

HAMPSHIRE COUNTY BOARD OF HEALTH MEETING
October 17, 2018

Call to Order: Judy Hott called the meeting to order at 6:02 pm.

Board Members Present: Dr. Thomas W. Daugherty, Judy Hott, William Lipps, Peggy McMaster, Kelli Eglinger.

Board Members Absent: Nancy Davis

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

Approval of Minutes: Peggy McMaster made a motion to approve the August 22, 2018 Board of Health meeting minutes. Bill Lipps seconded the motion; the motion passed in favor of approval.

Reports:

Administrative Report: Stephanie Shoemaker reported on quarterly threat preparedness activities, including MRC and core competencies, MRC memorandum of understanding with Hampshire High School HOSA. Hampshire County has been selected to participate in a Substance Abuse/Addiction Public Education pilot program through the WV Harm Reduction Coalition. Stephanie also reported on the Recovery Rocks events that the health department participated in. The state added requirements to maintain Harm Reduction certification, including an abandoned needle collection process. The health department will be working with Eastern Regional Family Resource Network and Pathways, Inc. to develop a procedure. She also reported on Harm Reduction clinic numbers. The upcoming legislative session will likely see a challenge to our immunization laws and Clean Indoor Act. WV Association of Local Health Departments will be pushing for an increase to our state aid and employees to be included in statewide increases. FEMA is reviewing bids for correcting the fence and mitigation efforts. Grant processes have been severely delayed with receiving agreements and invoicing/expenditure report templates.

Environmental Report: Derrick Haggerty reported that septic permits are higher than last year and well permits are lower. He also reported other field work numbers completed during the quarter. Nearly 40% of water samples tested have come back positive for coliforms, likely to due to over saturation of the soil. Animal encounters are higher than last year, but none have been positive for rabies. The complaint discussed in previous meetings has been closed. The homeowner was able to install a septic for her property. Derrick also discussed a current complaint open since June. The homeowner has been non-compliant with requests to correct a failing septic. Derrick plans to take the complaint to the magistrate office. He also discussed proposed changes to perc test procedures by the state.

Clinical Report: Tamitha Wilkins reported quarterly nursing events, including sports physical clinics, late night immunization clinics, family planning clinics. Tamitha reported on the Men's Health Fair held at the health department, in which nine men participated in the event.

Tamitha assisted with Kids Diabetes Camp at the Hampshire Wellness Center. She also shared information on immunizations with local daycares. Slanesville Energy Express held a Children's Health Fair at the health department in which the health department gave immunization information. She also reported on reportable disease numbers. Tamitha updated the board on the status of an active TB case. The state supplied the health department with 100 doses of Hepatitis A vaccine for first responders. Hepatitis A vaccine was administered to all correctional officers at Chickbuckbee Juvenile Center. Potomac Highland Regional Jail declined having an immunization clinic onsite. The state has also supplied the regional jail with Hepatitis A vaccine for inmates. The clinical department received a gold certificate for the VFC Immunization Audit. A new partnership has been developed with WIC for immunization services. Tamitha also detailed community flu immunization clinics.

Board Member Report: Judy Hott reported that she attended the Hampshire EMS meeting. They look forward for opportunities to partnership with the health department, the county EMS plans to be licensed and begin operation in November, and they are also looking for office space that is centrally located in the county. She also attended Parks and Rec. Parks and Rec will allow us to use their facilities in Capon Bridge for health events and would like to see the health department promote their events. Peggy McMaster has been attending/monitoring the Capon Bridge town council meetings and Hampshire County Convention Visitor Bureau. Stephanie attended the Committee on Aging board meeting. No health department pertinent information was discussed.

Financial Report: Stephanie Shoemaker reviewed the Profit and Loss Budget Performance report for the first quarter of FY19. The end of the first quarter is currently at a deficit of \$2,348.00. She also distributed the Profit and Loss statement and Balance Sheet for quarter one. William Lipps made motion to approve the FY 2019 Q1 Financial Statements. Kelli Eglinger seconded the motion; the motion passed in favor of approval.

CD Renewal: Stephanie presented to the board two CDs that will be renewing soon. She also gave the Bank of Romney's current interest rate listing. William Lipps made a motion to renew CD 10015970 for a 12-month term. Peggy McMaster seconded the motion; the motion passed in favor of approval. The board chose to table the second CD until the January meeting.

Old Business:

Food Service Exemption Request: Stephanie presented a listing of non-profit food establishments in the county, along with their current fee. Augusta Church of Christ had previously requested their fee be reduced or waived. The non-profit food establishments that currently have fees waived are organizations that serve a special population. Derrick reported that the Springfield Assembly of God has recently requested to be permitted at a cost of \$400.00. After discussion, no motion was made. The current non-profit food establishment fees remain the same.

New Business:

Length of Service Achievement Award Policy: Stephanie introduced a draft Length of Service Achievement Award policy. The policy is compliant with IRS guidelines. Peggy McMaster

made a motion to approve the Length of Service Achievement Award policy. Kelli Eglinger seconded the motion; the motion passed in favor of approval.

Medication Administration Error Policy: Stephanie introduced a draft Medication Administration Error policy. After discussion, it was determined this policy should be reviewed by legal counsel for liability concerns. The board also requested Stephanie pull similar policies from other health agencies for review and comparison.

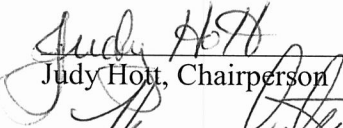
Executive Session

Kelli Eglinger made a motion to enter executive session, Peggy McMaster seconded the motion. The board entered executive session at 7:52pm. In executive session rehiring a temporary Office Assistant I was discussed. No decisions were made in executive session.

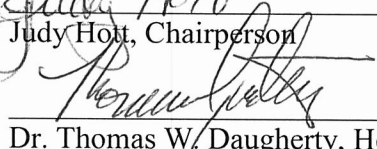
The board came out of executive session at 7:55pm. Kelli Eglinger made a motion to rehire a temporary Office Assistant I at the hourly rate of \$10.40, Peggy McMaster seconded the motion. The motion passed in favor of approval.

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 7:56pm.



Judy Holt, Chairperson



Dr. Thomas W. Daugherty, Health Officer