

*HAMPSHIRE COUNTY BOARD OF HEALTH MEETING*

*July 21, 2016*

*Call to Order:* Kelli Eglinger called the meeting to order at 6:08pm.

*Board Members Present:* Judy Hott, Kelli Eglinger, Dr. Thomas W. Daugherty, William Lipps.

*Board Members Absent:* Mike Crouse, Steve Slonaker

*Guests Present:* Stephanie Shoemaker, LHA; Derrick Haggerty, Registered Sanitarian; Juanita Yowell, Hampshire County Health Department Office Assistant; Tamitha Wilkins, Hampshire County Health Department Nurse; Melissa Walker, Hampshire County Health Department Office Assistant, Kris Kimble, Regional Tobacco Prevention Coordinator.

*Approval of Minutes:* William Lipps called attention to the Billing and Collections Procedure stating that the minutes did not state the changes. Stephanie Shoemaker acknowledged that it should have read the change of "with board approval." Judy Hott made a motion to approve the January 21, 2016 Regular Board Meeting minutes with the addition of "with board approval" to the Billing and Collections Procedure section. William Lipps seconded the motion; the motion passed in favor of approval.

*Reports:*

*County Commission Report:* No report.

*Administrative Report:* Stephanie Shoemaker reported on the state budget, HPV grant, Threat Preparedness events, Statewide Consolidation Feasibility Study, and miscellaneous topics (see attached report).

*Regional Tobacco Prevention Report:* Kris Kimble introduced herself as our new Regional Tobacco Prevention Coordinator. The state reduced the number of coordinators from ten to six. She currently has ten counties. She will be working with Hampshire county schools on tobacco prevention and cessation this coming school year. She has already met with Pathways, WIC, Hampshire Wellness and Fitness Center, WV School for the Deaf and Blind, DHHR, HMMH, DOH, Department of Aging.

*Environmental Report:* Derrick Haggerty reported that septic permits are down compared to last year; however letters of approval are equal. The well permits are down. He completed over 400 food service inspections in the fiscal year. Dept. of Agriculture has released the new herd sharing rules. A new fermented meat business is being established in the county and will require septic design.

*Clinical Report:* Tamitha Wilkins reported nursing activities in the fourth quarter of fiscal year 2016. She reported on family planning clinics, late night immunization clinics, school immunization clinics, blood pressure clinics held at local pharmacies, and attendance of the Immunization Summit.

*Financial Report:* Stephanie Shoemaker distributed the Profit and Loss Budget vs. Actual statement and Balance Sheet for the year end FY16. Stephanie reviewed details of the report, and reported the year ended above budget at \$14,295. William Lipps made a motion to approve the year end FY16 financial statements. Judy Hott seconded the motion; the motion passed in favor of approval.

*New Business:*

*Environmental Service Fees:* Stephanie presented two fees that are currently not being collected by the health department, Food Service Re-inspection fee of \$50 and Sewage Re-inspection fee of \$25. They are approved fees that were approved by the board for FY15. The fees would be collected to recoup mileage and salary expense for re-inspection. Judy Hott made a motion to approve the re-inspection fees. William Lipps seconded the motion; the motion passed in favor of approval.

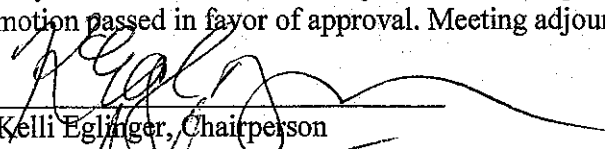
*Additional Authorized Signature:* Stephanie requested an additional authorized signature on health department accounts. Currently the Board Chair and County Commissioner are authorized signatures. Due to schedule conflicts, a third signature would be beneficial. Judy Hott has accepted the responsibility with board agreement. William Lipps made a motion to approve Judy Hott to be added as an authorized signature on the health department accounts. Judy Hott seconded the motion; the motion passed in favor of approval.

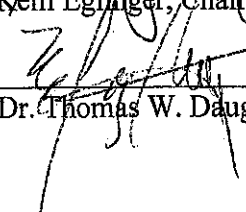
*2017 Strategic Plan:* Stephanie reminded the board that the current strategic plan expires at the end of 2016. The previous strategic plan had been contracted out to a company at the cost of nearly \$5,000.00. Dr. Daugherty and Stephanie would prefer to go through simple review and update of the current plan with board, and not incur any costs. This strategic planning process would not occur until after the Community Health Needs Assessment from Valley Health was complete since the health department goals will be strongly tied to its results. Upon release of the Community Health Needs Assessment results, Stephanie will schedule a strategic planning meeting.

*Excess furniture and materials:* The health department storage building has excess furniture and materials that are of no use to the BOH. Stephanie requests permission from the board to dispose of the furniture and materials. Judy Hott made a motion to delegate the authority of disposing of old items in storage Stephanie Shoemaker. William Lipps seconded the motion; the motion passed in favor of approval.

*Adjournment*

Judy Hott made a motion to adjourn the meeting, William Lipps seconded the motion. The motion passed in favor of approval. Meeting adjourned at 7:35pm.

  
Kelli Eglinger, Chairperson

  
Dr. Thomas W. Daugherty, Health Officer