

Morgan County Health Department

187 South Green Street
Berkeley Springs, West Virginia 25411

AGENDA

Board of Health

June 16, 2014

4:30pm

Call to Order/Opening Comments –Angela Gray

- **Approval of Agenda –Angela Gray**

Review/Acceptance of Minutes: May 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:

- **Clean Air Policy – Sanford Bienen**

Adjourn

Morgan County Board of Health Meeting

Minutes of Monday, May 19, 2014
Morgan County Health Department Conference Room

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

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

Present: Administrator: Bill Kearns

Absent: Dr. Kevin McLaughlin, Health Officer; Jane McCloud, Board Member

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

Guests: Danny Williams, Berkeley Springs Moose Lodge; Angela Wolford, Eastern Regional Family Resource Network

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

Introductions – Bill Kearns

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

Public Comment

- Bill advised Board Members of a compliment from a county resident for Melissa McCumbee for her helpfulness during a call to the Morgan County Health Department.
- Danny Williams, Moose Club, addressed the Board of Health regarding Clean Air Regulations, revised by the Morgan County Board of Health in 2011. He is requesting the Board change the terminology to ban smoking in *all* bars in Morgan County. Presently, free-standing bars are exempt from the Clean Air Regulations. Mr. Williams previously addressed the Board in July 2012 requesting the ban. Bill advised Mr. Williams to keep up his efforts at the State level.

Angie Wolford suggested the possibility of partnering with the Morgan County Partnership to help achieve goals needed for the revisions to the Clean Air Regulations. Sandy asked that this be added to the agenda to be discussed at the next meeting. Angie will bring information to the next Board of Health meeting as she presented to Berkeley County. Brian was asked to compile a list of all free standing bars in the county and present it at the next meeting.

Department Reports:

Environmental Report – Brian Carter (report attached to minutes)

- ✓ *Additional information will be included in future reports to include the Animal Encounters, Food Service Classes to include number in attendance as well as any off-site classes.*

Threat Preparedness Report – Brian Carter (report attached to minutes)

- ✓ *End of grant period and finalization of reports are being prepared*
- ✓ *Sandy indicated that he would like to be informed of the Board's role in TP program. Dave suggested an outline of duties. Angie advised that the basic role of TP is being sure all emergency entities are on the same path of communication locally and nationally. TP is basically the knowledge of how the infrastructure will work in an emergency situation.*
Bill advised Board of Health members that they are welcome attend planned drills and also review the All Hazards Plan located in Brian's office.

Nurses Report – Patty Caldwell, RN (report attached to minutes)

- ✓ *Numbers are remaining steady*
- ✓ *Upcoming clinics include school vaccinations for 7th and 12th grade students*
- ✓ *Lori getting acclimated to the many required job duties in Medical Department*
- ✓ *Dana is doing a great job keeping insurance billing current and website updated along with all other required duties while working three (3) days per week.*

Financial Report – Bill Kearns

Financial Reports from July 1, 2013 thru April 2014 were reviewed and discussed with members.

Motion to approve Departmental Reports as submitted and discussed by Barb Wolfe and seconded by Dave Hansen. All in favor. Motion carries.

- Suggestion was made by Barb Wolfe to revise future Agendas to include not only the name of person wishing to come before the Board, but also the purpose of discussion with Board.
- Sandy Bienen indicated the time allotted of three (3) minutes needs to be adhered to. The time limit of three (3) minutes for a person to come before the Board is stipulated in the By-Laws for guest to come before the Board, need to be adhered to in future meetings.

Unfinished Business:

- Angie Gray, Chair will contact State regarding approval of revised By-Laws.

New Business:

- **FY-2015 Chain of Command** was reviewed with members.

Motion made by Barb Wolfe to accept the FY 2015 Morgan County Health Department Chain of Command as presented. Motion seconded by Dave Hansen. Motion carries.

