

# **Morgan County Health Department**

187 South Green Street  
Berkeley Springs, West Virginia 25411

## **AGENDA**

### **Board of Health**

October 19, 2015

4:30pm

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

- **Approval of Agenda –Angela Gray**

#### **Review/Acceptance of Minutes: September 2015**

#### **Public Comment:**

##### ***Current Issues:***

#### **Departmental Reports:**

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

#### **Unfinished Business**

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

#### **New Business:**

#### **Adjourn**

## *Morgan County Board of Health*

### **Meeting Minutes from Monday – September 21, 2015**

Morgan County Health Department Conference Room

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

*Members - present:* Jane McCloud, Dave Hansen

*Members - absent:* Barb Wolfe, Sandy Bienen

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

*Administrator - present:* Bill Kearns

*Staff present:* Johnny Lazzarine, Patty Caldwell, Cathy DeLawder

**4:34 p.m. - CALL TO ORDER/Opening Comments:** Angie Gray, Chair

#### **Approval of Agenda - Bill Kearns**

Motion to approve Agenda made by Dave Hansen. Seconded by Jane McCloud. All in favor. Motion carries.

#### **Review/Acceptance of Minutes: August 2015**

Motion to approve Minutes from August 17, 2015 made by Dave Hansen. Seconded by Jane McCloud. All in favor. Motion carries.

**Public Comment:** None

#### **Department Reports:**

- **Environmental Report** – Johnny Lazzarine, Sanitarian (copy of report attached)
  - ✓ Apple Butter Festival upcoming in October. Permits being issued
  - ✓ Sanitarian in Training hired and will begin full-time employment
- **Threat Preparedness Report** – Bill Kearns (copy of report attached)
  - ✓ Ashley Petolino submitted letter of resignation to accept full-time employment elsewhere.
  - ✓ Mass immunization drill to be held at Martinsburg Mall. Mandatory staff participation required. Several organizations will be involved. Flu immunizations will be given free of charge to those 18 years of age and older. If under 18, parental consent.
- **Nurses Report** – Patty Caldwell, RN (copy of report attached)
  - ✓ Flu clinics starting during latter part of September and into October. Jackie will be assisting with FP and BCCSP Clinics on September 30. Also, will be assisting with flu clinics held at health department.
- **Administration/Financial** – Bill Kearns, Administrator (copy of report attached)
  - ✓ Two (2) income items will be TP Grant and Immunization Grant. TP signed contract received. Retroactive billing can be completed for July and August.
  - ✓ The employer's contribution for employee's retirement is currently 13.5% and will rise to 14.5%.
  - ✓ New employee to fill Sanitarian position will begin training on September 28 in Charleston. This will also be first day of employment.
  - ✓ Health Space data base was discussed.

- ✓ Future location of MCHD, The Pines, was toured by Bill. It is hoped the health department move will be in approximately one (1) year. Renovations have begun at The Pines location.

Motion to approve Departmental Reports made by Jane McCloud. Seconded by Dave Hansen. All in favor. Motion carries.

Employees, Johnny Lazzarine, Sanitarian, and Patty Caldwell, RN were excused at this time.

**Unfinished Business:**

- FY 2014 Audit will be conducted by Lisa Thornburg, CPA office on September 30 and October 1. Bill may be available ½ day on October 1 to answer questions.
- October 5<sup>th</sup> - *Community Engagement Team* (State Public Health Assessment Impact Team) with Dr. Gupta to meet in Charleston for discussion of plans for health field reconfiguration and reorganization.
- Follow-up on previously discussed tentative visit with state legislators. Currently being organized is a *Joint-County (Berkeley & Morgan) Lunch & Learn*. This is being organized with invitations to be sent by Lobbyist, Bill Susman. This is being planned for the end of November or first part of December 2015. Event will be held in Berkeley County.
- *2015 WV State Auditor's Training Seminar for County and Municipal Boards* is scheduled for October 29. Registration must be received by October 22. Registration form will be emailed to Board members.
- County regionalization (Berkeley and Morgan County Health Departments) remains in 'discussion stage'.

