

Morgan County Health Department
187 South Green Street
Berkeley Springs, West Virginia 25411

AGENDA

Board of Health

June 15, 2015

4:30pm

Call to Order/Opening Comments –Angela Gray

- **Approval of Agenda –Angela Gray**

Review/Acceptance of Minutes: May 2015

Public Comment:

Current Issues:

Departmental Reports:

- **Environmental - Johnny Lazzarine**
- **Threat Preparedness Report – Ashley Petrolino**
- **Nursing Report – Patty Caldwell**
- **Administration/Financial – Bill Kearns**

Unfinished Business

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

New Business:

Adjourn

Morgan County Board of Health Meeting

May 27, 2015

Morgan County Health Department Conference Room

CALL TO ORDER: 4:30 p.m. By Angie Gray, Chairman

Board of Health Members

Present: Angie Gray, Chair; Barb Wolfe, Jane McCloud, Dave Hansen, Sandy Bienen

Absent: Kevin McLaughlin, D.O., Morgan County Health Officer

Morgan County Health Department Staff

Present: Bill Kearns, Administrator; Johnny Lazzarine, Sanitarian; Cathy DeLawder, Secretary

Absent: Ashley Petrolino, Acting TP Coordinator

Motion to approve June 15, 2015 meeting Agenda. Motion made by Barb Wolfe and seconded by Dave Hansen. All in favor. Motion carries.

Motion to approve April 20, 2015 Board of Health Minutes, made by Dave Hansen and seconded by Barb Wolfe. All in favor. Motion carries.

Public Comment: None

Departmental Reports: Reports tabled, with the exceptions of Financial Report, to allow FY 2016 Program Plan and Budget review.

- **Financial Report** – Bill Kearns, Administrator

Discussion of hiring additional Sanitarian for Environmental Department.

Motion to approve Departmental Reports by Dave Hansen and seconded by Barb Wolfe. All in favor. Motion carries.

Unfinished Business:

- Flood Plain Exemption request from Scott Pascucci Follow-up: Report (attached) by Johnny Lazzarine, Sanitarian, as reviewed and discussed with Richard Wheeler, District Sanitarian and Dennis Shaffer, Morgan County Contractor/Septic Installer. Report and evidence was presented by the Morgan County Health Department Sanitarian and discussed by all Board members.

Motion made by Dave Hansen to approve one-time Flood Plain Exemption as all criteria has been met per District Sanitarian and ground conditions are such that the septic installer meets installation standards of the WV Code. Motion seconded by Jane McCloud. All in favor. Motion carries.

- Joint county discussions – Information shared by Sandy Bienen and Angie Gray after attending meeting at Stonewall Jackson Resort for local health departments and Boards of Health. Bill advised of the possibility of future multi-county regionalization and current financial status.

New Business:

- FY 2016 Budget

Motion to approve FY 2016 Budget made by Dave Hensen and seconded by Jane McCloud. All in favor. Motion carries.

- FY 2016 Chain of Command

Motion to approve FY 2016 Chain of Command made by Sandy Bienen and seconded by Dave Hansen. All in favor. Motion carries.

- FY 2016 Program Plan
Review of Program Plan with minor corrections to be made by Bill Kearns, Administrator.

Motion made by Sandy Bienen to approve FY 2016 Program Plan with minor corrections to be made. Seconded by Barb Wolfe. Discussion regarding previously submitted corrective action plan. The wording, "Documentation previously submitted to the State", will possibly be added on page 16 (if space is provided) by Bill Kearns. All in favor. Motion carries.

Motion by Jane McCloud to adjourn the April 20, 2015 Board of Health meeting. All in favor.

Meeting Adjourned: 6:00 p.m.

The next meeting for the Morgan County Board of Health will be June 15th, 2015.

