

Morgan County Health Department

187 South Green Street
Berkeley Springs, West Virginia 25411

AGENDA

Board of Health

April 21, 2014

4:30pm

Call to Order/Opening Comments –Angela Gray

- **Approval of Agenda –Angela Gray**
- **Introductions - Bill Kearns**

Review/Acceptance of Minutes: March 2014

Public Comment:

Current Issues:

Departmental Reports:

- **Environmental / Threat Preparedness Report – Brian Carter**
- **Nursing Report – Patty Caldwell**
- **Administration/Financial – Bill Kearns**

Unfinished Business

New Business:

-

Adjourn

Morgan County Board of Health Meeting

Minutes of Monday, March 17, 2014
Morgan County Health Department Conference Room

CALL TO ORDER / Opening Comments: 4:31 p.m. - Angie Gray, Chairman

Present: Board Members: Jane McCloud, Barb Wolfe, Dave Hansen

Present: Administrator: Bill Kearns

Absent: Dr. Kevin McLaughlin, Health Officer; Sandy Bienen, Board Member

Staff Members Present: Cathy DeLawder

Approval of Agenda: Revision to Agenda for March 2014 as follows:

- *Board of Health meeting date noted on Agenda to be changed to reflect March 17, 2014*
- *New Business section to include discussion of new computers*

Motion to approve revised Agenda by Barb Wolfe and seconded by Jane McCloud. All in favor. Motion carries.

Introductions – Bill Kearns

- *Bill advised Board members of MCHD staff member, Lori Michael, OA-II, hired on March 3, 2014. Lori was hired to fill the position in medical department after the retirement of Beverly Day, OA-III, on December 31, 2013. Lori will attend the Board meeting on April 21, 2014 to be introduced to the Board of Health members.*
- *Bill indicated the possibility of Dana Ryce, Medical Billing Clerk, returning to a two (2) day workweek from the present three (3) day workweek.*

Award Presentation – Angela Gray

Presentation of retirement gift for Beverly Day had been scheduled. However, Beverly was unavailable for the Board meeting to receive the gift.

Motion to approve Board of Health Minutes from March 17, 2014 meeting by Barb Wolfe and seconded by Dave Hansen. All in favor. Motion carries.

Public Comment - No Public Comment

Department Reports:

- ***Environmental Report*** – Brian Carter, RS – Due to absence of Brian Carter, report as submitted was reviewed with Board members by Bill Kearns, as follows:
 - ✓ *Threat Preparedness – NIMS (Incident Command) classes are being completed by staff on-line as part of the TP Grant*

Request was made by Board members to be more specific when inspection report is prepared as noted previously in February 10, 2014 meeting minutes.

- **Nurses Report** – Patty Caldwell, RN – Due to the absence of Patty Caldwell, report as submitted (attached) was reviewed with Board members by Angie Gray and Bill Kearns, as follows:
 - ✓ *BCCSP Audit was completed by State with minor change required on completion of form.*

School Levy money (if passed) would assist MCHD in working with local school students in health related areas including teen pregnancy discussions with students and immunizations at each school facility.

- **Administration/Financial Report** – Bill Kearns, Administrator
 - ✓ *Various Grants have been approved and will be billed. This will be reflected on future reports.*
 - ✓ *State Bureau of Public Health review was conducted (due to previous Conditional Audit) and approval given. Exit interview was with Bill Kearns and Angie Gray. Commission has been made aware of approved review from State.*
 - ✓ *Barb inquired about Administrator position at MCHD. Bill advised members of numerous duties and qualifications required with the position. Part-time nurse should be the next hire per Angie so the department is covered at all time during business hours. Bill advised that TP funding will be phased out in the near future. Many state changes with small health departments which may cause a financial strain on MCHD.*
 - ✓ *Lacey Walp, WV State Auditor, currently conducting MCHD financial audit for FY 2013. Bill will give a final report at the April Board meeting.*

Motion to approve Departmental Reports as submitted and discussed by Jane McCloud and seconded by Barb Wolfe. All in favor. Motion carries.

