

Morgan County Health Department

187 South Green Street
Berkeley Springs, West Virginia 25411

AGENDA

Board of Health

September 19, 2016

4:30pm

Call to Order/Opening Comments –Angela Gray

- **Approval of Agenda –Angela Gray**

Annual Appointments:

- **Board of Health Chairperson FY 2017 Nominations/Appointment**
- **Board of Health Vice-Chairperson FY 2017 Nomination/Appointment**
- **Health Officer Appointment FY 2017 Nomination/Appointment**

Review/Acceptance of Minutes: August 2016

Public Comment:

Current Issues:

Departmental Reports:

- **Environmental Report – Johnny Lazzarine**
- **Nursing Report – Patty Caldwell**
- **Administration/Financial – Bill Kearns**

Unfinished Business

New Business:

- **Appeal request from Mr and Mrs. Gonglewski for Flood Plain denial.**

Adjourn

Morgan County Board of Health

August 15, 2016

Morgan County Health Department Conference Room

Board of Health Chair present: Angie Gray BSN, RN

Members present: Barb Wolfe, Sandy Bienen, Dave Hansen,

Member absent: Jane McCloud

Morgan County Health Officer present: Kevin McLaughlin, DO

Staff present: Bill Kearns, Cathy DeLawder, Patty Caldwell, Johnny Lazzarine

Guests: Bruce and June Qualls (property owners); Kris Kimble (Regional Tobacco Prevention Coordinator)

4:30 p.m. - CALL TO ORDER: Angie Gray, Chair

Approval of Agenda – Angie Gray

There being no objections, the Agenda for September 15, 2016 is accepted as submitted.

Review/Acceptance of Minutes – Angie Gray

There being no objections, the Minutes from August 15, 2016 are accepted as submitted.

Public Comment:

- Bruce Qualls and June Qualls – Morgan County residents and property owners – Expressed concern regarding two year maximum renewal of septic permits as of July 1, 2016. Explanation given by Bill Kearns of state regulations for septic renewals and transfer of ownership.
- Kris Kimble - Regional Tobacco Prevention Coordinator – Advised members of her role as the Regional Tobacco Prevention Coordinator and her duty to assist the public with smoking cessation programs in the ten (10) county region of Grant, Hardy, Pendleton, Randolph, Tucker, Mineral, Hampshire, Morgan, Berkeley and Jefferson.

Department Reports:

- **Nurses Report – Patty Caldwell, RN - Report attached**
 - Back to school immunizations being given
 - HPV Hotshot Award and Recognition given to the medical departments of local health departments in the eastern panhandle for tripling HPV numbers
- **Environmental Report – Johnny Lazzarine, Sanitarian - Report attached**
 - Food Class – annual class continues to do well
 - July (end of FY-2016) permits paid
 - Tim will be completing sanitarian training within the following months
 - Radon Test Kits – preparation of article for Morgan Messenger was discussed
 - Food Establishment Inspections are posted on website
- **Administration/Financial Report – Bill Kearns, Admin. - Report attached**
 - End of year finances were reviewed
 - Copier in the medical department (loaner copier) from Landis Office Supply will be replaced with a new leased copier from Document Solutions. Copier in Environmental Dept., owned by MCHD, will also be replaced with a leased copier from Document Solutions.
- **Threat Preparedness Report – Bill Kearns, Admin.**
 - New web page (through GoDaddy.com) prepared by A. J. Root in Mineral Co. Smart phone compatible for all inspections
 - Newspaper article to be published in Morgan Messenger was suggested to inform the public to visit the new web site for MCHD.

Motion by Dave Hansen and seconded by Barb Wolfe to Approve Departmental Reports as submitted. Motion carries

Unfinished Business: (Bill Kearns) – Nothing to report at this time

New Business: (Bill Kearns) – Nothing to report at this time

Meeting adjourned - 5:45 p.m.

The next scheduled meeting for the Morgan County Board of Health is scheduled for September 19, 2016.

