

Morgan County Health Department

187 South Green Street
Berkeley Springs, West Virginia 25411

AGENDA

Board of Health

August 15, 2016

4:30pm

Call to Order/Opening Comments –Angela Gray

- **Approval of Agenda –Angela Gray**

Review/Acceptance of Minutes: June 2016

Public Comment:

Current Issues:

Departmental Reports:

- **Nursing Report – Patty Caldwell**
- **Environmental Report – Johnny Lazzarine**
- **Administration/Financial – Bill Kearns**
- **Threat Prep.**

Unfinished Business

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

New Business:

Adjourn

Morgan County Board of Health

June 13, 2016

Morgan County Health Department Conference Room

Board of Health Chair present: Angie Gray BSN, RN

Members present: Barb Wolfe, Jane McCloud, Sandy Bienen

Member absent: Dave Hansen

Morgan County Health Officer absent: Kevin McLaughlin, DO

Staff present: Bill Kearns, Cathy DeLawder, Patty Caldwell, Melissa McCumbee, Johnny Lazzarine, Tim Zeigler

Guest: Teresa Seville, Realtor - Coldwell Banker's Real Estate

4:32 p.m. - CALL TO ORDER: Angie Gray, Chair

Approval of Agenda – Angie Gray

There being no objections the agenda for May 16, 2016 is accepted as submitted.

Review/Acceptance of Minutes – Angie Gray

There being no objections the Minutes from June 13, 2016 are accepted as submitted.

Public Comment: Changes to septic permit renewals and well permit renewals were explained. Research fee of \$25.00 - staff time to research files, was explained by Angie & Bill. WV State Code states ...“may’ charge up to \$50.00 research fee for 10 min. of research”. Septic permit renewal fee can be paid for two (2) years maximum and re-apply. Re-application fee: \$150.00 for standard system and \$300.00 for alternative. Budget cut was explained by Angie for fee changes.

Department Reports:

- **Nurses Report** – Patty Caldwell, RN - Reports (April – May) attached
 - ✓ Angie advised of the State HPV Immunization Award for Morgan County
- **Environmental Report** – Johnny Lazzarine, Sanitarian - Reports (April – May) attached
 - ✓ *Make-up* classes for food establishments will be July 20th and July 21st at MCHD conference room. Future classes *may* be held at Cacapon State Park
- **Administration/Financial Report** – Bill Kearns, Admin. - Report attached
 - ✓ Approval has not yet been received for FY-2017 Program Plan and Budget
 - ✓ State budget issues and funding for FY-2017 were discussed
- **Threat Preparedness Report** – Bill Kearns, Admin.
 - ✓ Tim working with staff for Threat Preparedness training
 - ✓ All-Hazards Plan being professionally prepared

Motion by Barb Wolfe and seconded by Jane McCloud to Approval of Departmental Reports as submitted.

Motion carries

Unfinished Business: (Bill Kearns)

- Joint Health Departments (Morgan/Berkeley) remain a topic for review and has been discussed with the new Berkeley County Health Officer, Cameron Duffy, MD
- Future location of MCHD – The Pines. Due to ongoing construction and preparation of The Pines, the transition from the current health department location to new location may be August or later in the year.
- FY-2017 Fees for Service and Research Fee
 - ✓ Bill will discuss if a *policy* (of sorts) or a solution can be prepared by staff stating ... ‘there will be no interruption for 10 minutes (or less) while a research is being conducted.’ The information will be reviewed and discussed with board members
 - ✓ Bill advised a copy fee is charged when permit owner requests a copy of file. Research fee applies if time is required to locate correct information.
 - ✓ Reassignment Fee (from 2009) is **not** to be charged until further discussion with Brad Cochran
 - ✓ Letter of approval, regarding change in fee schedule, from Rahul Gupta, Commissioner and State Health Officer, was discussed
 - ✓ Payment to health department by credit/debit card will **not** be available in the near future due to banking fees

Motion made by Jane McCloud and seconded by Barb Wolfe to approve FY-2017 Fees for Service as presented.
Motion carries

New Business: (Bill Kearns) No new business

Meeting adjourned - 5:30 p.m.

The next scheduled meeting for the Morgan County Board of Health is July 18, 2016.

