

Morgan County Health Department

187 South Green Street
Berkeley Springs, West Virginia 25411

AGENDA

Board of Health

August 18, 2014

4:30pm

Call to Order/Opening Comments –Angela Gray

- **Approval of Agenda –Angela Gray**

Annual Appointments:

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

Review/Acceptance of Minutes: June 2014

Public Comment:

Current Issues:

Departmental Reports:

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

Unfinished Business

- **Status of Program Plan/Budget**

New Business:

- **Air Sampling Study – Denise Ryan**
- **Service Level Agreement Division of Personnel – Bill Kearns**
- **Food Handlers Cards – Bill Kearns/Brian Carter**

Adjourn

Morgan County Board of Health Meeting

Minutes of Monday, June 16, 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, Jane McCloud

Absent: Dr. Kevin McLaughlin, Health Officer

Present: Bill Kearns, Administrator

Present: Angela Wolford, Eastern Regional Family Resource Network

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

Approval of Agenda:

Motion to approve June 16, 2014 Agenda made by Barb Wolfe. Seconded by Dave Hansen. All in favor. Motion carries.

Review/Acceptance of Minutes: *May 19, 2014:*

Motion made by Barb Wolfe to approve May 29, 2014 Minutes, with revision to Financial Report section pertaining to allotted time for public comment. Seconded by Sandy Bienen. Motion carries.

Public Comment - Introductions by Angie Gray

Patty Miller, co-owner of Panorama at the Peak - Food Handler's Class participant in May 2014. Suggestion to Board to consider elimination of current class for Food Handler's Permits and provide Serve Safe classes in the future for food establishment managers/owners. Information would then be passed on to employees. Patty Miller was commended for being a responsible restaurant owner. Brian will present options to board members for food handler's classes and food handler's cards at next meeting. Food handler's classes as well as food handler's cards are not a state requirement. The Board of Health requires certifications for food handlers. For future reference, it was noted that if the supervisor or person in charge of teaching food handler's class is not available, the health department Administrator is to be notified. The Administrator will make decision whether class will be held or postponed. Patty Miller stated she is very supportive of the programs offered by health department and will be an advocate for the department at state and local levels.

Department Reports:

Environmental Report – Brian Carter (report attached to minutes)

Bill commended Brian for providing him with weekly reports. All members voiced their approval of the report format currently being used for the Morgan County Environmental Sanitation Report. All hot tubs used by the public listed on fee schedule as recreational water facility.

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

Staff training and individual employee roles during emergency situations were mentioned. Currently, there are two (2) weeks remaining for current TP Grant. SNS Plans / All Hazards Plan will be reviewed by Brian and Patty.

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

Lori represented the health department, during the drug prevention/awareness day which included briefly educating the public and handing out brochures regarding the dangers of drugs and STD's. The public information day was held in the Berkeley Springs State Park.

There was discussion regarding RN coverage in Patty's absence. When appointments are scheduled by clerks, they are done so outside of the scheduled absence of the nurse.

Financial Report – Bill Kearns

Awaiting information from the state concerning contract for immunizations. The health department is ending the fiscal year 2014, financially positive. Office supplies for the department will be approved only if *absolutely* necessary. Discussion may begin, again, for a joint health department. Re-organization of duties of employees would be required if a joint health department were to happen. Health department web site being kept up-to-date by Dana. Dana is to be commended for the work she has done.

**Motion to approve Departmental Reports, as submitted, by Jane McCloud.
Motion seconded by Barb Wolfe. All in favor. Motion carries.**

Unfinished Business:

Recommendations, of health department by-laws from the State, were given to members to review and discuss. *To be added to agenda for next meeting.*

Barb asked if an updated phone greeting may be recorded. Bill will tend to this as time allows.

New Business:

Sandy asked what the next step may be for the revision of the Morgan County Clean Air Regulations. Bill stated the major step will be to make free standing bars and fraternal organizations smoke free as well as the employees of bars and fraternal organizations. Currently, smoking on county/public property is illegal. Bill advised the availability of a complaint form on Berkeley County Health Department website.

