

Morgan County Health Department

187 South Green Street
Berkeley Springs, West Virginia 25411

AGENDA

Board of Health

August 17, 2015

4:30pm

Call to Order/Opening Comments –Angela Gray

- **Approval of Agenda –Angela Gray**

Review/Acceptance of Minutes: June 2015

Public Comment:

Current Issues:

Departmental Reports:

- **Environmental - Johnny Lazzarine**
- **Threat Preparedness Report – Ashley Petrolino**
- **Nursing Report – Patty Caldwell**
 - **Community Needs Assessment – Patty Caldwell**
- **Administration/Financial – Bill Kearns**
 - **FY 2015 Recap**

Unfinished Business

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

New Business:

- **FY 2014 Audit Award – Bill Kearns**
- **Future of Public Health – Bill Kearns**

Adjourn

Morgan County Board of Health Meeting

Minutes of Monday - June 15, 2015
Morgan County Health Department Conference Room

CALL TO ORDER: 4:30 p.m. - Angie Gray, Chair

Members - present: Jane McCloud, Dave Hansen, Sandy Bienen

Members - absent: Barb Wolfe

Morgan County Health Officer - absent: Dr. Kevin McLaughlin

Morgan County Health Department Administrator - present: Bill Kearns

Morgan County Health Department staff present: Johnny Lazzarine, Patty Caldwell, Cathy DeLawder

Motion to approve Agenda made by Dave Hansen. Seconded by Jane McCloud. All in favor. Motion carries

Motion to approve Minutes from May 27, 2015 made by Dave Hansen. Seconded by Jane McCloud. All in favor. Motion carries.

Public Comment: None

Department Reports:

- **Environmental Report** – Johnny Lazzarine
 - ✓ April and May 2015 Reports reviewed – *copy attached*
 - ✓ New link on website for food establishment owners, managers and employees

- **Threat Preparedness Report** – Ashley Petrolino
 - ✓ April / May 2015 TP Reports reviewed – *copy attached*
 - ✓ MRC (Medical Reserve Corp.) was explained and volunteers are welcome.
 - ✓ End of Threat Preparedness Grant year coming to a close

- **Nurses Report** – Patty Caldwell, RN:
 - ✓ April and May 2015 Reports reviewed – *copy attached*

- **Administration/Financial** – Bill Kearns, Administrator
 - ✓ Profit & Loss Budget vs. Actual (July 2014-May 2015); Balance Sheet as of June 10, 2015; A/R Aging Summary as of June 10, 2015 were reviewed – *copy attached*
 - ✓ Process to hire Sanitarian will continue
 - ✓ Cable, internet and telephone will be bundled through Comcast
 - ✓ New DOP Administrative Rule (if passed) was discussed and concerns voiced

Motion to approve Departmental Reports made by Jane McCloud. Seconded by Dave Hansen. All in favor. Motion carries.

Unfinished Business:

- Joint County discussion (for any updates) - BOH
 - ✓ Jane McCloud volunteered to attend the Berkeley County Board of Health meeting to be held on August 18, 2015.

New Business:

- Board members discussed and agreed to cancel Board of Health meeting scheduled for July 20, 2015. The next meeting will be held August 17th, 2015
- Needle Exchange Program was explained by Angie Gray

Adjourn:

5:30 p.m. - Motion to adjourn made by Jane McCloud

The next Morgan County Board of Health meeting scheduled for August 17, 2015 at 4:30 p.m. in the conference room of the Morgan County Health Department.

BK/cd

Kevin T. McLaughlin, DO
Morgan County Health Officer

(Or)

Angela Gray
Morgan County Board of Health, Chairman

Date

	Monthly Totals	Fiscal Year Totals
Training and Education		
Food School	0	153
Personnel	0	0
Disaster/Disease		
Rabies Specimens Submitted	0	2
Animal Encounters Reported	1	66
Disease Investigations	1	66
Disaster Preparedness/Response	0	0
Food		
Food Permits Issued	2	172
Food Est. Inspections	12	214
Retail Food Est. Inspections	0	39
Food Service Complaints	2	13
Plan Reviews	0	128
Foodborne Outbreak Investigations	0	0
Mobile/Temp Food Inspections	1	31
Housing		
Labor Camp Inspections	1	1
Housing Inspections	0	0
School Inspections	0	7
Child Care Inspections	0	7
Hotel/Motels	0	11
Bed & Breakfast Inn	1	9
Mobile Home Park Inspections	0	23
Recreation		
Pool Inspections	0	7
Organized Camp Inspections	1	1
Fairs	0	2
Park Inspections	0	7
Campground Inspections	5	5
Septic Systems		
Septic Permits Issued	7	45
Septic/Homeloan Evaluations	2	11
Septic Inspections	4	48
Enforcement Letters	0	1
Alternative System Evaluation	1	4
Septic Complaints	0	1
Septic Cleaner Inspections	0	2
Water		

