

# **Morgan County Health Department**

187 South Green Street  
Berkeley Springs, West Virginia 25411

## **AGENDA**

### **Board of Health**

**March 28, 2016**

**4:30pm**

**Call to Order/Opening Comments –Angela Gray**

- **Approval of Agenda –Angela Gray**

**Review/Acceptance of Minutes: February 2016**

**Public Comment:**

***Current Issues:***

**Departmental Reports:**

- **Environmental - Johnny Lazzarine**
- **Threat Preparedness Report – Christina Jackson/Bill Kearns**
- **Nursing Report – Patty Caldwell**
- **Administration/Financial – Bill Kearns**

**Unfinished Business**

- **Joint County discussions (for any updates) – BOH**

**New Business:**

- **FY 2017 Fees for Service Presentation**

**Adjourn**

*Morgan County Board of Health*

February 22, 2016

Morgan County Health Department Conference Room

*Board of Health Chair – present:* Angie Gray BSN, RN

*Members - present:* Jane McCloud, Barb Wolfe, Sandy Bienen, Dave Hansen

*Morgan County Health Officer - absent:* Kevin McLaughlin, DO

*Staff absent:* Bill Kearns, Admin.

*Staff present:* Patty Caldwell, RN; Johnny Lazzarine, Sanitarian; Tim Zeigler, Sanitarian; Cathy DeLawder

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

**Approval of Agenda –** Angie Gray

**There being no objection, Agenda for February 22, 2016 accepted as submitted**

**Review/Acceptance of Minutes: November 16, 2015 –** Angie Gray

**There being no objection, Minutes from September 21, 2015 accepted as submitted**

**Public Comment:** No Public Comment

Prior to Department Reports, introduction of Tim Zeigler to Morgan County Board of Directors

**Department Reports:**

- **Environmental Report** (November / December 2015 and January 2016 attached)– Johnny Lazzarine, Sanitarian
  
- **Threat Preparedness Report** – presented by Angie Gray  
Christina Jackson, TP Coordinator (absent) working on grant requirements
  
- **Nurses Report** (attached) – Patty Caldwell, RN  
(Advised total numbers are incorrect due to computer issues)
  
- **Administration/Financial Report** (attached) –presented by Angie Gray
  - Morgan County Commission Budget Committee meeting – level funding
  - The Pines – renovations being made for new location for MCHD – June 2016 (tentative date)

**Approval of Departmental Reports –** Angie Gray

**There being no objections, Departmental Reports accepted as submitted**

**Unfinished Business:** (Angie Gray)

April or May 2016 may be earliest time for discussion of combined Boards of Health for Morgan and Berkeley Counties.

**New Business:** (Angie Gray)

FY 2015 Audit Award – Office of Lisa Thornburg, CPA.

**Motion to accept audit bid for FY 2015 to the Office of Lisa Thornburg, CPA, made by Jane McCloud. All in favor. Motion carries.**

Bill Kearns, Admin., requests permission to transfer \$50,000.00 from Morgan County Board of Health checking account to Morgan County Board of Health Money Market.

**Motion to transfer funds from checking to money market made by Dave Hansen. All in favor. Motion carries.**

Discussion concerning 25% decreased funding for WV LHDs.

5:30 p.m. – Morgan County Board of Health meeting adjourned – Angie Gray

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

**OR**

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

**Morgan County Health Department  
Johnny Lazzarine (Sanitarian)  
Enviromental Report  
February 2016**

<b><u>Inspections</u></b>	<b><u>Monthly</u></b>	<b><u>Yearly</u></b>
Food Establishments	6	79
Retail Food Establishments	5	16
Perc Evaluations	0	38
Final Septic Installations	0	38
Septic Evaluations	0	11
Water Samples	3	17
Radon Test Kits Issued	3	6
<b><u>Investigations</u></b>		
Animal Bites	1	25
Nuisance Complaints	3	11
Food Complaints	1	1
<b><u>Permits Issued</u></b>		
Food	0	46
Septic	0	45
Well	1	32

**Other Business**

Food Manager Class Estimated to be on April 15th at the High School Auditorium.