BK/cd

Kevin T. McLaughlin, DO
Morgan County Health Officer

(Or)

Angela Gray
Morgan County Board of Health, Chair

Date

File A-25

April 2015

Environmental Report

Johnny Lazzarine

- **Investigations**
 - **Animal Encounters = 5**
 - **Rabies Specimen Submitted = 1 (Negative)**
- **Inspections**
 - **Food Est. = 8**
 - **Mobile/Temp = 14**
 - **Event = 1 (Sleepy Creek Festival)**
 - **Home Loan/Septic Eval. = 1**
 - **Septic Inspections = 7**
 - **Bed and Breakfast = 7**
 - **Park = 7**
- **Permits Issued**
 - **Septic = 2**
 - **Wells = 3**
 - **Food = 14**
- **Food School**
 - **Attended = 16**
 - **Make-up = 2**

- **Other Business**
 - **Floodplain Appeal**

May 2015

Environmental Report

Johnny Lazzarine

- **Investigations**
 - **Animal Encounters = 7**
- **Inspections**
 - **Food Est. = 17**
 - **Mobile/Temp = 7**
 - **Event = 1 (Sleepy Creek Festival)**
 - **Septic Inspections = 6**
 - **Bed and Breakfast = 1**
 - **Motel = 1**
 - **Pools = 6**
 - **Water Samples = 8**
 - **Indoor Air Enforcement = 1**
- **Permits Issued**
 - **Septic = 9**
 - **Wells = 5**
 - **Food = 48**
- **Food School**
 - **Attended = 16**
 - **Make-up = 2**

- **Other Business**
 - **Floodplain Appeal (Approved)**
 - **Statefoodsafety.com Resource**

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	7	65
Disease Investigations	7	65
Disaster Preparedness/Response	0	0

Food

Food Permits Issued	48	172
Food Est. Inspections	17	202
Retail Food Est. Inspections	0	39
Food Service Complaints	1	11
Plan Reviews	2	128
Foodborne Outbreak Investigations	0	0
Mobile/Temp Food Inspections	7	30

Housing

Labor Camp Inspections	0	0
Housing Inspections	0	0
School Inspections	0	7
Child Care Inspections	0	7
Hotel/Motels	1	11
Bed & Breakfast Inn	1	8
Mobile Home Park Inspections	0	23

Recreation

Pool Inspections	6	7
Organized Camp Inspections	0	0
Fairs	0	2
Park Inspections	0	7
Campground Inspections	0	0

Septic Systems

Septic Permits Issued	9	38
Septic/Homeloan Evaluations	2	9
Septic Inspections	6	44
Enforcement Letters	0	1
Alternative System Evaluation	0	3
Septic Complaints	0	1
Septic Cleaner Inspections	0	2

Water

Well Permits Issued	5	40
Water Samples Collected	8	21
Well Inspections	0	1
Other		
Tattoo Parlor Inspections	0	1
Vector Complaints	0	2
Radon Test Kits Issued	0	5
Clean Indoor Air Enforcement	1	1

May 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.
- 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 April 2015 For May 2015 BOH
Patricia Caldwell R.N.

<u>Sexually Transmitted Diseases</u>	<u>Monthly</u>	<u>Year to date</u>
Male Clients	4	17
Female Clients	5	19
Positive STD	2	21
 <u>Women's Health Clinics</u>		
Clinics	1	4
Family planning clients attending clinics	9	42
Family planning patients seen in between clinics	18	59
Breast and Cervical patients attending clinics	4	16
BCCP patients seen in between clinics	2	8
Pregnancy tests	4	21
Positive pregnancy test	2	9
 <u>Immunization program</u>		
Clinics held	0	0
Flu Shots	0	9
Total immunizations	69	189
Total Patients	49	126
 <u>Tuberculosis Program</u>		
Screening Forms	2	8
TB skin tests	26	81
Skin tests read	26	81
Positive skin tests	0	0
Tspots	0	0
 <u>Miscellaneous</u>		
Blood pressures, Community outreach, Lions club applications, lice checks, Court House clinic, etc.	10	54
 <u>Epidemiology</u>		
Disease case investigations (working on)	6	12
Cases (closed)	6	12
 <u>Patients served with face to face contact: 133 for month of May, 469 for year 2015</u>		

Morgan County Health Department
Nurses report for the month of May 2015 For June 2015 BOH
Patricia Caldwell R.N.

