

*HAMPSHIRE COUNTY BOARD OF HEALTH MEETING
May 15, 2019*

Call to Order: Judy Hott called the meeting to order at 6:03 pm.

Board Members Present: Dr. Thomas W. Daugherty, Judy Hott, Peggy McMaster, Nancy Davis, Kelli Eglinger, Allen Hott.

Guests Present: Derrick Haggerty, Hampshire County Health Department, Tamitha Wilkins, Hampshire County Health Department, Melissa Walker, Hampshire County Health Department, Juanita Yowell, Hampshire County Health Department, Robert Hott, Hampshire County Commission.

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

Approval of Minutes: Peggy McMaster made a motion to approve the January 16, 2019 Board of Health meeting minutes. Nancy Davis seconded the motion; the motion passed in favor of approval.

Reports:

Administrative Report: Stephanie Shoemaker reported threat preparedness activities including Medical Reserve Corp training, new focus on emerging infectious disease and grant funding. She also reported on Harm Reduction services and participation for the quarter, including distribution of 50 naloxone kits to various agencies and general public. Stephanie discussed the Substance Abuse Forum outcomes and planned activities. The clinical staff received training on Rapid HIV/Hep C testing. Stephanie is awaiting certification from the state to begin Rapid HIV/Hep C testing with Harm Reduction. Stephanie is working on a state Harm Reduction advisory committee on a Harm Reduction toolkit. She also reported that during legislative session the 2013 Food Code was adopted, the state will be reviewing environmental health fees, nonhazardous foods can now be made in home kitchens, restoration of public health funding. Stephanie reported on facility maintenance projects including painting and fencing. The Community Health Needs Assessment was completed by ValleyHealth, including an interview from Stephanie and Dr. Daugherty. The preliminary results for Hampshire County are physical activity, access to primary care, poverty, housing and homelessness, length of life, mental health and substance abuse. Stephanie distributed the FY18 audit report. She reported on community health promotion events including Family Resource Council, Date with Diabetes. She reported the health department received two awards from the WV Association of Local Health Departments for Outstanding Performance with our off-site flu and immunization clinics, and Innovative award for work with the Public Information committee. The board agreed to continue meetings on the third Wednesday of July, October, January and May for the new fiscal year.

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. Derrick

discussed a county regulation from 1998 regarding composting toilets. Further discussion on the topic will be held at the next board meeting. Allen Hott questioned water concerns in Purgitsville.

Clinical Report: Tamitha Wilkins reported on quarterly nursing events including, court mandated HIV testing, first responder vaccination, family planning clinics, substance abuse trends in youth training, school immunization clinics. Tamitha reviewed case details on a mumps case, multiple dengue fever cases, and an E.coli case. She also reported that provider education binders were distributed to all Hampshire County providers. Carolyn and Tamitha attending annual training for public health nursing. Tamitha also reported on a HIV cluster occurring in Cabell County. The Hepatitis A outbreak progression is slowing in the state. Tamitha distributed a graphic showing a comparison of program encounters. Tamitha reported seeing 35 more children age 2 months to 19 years old than last year for VFC immunizations, and 165 more children with private insurance age birth to 18 years old.

Community Reports: Judy Hott reported Parks and Rec is prepared to roll out their new building at Hampshire Park. Kelli Eglinger reported that county EMS may be interested in partnering for billing services.

Financial Report: Stephanie Shoemaker reviewed the Profit and Loss statement for the third quarter. The quarter ended with a deficit \$5,366.00. Stephanie also reviewed Year to Date Profit and Loss Budget Performance. She also distributed the Balance Sheet. Kelli Eglinger made a motion to approve the FY 2019 Q3 Financial Statements. Peggy McMaster seconded the motion; the motion passed in favor of approval. Stephanie discussed the importance of confidentiality on financials and that the board would be revisiting the topic of CD funds.

Old Business:

BOH Bylaw Review: Stephanie distributed the bylaws by email to the board members. Discussion was held regarding bylaws. Nancy Davis made a motion to a motion to approve the bylaws. Allen Hott seconded the motion; the motion passed in favor of approval.

New Business:

Check Signatories: Stephanie recommended removing Kelli Eglinger from the check signatory authorization due to schedule constraints. The recommendation was made for Allen Hott to be added to the authorization list. Nancy Davis made a motion to remove Kelli Eglinger and add Allen Hott as a Hampshire County Board of Health authorized check signatory. Peggy McMaster seconded the motion; the motion passed in favor of approval.

New OA II Position: Stephanie requested the approval to hire a full-time Office Assistant II. She also discussed restructuring current Office Assistants' responsibilities. Employees and board members discussed the restructuring. Kelli Eglinger made a motion to approve the hire of an Office Assistant II at the salary of \$24,000.00. Peggy seconded the motion; the motion passed in favor of approval.

FY20 Budget: Stephanie reviewed the proposed FY20 budget. Allen Hott made a motion to approve the FY20 budget. Nancy Davis seconded the motion; the motion passed in favor of approval.

FY20 Program Plan: Stephanie reviewed the proposed FY20 program plan, including the organizational chart, sliding scale, clinical and environmental fees. Peggy McMaster made a motion to approve the FY20 program plan. Kelli Eglinger seconded the motion; the motion passed in favor of approval.

Executive Session

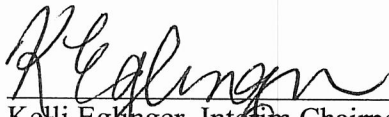
Peggy McMaster made a motion to enter executive session to discuss salary and merit increases. Kelli Eglinger seconded the motion; the motion passed in favor of approval. The board entered executive session at 8:24pm. The board came out of executive session at 8:31pm. No decisions were made in executive session.

Salary Increase: Kelli Eglinger made a motion to increase Melissa Walker's salary by 5%. Peggy McMaster seconded the motion; the motion passed in favor of approval.

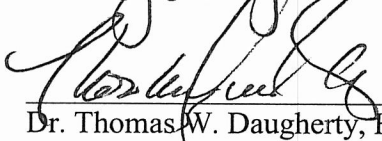
FY20 Merit Increase Pay Scale: Peggy McMaster made a motion to approve the FY20 merit increases as presented by the Administrator. Kelli Eglinger seconded the motion; the motion passed in favor of approval.

Adjournment

Peggy McMaster made a motion to adjourn the meeting. Kelli Eglinger seconded the motion; the motion passed in favor of approval. The meeting adjourned at 8:37pm.



Kelli Eglinger, Interim Chairperson



Dr. Thomas W. Daugherty, Health Officer