

HAMPSHIRE COUNTY BOARD OF HEALTH MEETING

January 18, 2017

Call to Order: Kelli Eglinger called the meeting to order at 6:02 pm.

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

Board Members Absent:

Guests Present: Stephanie Shoemaker, LHA; Derrick Haggerty, Registered Sanitarian; Tamitha Wilkins, Hampshire County Health Department Nurse; Bob Hott, County Commission

Oath of Office: Bob Hott introduced and swore in Peggy McMaster as a new Hampshire County Board of Health member.

Election of Officers: Judy Hott nominated Mike Crouse as new Chairperson for the term of one year. Mike accepted the position. Bill Lipps seconded the motion. The motion passed in favor of approval. Mike Crouse nominated Judy Hott to be Vice Chairperson. Judy accepted the position. Peggy McMaster seconded the motion. The motion passed in favor of approval.

Approval of Minutes: A correction was noted to the October 20, 2016 minutes. William Lipps was erroneously listed as seconding adjournment. The corrected minutes should state Steve Slonaker seconded adjournment. Mike Crouse made a motion to approve the October 20, 2016 Regular Board Meeting minutes, with the noted correction. Judy Hott seconded the motion; the motion passed in favor of approval.

Reports:

Administrative Report: Stephanie Shoemaker reported on Threat Preparedness and the wrap up of the 2016 exercise, Dark Grid. Key areas identified were communication between staff and leadership. Radio communications is a major problem, being there is no service inside the building. The 2017 Exercise begins in March. The new Continuity of Operations "COOP site" will be at the WVSDB; was previously at Augusta Church of Christ. Green Spring/Springfield area has been on a boil water advisory for several weeks. The health department has been monitoring the issue and working with the director of the Central Hampshire Public Service District on updates. Stephanie also discussed activities being taken by WV Association of Local Health Departments to prepare local health departments for accreditation readiness. Legislation session starts in February with budget being the main issue. A group wants to add religious exemption to immunization regulations. Part-time Office Assistant I, Erin Thompson was hired in December. The WV Immunization Network awarded the health department \$3,500 towards our HPV efforts. This year's grant requirements also require efforts towards improving Flu and Meningitis B vaccinations. The total award for these efforts is \$5,000. Stephanie reported on the grant activities planned for the grant year. Stephanie also reported on the Dining with Diabetes event, and reviewed the performance metrics for Family Planning, BCC program, Immunizations, STD's, Reportable Diseases, and water testing.

Environmental Report: Derrick Haggerty reported that septic and well permits are up compared to last year; however letters of approval are down. He is seeing higher water sampling and animal bite numbers than last year. Animal encounters have nearly doubled this quarter. Derrick reported there was 1 positive case of rabies with head exposure and 5 people were exposed to potential rabid fox, which couldn't be tested due to being shot in the head. Family members did rabies vaccine series. He also mentioned he would like to review the minimum size drain filter for all septic systems at next meeting.

Clinical Report: Tamitha Wilkins reported that her and Missy went to Hampshire High School in November to do flu vaccines; 58 students were vaccinated along with 12 students from the CNA program. There was an Immunization Audit in October; we passed and got a silver certificate score of 100%. The Health Dept. has maintained a silver certificate for the past 3 years. Tamitha and Stephanie went to Hampshire Memorial in October; there was an outbreak in the month of September with 7 residents & 1 employee with GI symptoms and possible Norovirus. She also reported the numbers for women's clinic were going up as Alicia seen a total of 48 patients in October & November. The nurses had been following TB protocol with a patient for the past several months, and is now complete.

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 July 1 to end of December, and reported that we are on target at 50% in most categories. Immunization reimbursements got a large payment from Medicare. Private insurance is above budget and private pay patients met budget. The total income is at 55% of our annual budget. Expenses for the first half of the year were at \$230,000. Budget was at \$497,000. We are under budget at the half way mark. Judy Hott made a motion to approve the financial statements. Bill Lipps seconded the motion; the motion passed in favor of approval.

Old Business:

Nurse Practitioner Contract: Alicia VanMeter, Nurse Practitioner from Love Memorial provides women's clinic one day a month. Chad Hott is not agreeable to serve as a backup due to increase in liability insurance. Other options have been sought after, with no success. Stephanie will continue efforts by contacting Mineral and Morgan county practitioners.

Strategic Plan: The Strategic Planning meeting will be on Tuesday from 4:30-8:30 p.m. Carol from Valley Health who is the Vice President of Strategic Services will be in attendance to facilitate discussions. Stephanie distributed strategic planning materials to the board.

Sharing Resources: Due to an increasing workload in the Environmental Department, Stephanie is exploring an option for back up sanitarian. There is potential to share a Mineral County Sanitarian in a 1000 hour position arrangement. Also, there is potential of sharing a bookkeeper with Mineral County Health Department. Mineral County Administrator has not spoke with his employees or board about these possibilities. Stephanie is hopeful that further details will be available for the board at the next meeting. Stephanie will need to contact Division of Personnel to ensure compliance.

New Business:

2017 BOH Meeting Schedule: The May meeting will be changed to Wednesday, May 17th.

Copier Contract: The copier contract/lease will soon be expiring. We have the option to buy both for \$6,541 or take another lease which we will get update with new machines. The lease price would be \$278.84 per month, plus 0.07/copy. Currently we pay \$244 per month and 0.07/copy. All service and supplies are included in the lease price; not including paper. Stephanie will get additional quotes for copiers/lease agreements.

Naloxone Distribution Program: WVU has a grant that will allot Naloxone for agencies that are interested in starting a Naloxone Distribution program. Stephanie has completed the paperwork for this grant. After speaking with the grant administrator, all agencies that applied will be receiving the Naloxone along with a distribution program toolkit and training. To date official documentation stating this has not been received. Stephanie will inquire with Hampshire County Schools on their interest in Naloxone. Stephanie informed the board that the health department now houses a prescription drug drop off box.

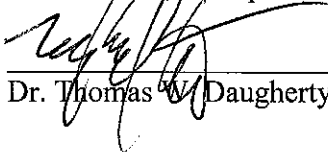
Executive Session: Bill Lipps made a motion to enter into Executive Session at 7:53 p.m. to discuss Administrator evaluation. Kelli Eglinger seconded the motion; the motion passed in favor of approval. The board came out of Executive Session at 8:08pm. No decisions were made.

Adjournment

Kelli Eglinger made a motion to adjourn the meeting, Bill Lipps seconded the motion. The motion passed in favor of approval. Meeting adjourned at 8:10 pm.



Mike Crouse, Chairperson



Dr. Thomas W. Daugherty, Health Officer