

Morgan County Health Department

187 South Green Street
Berkeley Springs, West Virginia 25411

AGENDA

Board of Health

September 15, 2014

4:30pm

Call to Order/Opening Comments –Angela Gray

- **Approval of Agenda –Angela Gray**

Review/Acceptance of Minutes: August 2014

Public Comment:

Current Issues:

Departmental Reports:

- **Environmental / Threat Preparedness Report – Brian Carter**
- **Nursing Report – Patty Caldwell**
- **Administration/Financial – Bill Kearns**

Unfinished Business

New Business:

Executive Session: Bill Kearns – Personnel

Adjourn

Morgan County Board of Health Meeting

Minutes of Monday, August 18, 2014
Morgan County Health Department Conference Room

CALL TO ORDER / Opening Comments: 4:30 p.m. - Angie Gray, Chairman

Present: Board Members: Barb Wolfe, Jane McCloud, Sandy Bienen, Dave Hansen

Present: Bill Kearns, Morgan County Health Department Administrator

Absent: Dr. Kevin McLaughlin, Health Officer

Staff Members Present: Patty Caldwell, Brian Carter, Cathy DeLawder

Guests: Denise Ryan

Motion to approve Agenda as submitted made by Barb Wolfe and seconded by Dave Hansen. All in favor. Motion carries.

Annual Appointments:

- **Board of Health Chairperson FY 2015 Nominations/Appointment**

Motion to nominate Angie Gray for Morgan County Board of Health Chairperson made by Barb Wolfe. Seconded by Jane McCloud. All in favor. Motion carries.

- **Board of Health Vice-Chairperson FY 2015 Nominations/Appointment**

Motion to nominate Jane McCloud for Morgan County Board of Health Vice-Chairperson made by Dave Hansen. Seconded by Barb Wolfe. All in favor. Motion carries.

- **Health Officer Appointment FY 2015**

Angie Gray informed the Board that Dr. McLaughlin has agreed to remain as Health Officer under the current administration until the Board has a desire to replace him. **Motion to accept the appointment of Dr. Kevin McLaughlin as Morgan County Health Officer made by Sandy Bienen. Seconded by Jane McCloud. All in favor. Motion carries.**

Review/Acceptance of Minutes: June 2014

Motion to approve Board of Health Minutes as submitted from June 21, 2014 meeting by Dave Hansen and seconded by Barb Wolfe. All in favor. Motion carries.

Public Comment

Introduction of Denise Ryan, Program Manager for Change the Future Program for Berkeley County Health Department.

Sandy Bienen was re-appointed to serve on the Morgan County Board of Health by the County Commission.

Department Reports:

Environmental Report – Brian Carter (Report attached to minutes)

Environmental Sanitarian Report for August includes two months due to no Board of Health meeting in July 2014. Request was made by the Board to ***show monthly totals as well as year-to-date totals for each category.*** In addition the following changes to report we requested:

1. Title of **item VII** be changed to read **Septic Systems** rather than *Sewage*.
2. Re-phrase subcategory in item VII from *Sewage System Evaluations* to **Septic System Evaluations.**
3. Re-phrase subcategory in item VII from *Sewage System Inspections* to **Septic System Inspections** rather than *Sewage System Inspections*.
4. Re-phrase subcategory in item VII from *Sewage Complaints* to **Septic Complaints**
5. Under **item IX OTHER**, rephrase subcategory *Retail Visits* to **Retail Food Store Inspections.**
6. Re-phrase subcategory in item IX from *Hotel/Motel* to **Hotel/Motel Inspections**
7. Re-phrase subcategory in item IX from *Mobile Home Parks* to **Mobile Home Park Inspections**
8. Re-phrase subcategory in item IX from *Radon* to **Radon Test Kits**

A Watershed Grant Program was explained to the Board. This program will allow for up to 12 septic system repairs, modifications or replacement, if application is approved. Estimates must be submitted to the Sanitarian by a licensed septic installer. Application and all documentation will be reviewed by Ms. Regina Lucas, in Charleston, for the final decision.

Threat Preparedness Report – Brian Carter, RS

Ashley Petrolini from the Berkeley County Health Department Threat Preparedness/Health Promotion Coordinator met with Morgan County Health Department to review upcoming grant year events and activities to fulfill grant requirements.

Nurses Report – Patty Caldwell, RN

Report for August includes two (2) months due to no Board of Health meeting in July 2014. HepB (series) Vaccines were administered to Board of Education employees for two (2) days. Volunteer nurses were available during these days at the health department.

