit, flu clinic planning, free sports physical clinics, Family Planning guidelines, BCCSP, Immunizations numbers, and participation in the spring Health Fair.

Financial Report: Stephanie Shoemaker distributed the FY17 Profit and Loss Budget vs. Actual, fourth quarter Profit and Loss, and Balance sheets. Stephanie reviewed details of the previous quarter. Environmental permit fees were due in the fourth quarter which is a large portion of the revenue. Major expenses in the fourth quarter included a new tablet for the Sanitarian, vaccine supply, and travel to BCCSP conference. The fourth quarter ended \$28,564.00 above budget. Stephanie reviewed the final FY17 financial statement. FY17 ended above budget by \$26,632.00. Judy Hott made a motion to accept the financial reports as presented, Peggy McMaster seconded the motion. The motion passed in favor of approval.

Old Business:

Back-up Sanitarian: Stephanie requested board approval to hire a 1000 hour temp Sanitarian at the rate of \$20/ hour plus mileage reimbursement. The temp Sanitarian would report to the Administrator. William Lipps made a motion to approve the hire of a 1000 hour temp Sanitarian. Judy Hott seconded the motion; and the motion passed in favor of approval.

Harm Reduction Program: Stephanie reported the Harm Reduction Program implementation plan. The plan was developed in conjunction with Hampshire County Pathways. Hampshire County Commission has given support of the Harm Reduction Program. The next steps would include focus group meetings with stakeholders, Anti- Stigma presentations, obtainment of grant funding, development of policies and procedures, MOUs for service locations, peer recovery coaching, and safety/security screening.

Office Leasing: The office lease agreement is on hold at this time. The individual who was interested in leasing the office has applied for another position. Stephanie expressed her concerns to the leasing agent regarding termination rights. No further communication has occurred. Stephanie was unable to find information on a state required amount per square foot; she has requested information from the state auditor's office.

HVAC Units: Stephanie went to the County Commission requesting a new HVAC unit for the clinical space. The County Commission opened a RFP for replacement of one unit, two units, and all three units. The county clerk has no written leasing arrangement for the health department; therefore, there is no official determination of who is responsible for replacing the units. Stephanie and the County Commission decided to share the cost of replacing the HVAC units. Stephanie disclosed to the County Commission that she had budgeted \$10,000 for this project. No further discussion was held regarding payment responsibility.

Recently, the meeting room unit failed and needs maintenance. The cost of replacing the parts is near the cost of replacing the unit. The County Commission has opened an emergency bid to replace the meeting room unit as soon as possible.

New Business:

Clinical Fees: Stephanie presented proposed clinical fee changes. All fees were researched to ensure the health department was receiving the maximum allowable rate. Peggy McMaster made a motion to approve the proposed clinical fee changes. William Lipps seconded the motion; and the motion passed in favor of approval.

Sanitarian GPS: Stephanie requested to table the Sanitarian GPS until further discussions and research could be completed.

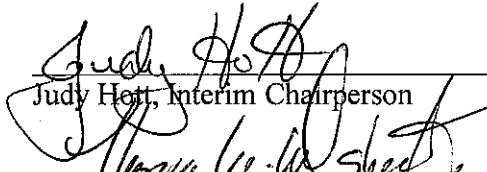
Family Planning Practitioner: Love Memorial Clinic canceled their Nurse Practitioner contracted services with local health departments due to the reduction in hours of the practitioner, Alicia VanMeter. Dr. Bess, Mineral County Health Officer, has stepped in to see our Family Planning patients until a replacement can be found. Bonnie Cox, Physician Assistant, has expressed interest in the role; however, we must acquire a supervising physician in order for her to work with us. Bonnie Cox is reaching out to Dr. Wade, GYN at Hampshire Multispecialty Clinic. If the arrangement cannot be made, Dr. Bess is agreeable to

stay as our practitioner. Kelli Eglinger informed the board that effective September, Physician Assistants will no longer require a supervising physician, only an affiliating physician.

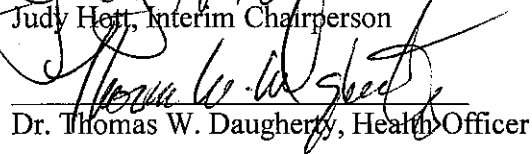
Executive Session: The board entered into Executive Session at 8:01pm to discuss the employment change of the health officer. The board came out of Executive Session at 8:15pm. No decisions were made in executive session.

Adjournment

Judy Hott made a motion to adjourn the meeting, Peggy McMaster seconded the motion. The motion passed in favor of approval. Meeting adjourned at 8:15 pm.



Judy Hott, Interim Chairperson



Dr. Thomas W. Daugherty, Health Officer