Well Permits Issued	4	44
Water Samples Collected	6	27
Well Inspections	0	1
Other		
Tattoo Parlor Inspections	0	1
Vector Complaints	0	2
Radon Test Kits Issued	6	11
Clean Indoor Air Enforcement	0	1

July 2015

Environmental Report

Johnny Lazzarine

- **Investigations**
 - **Animal Bite Cases = 6**
 - **Septic Complaints = 1**
 - **Food Complaints = 1**
 - **Vector Complaints = 1**
- **Inspections**
 - **Food Est. = 10**
 - **Mobile/Temp = 8**
 - **Percs = 4**
 - **Septic Final Inspections = 5**
 - **Homeloan Evaluations = 4**
 - **Campgrounds = 1**
 - **Water Samples = 3**
 - **Child Care Centers = 1**
 - **Motel = 1**
- **Permits Issued**
 - **Septic = 4**
 - **Wells = 3**
 - **Food = 8**

June/July 2015

Threat Preparedness-BOH Report

Ashley Petrolino

Threat preparedness

- All required quarterly call down drills have been conducted and After Action Reports (AAR) have been submitted to the regional lead for the entire fiscal grant year.
- All-Hazards plan review has been started and July 1, 2015 started the Fiscal Year 2015-2016 Public Health Emergency Preparedness grant
- End of year spreadsheets requested by the state are being finalized
 - Ensuring all staff trainings are accounted for and that all staff have ample opportunity to register in WVREDI per state requirements
 - Reviewing previously submitted AARs to ensure all requirements have been met
- Medical Countermeasure self-assessment was also completed and submitted to the regional lead
 - Areas of improvement previously identified have been addressed
 - Staff trainings are ongoing; however communication regarding required trainings and where recommended trainings can be found (WVTRAIN briefing given)
 - Appendices for plan are working documents, however initial changes have been made (ICS, staff changes)
 - Update:
 - MOU contacts and updates are in progress with help from Lori to assist setting up face to face meeting
 - All staff has a complete list of applicable trainings and course numbers that can be found on WVTRAIN
 - All staff have been provided with the necessary information to register on WVREDI and many have begun the process
- MRC orientation was provided in Martinsburg in May with one new volunteer being a resident from Morgan County

Morgan County Health Department
Nurses report for the month of June/July 2015 For August

2015 BOH
Patricia Caldwell R.N.

<u>Sexually Transmitted Diseases</u>	<u>Monthly</u>	<u>Year to date</u>
Male Clients	2	17
Female Clients	2	18
Positive STD	0	5
 <u>Women's Health Clinics</u>		
Clinics	0	4
Family planning clients attending clinics	0	45
Family planning patients seen in between clinics	21	65
Breast and Cervical patients attending clinics	0	13
BCCP patients seen in between clinics	1	8
Pregnancy tests	5	27
Positive pregnancy test	2	10
 <u>Immunization program</u>		
Clinics held	2	2
Flu Shots	0	9
Total immunizations	106	301
Total Patients	79	226
 <u>Tuberculosis Program</u>		
Screening Forms	15	49
TB skin tests	23	88
Skin tests read	23	88
Positive skin tests	0	0
Tspots	0	0
 <u>Miscellaneous</u>		
Blood pressures, Community outreach, Lions club applications, lice checks, Court House clinic, etc.	16	68
 <u>Epidemiology</u>		
Disease case investigations (working on)	23	32
Cases (closed)	23	32

Patients served with face to face contact: 187 for month of June and July, 677 for year 2015, 2 community outreaches Life or Drugs Event and Morgan County Fair.