Angie Wolford prepared notebooks for a smoke-free county for all board members and health officer. There was discussion to possibly have Christina Mickey conduct a meeting and give suggestions as in Berkeley County. A location may be determined.

6:38 p.m. Motion to adjourn by Barb Wolfe. Seconded by Jane McCloud.

The next Morgan County Board of Health meeting is scheduled for September 15, 2014 at 4:30 p.m. in the conference room of the Morgan County Health Department.

BK/cd

(or)

Kevin T. McLaughlin, DO
Morgan County Health Officer

Angela K. Gray, RN
Morgan County Board of Health, Chair

Date

Date

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

| | | |
|------------|-----------------------------------|-------------------|
| I | ADMINISTRATION | |
| | Telephone Calls (Incoming) | <u>123</u> |
| | Visitors | <u>56</u> |
| II | TRAINING AND EDUCATION | |
| | Food School | <u>32</u> |
| | Sewage School | <u>0</u> |
| | Personnel Training | <u>0</u> |
| III | DISASTER/DISEASE | |
| | Rabies specimens submitted: | <u>1</u> |
| | Animal Bites Reported | <u>16</u> |
| | Disease Investigations | <u>16</u> |
| | Disaster Preparedness/Response | <u> </u> |
| IV | FOOD | |
| | Food Service Permits Issued | <u>56</u> |
| | Food Service Inspections | <u>43</u> |
| | Food Service Visits | <u>43</u> |
| | Serv Safe Training | <u>0</u> |
| | Food/Service Complaints | <u>3</u> |
| | Plan Reviews | <u>8</u> |
| | School Lunch | <u>0</u> |
| | Food Borne Outbreak Investigation | <u>0</u> |
| | Mobile Food Inspections | <u>3</u> |
| | Vending Machines | <u>0</u> |

**MORGAN COUNTY
ENVIRONMENTAL SANITATION REPORT**

Month/Yr: Aug-14

Current Month

| | | |
|------------|-------------------------------|-------------------|
| V | HOUSING | |
| | Migrant Camp Permits Issued | <u>0</u> |
| | Migrant Camp Inspections | <u>0</u> |
| | Home Loan Evaluations | <u>3</u> |
| | Housing Inspections | <u> </u> |
| | School Inspections | <u>0</u> |
| | Child Care Inspections | <u>2</u> |
| | Day Care walk-thru | <u>0</u> |
| | Institutions | <u> </u> |
| VI | RECREATION | |
| | Swimming Pool Permits Issued | <u>0</u> |
| | Swimming Pool Inspections | <u>1</u> |
| | Organized Camp Inspections | <u>0</u> |
| | Spa Inspections | <u>0</u> |
| | Fairs | <u>1</u> |
| VII | WATER | |
| | Septic System Permits Issued | <u>10</u> |
| | Sewage System Evaluations | <u>13</u> |
| | Sewage System Inspections | <u>19</u> |
| | Enforcement Letters | <u>1</u> |
| | Subdivision Lot Evaluations | <u>1</u> |
| | Alternative System Evaluation | <u> </u> |
| | Sewage Complaints | <u>3</u> |

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

| | | <u>Current Month</u> |
|-------------|--------------------------------|----------------------|
| VIII | WATER | |
| | Well Permits Issued | <u>10</u> |
| | Water Samples Collected | <u>3</u> |
| | Well Inspections | <u>0</u> |
| IX | OTHER | |
| | Retail Visits | <u>2</u> |
| | West Nile Testing | <u>0</u> |
| | Tattoo Parlor Inspections | <u>1</u> |
| | Hotel/Motel | <u>2</u> |
| | Mobile Home Parks | <u>7</u> |
| | Vector Complaints | <u> </u> |
| | Radon | <u>0</u> |
| | Clean Air (Indoor) Enforcement | <u>0</u> |