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

OR

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

Monthly Totals Fiscal Year Totals

Training and Education

Food School	11	98
Personnel	0	0

Disaster/Disease

Rabies Specimens Submitted	0	2
Animal Encounters Reported	6	45
Disease Investigations	6	45
Disaster Preparedness/Response	0	0

Food

Food Permits Issued	8	74
Food Est. Inspections	10	122
Retail Food Est. Inspections	0	18
Plan Reviews	8	82
Foodborne Outbreak Investigations	0	0
Mobile/Temp Food Inspections	8	58

Housing

Labor Camp Inspections	1	1
Housing Inspections	0	0
School Inspections	0	0
Child Care Inspections	1	10
Hotel/Motels	1	3
Bed & Breakfast Inn	0	8
Mobile Home Park Inspections	0	0

Recreation

Pool Inspections	3	6
Organized Camp Inspections	0	1
Fairs/Festivals	0	3
Park Inspections	1	7
Campground Inspections	1	3

Septic Systems

Septic Permits Issued	4	65
Soil/Perc Evaluations	4	59
Septic/Homeloan Evaluations	4	20
Final Septic Inspections	5	56
Enforcement Letters	0	5
Alternative System Evaluation	0	13
Septic Cleaner Inspections	1	1

Water

Well Permits Issued	3	51
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Water Samples Collected	3	30
Well Inspections	0	1
Other		
Tattoo Parlor Inspections	0	1
Nuisance Complaints	3	20
Radon Test Kits Issued	0	7
Clean Indoor Air Enforcement	0	0

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BY: _____

**Morgan County Health Department
Johnny Lazzarine (Sanitarian)
Environmental Report**

	Monthly Totals (July 2016)	Fiscal Year Totals (2016-2017)
Training and Education		
Food Manager Class	0	0
Food		
Food Permits Issued	100	100
Plan Reviews	0	0
Food Est. Inspections	15	15
Retail Food Est. Inspections	2	2
Mobile/Temp Food Inspections	1	1
Food Complaints	0	0
Foodborne Outbreak Investigations	0	0
Septic Systems		
Septic Permits Issued	5	5
Septic Final Inspections	12	12
Class II Septic Final Inspections	1	1
Percolation Evaluations	2	2
Homeloan Evaluations	0	0
Septic Pumper Inspections	0	0
Septic Complaints	1	1
Sleepy Creek Grant Repairs	0	0
Water		
Well Permits Issued	3	3
Water Samples Collected	2	2
Housing		
Child Care Centers	0	0
Bed & Breakfast Inns	1	1
Cottage/Vacation Rentals	0	0
Hotel/Motels	0	0
Mobile Home Parks	15	15
Schools	0	0
Labor Camps	0	0
Organized Camps	0	0
Recreation		
Pools	0	0
Parks	0	0
Campgrounds	6	6
Tattoo Parlors	0	0

**Morgan County Health Department
Johnny Lazzarine (Sanitarian)
Environmental Report**

Mass Gatherings	1	1
Disease/Disaster		
Animal Encounter Investigations	1	1
Rabies Specimens Submitted	0	0
Disaster Response	0	0
Other		
Nuisance Complaints	2	2
Radon Test Kits Issued	2	2
Clean Indoor Air Enforcement	0	0

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

<u>Sexually Transmitted Diseases</u>	<u>Monthly</u>	<u>Year to date</u>
Male Clients	3	19
Female Clients	2	14
Positive STD	1	6
<u>Women's Health Clinics</u>		
Clinics	1	2
Family planning clients attending clinics	5	18
Family planning patients seen in between clinics	5	32
Breast and Cervical patients attending clinics	0	6
BCCP patients seen in between clinics	0	4
Pregnancy tests	2	18
Positive pregnancy test	1	8
<u>Immunization program</u>		
Clinics held	0	0
Flu Shots	0	9
Total immunizations	76	262
Total Patients	42	150
<u>Tuberculosis Program</u>		
Screening Forms	10	33
TB skin tests	9	20
Skin tests read	8	19
Positive skin tests	0	0
Tspots	0	0
<u>Miscellaneous</u>		
Blood pressures, Community outreach, Lions club applications, lice checks, Court House clinic, etc.	9	69
<u>Epidemiology</u>		
Disease case investigations (working on)	4	14
Cases (closed)	4	10
<u>Total Patients served with face to face contact: 97 for month , 405 for year 2016</u>		

**!!!!Morgan County Health Department
Nurses report for the month of July 2016
For August 2016 BOH
Patricia Caldwell R.N.**

<u>Sexually Transmitted Diseases</u>	<u>Monthly</u>	<u>Year to date</u>
Male Clients	4	23
Female Clients	3	17
Positive STD	2	8
<u>Women's Health Clinics</u>		
Clinics	0	2
Family planning clients attending clinics	0	18
Family planning patients seen in between clinics	8	40
Breast and Cervical patients attending clinics	0	6
BCCP patients seen in between clinics	0	4
Pregnancy tests	2	20
Positive pregnancy test	1	9
<u>Immunization program</u>		
Clinics held	0	0
Flu Shots	0	9
Total immunizations	100	362
Total Patients	59	209
<u>Tuberculosis Program</u>		
Screening Forms	7	40
TB skin tests	19	39
Skin tests read	19	38
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	86
<u>Epidemiology</u>		
Disease case investigations (working on)	4	18
Cases (closed)	4	17
<u>Total Patients served with face to face contact: 140 for month , 545 for year 2016</u>		

