

*HAMPSHIRE COUNTY BOARD OF HEALTH MEETING
January 16, 2019*

Call to Order: Judy Hott called the meeting to order at 6:00 pm.

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

Board Members Absent: Kelli Eglinger, William Lipps

Guests Present: Derrick Haggerty, Hampshire County Health Department, Tamitha Wilkins, Hampshire County Health Department

Approval of Minutes: Dr. Daugherty recommended a rewording to further clarify a statement in the executive session section of the minutes. Peggy McMaster made a motion to approve the October 17, 2018 Board of Health meeting minutes. Nancy Davis seconded the motion; the motion passed in favor of approval.

Election of Officers: Stephanie Shoemaker noted that the Board of Health by-laws state that the election of officers is to occur at the first meeting of the fiscal year. In years past, elections were being held at the first meeting of the calendar year. Stephanie will postpone elections until the July meeting. All officers will remain the same until the next election.

Reports:

Administrative Report: Stephanie Shoemaker reported threat preparedness activities including year end grant requirements and updating Memorandum of Understandings. She also reported on Harm Reduction services and participation for the quarter. The health department received a donation of one hundred naloxone auto-injectors through the manufacturer. Stephanie also discussed the Substance Abuse Forum she has organized to work with Hampshire County agencies and leadership who play apart in the substance abuse problems in the county. Stephanie reported on the current legislative session and bills that have an effect on public health. The fence repair claims and estimates have been submitted to FEMA. ValleyHealth is currently collecting data for the new community health assessment. The health department is assisting with data collection to ensure a good Hampshire County response. Financial statements have been completed for FY18 and the annual audit has been scheduled.

Environmental Report: Derrick Haggerty reported on low well and septic permit numbers. He also reported on food establishment permits, water sampling, animal encounters, and complaints. Derrick went into detail about one outstanding complaint. Stephanie discussed the magistrate court process and issues that were encountered with the complaint.

Clinical Report: Tamitha Wilkins reported on quarterly nursing events including, mobile flu clinics, TB direct observation therapy, harm reduction, family planning, and reportable disease investigation. Tamitha reported flu and pneumonia immunization totals to date and information about the new shingles vaccine. She also discussed collaboration with WIC and Committee on Aging meetings.

Financial Report: Stephanie Shoemaker reviewed the Profit and Loss Budget Performance report through December 31, 2019. The end of the second quarter is currently at a deficit of \$12,711. She also distributed the Profit and Loss statement and Balance Sheet for quarter two. Stephanie notified the bank of the board decision to renew CD 10015970 to 12 months. The bank informed of a special 15-month promotion that had 1% higher interest rate. With Judy Hott's approval, Stephanie renewed CD at the special 15-month rate. Nancy Davis made a motion to approve the FY 2019 Q2 Financial Statements. Peggy McMaster seconded the motion; the motion passed in favor of approval.

CD Renewal: Stephanie presented to the board a CD that will be renewing soon. She also gave the Bank of Romney's current interest rate listing. Discussion was held on 15-month auto-renewal. Stephanie is to receive clarification. Peggy McMaster made a motion to renew CD 10019699 for a 12-month term, unless 15-month term is a better option. Judy Hott and Stephanie will make the executive decision upon clarification. Nancy Davis seconded the motion; the motion passed in favor of approval.

Old Business:

Length of Service Achievement Award Policy: Due to WV Ethics Commission rules, Stephanie proposed changing the policy to maximum amount of a service award to \$25 and maximum amount of a retirement award to \$100. Peggy McMaster made a motion to approve the changes to the Length of Service Achievement Award policy. Nancy Davis seconded the motion; the motion passed in favor of approval.

Medication Administration Error Policy: Stephanie reported that she has reviewed the Medication Administration policy of ValleyHealth. Medication administration error is a subsection of the Medication Administration policy. She will prepare a similar document for the board to ensure quality assurance. Stephanie requested that the policy review be tabled to a future meeting.

New Business:

BOH Bylaw Review: Stephanie presented the board with the current bylaws for review. Dr. Daugherty requested that this topic be tabled until the next meeting for further time to review. Peggy McMaster made a motion to table approving the bylaws until the following meeting. Nancy Davis seconded the motion; the motion passed in favor of approval.

Painting Bids: Stephanie reviewed two bids received for painting the clinical area of the health department. She is awaiting the third bid. Stephanie requested board authorization to make the decision on painting bids when all bids were complete. Judy Hott requested written clarification on a bid. Peggy McMaster made a motion to authorize the Administrator to make the decision on a painter with a maximum expense amount of \$2,700. Nancy Davis seconded the motion; the motion passed in favor of approval.

Fire Alarm System: Stephanie informed the board the health department has no fire alarm security feature; there are only internal alarms. Upon further investigation, the other county owned buildings do not have fire alarm security either. Stephanie questioned if the board would like to pursue fire alarm security. Dr. Daugherty recommended contacting our

insurance company to see if discounts would be made for having a fire alarm security system. Judy recommended further investigation before taking action.

2019 Goals and Priorities: Stephanie presented priorities for 2019 including maintaining an enhanced immunization program, increasing harm reduction participation, assessing the need for school health clinics, collaborating with health occupation students, implementing accreditation readiness initiatives, and continuing BOH participation. Discussion was held regarding the priorities for 2019.

BOH Reports: Nancy Davis requested clarification on board of health members' role in attending other community meetings. Board of Education reported arsenic levels in Slanesville Elementary School. Judy Hott reported Hampshire County Parks and Recreation would like to partner with the health department on programs. Peggy McMaster reported the Visitor's Bureau is using additional revenue to advertise Hampshire county tourism within the state.

Executive Session

Peggy McMaster made a motion to enter executive session to discuss the potential for a confidential revenue source, Nancy Davis seconded the motion. The board entered executive session at 8:02pm. The board came out of executive session at 8:15pm. No decisions were made in executive session.

Adjournment

Nancy Davis made a motion to adjourn the meeting, Peggy McMaster seconded the motion. The motion passed in favor of approval. The meeting adjourned at 8:15pm.



Judy Hott, Chairperson

Dr. Thomas W. Daugherty, Health Officer