Morgan County Health Department

187 South Green Street, Suite 2
Berkeley Springs, WV 25411
(304) 258-1513 ex. 19
(304) 258-9057 FAX



Board of Health Meeting

August 18th, 2014

Threat Preparedness

- **All End-of-the-Year After Action Reports/Improvement Plans are completed for the for the 2013-2014 Threat Preparedness Grant Cycle, and they have been submitted to the EPHRT Director in Mineral County**
- **Developed new strategies w/ Berkeley County Health Department's Threat Preparedness Coordinator, Ashely Petrolino, to be implemented during the 2014-2015 Threat Preparedness Grant Cycle**

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

| <u>Sexually Transmitted Diseases</u> | <u>Monthly</u> | <u>Year to date</u> |
|---|----------------|---------------------|
| Male Clients | 2 | 14 |
| Female Clients | 1 | 24 |
| Positive STD | 0 | 9 |
| <u>Women's Health Clinics</u> | | |
| Clinics | 0 | 5 |
| Family planning clients attending clinics | 0 | 50 |
| Family planning patients seen in between clinics | 12 | 86 |
| Breast and Cervical patients attending clinics | 0 | 19 |
| BCCP patients seen in between clinics | 3 | 17 |
| Pregnancy tests | 5 | 32 |
| Positive pregnancy test | 1 | 13 |
| <u>Immunization program</u> | | |
| Clinics held | 0 | 0 |
| Flu Shots | 0 | 32 |
| Total immunizations | 39 | 227 |
| Total Patients | 27 | 199 |
| <u>Tuberculosis Program</u> | | |
| Screening Forms | 42 | 132 |
| TB skin tests | 10 | 16 |
| Skin tests read | 10 | 16 |
| Positive skin tests | 0 | 0 |
| Tspots | 1 | 1 |
| <u>Miscellaneous</u> | | |
| Blood pressures, Community outreach, Lions club applications, lice checks, Court House clinic, etc. | 24 | 166 |
| <u>Epidemiology</u> | | |
| Disease case investigations (working on) | 4 | 18 |
| Cases (closed) | 4 | 18 |

Total Patients served with face to face contact: 138 for the month 722 for the year

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

| <u>Sexually Transmitted Diseases</u> | <u>Monthly</u> | <u>Year to date</u> |
|---|----------------|---------------------|
| Male Clients | 1 | 15 |
| Female Clients | 1 | 25 |
| Positive STD | 0 | 11 |
| <u>Women's Health Clinics</u> | | |
| Clinics | 0 | 5 |
| Family planning clients attending clinics | 0 | 50 |
| Family planning patients seen in between clinics | 15 | 101 |
| Breast and Cervical patients attending clinics | 0 | 19 |
| BCCP patients seen in between clinics | 6 | 23 |
| Pregnancy tests | 7 | 39 |
| Positive pregnancy test | 1 | 14 |
| <u>Immunization program</u> | | |
| Clinics held | 0 | 0 |
| Flu Shots | 0 | 32 |
| Total immunizations | 117 | 344 |
| Total Patients | 58 | 257 |
| <u>Tuberculosis Program</u> | | |
| Screening Forms | 12 | 144 |
| TB skin tests | 21 | 37 |
| Skin tests read | 21 | 37 |
| Positive skin tests | 0 | 0 |
| Tspots | 0 | 1 |
| <u>Miscellaneous</u> | | |
| Blood pressures, Community outreach, Lions club applications, lice checks, Court House clinic, etc. | 14 | 180 |
| <u>Epidemiology</u> | | |
| Disease case investigations (working on) | 12 | 30 |
| Cases (closed) | 12 | 30 |

Total Patients served with face to face contact: 156 for the month 878 for the year

