

Morgan County Health Department

187 South Green Street
Berkeley Springs, West Virginia 25411

AGENDA

Board of Health

February 22, 2016

4:30pm

Call to Order/Opening Comments –Angela Gray

- **Approval of Agenda –Angela Gray**

Review/Acceptance of Minutes: November 2015

Public Comment:

Current Issues:

Departmental Reports:

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

Unfinished Business

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

New Business:

- **FY 2015 Audit award - Bill**
- **Transfer of funds - Bill**

Adjourn

Morgan County Board of Health

November 16, 2015

Morgan County Health Department Conference Room

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

Members - present: Jane McCloud, Barb Wolfe, Sandy Bienen, Dave Hansen

Morgan County Health Officer - absent: Kevin McLaughlin, DO

Staff present: Bill Kearns, Admin., Cathy DeLawder, Johnny Lazzarine, Patty Caldwell RN

Guest present: The Honorable Mayor Scott Merki-Town of Bath

4:30 p.m. - CALL TO ORDER: Angie Gray

Approval of Agenda - Bill Kearns

There being no objection, Agenda for November 16, 2015 accepted as presented – Angie Gray

Review/Acceptance of Minutes: September 21, 2015

There being no objection, Minutes from September 21, 2015 accepted as presented – Angie Gray

Public Comment: Scott Merki, Mayor Town of Bath

Seeking assistance regarding condemnation of dwelling within town limits. Only under certain circumstances can the health department condemn buildings in the county. Suggestion was made to contact adjoining county for *template* for policy for Morgan County.

Department Reports:

- **Environmental Report** (attached)– Johnny Lazzarine, Sanitarian
 - October 2015 - Apple Butter Festival and Sleepy Creek on the River Festival inspections
 - Timothy T. Zeigler hired and currently attending training in Charleston
- **Threat Preparedness Report** – Bill Kearns, Administrator
- **Nurses Report** (attached) – Patty Caldwell, RN
 - Flu clinics and outreach – assisted by Jackie Riggleman, LPN on an as-needed basis
- **Administration/Financial Report** (attached) – Bill Kearns, Administrator
 - July-October 2015 finances were reviewed
 - FY-2014 audit report completed and was positive
 - Consolidations of staff tasks to be discussed in the future
 - Compliance and Ethics training attended and informative

There being no objections, Departmental Reports accepted as submitted – Angie Gray

Unfinished Business:

- Joint County discussions - BOH
 - (See 'New Business')

New Business:

- Similarities in the operation of Morgan County Health Department and Berkeley County Health Departments were discussed
- Official steps (of many) to achieve a joint county Health Department and Board of Health
- Correspondence to Berkeley County Board of Health reviewed with revisions

Motion made by Dave Hansen to submit correspondence to the Berkeley County Board of Health, after the noted revisions/corrections are made. Motion was properly seconded. Motion carries

Meeting adjourned by Angie Gray at 5:35 p.m.

_____/_____(date)
Kevin T. McLaughlin, DO
Morgan County Health Officer

_____/_____(date)
OR Angela Gray, BSN, RN
Morgan County Board of Health Chair

Environmental Report

Johnny Lazzarine

**November/December
(2015)**

<u>Inspections</u>	<u>Monthly</u>	<u>Yearly</u>
Food Establishments	24	60
Retail Food Establishments	3	11
Perc Evaluations	3	34
Final Septic Installations	16	37
Septic Evaluations	3	10
Water Samples	4	14
Tattoo Parlor	1	1
Indoor Pool	1	1
<u>Investigations</u>		
Animal Bites	2	23
Positive Rabies Case	1	1
Nuisance Complaints	4	8
<u>Permits Issued</u>		
Food	1	46
Septic	4	40
Well	6	27

Other Business

In-Service in Keyser (Meat Processing Facilities/Inspections)

Septic Maintenance Speech (Sleepy Creek Watershed Association)

Environmental Report

Johnny Lazzarine

**January
(2016)**

<u>Inspections</u>	<u>Monthly</u>	<u>Yearly</u>
Food Establishments	13	73
Perc Evaluations	4	38
Final Septic Installations	1	38
Septic Evaluations	1	11
<u>Investigations</u>		
Animal Bites	1	24
<u>Permits Issued</u>		
Food	0	46
Septic	5	45
Well	4	31

Other Business

Tim completed his on-site training with Richard Wheeler
Currently working on new food manager presentation

Morgan County Health Department

Nurses report for the month of November 2015 Patricia Caldwell R.N.