Financial Report – Bill Kearns, Administrator

FY 2014 recap reviewed with Board members and showing a positive result. Health Department merger was discussed. Barb Wolfe suggested this matter be placed on the September meeting agenda to discuss a plan of action.

Motion made by Jane McCloud to approve Departmental Reports as submitted and discussed. Seconded by Dave Hansen. All in favor. Motion carries.

Unfinished Business:

Status of Program Plan/Budget

Letter of Approval received for Program Plan.

New Business:

- Air Sampling Study – Denise Ryan

Denise and staff cover 19 counties in WV. The Air Sampling Study and Report prepared by WVU Prevention Research Center with samples taken between February and April 2014. Samples were taken from establishments in Berkeley County after researchers entered establishments, at various intervals and outside in parking area.

- Service Level Agreement Division of Personnel – Bill Kearns
Division of Personnel Merit system was discussed which may include centralized training. Service Level Agreement was agreed upon by the Board.

Motion made to approve the Service Level agreement by Sandy Bienen and seconded by Barb Wolfe. All in favor. Motion carries.

- Food Handlers Cards – Bill Kearns/Brian Carter
Discussion whether to possibly have the responsibility of food handlers at various establishments be the responsibility of the establishment owner or manager. Serve Safe classes may be offered annually to managers and discontinue food card given at classes or to volunteers and non-profit organizations. It will be mandatory for managers to attend or if unable to do so, watch a video. It was suggested that Brian and Johnny attend the Berkeley County class to observe.

Motion to develop a Manager's Food Handler Program, discontinue the current food handler card program and the time table be worked out at the discretion of the staff. Seconded by Barb Wolfe. All in favor. Motion carries.

6:33 p.m. Motion to adjourn by Jane McCloud. Seconded by Barb Wolfe.

The next meeting of the Morgan County Board of Health is scheduled for September 15, 2014.

BK/cd

Kevin T. McLaughlin, DO
Morgan County Health Officer

(or)

Angie Gray
Morgan County Board of Health, Chairman

Date

**MORGAN COUNTY
ENVIRONMENTAL SANITATION REPORT**

Month/Yr: Sep-14

Current Month

Year-to-Date

I	ADMINISTRATION	
	Telephone Calls (Incoming)	<u>89</u>
	Visitors	<u>45</u>
II	TRAINING AND EDUCATION	
	Food School	<u>22</u>
	Sewage School	<u>0</u>
	Personnel Training	<u>0</u>
III	DISASTER/DISEASE	
	Rabies specimens submitted:	<u> </u>
	Animal Bites Reported	<u>11</u>
	Disease Investigations	<u>11</u>
	Disaster Preparedness/Response	<u> </u>
IV	FOOD	
	Food Service Permits Issued	<u>4</u>
	Food Service Inspections	<u>7</u>
	Food Service Visits	<u>15</u>
	Serv Safe Training	<u>0</u>
	Food/Service Complaints	<u>1</u>
	Plan Reviews	<u>2</u>
	School Lunch	<u>0</u>
	Food Borne Outbreak Investigation	<u>0</u>
	Mobile Food Inspections	<u>1</u>
	Vending Machines	<u>0</u>

**MORGAN COUNTY
ENVIRONMENTAL SANITATION REPORT**

Month/Yr: Sep-14

Current Month

V	HOUSING	
	Migrant Camp Permits Issued	<u>0</u>
	Migrant Camp Inspections	<u>0</u>
	Home Loan Evaluations	<u>2</u>
	Housing Inspections	<u> </u>
	School Inspections	<u>0</u>
	Child Care Inspections	<u>0</u>
	Day Care walk-thru	<u>0</u>
	Institutions	<u> </u>
VI	RECREATION	
	Swimming Pool Permits Issued	<u>0</u>
	Swimming Pool Inspections	<u>0</u>
	Organized Camp Inspections	<u>0</u>
	Spa Inspections	<u>0</u>
	Fairs	<u>0</u>
VII	SEPTIC SYSTEMS	
	Septic System Permits Issued	<u>8</u>
	Septic System Evaluations	<u>2</u>
	Septic System Inspections	<u>7</u>
	Enforcement Letters	<u>0</u>
	Subdivision Lot Evaluations	<u>0</u>
	Alternative System Evaluation	<u> </u>
	Septic Complaints	<u>1</u>

