

Morgan County Health Department

187 South Green Street
Berkeley Springs, West Virginia 25411

AGENDA

Board of Health

February 25, 2013

4:30pm

Call to Order/Opening Comments –Barb Wolfe

- **Approval of Agenda**
- **Introductions**

Review/Acceptance of Minutes: January 2013

Public Comment

Departmental Reports:

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

Unfinished Business

New Business:

- **Internal policies**

Adjourn

Morgan County Board of Health Meeting
Minutes of Monday, January 28, 2013
Morgan County Health Department Conference Room

CALL TO ORDER: @ 4:30 P.M. By Barb Wolfe, Chairman

Board members: Barb Wolfe, Angie Gray, Jane McCloud, Dave Hansen

Administrator: Bill Kearns

Staff: Brian Carter, Bruce Ullom, Stacy Clatterbuck, Patty Caldwell, Cathy DeLawder

Public: Tim Seims, Ashley Petrolino

Motion to approve January 28th, 2013 Agenda made by Jane McCloud. Seconded by Barb Wolfe.

Barb requested the order of Departmental Reports be changed to:

- **Environmental**
- **Nursing**
- **Threat Preparedness**
- **Administration/Financial**

Motion to change order in which reports are given at this meeting and all future meetings made by Jane McCloud. Seconded by Angie Gray. Motion carries

Introductions:

- Dave Hansen, new board member replacing Lynn Perry who resigned in December 2012.
- Ashley Petrolina, Community Transformation Coordinator (part of a CDC Grant) Berkeley County.
- Tim Seims – resident of Morgan County

Public Comment

- Review Pratt Street property follow-up from November 19, 2012. County Boards of Health do not have authority to condemn property.
- Serve Safe class is being offered at Blue Ridge College as well as MCHD. E-mail from Patty Miller read for Brian's thorough food handler training class.

REVIEW OF MINUTES:

Motion to approve minutes from November 19, 2012 made by Angie Gray. Seconded by Jane McCloud. Motion carries

Departmental Reports

Environmental Report – Bruce Ullom and Brian Carter. (Copy of Environmental Report and Threat Preparedness Report included as part of minutes)

Nursing Report – Patty Caldwell, RN

- Angie Gray informed board members of the benefits of Patty acquiring PHNPAT certification.
 - Number of flu vaccinations was discussed and partnering with Starting Points for flu clinic.
 - Barb discussed possibility of having a new door installed at entry of Medical Department.
 - Time and proper disposal of medical records and x-rays explained by Angie Gray, RN
 - Barb informed members Jeannette Sweitzer, Nurse Practitioner from Tri-State, will be starting as new clinician in the near future. Dr. McLaughlin will have February clinic.
- (Copy of Nursing Report included as part of minutes)

Administration / Financial Reports - Bill Kearns

- Additional name will be added to Money Market.
- Radon test kits are available and being distributed as part of TP grant. For further information, Bruce Ullom may be contacted.
- MCHD website is now available. Minutes, agendas, restaurant inspections, all medical and environmental information, etc. will be posted on new website.
- Grants are current at this point.
- Barb suggested press releases be increased.
- Barb suggested a daily patient count is *necessary* to present to the County Commission. Nursing spreadsheet as used in Berkeley County will be forwarded to Morgan County.
- Medicare and Medicaid recertification has been submitted.

Motion was made by Dave Hansen to accept the departmental reports as presented. Seconded by Jane McCloud. Motion carries.

Unfinished Business

- Updating Board of Health By-Laws
- Future in-school flu shots for faculty schools and other locations

New Business

- Ashley discussed Farmer's Market set-up. SNAP cards are being introduced for debit/credit card reading at Farmer's Market
- Updated BOH member information will be prepared and sent to members

Motion to approve BOH meeting schedule for upcoming year made by Jane McCloud. Seconded by Angie Gray. Motion carries

Motion to adjourn made by Angie Gray. Seconded by Dave Hansen.

5:45 p.m.

Kevin T. McLaughlin, DO
Morgan County Health Officer

Date

Morgan County Health Department

Environmental Report: February, 2013.