<u>Sexually Transmitted Diseases</u>	<u>Monthly</u>	<u>Year to date</u>
Male Clients	4	37
Female Clients	4	31
Positive STD	2	11
<u>Women's Health Clinics</u>		
Clinics	1	7
Family planning clients attending clinics	5	67
Family planning patients seen in between clinics	6	111
Breast and Cervical patients attending clinics	2	19
BCCP patients seen in between clinics	0	11
Pregnancy tests	3	43
Positive pregnancy test	3	21
<u>Immunization program</u>		
Clinics held	2	7
Flu Shots	149	457
Total immunizations	160	1011
Total Patients	160	812
<u>Tuberculosis Program</u>		
Screening Forms	4	71
TB skin tests	4	131
Skin tests read	4	128
Positive skin tests	0	0
Tspots	0	0
<u>Miscellaneous</u>		
Blood pressures, Community outreach, Lions club applications, lice checks, Court House clinic, etc.	16	138
<u>Epidemiology</u>		
Disease case investigations (working on)	4	48
Cases (closed)	4	347

Patients served with face to face contact: total patients for August with face to face contact is 232 total for year is 1716.

Morgan County Health Department

Nurses report for the month of December 2015 for January 2016 BOH Meeting

Patricia Caldwell R.N.

<u>Sexually Transmitted Diseases</u>	<u>Monthly</u>	<u>Year to date</u>
Male Clients	2	39
Female Clients	2	33
Positive STD	0	11
 <u>Women's Health Clinics</u>		
Clinics	0	7
Family planning clients attending clinics	0	67
Family planning patients seen in between clinics	16	127
Breast and Cervical patients attending clinics	0	19
BCCP patients seen in between clinics	0	11
Pregnancy tests	3	46
Positive pregnancy test	2	23
 <u>Immunization program</u>		
Clinics held	0	7
Flu Shots	15	472
Total immunizations	41	1052
Total Patients	56	909
 <u>Tuberculosis Program</u>		
Screening Forms	2	73
TB skin tests	1	132
Skin tests read	1	129
Positive skin tests	0	0
Tspots	0	0
 <u>Miscellaneous</u>		
Blood pressures, Community outreach, Lions club applications, lice checks, Court House clinic, etc.	23	161
 <u>Epidemiology</u>		
Disease case investigations (working on)	3	51
Cases (closed)	3	350
 <u>Patients served with face to face contact:</u> total patients for August with face to face contact is 106 total for year is 1822.		

Morgan County Health Department
Nurses report for the month of January 2016
For February 2016 BOH
Patricia Caldwell R.N.

<u>Sexually Transmitted Diseases</u>	<u>Monthly</u>	<u>Year to date</u>
Male Clients	4	4
Female Clients	2	2
Positive STD	3	3
 <u>Women's Health Clinics</u>		
Clinics	0	0
Family planning clients attending clinics	0	0
Family planning patients seen in between clinics	6	6
Breast and Cervical patients attending clinics	0	0
BCCP patients seen in between clinics	1	1
Pregnancy tests	4	4
Positive pregnancy test	1	1
 <u>Immunization program</u>		
Clinics held	0	0
Flu Shots	9	9
Total immunizations	62	62
Total Patients	35	35
 <u>Tuberculosis Program</u>		
Screening Forms	2	2
TB skin tests	1	1
Skin tests read	1	1
Positive skin tests	0	0
Tspots	0	0
 <u>Miscellaneous</u>		
Blood pressures, Community outreach, Lions club applications, lice checks, Court House clinic, etc.	17	17
 <u>Epidemiology</u>		
Disease case investigations (working on)	3	3
Cases (closed)	3	3
 <u>Total Patients served with face to face contact: 76 for month , 76 for year 2016</u>		