**New Business:**

**Adjourn:** 5:00 - Motion to adjourn made by Jane McCloud. Seconded by Dave Hansen.

*The next Morgan County Board of Health meeting scheduled for November 16, 2015 at 4:30 p.m. in the conference room of the Morgan County Health Department.*

BK/cd

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Kevin T. McLaughlin, DO  
Morgan County Health Officer

(or)

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Angela Gray, RN  
Morgan County Board of Health, Chairman

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Date

# **Environmental Report**

**Johnny Lazzarine**

**September 2015**

<b><u>Inspections</u></b>	<b><u>Monthly</u></b>	<b><u>Yearly</u></b>
Food Establishments	13	31
Perc Evaluations	9	18
Final Septic Installation	2	15
Water Samples	1	9
Child Care Centers	4	5
Motels	1	2
Wells	1	1

<b><u>Investigations</u></b>		
Animal Bites	6	12
Nuisance Complaints	2	3

<b><u>Permits Issued</u></b>		
Food	3	13
Septic	9	20
Well	9	18

## **Other Business**

Flu Drive (Berkeley County)

Source Water Planning Conference

**Morgan County Health Department  
Nurses report for the month of September 2015**

**2015 BOH for October Meeting  
Patricia Caldwell R.N.**

<u>Sexually Transmitted Diseases</u>	<u>Monthly</u>	<u>Year to date</u>
Male Clients	6	25
Female Clients	2	22
Positive STD	3	5
 <b><u>Women's Health Clinics</u></b>		
Clinics	1	5
Family planning clients attending clinics	17	62
Family planning patients seen in between clinics	12	90
Breast and Cervical patients attending clinics	2	15
BCCP patients seen in between clinics	1	10
Pregnancy tests	5	35
Positive pregnancy test	2	14
 <b><u>Immunization program</u></b>		
Clinics held	2	5
Flu Shots	11	20
Total immunizations	38	543
Total Patients	36	326
 <b><u>Tuberculosis Program</u></b>		
Screening Forms	9	65
TB skin tests	9	120
Skin tests read	9	118
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.	23	102
 <b><u>Epidemiology</u></b>		
Disease case investigations (working on)	4	40
Cases (closed)	4	39

**Patients served with face to face contact: total patients for August with face to face contact is 180 total for year is 1092.**

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Accrual Basis

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

	Jul - Sep 15	Budget
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
<b>Breast and Cervical Cancer</b>		
402200 · State Contracts	0.00	250.03
<b>Total Breast and Cervical Cancer</b>	0.00	250.03
<b>Environmental</b>		
401410 · Fees for Service	10,800.00	8,250.00
401411 · Fees for Permits	6,882.10	6,800.00
<b>Total Environmental</b>	17,682.10	15,050.00
<b>Family Planning</b>		
402610 · State Contracts	785.75	750.00
<b>Total Family Planning</b>	785.75	750.00
<b>Immunization</b>		
401240 · Medicare	0.00	0.00
401241 · Medicaid	984.00	1,249.97
401260 · Private	1,909.80	250.03
401270 · State Contracts	1,128.32	2,102.25
<b>Total Immunization</b>	4,022.12	3,602.25
<b>Office Management and Admin</b>		
401040 · Interest Income	13.92	18.75
401070 · Rebates	130.94	100.08
401100 · Donations	127.00	12.47
<b>Total Office Management and Admin</b>	271.86	131.30
<b>Threat Preparedness</b>		
401450 · State Contracts	7,141.29	10,009.97
<b>Total Threat Preparedness</b>	7,141.29	10,009.97
401000 · State Aid	40,666.40	35,244.12
401010 · County Commission	8,750.00	8,750.00
<b>Total Income</b>	79,319.52	73,787.67
<b>Gross Profit</b>	79,319.52	73,787.67
<b>Expense</b>		
<b>503000 · Clinical Services Expenses</b>		
<b>Adult Services</b>		
503060 · Auto Allowances	68.43	
503070 · Medical Supplies	0.00	230.00
503080 · Office Expense	36.40	250.00
503090 · Travel and Education	0.00	150.00
<b>Total Adult Services</b>	104.83	630.00
<b>General Health</b>		
504430 · Medical Supplies	0.00	
<b>Total General Health</b>	0.00	
<b>Immunization (Travel)</b>		
504730 · Travel and Education	0.00	100.00
<b>Total Immunization (Travel)</b>	0.00	100.00
<b>Total 503000 · Clinical Services Expenses</b>	104.83	730.00
<b>502401 · Environmental Health Costs</b>		
502450 · Auto Allowances	801.12	874.97
502470 · Office Expense	0.00	150.00
502480 · Travel and Education	437.99	

