

*HAMPSHIRE COUNTY BOARD OF HEALTH MEETING  
August 22, 2018*

*Call to Order:* Judy Hott called the meeting to order at 6:02 pm.

*Board Members Present:* Dr. Thomas W. Daugherty, Judy Hott, Nancy Davis, William Lipps (late arrival), Peggy McMaster, Kelli Eglinger

*Guests Present:* Derrick Haggerty, Hampshire County Health Department, Stephanie Shoemaker, Hampshire County Health Department, Tamitha Wilkins, Hampshire County Health Department, Paul Lewis, Augusta Church of Christ, Lee Fuell, Hampshire County Emergency Services Agency

*Approval of Minutes:* Peggy McMaster made motion to approve the May 16, 2018 Board of Health meeting minutes. Nancy Davis seconded the motion; the motion passed in favor of approval.

*Reports:*

*Administrative Report:* Stephanie Shoemaker reported that she completed a training at Hampshire Memorial Hospital on Strategic National Stockpile. Stephanie has been selected to represent public health in Regional Interoperability Committee. The Emergency Preparedness Regional Functional Drill took place in July. Stephanie reported on the components of the drill. The full-scale exercise will take place on October 27, 2018. The CDC requires a Jurisdictional Risk Assessment (JRA) to be completed every five years. The JRA assesses probability, impact and mitigation efforts of 32 different hazards. Based on the JRA formula, the top three hazards for Hampshire County were Hurricane/Tropical Storm, Tornado/Wind Storm, and Earthquake. Public health, hospital, primary care, and behavioral health were also asked to determine effects of the three hazards on their sector of health.

Stephanie reported that the health department held a Men's Health Fair in July. Several health providers and educators participated in the event. Community businesses donated door prizes. Nine men attended the Men's Health Fair. There will be discussion on what community health promotion event will be planned for next year. The health department received notice of award for the second year of harm reduction funding in the amount of \$29,000. In addition, we were awarded just over \$20,000 for a family planning harm reduction grant. This grant will fund a practitioner to be present during Harm Reduction clinics, offering long acting reversible contraceptives. The Harm Reduction program had its first client. Substance Use Disorder training and Motivational Interviewing training was held for all Harm Reduction staff. Stephanie also conducted a Harm Reduction training with the staff of the Hampshire Multi-Specialty Clinic. The 2019 board of health meeting schedule was presented to the board.

*Environmental Report:* Derrick Haggerty reported that well permits issued in FY18 are close compared to last year at 94 permits. Derrick also reported field work numbers for the fiscal year. This calendar year we are on track to conduct more water testing than previous year. Derrick has investigated 44 animal encounters with no positive rabies specimens. He updated the board on a previous septic complaint that remained open. Derrick has required the septic

owner to have the problem resolved by September before he takes any action. Derrick reviewed Farmer's Market regulation changes that have taken effect this year and voiced his concern with many of the changes. Multiple sanitarians have been selected to form a committee to address sanitarian concerns with the new regulations.

*Clinical Report:* Tamitha Wilkins reported on late night immunization clinics, Family Planning clinics, and trainings attended in the quarter. She also reported on a latent TB case under surveillance at this time. Bonnie's Bus was set up at the health department in April. School immunization clinics were held at the middle schools and high school. Tamitha also reported on reportable diseases for the quarter. She also reported out on a case that was investigated as a possible rabies case. She reported on the Hepatitis A outbreak occurring in the state. Health alerts have been distributed to all local providers. The state has provided Hampshire County 100 doses of Hepatitis A vaccine for first responders at no cost. Tamitha conducted a Hepatitis A immunization clinic at Chickbuckbee Juvenile Center for correctional officers with state provided vaccine. Vaccine can be requested for at risk population in Hampshire County if necessary.

*Financial Report:* Stephanie Shoemaker reviewed the Profit and Loss report for the fourth quarter, detailing specific line items of interest. The fourth quarter of FY18 ended with a surplus of \$50,359.80. She also reviewed the Profit and Loss Budget vs. Actual report for FY18, detailing specific line items of interest. Fiscal year 2018 ended at a surplus of \$1,831.95. Kelli Eglinger made motion to approve the FY 2018 Q4 financial statements and FY 2018 year-end financial statements. Peggy McMaster seconded the motion; the motion passed in favor of approval.

#### Old Business:

*Board Engagement:* Judy Hott discussed the possibility of board members volunteering to attend other community committees to have more presence in the community. Board members would report back at meetings any information of interest to the health department. Members reviewed the list of committees proposed by the Administrator and volunteered for service.

*Financial Discussion:* Stephanie Shoemaker presented the board with Board of Health CD information. She reported that when a CD is up for renewal, it will renew at the applicable rate at that time, unless the board makes any changes. Stephanie quoted WV code: "The moneys for a county board of health shall be deposited with the county treasury in the service area." The state auditor's office does not see anything in code that says the state can come and take moneys belonging to the board of health; however, there is a section stating the commissioner can act to enforce public health laws, in the opinion of the commissioner, if a county board of health is failing and expenses shall be charged against the county.