Unfinished Business:

- ✓ *Clean Air Policy – Berkeley County will be presenting its Clean Air Policy for public comment at all public entities that have employees. The new policy may include banning of e-cigarettes. There was discussion regarding how the policy will be enforced. Bill advised that when complaints are received, the establishment is sent a letter of warning. If it is a 'repeat' the information is presented to the Prosecuting Attorney's office. Bill invited the MCHD Board to attend the public hearing on the Clean Air Policy in Berkeley County.*
- ✓ *Medical staff position update – Bill advised that he will set up training for Lori Michael in Mineral County. Presently, Lori is training with Dana as well as completing on-line courses for Threat Preparedness. Lori is also reviewing, with Patty, protocols for various medical programs available through the state.*

New Business:

As of April 1, 2014, the 'XP' operating system currently installed on department computers will no longer be supported by Microsoft. The computers currently used by Brian and Johnny in the Environmental Department have 'Windows 7' operating system. There are six (6) computers needing replaced including three (3) in Medical Department,

one (1) in Environmental Department and two (2) in Administration. CDW G contract will be \$455.00 each plus \$72.00 extended warranty for 3 years. Total will be \$3,170.10. IT will be installing when they arrive.

Motion was made by Dave Hansen to accept the proposal for six (6) computers totaling \$3,170.10 through CDW-G. Motion was seconded by Jane McCloud. All in favor. Motion carries.

5:55 p.m. Motion to adjourn by Dave Hansen. Seconded by Barb Wolfe.

BK/cd

Kevin T. McLaughlin, DO
Morgan County Health Officer

(or)



Angela Gray
Morgan County Board of Health, Chairman

4-21-14
Date

Morgan County Health Department

Board of Health Meeting

April 21st, 2014

Environmental Health Report

INSPECTIONS	TOTAL
Food Establishments	7
Child Care	1
Bed and Breakfast	2
Park	1
Septic Evaluations/Finals/Visits	19
Animal Encounter Investigations	11
Nuisance Investigations/Complaints	7
	48

- Johnny has received confirmation from Charleston to allow independent food inspections within Morgan Co.
- 115+ Septic Renewals

Threat Preparedness Report

- All staff have completed required basic ICS Trainings (100, 200, 600, 700)
- 3rd quarter drills and the Center of Threat Preparedness's required survey have been completed

Morgan County Health Department
Nurses Report for the month of March 2014
For April BOH
Patricia Caldwell R.N.

<u>SEXUALLY TRANSMITTED DISEASES</u>	<u>Monthly</u>	<u>Year to Date</u>
Male Clients	5	7
Female Clients	6	18
Positive Sexually Transmitted Diseases	3	6

WOMEN'S HEALTH CLINICS

Clinics	1	3
Family planning clients attending clinics	10	40
Family Planning clients seen in between clinics	15	47
Breast and Cervical Clients attending clinics	3	12
Breast and cervical clients seen in between clinics	2	9
Pregnancy Test performed	4	16
Positive pregnancy tests	3	7
Clients seen outside of both programs for education	8	
17		

IMMUNIZATION PROGRAM

Clinics held	0	0
Flu Shots	0	32
Total Immunizations	32	67
Total Client	28	84

TUBERCULOSIS PROGRAM

TB screening forms	20	49
TB skin tests administered	0	0
TB skin tests read	0	0
Positive Skin Tests	0	0

MISCELLANEOUS

Blood pressure screenings	26	45
Community Outreach & Assistance, Community Education, Lions Club applications, School outreach,Court House Clinics		

EPIDEMIOLOGY

Infectious disease case investigations (working on)	4	8
Infectious disease cases (closed)	4	8

TOTAL PATIENTS SERVED with face to face contact approximately: 127 for month 279 for year Immunization Site Review, Breast and Cervical Program Site Review, 2 Clinics @ the Court House, 1 Family Planning and Breast Cervical Clinic. Assist School Nurses with Immunization records. New Secretary. 4 weekend days @ Threat Preparedness Classes.