<u>Sexually Transmitted Diseases</u>	<u>Monthly</u>	<u>Year to date</u>
Male Clients	2	15
Female Clients	2	16
Positive STD	1	5
 <u>Women's Health Clinics</u>		
Clinics	1	4
Family planning clients attending clinics	12	45
Family planning patients seen in between clinics	3	44
Breast and Cervical patients attending clinics	1	13
BCCP patients seen in between clinics	1	7
Pregnancy tests	5	22
Positive pregnancy test	2	8
 <u>Immunization program</u>		
Clinics held	0	0
Flu Shots	0	9
Total immunizations	75	195
Total Patients	70	147
 <u>Tuberculosis Program</u>		
Screening Forms	28	34
TB skin tests	11	66
Skin tests read	11	66
Positive skin tests	0	0
Tspots	0	0
 <u>Miscellaneous</u>		
Blood pressures, Community outreach, Lions club applications, lice checks, Court House clinic, etc.	8	52
 <u>Epidemiology</u>		
Disease case investigations (working on)	3	9
Cases (closed)	3	9
 <u>Patients served with face to face contact: 154 for month of May, 490 for year 2015</u>		

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BY: CSH

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

	Jul '14 - May 15	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Breast and Cervical Cancer			
402200 · State Contracts	840.24	1,900.00	-1,059.76
Total Breast and Cervical Cancer	840.24	1,900.00	-1,059.76
Environmental			
401410 · Fees for Service	34,286.00	29,840.00	4,446.00
401411 · Fees for Permits	39,454.50	37,041.56	2,412.94
401420 · State Contracts	0.00	600.00	-600.00
Total Environmental	73,740.50	67,481.56	6,258.94
Family Planning			
402610 · State Contracts	4,431.25	5,414.25	-983.00
Total Family Planning	4,431.25	5,414.25	-983.00
Immunization			
401240 · Medicare	3,683.15	4,200.00	-516.85
401241 · Medicaid	4,814.98	1,500.12	3,314.86
401260 · Private	23,851.26	10,429.18	13,422.08
401270 · State Contracts	7,414.00	6,791.62	622.38
Total Immunization	39,763.39	22,920.92	16,842.47
Office Management and Admin			
401040 · Interest Income	69.39	77.88	-8.49
401070 · Rebates	413.75	366.63	47.12
401100 · Donations	74.40	183.37	-108.97
401130 · Miscellaneous Revenue	0.00	0.00	0.00
Total Office Management and Admin	557.54	627.88	-70.34
Threat Preparedness			
401450 · State Contracts	26,540.92	32,076.88	-5,535.96
Total Threat Preparedness	26,540.92	32,076.88	-5,535.96
401000 · State Aid			
401010 · County Commission	179,028.43	177,256.61	1,771.82
401020 · Board of Education	0.00	30,000.00	5,000.00
		0.00	0.00
Total Income	359,902.27	337,678.10	22,224.17
Gross Profit	359,902.27	337,678.10	22,224.17
Expense			
503000 · Clinical Services Expenses			
Adult Services			

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

	Jul '14 - May 15	Budget	\$ Over Budget
503060 · Auto Allowances	75.92		
503070 · Medical Supplies	0.00	220.00	-220.00
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	385.12	620.00	-234.88
Family Planning			
504240 · Other Supplies	12.00		
Total Family Planning	12.00		
General Health			
504430 · Medical Supplies	263.29		
Total General Health	263.29		
Immunization (Travel)			
504700 · Auto Allowance	135.32	100.00	35.32
504720 · Office Expense	196.55		
Total Immunization (Travel)	331.87	100.00	231.87
Total 503000 · Clinical Services Expenses	992.28	720.00	272.28
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	3,581.09	2,750.00	831.09
502460 · Supplies	0.00	137.50	-137.50
502470 · Office Expense	136.88	550.00	-413.12
502480 · Travel and Education	2,960.49		
502500 · Consulting Services	600.00		
502510 · Miscellaneous Expense	1,790.00	1,500.00	290.00
Total 502401 · Environmental Health Costs	9,068.46	4,937.50	4,130.96
Immunization-Expense			
501995 · Vaccine Supplies	10,857.30	5,500.00	5,357.30
Total Immunization-Expense	10,857.30	5,500.00	5,357.30
Insurance			
501610 · Equipment Insurance	228.00	252.00	-24.00
501620 · Malpractice Insurance	5,427.00	7,500.00	-2,073.00