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

| | Jul '13 - Jun 14 | Budget | \$ Over Budget |
|--|------------------|------------|----------------|
| Ordinary Income/Expense | | | |
| Income | | | |
| Breast and Cervical Cancer | | | |
| 402200 - State Contracts | 2,110.35 | 1,700.04 | 410.31 |
| Total Breast and Cervical Cancer | 2,110.35 | 1,700.04 | 410.31 |
| Environmental | | | |
| 401410 - Fees for Service | 42,670.00 | 42,590.00 | 80.00 |
| 401411 - Fees for Permits | 50,540.00 | 45,168.00 | 5,372.00 |
| Total Environmental | 93,210.00 | 87,758.00 | 5,452.00 |
| Family Planning | | | |
| 402610 - State Contracts | 5,380.75 | 4,200.00 | 1,180.75 |
| Total Family Planning | 5,380.75 | 4,200.00 | 1,180.75 |
| Immunization | | | |
| 401240 - Medicare | 4,047.14 | 3,200.00 | 847.14 |
| 401241 - Medicaid | 1,030.24 | | |
| 401260 - Private | 9,193.24 | 10,000.00 | -806.76 |
| 401270 - State Contracts | 857.75 | 7,500.00 | -6,642.25 |
| Total Immunization | 15,128.37 | 20,700.00 | -5,571.63 |
| Office Management and Admin | | | |
| 401040 - Interest Income | 69.78 | 120.00 | -50.22 |
| 401070 - Rebates | 173.94 | | |
| 401100 - Donations | 74.71 | 50.00 | 24.71 |
| 401130 - Miscellaneous Revenue | 1.84 | | |
| Total Office Management and Admin | 320.27 | 170.00 | 150.27 |
| Threat Preparedness | | | |
| 401450 - State Contracts | 42,035.26 | 37,947.96 | 4,087.30 |
| Total Threat Preparedness | 42,035.26 | 37,947.96 | 4,087.30 |
| 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 | 383,915.87 | 379,676.71 | 4,239.16 |
| Gross Profit | 383,915.87 | 379,676.71 | 4,239.16 |
| Expense | | | |
| 503000 - Clinical Services Expenses | | | |
| Adult Services | | | |
| 503060 - Auto Allowances | 161.52 | | |
| 503070 - Medical Supplies | 217.06 | 200.00 | 17.06 |
| 503080 - Office Expense | 325.83 | | |
| Total Adult Services | 704.41 | 200.00 | 504.41 |
| General Health | | | |
| 504430 - Medical Supplies | 0.00 | 240.00 | -240.00 |
| 504440 - Office Expense | 238.91 | 240.00 | -1.09 |
| Total General Health | 238.91 | 480.00 | -241.09 |
| Immunization (Travel) | | | |
| 504700 - Auto Allowance | 64.65 | 120.00 | -55.35 |
| Total Immunization (Travel) | 64.65 | 120.00 | -55.35 |
| Total 503000 - Clinical Services Expenses | 1,007.97 | 800.00 | 207.97 |
| 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 | -107.95 | 0.00 | -107.95 |
| Total Disaster Response-Ex | -107.95 | 0.00 | -107.95 |