**MORGAN COUNTY
ENVIRONMENTAL SANITATION REPORT**

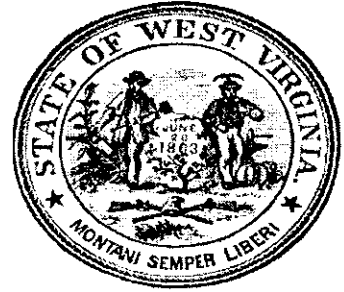
Month/Yr: Sep-14

Current Month

VIII	WATER	
	Well Permits Issued	<u>8</u>
	Water Samples Collected	<u>2</u>
	Well Inspections	<u>0</u>
IX	OTHER	
	Retail Food Store Inspections	<u>0</u>
	West Nile Testing	<u>0</u>
	Tattoo Parlor Inspections	<u>0</u>
	Hotel/Motel Inspections	<u>0</u>
	Mobile Home Parks Inspections	<u>0</u>
	Vector Complaints	<u>1</u>
	Radon Test Kits	<u>0</u>
	Clean Air (Indoor) Enforcement	<u>0</u>

Morgan County Health Department

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Board of Health Meeting
September 15th, 2014

Threat Preparedness

- **The Morgan Co. Health Dept.'s Threat Preparedness Coordinator participated in the Drive-Thru Flu Vaccine Clinic in Martinsburg, WV, on Saturday, September 6th, 2014**
- **The 2014-2015 Threat Preparedness Grant Cycle is underway, and upcoming drills include a multi-regional exercise on September 20th, 2014, at the Mineral County Health Department, and most likely, the Morgan Co. Health Dept.'s standard county employee flu vaccine exercise**

Morgan County Health Department
Nurses report for the month of August 2014
For September 2014 BOH
Patricia Caldwell R.N.

<u>Sexually Transmitted Diseases</u>	<u>Monthly</u>	<u>Year to date</u>
Male Clients	8	23
Female Clients	6	31
Positive STD	2	13
 <u>Women's Health Clinics</u>		
Clinics	1	6
Family planning clients attending clinics	18	68
Family planning patients seen in between clinics	20	121
Breast and Cervical patients attending clinics	5	24
BCCP patients seen in between clinics	4	27
Pregnancy tests	11	50
Positive pregnancy test	4	18
 <u>Immunization program</u>		
Clinics held	7	7
Flu Shots	0	32
Total immunizations	252	596
Total Patients	128	385
 <u>Tuberculosis Program</u>		
Screening Forms	8	152
TB skin tests	76	113
Skin tests read	75	112
Positive skin tests	0	0
Tspots	2	3
 <u>Miscellaneous</u>		
Blood pressures, Community outreach, Lions club applications, lice checks, Court House clinic, etc.	20	210
 <u>Epidemiology</u>		
Disease case investigations (working on)	9	39
Cases (closed)	9	39

Total Patients served with face to face contact: 379 for the month 1253 for the year. Assisted MCBOE with Hepatitis B. total of 64 employees for first round. Second round in September. Dates set for next couple Family Planning and Breast & Cervical Clinics.

**Morgan County Health Department
 Profit & Loss Budget vs. Actual
 July through August 2014**

	Jul - Aug 14	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Breast and Cervical Cancer			
402200 · State Contracts	0.00	2,200.00	-2,200.00
Total Breast and Cervical Cancer	0.00	2,200.00	-2,200.00
Environmental			
401410 · Fees for Service	9,122.50	7,775.00	1,347.50
401411 · Fees for Permits	4,120.00	4,757.81	-637.81
Total Environmental	13,242.50	12,532.81	709.69
Family Planning			
402610 · State Contracts	281.00	1,201.50	-920.50
Total Family Planning	281.00	1,201.50	-920.50
Immunization			
401241 · Medicaid	1,548.00	1,500.00	48.00
401260 · Private	9,339.00	2,135.90	7,203.10
401270 · State Contracts	245.38	1,234.84	-989.46
Total Immunization	11,132.38	4,870.74	6,261.64
Office Management and Admin			
401040 · Interest Income	6.64	14.16	-7.52
401070 · Rebates	183.52	66.66	116.86
401100 · Donations	17.00	33.34	-16.34
Total Office Management and Admin	207.16	114.16	93.00
Threat Preparedness			
401450 · State Contracts	5,324.46	5,832.16	-507.70
Total Threat Preparedness	5,324.46	5,832.16	-507.70
Tuberculosis			
401370 · State Contracts	35.00		
Total Tuberculosis	35.00		
401000 · State Aid	37,223.15	35,451.00	1,772.15
401010 · County Commission	8,750.00	7,500.00	1,250.00
401020 · Board of Education	0.00	0.00	0.00
Total Income	76,195.65	69,702.37	6,493.28
Gross Profit	76,195.65	69,702.37	6,493.28
Expense			
503000 · Clinical Services Expenses			
Adult Services			
503070 · Medical Supplies	0.00	130.00	-130.00
503080 · Office Expense	36.40	250.00	-213.60
503090 · Travel and Education	0.00	150.00	-150.00
503100 · Dues and Subscriptions	150.00		
Total Adult Services	186.40	530.00	-343.60
Immunization (Travel)			
504700 · Auto Allowance	0.00	100.00	-100.00
Total Immunization (Travel)	0.00	100.00	-100.00
Total 503000 · Clinical Services Expenses	186.40	630.00	-443.60
Disaster Response-Ex			
502690 · Miscellaneous Expense	-72.00		
Total Disaster Response-Ex	-72.00		
502401 · Environmental Health Costs			
502450 · Auto Allowances	832.38	500.00	332.38
502460 · Supplies	1.00	25.00	-24.00
502470 · Office Expense	0.00	100.00	-100.00
502480 · Travel and Education	583.17		
502510 · Miscellaneous Expense	290.00		
Total 502401 · Environmental Health Costs	1,706.55	625.00	1,081.55
Immunization-Expense			
501995 · Vaccine Supplies	5,950.80	1,000.00	4,950.80
Total Immunization-Expense	5,950.80	1,000.00	4,950.80