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Accrual Basis

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

	Jul - Sep 15	Budget
502510 · Miscellaneous Expense	880.00	1,500.00
<b>Total 502401 · Environmental Health Costs</b>	<b>2,119.11</b>	<b>2,524.97</b>
<b>Immunization-Expense</b>		
501995 · Vaccine Supplies	5,277.05	6,000.00
<b>Total Immunization-Expense</b>	<b>5,277.05</b>	<b>6,000.00</b>
<b>Insurance</b>		
501610 · Equipment Insurance	76.00	252.00
501620 · Malpractice Insurance	1,798.00	7,500.00
<b>Total Insurance</b>	<b>1,874.00</b>	<b>7,752.00</b>
<b>Office Management &amp; Admin</b>		
501050 · FICA	3,489.29	4,287.06
501060 · Retirement/Pension Plans	5,397.79	7,565.40
501080 · Worker's Compensation	5,132.00	4,092.00
501090 · Health/Disability Insurance		
501091 · RHBT (2)	2,445.00	2,952.00
501090 · Health/Disability Insurance - Other	4,758.00	5,033.19
<b>Total 501090 · Health/Disability Insurance</b>	<b>7,203.00</b>	<b>7,985.19</b>
501100 · Life Insurance	30.00	32.53
501110 · Other Employee Benefits	0.00	56.25
501150 · Auto Allowance	27.60	
501160 · Office Expense	753.04	751.35
501170 · Printing	0.00	50.00
501190 · Telecommunications	1,040.54	1,249.97
501200 · Postage	35.60	300.00
501230 · Dues and Subscriptions	601.50	600.00
501240 · Accounting and Auditing	0.00	4,000.00
501360 · Software Maintenance	0.00	700.00
<b>Total Office Management &amp; Admin</b>	<b>23,710.36</b>	<b>31,669.75</b>
<b>Pooled Expenses (Salaries)</b>		
507132 · OPEB Expense	-798.00	949.97
<b>Pooled Accounts</b>		
507025 · Salaries - Threat Preparedness	750.00	
507000 · Salaries-Nurses	10,230.00	11,775.00
507010 · Salaries-Clinician (Non-Nurse)	4,309.68	3,405.00
507020 · Salaries-Administration	17,182.57	19,410.00
507030 · Salaries-Environmental	13,353.00	20,500.03
507050 · Contracted Personnel	150.00	
<b>Total Pooled Accounts</b>	<b>45,975.25</b>	<b>55,090.03</b>
<b>Total Pooled Expenses (Salaries)</b>	<b>45,177.25</b>	<b>56,040.00</b>
<b>Threat Preparedness Expense</b>		
502540 · Auto Allowances	126.73	560.00
502550 · Supplies	73.71	499.97
502560 · Office Expense		
Security Monitoring	55.00	
Fibernet / LUMOS	283.31	
Comcast	163.89	
Cell Phone	60.00	
502560 · Office Expense - Other	31.71	60.00
<b>Total 502560 · Office Expense</b>	<b>593.91</b>	
<b>Total Threat Preparedness Expense</b>	<b>794.35</b>	

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Accrual Basis

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

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	<b>Jul - Sep 15</b>	<b>Budget</b>
<b>6560 - Payroll Expenses</b>	108.11	112.50
<b>Total Expense</b>	79,165.06	105,949.19
<b>Net Ordinary Income</b>	154.46	-32,161.52
<b>Net Income</b>	<u>154.46</u>	<u>-32,161.52</u>



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

	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
<b>Breast and Cervical Cancer</b>		
402200 · State Contracts	-250.03	0.0%
<b>Total Breast and Cervical Cancer</b>	-250.03	0.0%
<b>Environmental</b>		
401410 · Fees for Service	2,550.00	130.9%
401411 · Fees for Permits	82.10	101.2%
<b>Total Environmental</b>	2,632.10	117.5%
<b>Family Planning</b>		
402610 · State Contracts	35.75	104.8%
<b>Total Family Planning</b>	35.75	104.8%
<b>Immunization</b>		
401240 · Medicare	0.00	0.0%
401241 · Medicaid	-265.97	78.7%
401260 · Private	1,659.77	763.8%
401270 · State Contracts	-973.93	53.7%
<b>Total Immunization</b>	419.87	111.7%
<b>Office Management and Admin</b>		
401040 · Interest Income	-4.83	74.2%
401070 · Rebates	30.86	130.8%
401100 · Donations	114.53	1,018.4%
<b>Total Office Management and Admin</b>	140.56	207.1%
<b>Threat Preparedness</b>		
401450 · State Contracts	-2,868.68	71.3%
<b>Total Threat Preparedness</b>	-2,868.68	71.3%
401000 · State Aid	5,422.28	115.4%
401010 · County Commission	0.00	100.0%
<b>Total Income</b>	5,531.85	107.5%
<b>Gross Profit</b>	5,531.85	107.5%
<b>Expense</b>		
<b>503000 · Clinical Services Expenses</b>		
<b>Adult Services</b>		
503060 · Auto Allowances		
503070 · Medical Supplies	-230.00	0.0%
503080 · Office Expense	-213.60	14.6%
503090 · Travel and Education	-150.00	0.0%
<b>Total Adult Services</b>	-525.17	16.6%
<b>General Health</b>		
504430 · Medical Supplies		
<b>Total General Health</b>		
<b>Immunization (Travel)</b>		
504730 · Travel and Education	-100.00	0.0%
<b>Total Immunization (Travel)</b>	-100.00	0.0%
<b>Total 503000 · Clinical Services Expenses</b>	-625.17	14.4%
<b>502401 · Environmental Health Costs</b>		
502450 · Auto Allowances	-73.85	91.6%
502470 · Office Expense	-150.00	0.0%
502480 · Travel and Education		