Proposed New Campground in Largent

J & B Mini Mart Out of Business

**Morgan County Health Department**  
**Nurses report for the month of Febraury 2016**  
**For March 2016 BOH**  
**Patricia Caldwell R.N.**

<u>Sexually Transmitted Diseases</u>	<u>Monthly</u>	<u>Year to date</u>
Male Clients	3	7
Female Clients	2	4
Positive STD	1	4
 <b><u>Women's Health Clinics</u></b>		
Clinics	1	1
Family planning clients attending clinics	6	6
Family planning patients seen in between clinics	4	10
Breast and Cervical patients attending clinics	1	1
BCCP patients seen in between clinics	1	1
Pregnancy tests	4	8
Positive pregnancy test	3	3
 <b><u>Immunization program</u></b>		
Clinics held	0	0
Flu Shots	0	9
Total immunizations	45	107
Total Patients	30	65
 <b><u>Tuberculosis Program</u></b>		
Screening Forms	2	4
TB skin tests	1	2
Skin tests read	1	2
Positive skin tests	0	0
Tspots	0	0
 <b><u>Miscellaneous</u></b>		
Blood pressures, Community outreach, Lions club applications, lice checks, Court House clinic, etc.	11	28
 <b><u>Epidemiology</u></b>		
Disease case investigations (working on)	3	6
Cases (closed)	3	6
 <b><u>Total Patients served with face to face contact: 67 for month , 143 for year 2016</u></b>		

**Morgan County Health Department  
Profit & Loss Budget vs. Actual  
July 2015 through February 2016**

	Jul '15 - Feb 16	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Breast and Cervical Cancer			
402200 - State Contracts	217.38	666.68	-449.30
<b>Total Breast and Cervical Cancer</b>	<b>217.38</b>	<b>666.68</b>	<b>-449.30</b>
Environmental			
401410 - Fees for Service	26,365.00	26,500.00	-135.00
401411 - Fees for Permits	16,983.10	16,300.00	683.10
<b>Total Environmental</b>	<b>43,348.10</b>	<b>42,800.00</b>	<b>548.10</b>
Family Planning			
402810 - State Contracts	2,784.25	2,000.00	784.25
<b>Total Family Planning</b>	<b>2,784.25</b>	<b>2,000.00</b>	<b>784.25</b>
Immunization			
401240 - Medicare	3,147.03	4,000.00	-852.97
401241 - Medicaid	2,616.15	3,333.32	-717.17
401260 - Private	8,325.78	666.68	7,659.10
401270 - State Contracts	3,786.24	5,606.00	-1,819.76
<b>Total Immunization</b>	<b>17,875.20</b>	<b>13,606.00</b>	<b>4,269.20</b>
Office Management and Admin			
401040 - Interest Income	67.22	50.00	17.22
401070 - Rebates	130.94	266.93	-135.99
401100 - Donations	192.00	33.32	158.68
<b>Total Office Management and Admin</b>	<b>390.16</b>	<b>350.25</b>	<b>39.91</b>
Threat Preparedness			
401450 - State Contracts	18,680.96	26,693.32	-8,012.36
<b>Total Threat Preparedness</b>	<b>18,680.96</b>	<b>26,693.32</b>	<b>-8,012.36</b>
401000 - State Aid	123,490.08	119,830.00	3,660.08
401010 - County Commission	26,250.00	26,250.00	0.00
<b>Total Income</b>	<b>233,036.13</b>	<b>232,196.25</b>	<b>839.88</b>
<b>Gross Profit</b>	<b>233,036.13</b>	<b>232,196.25</b>	<b>839.88</b>
<b>Expense</b>			
503000 - Clinical Services Expenses			
Adult Services			
503060 - Auto Allowances	248.22		
503070 - Medical Supplies	0.00	230.00	-230.00
503080 - Office Expense	72.80	250.00	-177.20
503090 - Travel and Education	0.00	150.00	-150.00
<b>Total Adult Services</b>	<b>321.02</b>	<b>630.00</b>	<b>-308.98</b>
Breast and Cervical Cancer-Ex	225.00		
Family Planning	225.00		
General Health			
504420 - Auto Allowances	63.60		
504430 - Medical Supplies	0.00		
<b>Total General Health</b>	<b>63.60</b>		
Immunization (Travel)			
504700 - Auto Allowance	21.74		
504730 - Travel and Education	0.00	100.00	-100.00
<b>Total Immunization (Travel)</b>	<b>21.74</b>	<b>100.00</b>	<b>-78.26</b>
<b>Total 503000 - Clinical Services Expenses</b>	<b>856.36</b>	<b>730.00</b>	<b>126.36</b>
502401 - Environmental Health Costs			
502450 - Auto Allowances	2,763.36	2,333.32	430.04
502470 - Office Expense	321.91	150.00	171.91
502480 - Travel and Education	1,725.22		
502510 - Miscellaneous Expense	2,174.51	1,500.00	674.51
<b>Total 502401 - Environmental Health Costs</b>	<b>6,985.00</b>	<b>3,983.32</b>	<b>3,001.68</b>
Immunization-Expense			
501995 - Vaccine Supplies	6,421.25	6,000.00	421.25