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

| | Jul '13 - Jun 14 | Budget | \$ Over Budget |
|---|-------------------|-------------------|-------------------|
| 502401 - Environmental Health Costs | | | |
| 502450 - Auto Allowances | 3,412.53 | 1,400.04 | 2,012.49 |
| 502460 - Supplies | 103.99 | 240.00 | -136.01 |
| 502470 - Office Expense | 579.78 | 240.00 | 339.78 |
| 502480 - Travel and Education | 1,321.88 | 1,200.00 | 121.88 |
| 502510 - Miscellaneous Expense | 1,014.50 | | |
| 502401 - Environmental Health Costs - Other | 1,080.00 | | |
| Total 502401 - Environmental Health Costs | 7,512.68 | 3,080.04 | 4,432.64 |
| 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 | 265.00 | 252.00 | 13.00 |
| 501620 - Malpractice Insurance | 6,717.00 | 6,524.00 | 193.00 |
| Total Insurance | 6,982.00 | 6,776.00 | 206.00 |
| Office Management & Admin | | | |
| 501050 - FICA | 16,495.00 | 16,775.04 | -280.04 |
| 501060 - Retirement/Pension Plans | 25,066.43 | 31,449.00 | -6,382.57 |
| 501080 - Worker's Compensation | 8,449.00 | 3,200.00 | 5,249.00 |
| 501090 - Health/Disability Insurance | | | |
| 501091 - RHBT (2) | 9,856.00 | 8,544.00 | 1,312.00 |
| 501090 - Health/Disability Insurance - Other | 19,717.30 | 19,200.00 | 517.30 |
| Total 501090 - Health/Disability Insurance | 29,573.30 | 27,744.00 | 1,829.30 |
| 501100 - Life Insurance | 132.26 | 204.00 | -71.74 |
| 501110 - Other Employee Benefits | 2,300.18 | 1,752.00 | 548.18 |
| 501150 - Auto Allowance | 140.14 | 0.00 | 140.14 |
| 501160 - Office Expense | 4,953.81 | 2,400.00 | 2,553.81 |
| 501170 - Printing | 119.00 | 120.00 | -1.00 |
| 501180 - Travel and Education | 0.00 | 0.00 | 0.00 |
| 501190 - Telecommunications | 3,625.83 | 2,280.00 | 1,345.83 |
| 501200 - Postage | 1,490.88 | 1,200.00 | 290.88 |
| 501230 - Dues and Subscriptions | 6,551.58 | | |
| 501240 - Accounting and Auditing | 9,411.25 | 5,510.00 | 3,901.25 |
| 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 | 109,614.48 | 94,057.04 | 15,557.44 |
| Pooled Expenses (Salaries) | | | |
| 507132 - OPEB Expense | 282.00 | 3,384.00 | -3,102.00 |
| Pooled Accounts | | | |
| 507000 - Salaries-Nurses | 45,189.00 | 56,604.00 | -11,415.00 |
| 507010 - Salaries-Clinician (Non-Nurse) | 32,810.65 | 43,200.00 | -10,389.35 |
| 507020 - Salaries-Administration | 56,303.04 | 67,908.00 | -11,604.96 |
| 507030 - Salaries-Environmental | 82,060.64 | 92,376.00 | -10,315.36 |
| 507050 - Contracted Personnel | 1,500.00 | 1,800.00 | -300.00 |
| Total Pooled Accounts | 217,863.33 | 261,888.00 | -44,024.67 |
| Total Pooled Expenses (Salaries) | 218,145.33 | 265,272.00 | -47,126.67 |
| Threat Preparedness Expense | | | |
| 502540 - Auto Allowances | 73.45 | 1,200.00 | -1,126.55 |
| 502550 - Supplies | 0.00 | 2,400.00 | -2,400.00 |
| 502560 - Office Expense | | | |
| Security Monitoring | 240.00 | 240.00 | 0.00 |
| DSL Phone Line | 0.00 | 75.00 | -75.00 |
| WV Office of Technology | 457.46 | 1,599.96 | -1,142.50 |
| Systems Software (Healthstats) | 70.00 | | |
| Fibernet / LUMOS | 216.06 | 25.00 | 191.06 |
| Comcast | 569.06 | 47.00 | 522.06 |
| Propane Generator Maintenance | 19.00 | | |
| Cell Phone | 220.00 | 31.00 | 189.00 |
| 502560 - Office Expense - Other | 5,621.09 | 100.00 | 5,521.09 |
| Total 502560 - Office Expense | 7,412.67 | 2,117.96 | 5,294.71 |
| 502570 - Travel and Education | 66.89 | 41.67 | 25.22 |
| 502600 - Miscellaneous Expense | 10.00 | | |
| Total Threat Preparedness Expense | 7,563.01 | 5,759.83 | 1,803.38 |

3:55 PM

07/09/14

Accrual Basis

Morgan County Health Department

Balance Sheet

As of June 30, 2014

Jun 30, 14

ASSETS

Current Assets

Checking/Savings

100300 · Citizens National Bank-Checking
100600 · CNB Money Market

57,187.65

60,671.53

Total Checking/Savings

117,859.18

Accounts Receivable

102000 · Basic Public Health Services
1021501 · Environmental Health
102170 · Threat Preparedness

2,185.50

10,506.71

Total 102000 · Basic Public Health Services

12,692.21

102300 · Clinical Services

102200 · Breast and Cervical Cancer
102220 · Family Planning

565.00

126.00

Total 102300 · Clinical Services

691.00

Total Accounts Receivable

13,383.21

Other Current Assets

1499 · Undeposited Funds

570.00

Total Other Current Assets

570.00

Total Current Assets

131,812.39

TOTAL ASSETS

131,812.39