

*HAMPSHIRE COUNTY BOARD OF HEALTH MEETING  
July 17, 2019*

*Call to Order:* Kelli Eglinger called the meeting to order at 6:07 pm.

*Board Members Present:* Dr. Thomas W. Daugherty, Peggy McMaster, Kelli Eglinger, and Mary Sas

*Board Members Absent:* Nancy Davis, Allen Hott

*Guests Present:* Derrick Haggerty, Hampshire County Health Department, Tamitha Wilkins, Hampshire County Health Department, Melissa Walker, Hampshire County Health Department, and Robert Hott, Hampshire County Commission

*Oath of Office:* Robert Hott, County Commissioner, swore in new Board of Health member, Mary Sas.

*Election of Officers:* Due to low attendance of the board, the election of officers will be tabled until the next meeting.

*Approval of Minutes:* Peggy McMaster made a motion to approve the May 15, 2019 Board of Health meeting minutes. Mary Sas seconded the motion; the motion passed in favor of approval.

*Reports:*

*Administrative Report:* Stephanie Shoemaker reported on threat preparedness activities, including water contamination tabletop drill, WVREDI drill, MRC meeting, training and recruitment. She also reported on participation at the Hampshire County Health Fair in April. The Hampshire County Community Foundation awarded \$1,000 grant for vaping education and poster competition project. Stephanie reported on quarterly harm reduction statistics and naloxone distribution activities. She also reported on a Hepatitis C initiative starting in West Virginia. Anticipated legislative topics for next session include vaccinations, food freedom, harm reduction, and tobacco sales. She also reported that the fencing project and painting of the clinical department has been completed. Stephanie reported that the full-time office assistant position has been offered and accepted by our part-time office assistant. Stephanie queried the board on their interest in participating in a board boot camp administered by Center for Rural Health Development.

*Environmental Report:* Derrick Haggerty reported on decreased well and septic permit numbers compared to previous years. He also reported on food service inspections, other health inspection sites, well water sampling, animal encounters, and complaints.

*Clinical Report:* Tamitha Wilkins reviewed FY19 program encounters. She also reported on quarterly nursing activities including late night immunization clinics, offsite immunization clinics, trainings, Bonnie's Bus, and reportable diseases.

*Community Reports:* Peggy McMaster attended the council meetings in Capon Bridge and Visitor's Bureau but has no relevant information to share.

*Financial Report:* Stephanie Shoemaker reviewed the Profit and Loss statement for the fourth quarter. The quarter ended with a surplus of \$60,232.25. Stephanie also reviewed the year end Profit and Loss vs. Actual. She also distributed the Balance Sheet. Discussion was held on money in CDs. Peggy McMaster made a motion to approve the FY 2019 Q4 and year-end Financial Statements. Mary Sas seconded the motion; the motion passed in favor of approval.

*New Business:*

*Composting Toilet Regulation:* Derrick distributed and reviewed the county regulation on composting toilets. Derrick requested nullifying the county regulation and defaulting to the state regulation that allows composting toilets. Mary Sas made a motion to nullify the county regulation regarding composting toilets and follow state regulations. Peggy McMaster seconded the motion; the motion passed in favor of approval.

*Check Signatories:* Stephanie requested the board approve that the Board of Health chair be an authorized signatory upon being elected. Once an individual is no longer chair, their signatory authorization will expire unless the board states otherwise. Peggy McMaster made a motion that the board chair be an authorized check signatory for as long as the person is chair. Mary Sas seconded the motion; the motion passed in favor of approval.

*Reappointment of Health Officer:* Peggy McMaster made a motion to reappoint Dr. Thomas W. Daugherty as the Hampshire County Health Officer. Mary Sas seconded the motion; the motion passed in favor of approval.

*DST Environmental, LLC:* Stephanie reviewed a contract for Sanitarian services with DST Environmental, LLC. Peggy McMaster made a motion to approve the contract with DST Environmental, LLC. Mary Sas seconded the motion; the motion passed in favor of approval.

*First Responder Month:* Stephanie requested the board approve to waive fees for first responder vaccines during the month of September. Discussion was held on what vaccines qualified for the waiver. Mary Sas made the motion to waive the fees for first responder vaccines during the month of September. Peggy McMaster seconded the motion; the motion passed in favor of approval.

*Electronic Environmental Health Records:* Stephanie discussed a potential project to computerize the well and septic records. This would allow the public records to be accessible online. Rough estimates put the project cost at \$8,000-\$10,000. The board requested to see a formal proposal at the next meeting. Discussion was held on electronic medical records for the health department.


*Executive Session*

Peggy McMaster made a motion to go into executive session to discuss personnel matters. Mary Sas seconded the motion; the motion passed in favor of approval. Executive session began at 7:50pm.

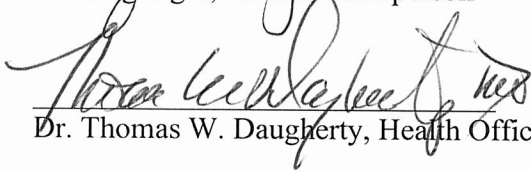
Executive session ended at 7:55pm. No decisions were made in executive session.

Adjournment

Peggy McMaster made a motion to adjourn the meeting. Mary Sas seconded the motion; the motion passed in favor of approval. The meeting adjourned at 7:56pm.



Kelli Eglinger, Interim Chairperson



Dr. Thomas W. Daugherty, Health Officer