- **FY-2015 Budget** was reviewed and discussed with members. Bill informed members next year there will be a reduction in money received from Family Planning as well as Breast and Cervical Screening Programs due to State cuts in funding and Obama Care. Department expenses will be kept to a minimum to assure money will be available in the future.

**Motion made by Sandy Bienen to accept the FY 2015 Budget as presented.
Motion seconded by Dave Hansen. Motion carries.**

- **FY-2015 Program Plan** reviewed with members.

**Motion made by Sandy Bienen to accept the FY 2015 Program Plan as presented.
Motion seconded by Barb Wolfe. Motion carries.**

6:19 p.m. Motion to adjourn by Barb Wolfe. Seconded by Dave Hansen.

BK/cd

Kevin T. McLaughlin, DO
Morgan County Health Officer

(or)

Angela Gray
Morgan County Board of Health, Chairman

Date

**MORGAN COUNTY
 ENVIRONMENTAL SANITATION REPORT**
 Month/Yr: Jun-14
 Current Month

I	ADMINISTRATION	
	Telephone Calls (Incoming)	79
	Visitors	42
II	TRAINING AND EDUCATION	
	Food School	28
	Sewage School	0
	Personnel Training	2
III	DISASTER/DISEASE	
	Rabies specimens submitted:	0
	Animal Bites Reported	7
	Disease Investigations	7
	Disaster Preparedness/Response	0
IV	FOOD	
	Food Service Permits Issued	15
	Food Service Inspections	17
	Food Service Visits	17
	Serv Safe Training	0
	Food/Service Complaints	1
	Plan Reviews	8
	School Lunch	0
	Food Borne Outbreak Investigation	0
	Mobile Food Inspections	2
	Vending Machines	0

**MORGAN COUNTY
ENVIRONMENTAL SANITATION REPORT**
Month/Yr: Jun-14

		<u>Current Month</u>
V	HOUSING	
	Migrant Camp Permits Issued	0
	Migrant Camp Inspections	0
	Home Loan Evaluations	5
	Housing Inspections	
	School Inspections	0
	Child Care Inspections	0
	Day Care walk-thru	0
	Institutions	
VI	RECREATION	
	Swimming Pool Permits Issued	0
	Swimming Pool Inspections	4
	Organized Camp Inspections	0
	Spa Inspections	0
	Fairs	0
VII	SEWAGE	
	Septic System Permits Issued	7
	Sewage System Evaluations	5
	Sewage System Inspections	8
	Enforcement Letters	0
	Subdivision Lot Evaluations	1
	Alternative System Evaluation	
	Sewage Complaints	2

**MORGAN COUNTY
ENVIRONMENTAL SANITATION REPORT**

Month/Yr: Jun-14

		<u>Current Month</u>
VIII	WATER	
	Well Permits Issued	7
	Water Samples Collected	6
	Well Inspections	0
IX	OTHER	
	Retail Visits	2
	West Nile Testing	0
	Tattoo Parlor Inspections	0
	Hotel/Motel	1
	Mobile Home Parks	1
	Vector Complaints	0
	Radon	0
	Clean Air (Indoor) Enforcement	0

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

<u>Sexually Transmitted Diseases</u>	<u>Monthly</u>	<u>Year to date</u>
Male Clients	3	12
Female Clients	2	23
Positive STD	1	9
<u>Women's Health Clinics</u>		
Clinics	1	5
Family planning clients attending clinics	5	50
Family planning patients seen in between clinics	15	74
Breast and Cervical patients attending clinics	4	19
BCCP patients seen in between clinics	3	14
Pregnancy tests	3	27
Positive pregnancy test	1	12
<u>Immunization program</u>		
Clinics held	0	0
Flu Shots	0	32
Total immunizations	53	188
Total Patients	38	172
<u>Tuberculosis Program</u>		
Screening Forms	17	90
TB skin tests	6	6
Skin tests read	6	6
Positive skin tests	0	0
<u>Miscellaneous</u>		
Blood pressures, Community outreach, Lions club applications, lice checks, Court House clinic, etc.	33	142
<u>Epidemiology</u>		
Disease case investigations (working on)	4	14
Cases (closed)	4	14