By

Bruce Ullom

- As we move through the winter months we usually receive an increasing number of complaints from tenants against landlords. The complaints have begun and the pattern usually lasts until late spring.
- Several animal encounters have been reported on State form SG-58. In two instances the dogs either did not have their rabies vaccination or we were not able to confirm their rabies vaccination.
- Colleen Mang has begun a project of deed research to verify ownership of non-subdivision property. This group comprises approximately one half of our files. Many owners do not notify the Health Department upon change of ownership thus making location of files difficult, or impossible, when the need arises.
- Due to the nature of septic system hydraulics fewer permits are issued during the winter months. This translates to fewer permits being renewed during the winter. Over the next few months we will see an increasing number of renewal notices being sent to permit holders with a corresponding increase in income from this source.
- Tony's Pizza has voluntarily closed. Three new Food Establishments are in the process of meeting requirements for a permit from the Health Department.

February Nursing Notes

TB/PPD=25

Pregnancy Test=8

Immunizations (Adult & Child) =22

Counsel & Supply=6

Clinic held on February 6th=19 patients, FYI- 1 sent for evaluation found tumors needs hysterectomy, programs works

Assisted Morgan County Schools x 3 with situations.

Gathered information for article with Kate Evans.

Maintained monthly reports and deadlines.

Educational training online.

2 flu clinic with Starting Points February 4th and 11th total of 4 flu shots given.

Partnered with starting points with information on pregnancy and first year, our information and their information were put together for a packet when we have a positive pregnancy test. WIC will also be joining this when they receive their new brochures.

Search premises for used needles outside complaints of needles being found. Bev notified law enforcement.

Meeting with Dr. McLaughlin February 15th about standing and receiving orders.

Will be working on Personnel Safety, with an emergency plan.



Threat Preparedness Report

- **On Feb. 13, a communications recall staff exercise was conducted by the Morgan County threat preparedness coordinator. This exercise is required to meet the minimum requirements of the threat preparedness grant. Although 89% of the local staff responded to this call-down drill, there are still 2 staff members whose communication information is proving to be ineffective with regards to the West Virginia Public Health Alert System. Therefore, the threat preparedness coordinator is in the process of troubleshooting this minor problem with the WVPHAlert Help Desk to ensure all employees receive future alerts/drills.**
- **The Morgan County Health Department is in the planning stages of coordinating a State Level WV REDI Exercise and/or Local Health Department Sponsored Communication Exercise with the Jefferson County Health Department to ensure year-end grant compliance.**
- **The Threat Preparedness Coordinator is continuously submitting the required After Action Reports and Improvement Plans with respect to drills and exercises to the EPHRT Coordinator and Center of Threat Preparedness for review.**

**Morgan County Health Department
 Profit & Loss
 July 2012 through January 2013**

	Jul '12 - Jan 13
Ordinary Income/Expense	
Income	
Breast and Cervical Cancer	
402200 · State Contracts	738.14
Total Breast and Cervical Cancer	738.14
Environmental	
401410 · Fees for Service	18,630.00
401411 · Fees for Permits	16,291.56
Total Environmental	34,921.56
Family Planning	
402610 · State Contracts	2,329.75
Total Family Planning	2,329.75
Immunization	
401241 · Medicaid	291.37
401260 · Private	9,462.88
401270 · State Contracts	5,304.68
Total Immunization	15,058.93
Office Management and Admin	
401040 · Interest Income	44.56
401070 · Rebates	165.98
401100 · Donations	185.47
401130 · Miscellaneous Revenue	4.00
Total Office Management and Admin	400.01
Threat Preparedness	
401450 · State Contracts	13,372.59
Total Threat Preparedness	13,372.59
401000 · State Aid	114,523.18
401010 · County Commission	22,500.00
401020 · Board of Education	10,000.00
Total Income	213,844.16
Gross Profit	213,844.16
Expense	
MISCELLANEOUS	251.18
503000 · Clinical Services Expenses	
Adult Services	
503070 · Medical Supplies	84.30
503080 · Office Expense	699.80
503100 · Dues and Subscriptions	798.00
503120 · Other Supplies	10.58
Total Adult Services	1,592.68
Breast and Cervical Cancer-Ex	
503390 · Office Expense	11.50
503400 · Travel and Education	125.00
503430 · Other Supplies	130.46
503440 · Miscellaneous Expense	128.96
Breast and Cervical Cancer-Ex - Other	531.00
Total Breast and Cervical Cancer-Ex	926.92
Family Planning	
504240 · Other Supplies	130.47
504250 · Miscellaneous Expense	128.96
Family Planning - Other	531.00
Total Family Planning	790.43
General Health	
504420 · Auto Allowances	18.68
Total General Health	18.68
Immunization (Travel)	
504700 · Auto Allowance	27.27

