

*HAMPSHIRE COUNTY BOARD OF HEALTH MEETING  
October 20, 2016*

*Call to Order:* Kelli Eglinger called the meeting to order at 6:03pm.

*Board Members Present:* Steve Slonaker, Judy Hott, Kelli Eglinger, Dr. Thomas W. Daugherty

*Board Members Absent:* Mike Crouse, William Lipps

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

*Approval of Minutes:* Judy Hott made a motion to approve the July 21, 2016 Regular Board Meeting minutes. Steve Slonaker seconded the motion; the motion passed in favor of approval.

*Reports:*

*County Commission Report:* Steve Slonaker reported that work has started on the Recycling Center, and authorization has been given for work to begin on the new Animal Control site. He also reported that this will be his last Board of Health meeting as he is retiring in December.

*Administrative Report:* Stephanie Shoemaker reported on the Community Health Promotion events, Threat Preparedness events, Statewide Consolidation Feasibility Study, and miscellaneous topics (see attached report).

*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. Derrick reported legislation that allows small flock poultry producers (1,000 birds or less) to slaughter and sell directly to food service with no inspection. Hampshire County currently has one small flock poultry producer. Family Dollar and General Dollar are being established in Slanesville. Derrick has reviewed the plans and completed a site evaluation for the Dollar General site. He also reported a new low pressure septic system available to properties that normally could not sustain a septic system.

*Clinical Report:* Tamitha Wilkins reported nursing activities in the first quarter of fiscal year 2017. She reported on the free sports physical clinic held by Dr. Daugherty, Diabetic Kids Camp, reportable disease, family planning clinics, late night immunization clinics, provider education visits, and flu immunization clinics. Stephanie Shoemaker reported on the most recent Adolescent Pregnancy Prevention sessions being held at the high school. She also noted that AbbaCare currently comes to the middle schools and delivers a program based on individual worth, integrity, and responsibility. The health department is working with AbbaCare on developing a communication workshop for middle school students and parents.

*Financial Report:* Stephanie Shoemaker distributed the Profit and Loss Budget vs. Actual statement and Balance Sheet for the first quarter fiscal year 2017. Stephanie reviewed details of the report, and reported the quarter ended above budget at \$8,421. Judy Hott made a motion to approve the year end FY16 financial statements. Steve Slonaker seconded the motion; the motion passed in favor of approval.

*Old Business:*

*Billing Policy Change:* An error was identified in our billing policy that went in effect July 1, 2016. We cannot waive any administrative fees for patients after the insurance company has denied payment. The correction has been made to the current policy and went into effect immediately.

*HPV Grants:* Final reports for the HPV grants are due at the end of October. The new HPV grant has been released and we have been awarded \$1,500 from Mountains of Hope. Determination has not been made on the WV Immunization Network grant; \$3,500 has been requested.

*Strategic Plan:* Dr. Daugherty questioned the status of the strategic plan that expires at the end of 2016. Stephanie Shoemaker reported that the final results of the Community Health Needs Assessment have not been released at this time. The strategic plan will be largely based on findings. The results are expected to be released soon.

*New Business:*

*Nurse Practitioner Contract:* Stephanie Shoemaker has approached Chad Hott, ARNP, to contract as an alternate Nurse Practitioner when needed. The contract maintained his previous \$100/hr rate and stated that he would be responsible for his own malpractice/liability insurance costs. Chad asked that the health department pay for the increase in his malpractice/liability insurance costs. His request was denied. Chad stated he would speak with his insurance company to determine the cost and make a decision at that point. Stephanie questioned the board as to whether they were agreeable to the terms of this contract as written. Judy Hott requested, regardless of whether Chad Hott signs the contract, that we continue to search for additional Nurse Practitioner services to serve as alternates. Judy Hott made a motion to approve the contract for Chad Hott, NP, at the rate of \$100/hour on an as needed basis. Steve Slonaker seconded the motion; the motion passed in favor of approval.

*Health Department Staffing:* Due to Tammy Dove's resignation, Stephanie Shoemaker proposed to hire a 1,000-hour temporary Office Assistant I for two days a week at \$10/hr with no benefits. The responsibilities would be basic clerical responsibilities to relieve Missy for billing. All financial and bookkeeping responsibilities would be completed by the Administrator and other staff. Making this adjustment in staffing, we would be saving approximately \$24,000 annually. Judy Hott voiced the value of the Administrator position and the community networking that is happening; she has concern that being burdened with routine financial duties will slow the progress being made. The board agreed to use this staffing model now and re-evaluate the burden to the Administrator later. Steve Slonaker made a motion to approve hiring a 1,000-hour temporary Office Assistant I for two days a week. Judy Hott seconded the motion; the motion passed in favor of approval.


*STD Billing:* A new legislative bill allows health departments to bill for HIV related testing. The only service we would be able to bill for is the blood draw and the reimbursement rate is \$3.64. Previously, health departments conducted all STD testing as a basic public health service with no ability to bill. Stephanie Shoemaker asked the board for approval to bill for STD testing if it made financial sense for the health department. Judy Hott made a motion to allow the health department to bill for STD testing at the health department's discretion. Steve Slonaker seconded the motion; the motion passed in favor of approval.

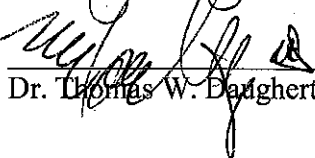
*Health Department CDs:* Stephanie Shoemaker reviewed the CD balances with the board; \$328,821 in CDs and \$191,400 in checking. The state requires 3 months operating expense reserve; which would be approximately \$120,000. The board agreed that the state is financially in a time of uncertainty; and it makes good business sense to have it as a rainy-day fund. Dr. Daugherty questioned if the County Commission was aware of the CD money and if that could affect health department funding decisions. Steve Slonaker affirmed that the County is aware of this money and if necessary could take that into consideration at budget time, but currently they do not. Chairperson Eglinger felt this discussion should be continued when all board members were present.

*Executive Session:* Steve Slonaker made a motion to enter into Executive Session to discuss Health Officer Personnel Matters. Judy Hott seconded the motion; the motion passed in favor of approval. The board came out of Executive Session at 8:02pm. No decisions were made while in Executive Session.

*Adjournment*

Judy Hott made a motion to adjourn the meeting, Steve Slonaker seconded the motion. The motion passed in favor of approval. Meeting adjourned at 8:03pm.

  
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Kelli Eglinger, Chairperson

  
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Dr. Thomas W. Daugherty, Health Officer