Morgan County Health Department
Profit & Loss
 July 2015 through June 2016

	Jul '15 - Jun 16
Ordinary Income/Expense	
Income	
Breast and Cervical Cancer	
402200 · State Contracts	463.86
Total Breast and Cervical Cancer	463.86
Environmental	
401410 · Fees for Service	36,270.00
401411 · Fees for Permits	49,243.10
401420 · State Contracts	5.98
Total Environmental	85,519.08
Family Planning	
402610 · State Contracts	3,890.75
Total Family Planning	3,890.75
Immunization	
401240 · Medicare	3,182.67
401241 · Medicaid	3,354.39
401260 · Private	9,042.24
401270 · State Contracts	5,194.71
Total Immunization	20,774.01
Office Management and Admin	
401040 · Interest Income	102.14
401070 · Rebates	237.48
401100 · Donations	224.00
Total Office Management and Admin	563.62
Threat Preparedness	
401450 · State Contracts	34,854.14
Total Threat Preparedness	34,854.14
401000 · State Aid	181,642.88
401010 · County Commission	35,000.00
Total Income	362,708.34
Gross Profit	362,708.34
Expense	
503000 · Clinical Services Expenses	
Adult Services	
503060 · Auto Allowances	374.80
503080 · Office Expense	145.60
Total Adult Services	520.40
General Health	
504420 · Auto Allowances	63.60
504430 · Medical Supplies	596.16
Total General Health	659.76
Immunization (Travel)	
504700 · Auto Allowance	21.74
Total Immunization (Travel)	21.74
Total 503000 · Clinical Services Expenses	1,201.90
Comm. and Report Disease-Ex	
501750 · Travel and Education	15.00
Total Comm. and Report Disease-Ex	15.00

Morgan County Health Department
Profit & Loss
 July 2015 through June 2016

	Jul '15 - Jun 16
502401 · Environmental Health Costs	
502450 · Auto Allowances	4,019.22
502470 · Office Expense	321.91
502480 · Travel and Education	1,765.22
502500 · Consulting Services	300.00
502510 · Miscellaneous Expense	3,024.51
	9,430.86
Total 502401 · Environmental Health Costs	9,430.86
Immunization-Expense	
501995 · Vaccine Supplies	6,421.25
	6,421.25
Total Immunization-Expense	6,421.25
Insurance	
501610 · Equipment Insurance	304.00
501620 · Malpractice Insurance	6,479.00
	6,783.00
Total Insurance	6,783.00
Office Management & Admin	
501050 · FICA	15,702.81
501060 · Retirement/Pension Plans	23,488.93
501080 · Worker's Compensation	2,952.00
501090 · Health/Disability Insurance	
501091 · RHBT {2}	10,269.00
501090 · Health/Disability Insurance - Other	21,252.00
	31,521.00
Total 501090 · Health/Disability Insurance	31,521.00
501100 · Life Insurance	134.00
501110 · Other Employee Benefits	3,150.00
501150 · Auto Allowance	27.60
501160 · Office Expense	1,830.19
501190 · Telecommunications	4,442.59
501200 · Postage	865.90
501230 · Dues and Subscriptions	7,386.38
501240 · Accounting and Auditing	6,564.00
501310 · Advertising Other	75.00
501360 · Software Maintenance	805.45
501370 · Other Supplies	40.00
Office Management & Admin - Other	124.04
	99,109.89
Total Office Management & Admin	99,109.89
Pooled Expenses (Salaries)	
507132 · OPEB Expense	2,662.66
Pooled Accounts	
507025 · Salaries - Threat Preparedness	4,788.48
507000 · Salaries-Nurses	42,080.00
507010 · Salaries-Clinician (Non-Nurse)	25,614.09
507020 · Salaries-Administration	58,815.60
507030 · Salaries-Environmental	74,946.28
507050 · Contracted Personnel	900.00
	207,144.45
Total Pooled Accounts	207,144.45
Total Pooled Expenses (Salaries)	209,807.11
Threat Preparedness Expense	
502540 · Auto Allowances	247.93
502550 · Supplies	611.68
502560 · Office Expense	
Security Monitoring	55.00
WV Office of Technology	99.55
Fibernet / LUMOS	283.31

9:06 AM
07/26/16
Accrual Basis

Morgan County Health Department
Profit & Loss
July 2015 through June 2016

	<u>Jul '15 - Jun 16</u>
Comcast	1,200.30
Propane Generator Maintenance	7.00
Cell Phone	240.00
502560 · Office Expense - Other	<u>163.49</u>
Total 502560 · Office Expense	2,048.65
502570 · Travel and Education	20.00
502590 · Consulting Services	<u>1,500.00</u>
Total Threat Preparedness Expense	4,428.26
6560 · Payroll Expenses	<u>438.07</u>
Total Expense	337,635.34
Net Ordinary Income	<u>25,073.00</u>
Net Income	<u><u>25,073.00</u></u>