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

	Jul '14 - May 15	Budget	\$ Over Budget
Total Insurance	5,655.00	7,752.00	-2,097.00
Office Management & Admin			
501050 · FICA	14,389.95	16,390.00	-2,000.05
501060 · Retirement/Pension Plans	21,585.96	23,833.37	-2,247.41
501080 · Worker's Compensation	1,266.00	4,092.00	-2,826.00
501090 · Health/Disability Insurance			
501091 · RHBT (2)	10,004.00	9,680.00	324.00
501090 · Health/Disability Insurance - Other	20,598.00	18,461.76	2,136.24
Total 501090 · Health/Disability Insurance	30,602.00	28,141.76	2,460.24
501100 · Life Insurance	122.00	110.00	12.00
501110 · Other Employee Benefits	223.20	206.25	16.95
501150 · Auto Allowance	121.88		
501160 · Office Expense	2,148.74	1,833.37	315.37
501170 · Printing	0.00	50.00	-50.00
501180 · Travel and Education	27.75		
501190 · Telecommunications	4,879.56	2,750.00	2,129.56
501200 · Postage	920.17	2,750.00	-1,829.83
501230 · Dues and Subscriptions	4,931.58	5,316.63	-385.05
501240 · Accounting and Auditing	0.00	4,000.00	-4,000.00
501260 · Consulting Services	0.00	1,650.00	-1,650.00
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	82,318.74	91,943.38	-9,624.64
Pooled Expenses (Salaries)			
507132 · OPEB Expense	-3,825.00	2,068.00	-5,893.00
Pooled Accounts			
507025 · Salaries - Threat Preparedness	1,500.00	38,471.17	-173.17
507000 · Salaries-Nurses	38,298.00		
507010 · Salaries-Clinician (Non-Nurse)	16,553.15	13,383.37	3,169.78
507020 · Salaries-Administration	65,923.45	71,868.99	-5,945.54
507030 · Salaries-Environmental	66,097.46	75,878.00	-9,780.54
507050 · Contracted Personnel	1,350.00		
Total Pooled Accounts	189,722.06	199,601.53	-9,879.47
Total Pooled Expenses (Salaries)	185,897.06	201,669.53	-15,772.47
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 May 2015

	Jul '14 - May 15	Budget	\$ Over Budget
Security Monitoring	240.00		
WV Office of Technology	359.88		
Systems Software (Healthstats)	100.00		
Fibernet / LUMOS	246.90		
Comcast	585.52	336.27	-176.27
Cell Phone	160.00	1,375.00	-1,088.09
502560 - Office Expense - Other	286.91		
Total 502560 - Office Expense	1,979.21	1,711.27	267.94
Total Threat Preparedness Expense	2,179.56	2,271.27	-91.71
6560 - Payroll Expenses	408.71	412.50	-3.79
Total Expense	297,377.11	315,206.18	-17,829.07
Net Ordinary Income	62,525.16	22,471.92	40,053.24
Net Income	62,525.16	22,471.92	40,053.24

5:49 PM

06/10/15

Accrual Basis

Morgan County Health Department

Balance Sheet

As of June 10, 2015

	<u>Jun 10, 15</u>
ASSETS	
Current Assets	
Checking/Savings	
100300 · Citizens National Bank-Checking	107,758.61
100600 · CNB Money Market	60,726.90
Total Checking/Savings	<u>168,485.51</u>
Accounts Receivable	
102000 · Basic Public Health Services	
1021501 · Environmental Health	10,440.00
102170 · Threat Preparedness	8,964.38
Total 102000 · Basic Public Health Services	<u>19,404.38</u>
102300 · Clinical Services	
102200 · Breast and Cervical Cancer	430.31
102220 · Family Planning	503.00
102340 · Immunization	1,145.40
Total 102300 · Clinical Services	<u>2,078.71</u>
Total Accounts Receivable	21,483.09
Other Current Assets	
1499 · Undeposited Funds	1,523.00
Total Other Current Assets	<u>1,523.00</u>
Total Current Assets	<u>191,491.60</u>
TOTAL ASSETS	<u><u>191,491.60</u></u>