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

	\$ Over Budget	% of Budget
502510 · Miscellaneous Expense	-620.00	58.7%
<b>Total 502401 · Environmental Health Costs</b>	<b>-405.86</b>	<b>83.9%</b>
<b>Immunization-Expense</b>		
501995 · Vaccine Supplies	-722.95	88.0%
<b>Total Immunization-Expense</b>	<b>-722.95</b>	<b>88.0%</b>
<b>Insurance</b>		
501610 · Equipment Insurance	-176.00	30.2%
501620 · Malpractice Insurance	-5,702.00	24.0%
<b>Total Insurance</b>	<b>-5,878.00</b>	<b>24.2%</b>
<b>Office Management &amp; Admin</b>		
501050 · FICA	-797.77	81.4%
501060 · Retirement/Pension Plans	-2,167.61	71.3%
501080 · Worker's Compensation	1,040.00	125.4%
501090 · Health/Disability Insurance		
501091 · RHBT (2)	-507.00	82.8%
501090 · Health/Disability Insurance - Other	-275.19	94.5%
<b>Total 501090 · Health/Disability Insurance</b>	<b>-782.19</b>	<b>90.2%</b>
501100 · Life Insurance	-2.53	92.2%
501110 · Other Employee Benefits	-56.25	0.0%
501150 · Auto Allowance		
501160 · Office Expense	1.69	100.2%
501170 · Printing	-50.00	0.0%
501190 · Telecommunications	-209.43	83.2%
501200 · Postage	-264.40	11.9%
501230 · Dues and Subscriptions	1.50	100.3%
501240 · Accounting and Auditing	-4,000.00	0.0%
501360 · Software Maintenance	-700.00	0.0%
<b>Total Office Management &amp; Admin</b>	<b>-7,959.39</b>	<b>74.9%</b>
<b>Pooled Expenses (Salaries)</b>		
507132 · OPEB Expense	-1,747.97	-84.0%
<b>Pooled Accounts</b>		
507025 · Salaries - Threat Preparedness		
507000 · Salaries-Nurses	-1,545.00	86.9%
507010 · Salaries-Clinician (Non-Nurse)	904.68	126.6%
507020 · Salaries-Administration	-2,227.43	88.5%
507030 · Salaries-Environmental	-7,147.03	65.1%
507050 · Contracted Personnel		
<b>Total Pooled Accounts</b>	<b>-9,114.78</b>	<b>83.5%</b>
<b>Total Pooled Expenses (Salaries)</b>	<b>-10,862.75</b>	<b>80.6%</b>
<b>Threat Preparedness Expense</b>		
502540 · Auto Allowances	-433.27	22.6%
502550 · Supplies	-426.26	14.7%
502560 · Office Expense		
Security Monitoring		
Fibernet / LUMOS		
Comcast		
Cell Phone		
502560 · Office Expense - Other	-28.29	52.9%
<b>Total 502560 · Office Expense</b>	<b>533.91</b>	<b>989.9%</b>
<b>Total Threat Preparedness Expense</b>	<b>-325.62</b>	<b>70.9%</b>

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10/13/15  
Accrual Basis

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

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	\$ Over Budget	% of Budget
6560 - Payroll Expenses	-4.39	96.1%
Total Expense	-26,784.13	74.7%
Net Ordinary Income	32,315.98	-0.5%
Net Income	<u>32,315.98</u>	<u>-0.5%</u>