**Morgan County Health Department
 Profit & Loss Budget vs. Actual
 July through August 2014**

	Jul - Aug 14	Budget	\$ Over Budget
Insurance			
501610 - Equipment Insurance	76.00	63.00	13.00
501620 - Malpractice Insurance	1,809.00	1,875.00	-66.00
Total Insurance	<u>1,885.00</u>	<u>1,938.00</u>	<u>-53.00</u>
Office Management & Admin			
501050 - FICA	2,689.10	2,980.00	-290.90
501060 - Retirement/Pension Plans	4,027.16	4,333.34	-306.18
501080 - Worker's Compensation	0.00	0.00	0.00
501090 - Health/Disability Insurance			
501091 - RHBT {2}	2,040.00	1,760.00	280.00
501090 - Health/Disability Insurance - Other	4,294.00	3,422.76	871.24
Total 501090 - Health/Disability Insurance	<u>6,334.00</u>	<u>5,182.76</u>	<u>1,151.24</u>
501100 - Life Insurance	24.00	20.00	4.00
501110 - Other Employee Benefits	74.40	37.50	36.90
501160 - Office Expense	647.71	333.34	314.37
501170 - Printing	0.00	50.00	-50.00
501190 - Telecommunications	539.82	500.00	39.82
501200 - Postage	334.09	500.00	-165.91
501230 - Dues and Subscriptions	0.00	966.66	-966.66
501240 - Accounting and Auditing	0.00	4,000.00	-4,000.00
501260 - Consulting Services	0.00	300.00	-300.00
501310 - Advertising Other	0.00	120.00	-120.00
501360 - Software Maintenance	0.00	700.00	-700.00
Total Office Management & Admin	<u>14,670.28</u>	<u>20,023.60</u>	<u>-5,353.32</u>
Pooled Expenses (Salaries)			
507132 - OPEB Expense	-450.00	376.00	-826.00
Pooled Accounts			
507000 - Salaries-Nurses	6,494.00	7,406.34	-912.34
507010 - Salaries-Clinician (Non-Nurse)	2,945.04	2,433.34	511.70
507020 - Salaries-Administration	11,916.33	15,319.34	-3,403.01
507030 - Salaries-Environmental	13,796.00	13,796.00	0.00
507050 - Contracted Personnel	150.00		
Total Pooled Accounts	<u>35,301.37</u>	<u>38,955.02</u>	<u>-3,653.65</u>
Total Pooled Expenses (Salaries)	<u>34,851.37</u>	<u>39,331.02</u>	<u>-4,479.65</u>
Threat Preparedness Expense			
502540 - Auto Allowances	0.00	560.00	-560.00
502560 - Office Expense			
Fibernet / LUMOS	41.99		
Comcast	103.46		
Cell Phone	20.00	61.14	-41.14
502560 - Office Expense - Other	21.14	250.00	-228.86
Total 502560 - Office Expense	<u>186.59</u>	<u>311.14</u>	<u>-124.55</u>
Total Threat Preparedness Expense	<u>186.59</u>	<u>871.14</u>	<u>-684.55</u>
6560 - Payroll Expenses	69.96	75.00	-5.04
Total Expense	<u>59,434.95</u>	<u>64,493.76</u>	<u>-5,058.81</u>
Net Ordinary Income	<u>16,760.70</u>	<u>5,208.61</u>	<u>11,552.09</u>
Net Income	<u>16,760.70</u>	<u>5,208.61</u>	<u>11,552.09</u>