_____/_____(date)
Kevin T. McLaughlin, DO
Morgan County Health Officer

OR

_____/_____(date)
Angela Gray, BSN, RN
Morgan County Board of Health Chair

File A-36

**Morgan County Health Department
Johnny Lazzarine (Sanitarian)
Environmental Report**

Monthly Totals (August 2016) Fiscal Year Totals (2016-2017)

Training and Education

Food Manager Class	0	0
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Food

Food Permits Issued	1	101
Plan Reviews	1	1
Food Est. Inspections	7	22
Retail Food Est. Inspections	5	7
Mobile/Temp Food Inspections	1	2
Food Complaints	0	0
Foodborne Outbreak Investigations	0	0

Septic Systems

Septic Permits Issued	6	11
Septic Final Inspections	3	15
Class II Septic Final Inspections	0	1
Percolation Evaluations	7	9
Septic/Homeloan Evaluations	4	4
Septic Pumper Inspections	0	0

Water

Well Permits Issued	2	5
Water Samples Collected	2	4
Well Inspections	2	2

Housing

Child Care Centers	1	1
Bed & Breakfast Inns	0	1
Cottage/Vacation Rentals	0	0
Hotel/Motels	0	0
Mobile Home Parks	0	15
Schools	0	0
Labor Camps	0	0
Organized Camps	0	0

Recreation

Pools	0	0
Parks	0	0
Campgrounds	0	6
Tattoo Parlors	0	0

**Morgan County Health Department
Johnny Lazzarine (Sanitarian)
Environmental Report**

Mass Gatherings	0	1
Disease/Disaster		
Animal Encounter Investigations	3	4
Rabies Specimens Submitted	1	1
Disaster Response	0	0
Other		
Nuisance Complaints	10	12
Radon Test Kits Issued	1	3
Clean Indoor Air Enforcement	0	0

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BY: _____

Morgan County Health Department
Nurses report for the month of August 2016
For September 2016 BOH
Patricia Caldwell R.N.

<u>Sexually Transmitted Diseases</u>	<u>Monthly</u>	<u>Year to date</u>
Male Clients	6	29
Female Clients	5	22
Positive STD	2	10
<u>Women's Health Clinics</u>		
Clinics	1	3
Family planning clients attending clinics	9	27
Family planning patients seen in between clinics	9	49
Breast and Cervical patients attending clinics	1	7
BCCP patients seen in between clinics	1	5
Pregnancy tests	2	22
Positive pregnancy test	1	10
<u>Immunization program</u>		
Clinics held	0	0
Flu Shots	0	9
Total immunizations	178	540
Total Patients	100	309
<u>Tuberculosis Program</u>		
Screening Forms	6	46
TB skin tests	14	52
Skin tests read	14	51
Positive skin tests	0	0
Tspots	4	4
<u>Miscellaneous</u>		
Blood pressures, Community outreach, Lions club applications, lice checks, Court House clinic, etc.	12	98
<u>Epidemiology</u>		
Disease case investigations (working on)	4	22
Cases (closed)	4	21
<u>Total Patients served with face to face contact: 185 for month , 730 for year 2016</u>		

Morgan County Health Department
Profit & Loss Budget vs. Actual
 July through August 2016