Total Patients served with face to face contact: 131 for the month 584 for the year

Morgan County Health Department
Profit & Loss Budget vs. Actual
July 2013 through May 2014

	Jul '13 - May 14	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Breast and Cervical Cancer			
402200 - State Contracts	1,800.63	1,558.37	242.26
Total Breast and Cervical Cancer	1,800.63	1,558.37	242.26
Environmental			
401410 - Fees for Service	36,890.00	38,235.00	-1,345.00
401411 - Fees for Permits	48,320.00	25,831.50	22,488.50
Total Environmental	85,210.00	64,066.50	21,143.50
Family Planning			
402610 - State Contracts	4,773.75	3,850.00	923.75
Total Family Planning	4,773.75	3,850.00	923.75
Immunization			
401240 - Medicare	4,047.14	3,200.00	847.14
401241 - Medicaid	108.00		
401260 - Private	8,893.64	10,000.00	-1,106.36
401270 - State Contracts	807.95	6,875.00	-6,067.05
Total Immunization	13,856.73	20,075.00	-6,218.27
Office Management and Admin			
401040 - Interest Income	62.44	110.00	-47.56
401070 - Rebates	173.94		
401100 - Donations	74.71	50.00	24.71
401130 - Miscellaneous Revenue	1.84		
Total Office Management and Admin	312.93	160.00	152.93
Threat Preparedness			
401450 - State Contracts	31,528.55	34,785.63	-3,257.08
Total Threat Preparedness	31,528.55	34,785.63	-3,257.08
Tuberculosis			
401370 - State Contracts	55.00		
Total Tuberculosis	55.00		
401000 - State Aid	180,675.87	182,200.71	-1,524.84
401010 - County Commission	35,000.00	35,000.00	0.00
401020 - Board of Education	10,000.00	10,000.00	0.00
Total Income	363,213.46	351,696.21	11,517.25
Gross Profit	363,213.46	351,696.21	11,517.25
Expense			
503000 - Clinical Services Expenses			
Adult Services			
503060 - Auto Allowances	29.30		
503070 - Medical Supplies	203.21	200.00	3.21
503080 - Office Expense	325.83		
Total Adult Services	558.34	200.00	358.34
General Health			
504430 - Medical Supplies	0.00	220.00	-220.00
504440 - Office Expense	238.91	220.00	18.91
Total General Health	238.91	440.00	-201.09
Immunization (Travel)			
504700 - Auto Allowance	64.65	110.00	-45.35
Total Immunization (Travel)	64.65	110.00	-45.35
Total 503000 - Clinical Services Expenses	861.90	750.00	111.90
Comm. and Report Disease-Ex			
501750 - Travel and Education	0.00		
Total Comm. and Report Disease-Ex	0.00		
Disaster Response-Ex			
502640 - Supplies	0.00	0.00	0.00
502660 - Travel and Education	0.00	0.00	0.00
502690 - Miscellaneous Expense	-17.95	0.00	-17.95
Total Disaster Response-Ex	-17.95	0.00	-17.95

