

*HAMPSHIRE COUNTY BOARD OF HEALTH MEETING
May 17, 2017*

Call to Order: Mike Crouse called the meeting to order at 6:00 pm.

Board Members Present: Mike Crouse, Kelli Eglinger, Dr. Thomas W. Daugherty, William Lipps, Peggy McMaster

Board Members Absent: Judy Hott

Guests Present: Stephanie Shoemaker, LHA; Tamitha Wilkins, Hampshire County Health Department Nurse; Brian Eglinger, County Commission, Melissa Walker, Hampshire County Health Department

Oath of Office: Brian Eglinger swore in Dr. Thomas W. Daugherty as Hampshire County Health Officer.

Approval of Minutes: Peggy McMaster made motion to approve the January 18, 2017 Board of Health meeting minutes. Kelli Eglinger seconded the motion; the motion passed in favor of approval.

Reports:

Administrative Report: Stephanie Shoemaker reported that the All Hazards Plan has been updated for the entire region. The information in the All Hazards Plan remains the same, except for some areas where more detail was needed. Final comments are being made on the plan before the final version is released to the health departments. Stephanie reviewed the details of the annual Regional Threat Preparedness drill, Shaky Ground. Derrick Haggerty, Tamitha Wilkins, and Stephanie Shoemaker attended Disaster Epidemiology training in Morgantown, WV. The topics covered included Responder Health and Safety, Assessment of Chemical Exposure, Community Assessment of Public Health Emergency Response.

Stephanie reported that legislative session has ended with no major legislation effecting local health departments. Special session has been called to address the budget, so there is no report on FY18 state aid. Stephanie also reported that a WVU nursing student will be volunteering and shadowing the clinical team during the summer. Stephanie reported that the health department has been contacted about renting office space. The Department of Juvenile Services is interested in an office with state network access for an investigator. Stephanie discussed this request with the board chair and health officer, and determined the monthly rent of \$250.00. Stephanie has received the lease agreement and has requested some additional language for the lease. The board has requested this issue be placed on the agenda for the next meeting to finalize lease and rental agreement.

Stephanie updated the board on HPV grant activities, including school immunization clinics, provider education, HPV billboard, public documentary viewing. Stephanie reported that all staff performance appraisals have been completed. The Board of Health meeting schedule will continue with the third Wednesday of July, October, January and May. Stephanie reported there has been two positive rabies cases in the quarter.

Financial Report: Stephanie Shoemaker distributed the Profit and Loss Budget, Regular Profit and Loss, and Balance sheets. Stephanie reviewed details of the report for performance from January through March 2017, with the third quarter ending at -\$24,170.00. In reviewing the Profit and Loss for the fiscal year to date, the health department ended the third quarter at -\$1,931.00, and was budgeted to be at -\$29,882.00. Stephanie reported that she anticipates ending fiscal year 2017 in the black. Bill Lipps made a motion to accept the Q3 financial reports, Kelli Eglinger seconded the motion. The motion passed in favor of approval.

Old Business:

Nurse Practitioner Contract: Dr. Charles Bess has agreed to serve as a back-up practitioner for our Family Planning clinics. He will either send one of his Nurse Practitioners or come himself when needed at the rate of \$100.00/hour, including the cost of travel. Travel included was questioned, as the language was confusing. The board requested the contract state the rate of \$100.00/ hour for time spent in clinic. Kelli Eglinger made a motion to approve the back-up practitioner contract with Dr. Charles Bess with the corrected language. Bill Lipps seconded the motion; and the motion passed in favor of approval.

Strategic Plan: Stephanie presented the board with a draft of the Strategic Plan for 2017-2020. The board agreed that the Strategic Plan should be reviewed bi-annually for progress and updates at the January and July meetings. Stephanie reported that she will incorporate the Strategic Plan goals and objectives in the quarterly staff meetings to ensure compliance. Peggy McMaster made a motion to approve the 2017-2020 Hampshire County Health Department Strategic Plan. Kelli Eglinger seconded the motion; and the motion passed in favor of approval.

Sharing Resources: Stephanie updated the board on resource sharing opportunities with Mineral county. Sharing Sanitarian and Bookkeeping services with Mineral county is not a possibility at the time.

New Business:

FY18 Organizational Chart: Stephanie presented the updated organization chart for approval. Kelli Eglinger made a motion to approve the organizational chart for FY18. Peggy McMaster seconded the motion; and the motion passed in favor of approval.

FY18 Budget: Stephanie presented the FY18 proposed budget to the board. Stephanie reviewed assumed revenues and expense changes. Peggy McMaster made a motion to approve the FY18 Budget. Bill Lipps seconded the motion; and the motion passed in favor of approval.

FY18 Program Plan: Stephanie presented the FY18 Program Plan for approval, including the new sliding scale, environmental and clinical fees. Bill Lipps made a motion to approve the FY18 Program Plan. Peggy McMaster seconded the motion; and the motion passed in favor of approval.

Hampshire High School Drug Screening Program: The Hampshire County Board of Education was considering eliminating their random drug screening for students at the high

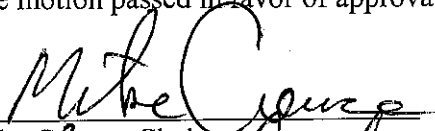
school due to budget constraints. Dr. Daugherty met with the Board of Education to discourage this cut and offer assistance to keep this program active. After reviewing the program needs and cost analysis, Stephanie presented a proposal to the superintendent that would have health department nurses assisting with drug screens and all screening materials would be charged at cost. The superintendent is to take our proposal to the Board of Education.

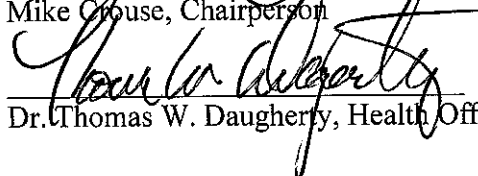
Harm Reduction Program: Stephanie reviewed harm reduction principles, Hampshire County substance abuse statistics, and state and local substance abuse efforts with the board. She also discussed the Naloxone Administration training and distribution program occurring at the health department, and the need for a Syringe Service Program in the county. Stephanie reviewed staff and security concerns with a Syringe Service Program. The board agreed to support a harm reduction program, including Syringe Services. Stephanie will provide an implementation plan at the next meeting.

Executive Session: Peggy McMaster made a motion to enter into Executive Session at 8:12pm to discuss a merit increase pay scale. Bill Lipps seconded the motion; the motion passed in favor of approval. The board came out of Executive Session at 8:28pm. No decisions were made in executive session. Peggy McMaster made a motion to approve the merit increase pay scale presented during Executive Session. Bill Lipps seconded the motion, and the motion passed in favor of approval.

Adjournment

Peggy McMaster made a motion to adjourn the meeting, Kelli Eglinger seconded the motion. The motion passed in favor of approval. Meeting adjourned at 8:30 pm.


Mike Crouse, Chairperson


Dr. Thomas W. Daugherty, Health Officer