Morgan County Health Department Profit & Loss Budget vs. Actual

July 2013 through March 2014

	Jul '13 - Mar 14	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Breast and Cervical Cancer			
402200 · State Contracts	1,332.11	1,275.03	57.08
Total Breast and Cervical Cancer	1,332.11	1,275.03	57.08
Environmental			
401410 · Fees for Service	31,540.00	29,110.00	2,430.00
401411 · Fees for Permits	22,315.00	20,596.63	1,718.37
Total Environmental	53,855.00	49,706.63	4,148.37
Family Planning			
402610 · State Contracts	3,698.75	3,150.00	548.75
Total Family Planning	3,698.75	3,150.00	548.75
Immunization			
401240 · Medicare	4,035.01	3,200.00	835.01
401241 · Medicaid	48.00		
401260 · Private	8,330.88	10,000.00	-1,669.12
401270 · State Contracts	807.95	5,625.00	-4,817.05
Total Immunization	13,221.84	18,825.00	-5,603.16
Office Management and Admin			
401040 · Interest Income	50.01	90.00	-39.99
401070 · Rebates	173.94		
401100 · Donations	64.71	50.00	14.71
401130 · Miscellaneous Revenue	1.84		
Total Office Management and Admin	290.50	140.00	150.50
Threat Preparedness			
401450 · State Contracts	25,008.99	28,460.97	-3,451.98
Total Threat Preparedness	25,008.99	28,460.97	-3,451.98
Tuberculosis			
401370 · State Contracts	50.00		
Total Tuberculosis	50.00		
401000 · State Aid	124,032.11	124,031.97	0.14
401010 · County Commission	26,250.00	26,250.00	0.00
401020 · Board of Education	10,000.00	10,000.00	0.00
Total Income	257,739.30	261,839.60	-4,100.30
Gross Profit	257,739.30	261,839.60	-4,100.30
Expense			
503000 · Clinical Services Expenses			
Adult Services			
503070 · Medical Supplies	203.21	200.00	3.21
503080 · Office Expense	275.89		
Total Adult Services	479.10	200.00	279.10
General Health			
504430 · Medical Supplies	0.00	180.00	-180.00
504440 · Office Expense	238.91	180.00	58.91
Total General Health	238.91	360.00	-121.09
Immunization (Travel)			
504700 · Auto Allowance	64.65	90.00	-25.35
Total Immunization (Travel)	64.65	90.00	-25.35
Total 503000 · Clinical Services Expenses	782.66	650.00	132.66
Comm. and Report Disease-Ex			
501750 · Travel and Education	0.00		
Total Comm. and Report Disease-Ex	0.00		
Disaster Response-Ex			
502640 · Supplies	0.00	0.00	0.00
502660 · Travel and Education	0.00	0.00	0.00
502690 · Miscellaneous Expense	0.00	0.00	0.00
Total Disaster Response-Ex	0.00	0.00	0.00