**Morgan County Health Department
 Profit & Loss Budget vs. Actual
 July 2013 through May 2014**

	Jul '13 - May 14	Budget	\$ Over Budget
502401 - Environmental Health Costs			
502450 - Auto Allowances	2,887.00	1,283.37	1,603.63
502460 - Supplies	103.99	240.00	-136.01
502470 - Office Expense	579.78	240.00	339.78
502480 - Travel and Education	1,321.88	1,100.00	221.88
502510 - Miscellaneous Expense	914.50		
502401 - Environmental Health Costs - Other	1,080.00		
Total 502401 - Environmental Health Costs	6,887.15	2,863.37	4,023.78
Immunization-Expense			
501996 - Billiabies Training Expense	334.54		
501995 - Vaccine Supplies	4,811.40	3,500.00	1,311.40
Total Immunization-Expense	5,145.94	3,500.00	1,645.94
Insurance			
501610 - Equipment Insurance	189.00	189.00	0.00
501620 - Malpractice Insurance	4,908.00	6,524.00	-1,616.00
Total Insurance	5,097.00	6,713.00	-1,616.00
Office Management & Admin			
501050 - FICA	15,161.61	15,377.12	-215.51
501060 - Retirement/Pension Plans	22,980.93	28,828.25	-5,847.32
501080 - Worker's Compensation	8,449.00	3,200.00	5,249.00
501090 - Health/Disability Insurance			
501091 - RHBT (2)	8,800.00	7,832.00	968.00
501090 - Health/Disability Insurance - Other	17,726.30	17,600.00	126.30
Total 501090 - Health/Disability Insurance	26,526.30	25,432.00	1,094.30
501100 - Life Insurance	120.26	187.00	-66.74
501110 - Other Employee Benefits	2,262.98	1,606.00	656.98
501150 - Auto Allowance	140.14	0.00	140.14
501160 - Office Expense	4,818.25	2,200.00	2,618.25
501170 - Printing	119.00	110.00	9.00
501180 - Travel and Education	0.00	0.00	0.00
501190 - Telecommunications	3,353.46	2,090.00	1,263.46
501200 - Postage	1,490.88	1,100.00	390.88
501230 - Dues and Subscriptions	6,551.58		
501240 - Accounting and Auditing	4,951.25	4,300.00	651.25
501260 - Consulting Services	0.00	600.00	-600.00
501290 - Advertising Want-Ads	675.82		
501360 - Software Maintenance	630.00	823.00	-193.00
Total Office Management & Admin	98,231.46	85,853.37	12,378.09
Pooled Expenses (Salaries)			
507132 - OPEB Expense	470.00	3,102.00	-2,632.00
Pooled Accounts			
507000 - Salaries-Nurses	41,942.00	51,887.00	-9,945.00
507010 - Salaries-Clinician (Non-Nurse)	31,425.49	39,600.00	-8,174.51
507020 - Salaries-Administration	50,403.00	62,249.00	-11,846.00
507030 - Salaries-Environmental	75,162.64	84,678.00	-9,515.36
507050 - Contracted Personnel	1,500.00	1,650.00	-150.00
Total Pooled Accounts	200,433.13	240,064.00	-39,630.87
Total Pooled Expenses (Salaries)	200,903.13	243,166.00	-42,262.87
Threat Preparedness Expense			
502540 - Auto Allowances	73.45	1,100.00	-1,026.55
502550 - Supplies	0.00	2,200.00	-2,200.00
502560 - Office Expense			
Security Monitoring	240.00	240.00	0.00
DSL Phone Line	0.00	68.75	-68.75
WV Office of Technology	343.02	1,466.63	-1,123.61
Systems Software (Healthstats)	70.00		
Fibernet / LUMOS	196.11	25.00	171.11
Comcast	508.32	47.00	461.32
Cell Phone	200.00	31.00	169.00
502560 - Office Expense - Other	165.16	100.00	65.16
Total 502560 - Office Expense	1,722.61	1,978.38	-255.77
502570 - Travel and Education	66.89	41.67	25.22
502600 - Miscellaneous Expense	10.00		
Total Threat Preparedness Expense	1,872.95	5,320.05	-3,447.10

6:50 PM
06/05/14
Accrual Basis

Morgan County Health Department
Profit & Loss Budget vs. Actual
July 2013 through May 2014

	Jul '13 - May 14	Budget	\$ Over Budget
6560 - Payroll Expenses	351.98	396.00	-44.02
Total Expense	319,333.56	348,561.79	-29,228.23
Net Ordinary Income	43,879.90	3,134.42	40,745.48
Other Income/Expense			
Other Expense			
502511 - Environmental Refund	510.00		
Total Other Expense	510.00		
Net Other Income	-510.00	0.00	-510.00
Net Income	43,369.90	3,134.42	40,235.48