Morgan County Health Department
A/R Aging Summary
As of June 10, 2015

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
3	0.00	0.00	0.00	0.00	0.00	0.00
7-Even, Inc.	0.00	0.00	200.00	0.00	0.00	200.00
Almost Heaven Catering	0.00	0.00	100.00	0.00	0.00	100.00
Ambræ House @ Berkeley Springs	0.00	0.00	550.00	0.00	0.00	550.00
Berkeley Springs Brewing Company	0.00	0.00	200.00	0.00	0.00	200.00
Berkeley Springs Inn, LLC	0.00	128.00	0.00	0.00	0.00	128.00
Berkeley Springs Motel	0.00	128.00	100.00	0.00	0.00	328.00
Berkeley Springs State Park	0.00	128.00	200.00	0.00	0.00	328.00
Berkeley Springs, LLC	0.00	0.00	550.00	0.00	0.00	550.00
Big & Tiny's Tavern	0.00	0.00	300.00	0.00	0.00	300.00
Breast and Cervical Cancer Screening	0.00	0.00	79.72	0.00	0.00	430.31
BS Tattoo and Skate Co.	0.00	0.00	200.00	0.00	350.59	200.00
Cacapon State Park	0.00	1,124.00	1,300.00	0.00	0.00	2,424.00
Carriage House General Store	0.00	0.00	50.00	0.00	0.00	50.00
Coolfont Mountainside Association	0.00	128.00	0.00	0.00	0.00	128.00
Creekside Creamery, Market & Cafe	0.00	0.00	300.00	0.00	0.00	300.00
Diddy's Diner, LLC	0.00	0.00	300.00	0.00	0.00	300.00
Earthdog Cafe edc LLC	0.00	0.00	400.00	0.00	0.00	400.00
Family Planning	0.00	473.00	0.00	30.00	0.00	503.00
Fraternal Order of Eagles, Inc.	0.00	0.00	300.00	0.00	0.00	300.00
Hillbilly Heaven Bar & Grill LLC	0.00	0.00	500.00	0.00	0.00	500.00
Little Learner's Village, LLC	0.00	0.00	500.00	0.00	0.00	500.00
Loyal Order of Moose 1483	0.00	0.00	500.00	0.00	0.00	500.00
Maria's Garden & Inn, Inc.	0.00	0.00	450.00	0.00	0.00	450.00
McKiblerBee's Inc	0.00	0.00	50.00	0.00	0.00	50.00
Mountain Side Restaurant	0.00	0.00	400.00	0.00	0.00	400.00
Mountaineer Sports Bar & Grill	0.00	0.00	300.00	0.00	0.00	300.00
Panorama at the Peak	0.00	0.00	500.00	0.00	0.00	500.00
Paw Paw Country Store	0.00	0.00	150.00	0.00	0.00	150.00
Ridge Deli & Grocery	0.00	0.00	150.00	0.00	0.00	150.00
The Homestead Restaurant	0.00	0.00	200.00	0.00	0.00	200.00
Threat Preparedness	4,151.09	0.00	2,427.60	2,385.69	0.00	8,964.38
Tonys Butcher Block	0.00	0.00	100.00	0.00	0.00	100.00
Troubadour Association	0.00	0.00	400.00	0.00	0.00	400.00
V.F.W. Risinger-Stotler Post 4019	0.00	0.00	500.00	0.00	0.00	500.00
Valley Health, Center for Rehab/Wellness	0.00	128.00	0.00	0.00	0.00	128.00
West Virginia Choice	0.00	0.00	0.00	0.00	149.40	149.40
Wrenwood Inn, LLC	0.00	0.00	50.00	0.00	0.00	50.00
TOTAL	4,151.09	2,109.00	12,307.32	2,415.69	499.99	21,483.09