**Morgan County Health Department  
Profit & Loss Budget vs. Actual  
July 2015 through February 2016**

	Jul '15 - Feb 16	Budget	\$ Over Budget
<b>Total Immunization-Expense</b>	<b>6,421.25</b>	<b>6,000.00</b>	<b>421.25</b>
<b>Insurance</b>			
501610 · Equipment Insurance	228.00	252.00	-24.00
501620 · Malpractice Insurance	5,394.00	7,500.00	-2,106.00
<b>Total Insurance</b>	<b>5,622.00</b>	<b>7,752.00</b>	<b>-2,130.00</b>
<b>Office Management &amp; Admin</b>			
501050 · FICA	10,269.14	11,432.16	-1,163.02
501060 · Retirement/Pension Plans	15,538.05	20,174.40	-4,636.35
501080 · Worker's Compensation	5,132.00	4,092.00	1,040.00
501090 · Health/Disability Insurance			
501091 · RHBT (2)	6,357.00	7,872.00	-1,515.00
501090 · Health/Disability Insurance - Other	13,692.00	13,421.84	270.16
<b>Total 501090 · Health/Disability Insurance</b>	<b>20,049.00</b>	<b>21,293.84</b>	<b>-1,244.84</b>
501100 · Life Insurance	86.00	86.68	-0.68
501110 · Other Employee Benefits	1,575.00	150.00	1,425.00
501150 · Auto Allowance	27.60		
501160 · Office Expense	1,488.07	2,003.60	-515.53
501170 · Printing	0.00	50.00	-50.00
501190 · Telecommunications	2,290.46	3,333.32	-1,042.86
501200 · Postage	462.97	800.00	-337.03
501230 · Dues and Subscriptions	4,542.48	1,600.00	2,942.48
501240 · Accounting and Auditing	3,564.00	4,000.00	-436.00
501360 · Software Maintenance	805.45	700.00	105.45
501370 · Other Supplies	40.00		
<b>Total Office Management &amp; Admin</b>	<b>65,870.22</b>	<b>69,716.00</b>	<b>-3,845.78</b>
<b>Pooled Expenses (Salaries)</b>			
507132 · OPEB Expense	1,864.66	2,533.32	-668.66
<b>Pooled Accounts</b>			
507025 · Salaries - Threat Preparedness	750.00		
507000 · Salaries-Nurses	28,180.00	31,400.00	-3,220.00
507010 · Salaries-Clinician (Non-Nurse)	15,888.09	9,080.00	6,808.09
507020 · Salaries-Administration	40,874.32	51,760.00	-10,885.68
507030 · Salaries-Environmental	48,006.28	54,666.68	-6,660.40
507041 · Salaries-Other			
502525 · Salaries-Other	0.00	0.00	0.00
<b>Total 507041 · Salaries-Other</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
507050 · Contracted Personnel	150.00		
<b>Total Pooled Accounts</b>	<b>133,648.69</b>	<b>146,906.68</b>	<b>-13,257.99</b>
<b>Total Pooled Expenses (Salaries)</b>	<b>135,513.35</b>	<b>149,440.00</b>	<b>-13,926.65</b>
<b>Threat Preparedness Expense</b>			
502521 · Salaries-Clinician (Non-Nurse)	1,308.24		
502540 · Auto Allowances	165.85	560.00	-394.15
502550 · Supplies	78.71	1,333.32	-1,254.61
502560 · Office Expense			
Security Monitoring	55.00		
WV Office of Technology	99.55		
Fibernet / LUMOS	283.31		
Comcast	704.14		
Cell Phone	180.00		
502560 · Office Expense - Other	84.56	160.00	-75.44
<b>Total 502560 · Office Expense</b>	<b>1,406.56</b>	<b>160.00</b>	<b>1,246.56</b>
<b>Total Threat Preparedness Expense</b>	<b>2,959.36</b>	<b>2,053.32</b>	<b>906.04</b>
6560 · Payroll Expenses	290.72	300.00	-9.28
<b>Total Expense</b>	<b>224,518.26</b>	<b>239,974.64</b>	<b>-15,456.38</b>
<b>Net Ordinary Income</b>	<b>8,517.87</b>	<b>-7,778.39</b>	<b>16,296.26</b>
<b>Net Income</b>	<b>8,517.87</b>	<b>-7,778.39</b>	<b>16,296.26</b>