Stephanie reported that the OPEB liability is a cost sharing plan that covers retirees' health plan. The state determines the rate for each agency; the Hampshire County Health Department is .005120781%. Last fiscal year, we contributed \$10,518.00 to the plan through monthly contributions. This year's current contribution is \$915.00 per month. The net OPEB liability is currently \$125,919.00. OPEB liability has been removed from some state agencies, but for the near future we will continue with this liability. When determining the

agency's financial performance, the OPEB liability is considered, so restricting that amount from the CDs should be in practice.

The board discussed better management of the CDs to increase interest rates. Stephanie will track renewal dates of CDs and bring any future renewals to the board meetings for discussion.

New Business:

*Food Service Exemption Request:* Paul Lewis requested the board reassess the non-profit food establishment fees for the Augusta Church of Christ. Derrick Haggerty cited state code that said, "if charitable organizations, such as churches, exceeded 14 days a year of food service events, a permit would be needed." Approximately five years ago, it was determined that the code was 14 days concurrent with one event, not 14 separate events. Derrick issued letters at that time informing charitable organizations that they were exempt from permitting. The Augusta Church of Christ requested to continue permitting. In July 2015, the board adjusted non-profit food establishment fee waivers, which then required the Augusta Church of Christ to pay the full amount for a food establishment permit. There is no provision in code for charitable organizations that rent its space for event. As a permitted facility the Augusta Church of Christ is inspected twice a year, and if they waive permitting they will no longer be inspected.

Paul Lewis requested that the Augusta Church of Christ still be inspected but the permitting fee be reduced. Derrick stated that fees are based on seating. Derrick stated there are approximately thirty non-profit food service establishments that are paying permitting fees. Those that were selected for waiver in 2015 included: Committee on Aging, Pathways Inc., SOME, Potomac Center, The Romney Children Center. The board decided to table the discussion until the next board meeting. Stephanie Shoemaker will bring the list of non-profit food establishments and their fees to the October board meeting.

*Emergency Services Agency:* Lee Fuel, Director of the Hampshire County Emergency Services Agency, introduced himself to the board. The Emergency Services Agency requires a contract for proper disposal of medical waste. Instead of obtaining their own individual contract, he requested partnering with the health department on medical waste disposal with our current provider, Stericycle. The Emergency Services Agency would pay any additional costs that are incurred by the health department for additional pick-ups needed due to the partnership. Kelli Eglinger made a motion to join with Emergency Services for medical waste disposal. Peggy McMaster seconded the motion; the motion passed in favor of approval.

*Replacement Vehicle:* Stephanie Shoemaker reported on a vehicle accident that the sanitarian was involved in on July 3, 2018. There were no injuries, but the Jeep Grand Cherokee was totaled. A settlement of \$15,075.00 was received from insurance. Stephanie presented figures to the board on the purchase of a new vehicle for sanitarian travel contrasted with figures on paying travel reimbursement for the sanitarian to use their personal vehicle. William Lipps made a motion for the purchase of 2018 Jeep Renegade on state contract for sanitarian travel purposes. Peggy McMaster seconded the motion; the motion passed in favor of approval.

*Reappointment of Health Officer:* Peggy McMaster made a motion to reappoint Dr. Thomas W. Daugherty as the Hampshire County Health Officer. Kelli Eglinger seconded the motion; the motion passed in favor of approval.

*First Responder Month:* Stephanie discussed an immunization promotion that was offered last September where First Responders could receive necessary immunizations with no out of pocket cost during the month. Out of pocket cost that would have normally been billed to the patient was written off. Stephanie requested the board allow for the same promotion to occur for September 2018. Kelli Eglinger made a motion to waive the fees for First Responder vaccination for September 2018. William Lipps seconded the motion; the motion passed in favor of approval.

*Strategic Plan Review:* Stephanie updated the board on strategic plan actions that have been taken, including Legislative Roundtable planning, public health education for legislators, new partnership opportunities, employee health presentations, senior citizen emergency preparedness, and community health events.

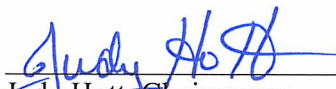
*Executive Session*

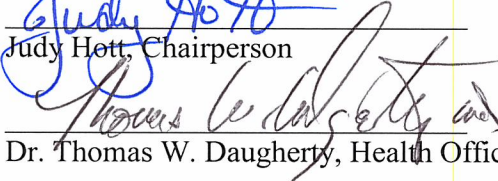
Kelli Eglinger made a motion to enter into executive session to discuss the promotion of Tamitha Wilkins to Nurse 3. Peggy McMaster seconded the motion; the motion passed in favor of approval.

The board came out of executive session at 8:44pm. During executive session, no decisions were made. Peggy McMaster made a motion to give Tamitha Wilkins a 4% salary increase and backdate to July 1, 2018; and upon completion of her Nurse 3 promotion, Tamitha would receive an additional 1% increase that would be effective the pay period following promotion. Nancy Davis seconded the motion; the motion passed in favor of approval.

*Adjournment*

Peggy McMaster made a motion to adjourn the meeting. Nancy Davis seconded the motion; the motion passed in favor of approval. The meeting adjourned at 8:46pm.

  
Judy Hott, Chairperson

  
Dr. Thomas W. Daugherty, Health Officer