**Morgan County Health Department
 Profit & Loss
 July 2012 through January 2013**

	Jul '12 - Jan 13
504720 · Office Expense	11.82
Total Immunization (Travel)	39.09
503000 · Clinical Services Expenses - Other	145.60
Total 503000 · Clinical Services Expenses	3,513.40
502401 · Environmental Health Costs	
502450 · Auto Allowances	606.82
502460 · Supplies	149.80
502470 · Office Expense	2,137.92
502480 · Travel and Education	40.00
502510 · Miscellaneous Expense	607.60
502401 · Environmental Health Costs - Other	1,050.00
Total 502401 · Environmental Health Costs	4,592.14
Immunization-Expense	
501995 · Vaccine Supplies	6,676.17
502000 · Office Expense	35.00
Total Immunization-Expense	6,711.17
Insurance	
501610 · Equipment Insurance	126.00
501620 · Malpractice Insurance	3,262.00
Total Insurance	3,388.00
Office Management & Admin	
501050 · FICA	9,789.34
501060 · Retirement/Pension Plans	14,369.38
501080 · Worker's Compensation	165.00
501090 · Health/Disability Insurance	
501091 · RHBT {2}	5,696.00
501090 · Health/Disability Insurance - Other	9,854.95
Total 501090 · Health/Disability Insurance	15,550.95
501100 · Life Insurance	3,963.22
501110 · Other Employee Benefits	2,919.24
501150 · Auto Allowance	199.82
501160 · Office Expense	6,340.62
501170 · Printing	37.80
501180 · Travel and Education	16.73
501190 · Telecommunications	3,291.74
501200 · Postage	321.38
501230 · Dues and Subscriptions	2,710.26
501260 · Consulting Services	3,887.11
501310 · Advertising Other	169.10
501370 · Other Supplies	65.82
Total Office Management & Admin	63,797.51
Pooled Expenses (Salaries)	
Pooled Accounts	
507000 · Salaries-Nurses	20,853.20
507010 · Salaries-Clinician (Non-Nurse)	9,831.39
507020 · Salaries-Administration	23,887.49
507030 · Salaries-Environmental	53,330.12
507041 · Salaries-Other	
502525 · Salaries-Other	6,727.34
507041 · Salaries-Other - Other	9,768.00
Total 507041 · Salaries-Other	16,495.34
Total Pooled Accounts	124,397.54
Total Pooled Expenses (Salaries)	124,397.54
Threat Preparedness Expense	
502540 · Auto Allowances	469.67
502550 · Supplies	450.10
502560 · Office Expense	
Security Monitoring	45.00
DSL Phone Line	37.04

2:10 PM
02/20/13
Accrual Basis

Morgan County Health Department
Profit & Loss
July 2012 through January 2013

	<u>Jul '12 - Jan 13</u>
Systems Software (Healthstats)	70.00
Fibernet / LUMOS	274.14
Comcast	207.74
Cell Phone	135.00
502560 - Office Expense - Other	305.59
Total 502560 - Office Expense	1,074.51
502570 - Travel and Education	1,353.85
502590 - Consulting Services	400.00
502600 - Miscellaneous Expense	271.23
Total Threat Preparedness Expense	4,019.36
6560 - Payroll Expenses	1,678.42
Total Expense	212,348.72
Net Ordinary Income	1,495.44
Net Income	1,495.44

2:11 PM
02/20/13
Accrual Basis

Morgan County Health Department
Balance Sheet
As of February 20, 2013

	<u>Feb 20, 13</u>
ASSETS	
· Current Assets	
Checking/Savings	
100300 - Citizens National Bank-Checking	20,535.39
100600 - CNB Money Market	60,585.66
Total Checking/Savings	81,121.05