Morgan County Health Department Profit & Loss Budget vs. Actual

July 2013 through March 2014

	Jul '13 - Mar 14	Budget	\$ Over Budget
502401 - Environmental Health Costs			
502450 - Auto Allowances	2,142.25	1,050.03	1,092.22
502460 - Supplies	103.99	240.00	-136.01
502470 - Office Expense	579.78	240.00	339.78
502480 - Travel and Education	1,321.88	900.00	421.88
502510 - Miscellaneous Expense	794.50		
502401 - Environmental Health Costs - Other	930.00		
Total 502401 - Environmental Health Costs	5,872.40	2,430.03	3,442.37
Immunization-Expense			
501996 - Billiabies Training Expense	334.54		
501995 - Vaccine Supplies	4,811.40	3,500.00	1,311.40
Total Immunization-Expense	5,145.94	3,500.00	1,645.94
Insurance			
501610 - Equipment Insurance	189.00	189.00	0.00
501620 - Malpractice Insurance	4,908.00	4,893.00	15.00
Total Insurance	5,097.00	5,082.00	15.00
Office Management & Admin			
501050 - FICA	12,427.71	12,581.28	-153.57
501060 - Retirement/Pension Plans	18,809.93	23,586.75	-4,776.82
501080 - Worker's Compensation	3,295.00	2,400.00	895.00
501090 - Health/Disability Insurance			
501091 - RHBT {2}	6,688.00	6,408.00	280.00
501090 - Health/Disability Insurance - Other	13,694.30	14,400.00	-705.70
Total 501090 - Health/Disability Insurance	20,382.30	20,808.00	-425.70
501100 - Life Insurance	96.26	153.00	-56.74
501110 - Other Employee Benefits	2,188.58	1,314.00	874.58
501150 - Auto Allowance	0.00	0.00	0.00
501160 - Office Expense	1,959.07	1,800.00	159.07
501170 - Printing	119.00	90.00	29.00
501180 - Travel and Education	0.00	0.00	0.00
501190 - Telecommunications	2,834.75	1,710.00	1,124.75
501200 - Postage	1,052.00	900.00	152.00
501230 - Dues and Subscriptions	5,333.12		
501240 - Accounting and Auditing	4,951.25	4,300.00	651.25
501260 - Consulting Services	0.00	600.00	-600.00
501290 - Advertising Want-Ads	675.82		
501360 - Software Maintenance	630.00	823.00	-193.00
Total Office Management & Admin	74,754.79	71,066.03	3,688.76
Pooled Expenses (Salaries)			
507132 - OPEB Expense	1,034.00	2,538.00	-1,504.00
Pooled Accounts			
507000 - Salaries-Nurses	35,068.00	42,453.00	-7,385.00
507010 - Salaries-Clinician (Non-Nurse)	28,530.17	32,400.00	-3,869.83
507020 - Salaries-Administration	38,230.92	50,931.00	-12,700.08
507030 - Salaries-Environmental	61,366.64	69,282.00	-7,915.36
507050 - Contracted Personnel	1,200.00	1,350.00	-150.00
Total Pooled Accounts	164,395.73	196,416.00	-32,020.27
Total Pooled Expenses (Salaries)	165,429.73	198,954.00	-33,524.27
Threat Preparedness Expense			
502540 - Auto Allowances	73.45	900.00	-826.55
502550 - Supplies	0.00	1,800.00	-1,800.00
502560 - Office Expense			
Security Monitoring	0.00	240.00	-240.00
DSL Phone Line	0.00	56.25	-56.25
WV Office of Technology	228.58	1,199.97	-971.39
Systems Software (Healthstats)	70.00		
Fibernet / LUMOS	154.35	25.00	129.35
Comcast	422.39	47.00	375.39
Cell Phone	180.00	31.00	149.00
502560 - Office Expense - Other	144.02	100.00	44.02
Total 502560 - Office Expense	1,199.34	1,699.22	-499.88
502570 - Travel and Education	24.41	41.67	-17.26
502600 - Miscellaneous Expense	10.00		
Total Threat Preparedness Expense	1,307.20	4,440.89	-3,133.69

11:27 AM
 04/12/14
 Accrual Basis

**Morgan County Health Department
 Profit & Loss Budget vs. Actual
 July 2013 through March 2014**

	Jul '13 - Mar 14	Budget	\$ Over Budget
6560 - Payroll Expenses	277.25	324.00	-46.75
Total Expense	258,666.97	286,446.95	-27,779.98
Net Ordinary Income	-927.67	-24,607.35	23,679.68
Net Income	-927.67	-24,607.35	23,679.68

11:28 AM
 04/12/14
 Accrual Basis

**Morgan County Health Department
 Balance Sheet
 As of April 12, 2014**

	Apr 12, 14
ASSETS	
Current Assets	
Checking/Savings	
100300 - Citizens National Bank-Checking	88,089.25
100600 - CNB Money Market	60,656.41
Total Checking/Savings	148,745.66
Accounts Receivable	
102000 - Basic Public Health Services	
1021501 - Environmental Health	800.00
102170 - Threat Preparedness	13,732.18
Total 102000 - Basic Public Health Services	14,532.18
102300 - Clinical Services	
102200 - Breast and Cervical Cancer	796.49
102220 - Family Planning	375.00
102340 - Immunization	597.60
Total 102300 - Clinical Services	1,769.09
Total Accounts Receivable	16,301.27
Total Current Assets	165,046.93
TOTAL ASSETS	165,046.93