Morgan County Health Department
Profit & Loss Budget vs. Actual
 July 2014 through June 2015

	Jul '14 - Jun 15	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Breast and Cervical Cancer			
402200 · State Contracts	840.24	3,000.00	-2,159.76
Total Breast and Cervical Cancer	840.24	3,000.00	-2,159.76
Environmental			
401410 · Fees for Service	40,351.00	29,840.00	10,511.00
401411 · Fees for Permits	41,859.50	37,041.56	4,817.94
401420 · State Contracts	0.00	600.00	-600.00
Total Environmental	82,210.50	67,481.56	14,728.94
Family Planning			
402610 · State Contracts	4,883.75	6,100.25	-1,216.50
Total Family Planning	4,883.75	6,100.25	-1,216.50
Immunization			
401240 · Medicare	3,683.15	4,200.00	-516.85
401241 · Medicaid	5,224.96	1,500.12	3,724.84
401260 · Private	24,067.06	10,798.18	13,268.88
401270 · State Contracts	7,414.00	7,409.04	4.96
Total Immunization	40,389.17	23,907.34	16,481.83
Office Management and Admin			
401040 · Interest Income	85.02	84.96	0.06
401070 · Rebates	413.75	399.96	13.79
401100 · Donations	74.40	200.04	-125.64
401130 · Miscellaneous Revenue	0.00	0.00	0.00
Total Office Management and Admin	573.17	684.96	-111.79
Threat Preparedness			
401450 · State Contracts	35,064.87	34,992.96	71.91
Total Threat Preparedness	35,064.87	34,992.96	71.91
401000 · State Aid			
401010 · County Commission	179,028.43	177,256.61	1,771.82
401020 · Board of Education	35,000.00	30,000.00	5,000.00
	0.00	0.00	0.00
Total Income	377,990.13	343,423.68	34,566.45
Gross Profit	377,990.13	343,423.68	34,566.45
Expense			
505141 · Nurses Toy Chest	9.50		
503000 · Clinical Services Expenses			

Morgan County Health Department
Profit & Loss Budget vs. Actual
 July 2014 through June 2015

	Jul '14 - Jun 15	Budget	\$ Over Budget
Adult Services			
503060 · Auto Allowances	156.42		
503070 · Medical Supplies	0.00	230.00	-230.00
503080 · Office Expense	109.20	250.00	-140.80
503090 · Travel and Education	50.00	150.00	-100.00
503100 · Dues and Subscriptions	150.00		
Total Adult Services	465.62	630.00	-164.38
Family Planning			
504240 · Other Supplies	18.00		
Total Family Planning	18.00		
General Health			
504430 · Medical Supplies	263.29		
Total General Health	263.29		
Immunization (Travel)			
504700 · Auto Allowance	169.40	100.00	69.40
504720 · Office Expense	196.55		
Total Immunization (Travel)	365.95	100.00	265.95
Total 503000 · Clinical Services Expenses	1,112.86	730.00	382.86
Disaster Response-Ex			
502640 · Supplies	0.00	0.00	0.00
Total Disaster Response-Ex	0.00	0.00	0.00
502401 · Environmental Health Costs			
502450 · Auto Allowances	3,854.84	3,000.00	854.84
502460 · Supplies	0.00	150.00	-150.00
502470 · Office Expense	136.88	600.00	-463.12
502480 · Travel and Education	2,960.49		
502500 · Consulting Services	600.00		
502510 · Miscellaneous Expense	2,140.00	1,500.00	640.00
Total 502401 · Environmental Health Costs	9,692.21	5,250.00	4,442.21
Immunization-Expense			
501995 · Vaccine Supplies	10,857.30	6,000.00	4,857.30
Total Immunization-Expense	10,857.30	6,000.00	4,857.30
Insurance			
501610 · Equipment Insurance	304.00	252.00	52.00
501620 · Malpractice Insurance	7,225.00	7,500.00	-275.00

Morgan County Health Department Profit & Loss Budget vs. Actual July 2014 through June 2015