Morgan County Health Department Profit & Loss Budget vs. Actual

02/14/16

July 2015 through January 2016

Accrual Basis

	Jul '15 - Jan 16	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Breast and Cervical Cancer			
402200 · State Contracts	217.38	583.35	-365.97
Total Breast and Cervical Cancer	217.38	583.35	-365.97
Environmental			
401410 · Fees for Service	23,935.00	23,750.00	185.00
401411 · Fees for Permits	16,679.10	16,300.00	379.10
Total Environmental	40,614.10	40,050.00	564.10
Family Planning			
402610 · State Contracts	2,391.25	1,750.00	641.25
Total Family Planning	2,391.25	1,750.00	641.25
Immunization			
401240 · Medicare	3,147.03	4,000.00	-852.97
401241 · Medicaid	2,304.15	2,916.65	-612.50
401260 · Private	8,073.24	583.35	7,489.89
401270 · State Contracts	3,786.24	4,905.25	-1,119.01
Total Immunization	17,310.66	12,405.25	4,905.41
Office Management and Admin			
401040 · Interest Income	59.13	43.75	15.38
401070 · Rebates	130.94	233.56	-102.62
401100 · Donations	187.00	29.15	157.85
Total Office Management and Admin	377.07	306.46	70.61
Threat Preparedness			
401450 · State Contracts	15,810.54	23,356.65	-7,546.11
Total Threat Preparedness	15,810.54	23,356.65	-7,546.11
401000 · State Aid	123,490.08	119,830.00	3,660.08
401010 · County Commission	26,250.00	26,250.00	0.00
Total Income	226,461.08	224,531.71	1,929.37
Gross Profit	226,461.08	224,531.71	1,929.37
Expense			
503000 · Clinical Services Expenses			
Adult Services			
503060 · Auto Allowances	248.22		
503070 · Medical Supplies	0.00	230.00	-230.00
503080 · Office Expense	72.80	250.00	-177.20
503090 · Travel and Education	0.00	150.00	-150.00
Total Adult Services	321.02	630.00	-308.98
Breast and Cervical Cancer-Ex	150.00		
Family Planning	150.00		
General Health			
504420 · Auto Allowances	33.35		
504430 · Medical Supplies	0.00		
Total General Health	33.35		
Immunization (Travel)			
504700 · Auto Allowance	21.74		
504730 · Travel and Education	0.00	100.00	-100.00
Total Immunization (Travel)	21.74	100.00	-78.26
Total 503000 · Clinical Services Expenses	676.11	730.00	-53.89
502401 · Environmental Health Costs			
502450 · Auto Allowances	2,655.04	2,041.65	613.39
502470 · Office Expense	321.91	150.00	171.91
502480 · Travel and Education	1,730.22		
502510 · Miscellaneous Expense	1,934.51	1,500.00	434.51
Total 502401 · Environmental Health Costs	6,641.68	3,691.65	2,950.03
Immunization-Expense			