	Jul - Aug 16	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Breast and Cervical Cancer			
402200 · State Contracts	0.00	48.00	-48.00
Total Breast and Cervical Cancer	0.00	48.00	-48.00
Environmental			
401410 · Fees for Service	1,271.50	1,800.00	-528.50
401411 · Fees for Permits	5,633.75	5,634.00	-0.25
Total Environmental	6,905.25	7,434.00	-528.75
Family Planning			
402610 · State Contracts	243.00	533.30	-290.30
Total Family Planning	243.00	533.30	-290.30
Immunization			
401240 · Medicare	0.00	0.00	0.00
401241 · Medicaid	469.80	500.00	-30.20
401260 · Private	1,181.33	466.70	714.63
401270 · State Contracts	0.00	700.80	-700.80
Total Immunization	1,651.13	1,667.50	-16.37
Office Management and Admin			
401075 · Resource Sharing Grant	5,000.00		
401040 · Interest Income	11.24	10.00	1.24
401070 · Rebates	0.00	90.00	-90.00
401100 · Donations	37.16	0.00	37.16
Total Office Management and Admin	5,048.40	100.00	4,948.40
Threat Preparedness			
401450 · State Contracts	3,506.12	6,079.00	-2,572.88
Total Threat Preparedness	3,506.12	6,079.00	-2,572.88
401000 · State Aid	30,025.99	26,950.89	3,075.10
401010 · County Commission	8,750.00	8,750.00	0.00
Total Income	56,129.89	51,562.69	4,567.20
Gross Profit	56,129.89	51,562.69	4,567.20
Expense			
503000 · Clinical Services Expenses			
Adult Services			
503100 · Dues and Subscriptions	150.00		
Total Adult Services	150.00		
General Health			
504430 · Medical Supplies	0.00	600.00	-600.00
504450 · Travel and Education	0.00	240.00	-240.00
Total General Health	0.00	840.00	-840.00
Total 503000 · Clinical Services Expenses	150.00	840.00	-690.00
502401 · Environmental Health Costs			
502450 · Auto Allowances	1,223.25	600.00	623.25
502470 · Office Expense	0.00	150.00	-150.00
502480 · Travel and Education	1,035.63	1,500.00	-464.37
502510 · Miscellaneous Expense	0.00		
Total 502401 · Environmental Health Costs	2,258.88	2,250.00	8.88
Immunization-Expense			
501995 · Vaccine Supplies	143.00	6,000.00	-5,857.00
Total Immunization-Expense	143.00	6,000.00	-5,857.00
Insurance			
501610 · Equipment Insurance	76.00		
501620 · Malpractice Insurance	1,620.00	1,250.00	370.00
Total Insurance	1,696.00	1,250.00	446.00
Office Management & Admin			
501050 · FICA	2,604.69	2,602.66	2.03
501060 · Retirement/Pension Plans	3,533.68	3,739.30	-205.62
501080 · Worker's Compensation	4,265.00		
501090 · Health/Disability Insurance			
501091 · RHBT (2)	2,352.00	2,352.00	0.00
501090 · Health/Disability Insurance - Other	3,620.00	3,780.00	-160.00
Total 501090 · Health/Disability Insurance	5,972.00	6,132.00	-160.00
501100 · Life Insurance	19.20	24.00	-4.80
501110 · Other Employee Benefits	0.00	0.00	0.00
501160 · Office Expense	682.75	800.00	-117.25
501190 · Telecommunications	425.68	800.00	-374.32
501200 · Postage	396.82	200.00	196.82

Morgan County Health Department
Profit & Loss Budget vs. Actual
 July through August 2016

	Jul - Aug 16	Budget	\$ Over Budget
501230 · Dues and Subscriptions	759.25	400.00	359.25
501240 · Accounting and Auditing	240.00	3,500.00	-3,260.00
Total Office Management & Admin	18,899.07	18,197.96	701.11
Pooled Expenses (Salaries)			
507132 · OPEB Expense	234.00	234.00	0.00
Pooled Accounts			
507025 · Salaries - Threat Preparedness	142.20		
507000 · Salaries-Nurses	6,820.00	6,820.00	0.00
507010 · Salaries-Clinician (Non-Nurse)	4,838.00	4,275.00	563.00
507020 · Salaries-Administration	8,988.08	8,988.30	-0.22
507030 · Salaries-Environmental	13,470.00	13,938.00	-468.00
507041 · Salaries-Other			
502525 · Salaries-Other	0.00	0.00	0.00
Total 507041 · Salaries-Other	0.00	0.00	0.00
507050 · Contracted Personnel	150.00		
Total Pooled Accounts	34,408.28	34,021.30	386.98
Total Pooled Expenses (Salaries)	34,642.28	34,255.30	386.98
Threat Preparedness Expense			
502540 · Auto Allowances	30.34		
502550 · Supplies	0.00	917.00	-917.00
502560 · Office Expense			
Comcast	248.28		
Cell Phone	40.00		
502560 · Office Expense - Other	21.14	0.00	21.14
Total 502560 · Office Expense	309.42	0.00	309.42
Total Threat Preparedness Expense	339.76	917.00	-577.24
6560 · Payroll Expenses	70.23	0.00	70.23
Total Expense	58,199.22	63,710.26	-5,511.04
Net Ordinary Income	-2,069.33	-12,147.57	10,078.24
Net Income	-2,069.33	-12,147.57	10,078.24