	Jul '14 - Jun 15	Budget	\$ Over Budget
Total Insurance	7,529.00	7,752.00	-223.00
Office Management & Admin			
501050 · FICA	15,594.39	17,880.00	-2,285.61
501060 · Retirement/Pension Plans	23,438.70	26,000.04	-2,561.34
501080 · Worker's Compensation	1,266.00	4,092.00	-2,826.00
501090 · Health/Disability Insurance			
501091 · RHBT (2)	10,824.00	10,560.00	264.00
501090 · Health/Disability Insurance - Other	22,254.00	20,132.76	2,121.24
Total 501090 · Health/Disability Insurance	33,078.00	30,692.76	2,385.24
501100 · Life Insurance	132.00	120.00	12.00
501110 · Other Employee Benefits	223.20	225.00	-1.80
501150 · Auto Allowance	121.88		
501160 · Office Expense	2,183.97	2,000.04	183.93
501170 · Printing	0.00	50.00	-50.00
501180 · Travel and Education	27.75		
501190 · Telecommunications	5,288.10	3,000.00	2,288.10
501200 · Postage	1,123.41	3,000.00	-1,876.59
501230 · Dues and Subscriptions	4,931.58	5,799.96	-868.38
501240 · Accounting and Auditing	0.00	4,000.00	-4,000.00
501260 · Consulting Services	0.00	1,800.00	-1,800.00
501290 · Advertising Want-Ads	60.00		
501310 · Advertising Other	0.00	120.00	-120.00
501360 · Software Maintenance	1,039.95	700.00	339.95
Total Office Management & Admin	88,508.93	99,479.80	-10,970.87
Pooled Expenses (Salaries)			
507132 · OPEB Expense	-4,050.00	2,256.00	-6,306.00
Pooled Accounts			
507025 · Salaries - Threat Preparedness	1,905.00		
507000 · Salaries-Nurses	41,908.00	42,174.34	-266.34
507010 · Salaries-Clinician (Non-Nurse)	17,863.31	14,600.04	3,263.27
507020 · Salaries-Administration	71,962.99	79,528.66	-7,565.67
507030 · Salaries-Environmental	70,548.46	82,776.00	-12,227.54
507050 · Contracted Personnel	1,350.00		
Total Pooled Accounts	205,537.76	219,079.04	-13,541.28
Total Pooled Expenses (Salaries)	201,487.76	221,335.04	-19,847.28
Threat Preparedness Expense			
502540 · Auto Allowances	200.35	560.00	-359.65
502560 · Office Expense			

**Morgan County Health Department
Profit & Loss Budget vs. Actual
July 2014 through June 2015**

	Jul '14 - Jun 15	Budget	\$ Over Budget
Security Monitoring	240.00		
WV Office of Technology	359.88		
Systems Software (Healthstats)	100.00		
Fibermet / LUMOS	275.41		
Comcast	640.35		
Cell Phone	180.00	366.84	-186.84
502560 - Office Expense - Other	651.73	1,500.00	-848.27
Total 502560 - Office Expense	2,447.37	1,866.84	580.53
Total Threat Preparedness Expense	2,647.72	2,426.84	220.88
6560 - Payroll Expenses	447.29	450.00	-2.71
Total Expense	322,292.57	343,423.68	-21,131.11
Net Ordinary Income	55,697.56	0.00	55,697.56
Net Income	55,697.56	0.00	55,697.56

Morgan County Health Department

Balance Sheet

As of July 31, 2015

	<u>Jul 31, 15</u>
ASSETS	
Current Assets	
Checking/Savings	
100300 · Citizens National Bank-Checking	129,994.73
100600 · CNB Money Market	60,737.05
Total Checking/Savings	<u>190,731.78</u>
Accounts Receivable	
102000 · Basic Public Health Services	
1021501 · Environmental Health	137.50
102170 · Threat Preparedness	8,523.95
Total 102000 · Basic Public Health Services	<u>8,661.45</u>
102300 · Clinical Services	
102200 · Breast and Cervical Cancer	350.59
102220 · Family Planning	150.00
102340 · Immunization	1,145.40
Total 102300 · Clinical Services	<u>1,645.99</u>
Total Accounts Receivable	<u>10,307.44</u>
Other Current Assets	<u>36.00</u>
Total Current Assets	<u>201,075.22</u>
TOTAL ASSETS	<u><u>201,075.22</u></u>
LIABILITIES & EQUITY	201,075.22

3 mths Reserve \$ 77,000 - \$ 82,000
 Compensated Leave \$ 9,500
 OPEB \$ 157,000

 \$ 243,500