**Morgan County Health Department
Profit & Loss Budget vs. Actual**

02/14/16

July 2015 through January 2016

Accrual Basis

	Jul '15 - Jan 16	Budget	\$ Over Budget
501995 · Vaccine Supplies	6,421.25	6,000.00	421.25
Total Immunization-Expense	6,421.25	6,000.00	421.25
Insurance			
501610 · Equipment Insurance	152.00	252.00	-100.00
501620 · Malpractice Insurance	3,596.00	7,500.00	-3,904.00
Total Insurance	3,748.00	7,752.00	-4,004.00
Office Management & Admin			
501050 · FICA	8,843.01	10,003.14	-1,160.13
501060 · Retirement/Pension Plans	13,462.31	17,652.60	-4,190.29
501080 · Worker's Compensation	5,132.00	4,092.00	1,040.00
501090 · Health/Disability Insurance			
501091 · RHBT (2)	5,379.00	6,888.00	-1,509.00
501090 · Health/Disability Insurance - Other	11,752.00	11,744.11	7.89
Total 501090 · Health/Disability Insurance	17,131.00	18,632.11	-1,501.11
501100 · Life Insurance	74.00	75.85	-1.85
501110 · Other Employee Benefits	1,575.00	131.25	1,443.75
501150 · Auto Allowance	27.60		
501160 · Office Expense	1,148.45	1,753.15	-604.70
501170 · Printing	0.00	50.00	-50.00
501190 · Telecommunications	2,067.05	2,916.65	-849.60
501200 · Postage	423.39	700.00	-276.61
501230 · Dues and Subscriptions	4,267.98	1,400.00	2,867.98
501240 · Accounting and Auditing	3,564.00	4,000.00	-436.00
501360 · Software Maintenance	805.45	700.00	105.45
Total Office Management & Admin	58,521.24	62,106.75	-3,585.51
Pooled Expenses (Salaries)			
507132 · OPEB Expense	-1,596.00	2,216.65	-3,812.65
Pooled Accounts			
507025 · Salaries - Threat Preparedness	750.00		
507000 · Salaries-Nurses	24,770.00	27,475.00	-2,705.00
507010 · Salaries-Clinician (Non-Nurse)	13,469.09	7,945.00	5,524.09
507020 · Salaries-Administration	36,484.90	45,290.00	-8,805.10
507030 · Salaries-Environmental	40,619.28	47,833.35	-7,214.07
507050 · Contracted Personnel	150.00		
Total Pooled Accounts	116,243.27	128,543.35	-12,300.08
Total Pooled Expenses (Salaries)	114,647.27	130,760.00	-16,112.73
Threat Preparedness Expense			
502540 · Auto Allowances	165.85	560.00	-394.15
502550 · Supplies	78.71	1,166.65	-1,087.94
502560 · Office Expense			
Security Monitoring	55.00		
WV Office of Technology	99.55		
Fibernet / LUMOS	283.31		
Comcast	580.10		
Cell Phone	140.00		
502560 · Office Expense - Other	73.99	140.00	-66.01
Total 502560 · Office Expense	1,231.95	140.00	1,091.95
Total Threat Preparedness Expense	1,476.51	1,866.65	-390.14
6560 · Payroll Expenses	256.53	262.50	-5.97
Total Expense	192,388.59	213,169.55	-20,780.96
Net Ordinary Income	34,072.49	11,362.16	22,710.33
Net Income	34,072.49	11,362.16	22,710.33

Morgan County Health Department

Balance Sheet

As of January 31, 2016

	<u>Jan 31, 16</u>
ASSETS	
Current Assets	
Checking/Savings	
100300 · Citizens National Bank-Checking	142,667.18
100600 · CNB Money Market	<u>60,772.83</u>
Total Checking/Savings	203,440.01
Accounts Receivable	<u>15,189.25</u>
Total Current Assets	<u>218,629.26</u>
TOTAL ASSETS	<u><u>218,629.26</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
220001 · Accounts Payable	785.98
Total Accounts Payable	<u>785.98</u>
Other Current Liabilities	<u>15,922.77</u>
Total Current Liabilities	16,708.75
Long Term Liabilities	
115600 · Compensated Leave Absences	9,514.48
115900 · OPEB Liability	<u>155,759.15</u>
Total Long Term Liabilities	<u>165,273.63</u>
Total Liabilities	181,982.38
Equity	<u>36,646.88</u>
TOTAL LIABILITIES & EQUITY	<u><u>218,629.26</u></u>