

Morgan County Health Department

187 South Green Street
Berkeley Springs, West Virginia 25411

AGENDA

Board of Health

September 21, 2015

4:30pm

Call to Order/Opening Comments –Angela Gray

- **Approval of Agenda –Angela Gray**

Review/Acceptance of Minutes: August 2015

Public Comment:

Current Issues:

Departmental Reports:

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

Unfinished Business

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

New Business:

Adjourn

Morgan County Board of Health

Meeting Minutes from Monday – August 17, 2015

Morgan County Health Department Conference Room

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

Members - absent: Barb Wolfe

Morgan County Health Officer - present: Dr. Kevin McLaughlin

Administrator - present: Bill Kearns

Staff present: Johnny Lazzarine, Patty Caldwell, Cathy DeLawder

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

Approval of revised Agenda - Bill Kearns (addition of Annual Appointments)

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

Annual Appointments:

- Board of Health Chairperson–FY 2016 Nominations/Appointment

Motion to re-appoint Angie Gray as Board of Health Chair for FY 2016 made by Jane McCloud. Seconded by Dave Hansen. All in favor.

- Board of Health Vice-Chairperson-FY 2016 Nomination/Appointment

Motion to re-appoint Jane McCloud as Board of Health Vice-Chair for FY 2016 made by Dave Hansen. Seconded by Sandy Bienen. All in favor.

- Health Officer Appointment-FY 2016 Nomination/Appointment

Motion to re-appoint Dr. Kevin McLaughlin as Morgan County Health Officer made by Jane McCloud. Seconded by Dave Hansen. All in favor.

Review/Acceptance of Minutes: June 2015

Motion to approve Minutes from June 15, 2015 made by Jane McCloud. Seconded by Dave Hansen. All in favor. Motion carries.

Public Comment: None

Department Reports:

- **Environmental Report** – Johnny Lazzarine (copy of report attached)
 - ✓ FY 2016 - Inspection totals were reviewed and questions answered
 - ✓ FY 2016 - Investigation, inspection and permits issued were reviewed and questions by Board members were answered.
 - ✓ Presently studying and preparing for upcoming State of WV Registered Sanitarian test.
- **Threat Preparedness Report** – Ashley Petrolino (copy of report attached)
 - ✓ FY 2015 (End of TP Grant Year June 30, 2015) Quarterly drills conducted. AAR's (After Action Reports) for FY 2015 sent to regional lead.
 - ✓ FY 2016 PHEP (Public Health Emergency Plan) Grant started.
 - ✓ Necessary documentation sent to state. Staff training is on-going. MOU's (Memorandum of Understanding) being updated.

- ✓ Drive-Thru Flu Clinic scheduled for September 26, 2015 in Berkeley County at Martinsburg Mall. Berkeley County Health Department and Morgan County Health Department providing free flu immunizations.
 - ✓ Announcement by Ashley Petrolino of her resignation as TP Coordinator from both BCHD and MCHD. A transition binder has been created and given to Bill Kearns for new hire TP Coordinator.
- **Nurses Report** – Patty Caldwell, RN (copy of report attached)
 - ✓ Numbers of patient participation in various programs are increasing
 - ✓ Back to school immunizations being given, for 7th & 12 graders
 - ✓ Involved in public outreach programs such as Morgan County Fair Health Expo (Lori); Life or Drugs (Lori); Back to School Night (Patty)
 - ✓ Numerous Lyme Disease cases reported, discussed and questions answered

Community Needs Assessment – Patty Caldwell, RN (copy of report attached)

- ✓ Community Health Implementation/Assessment Plan is completed every five (5) years per annual Health Department Program Plan requirement. (Cathy scanned and emailed to Board members)
- **Administration/Financial** – Bill Kearns, Administrator (copy of report attached)
 - ✓ Reports reviewed and discussed for FY-2015 (July 2014 through June 2015): Profit & Loss Budget vs. Actual and Balance Sheet revealed positive outcome for MCHD even though a decline in clinic participation (patients) was noted.

FY-2015 Recap – Bill Kearns

Three (3) financial obligations must be in place: (1) Three (3) months operating capitol on hand; (2) Compensated leave absences; (3) OPEB (retiree benefit package) liability payment

Dave Hansen suggested staff be compensated for their assistance with the positive outcome for FY 2015. Bill advised raises will be a topic of discussion at a meeting this year.

Posting for Sanitarian position is ongoing.

Medical Department's, Fees for Service, will be discussed in September. Updated fee schedule is needed. Fees must be posted, have Public Comment period and send to state for approval prior o changes.

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

Unfinished Business:

- Joint County discussion (for any updates) – BOH
- Jane will be attending Berkeley County Health Department meeting on Tuesday, August 18th. HPV Grant in Berkeley County was discussed. T-Shirts advertising HPV vaccine will be given to Medical Dept. staff in Morgan County.

New Business:

- FY-2014 Audit Award – Bill Kearns
- Audit Committee consisting of Angie and Bill sent RFP's (Request for Proposals) and after review decision was made to accept bid from Lisa Thornburg, CPA, Milton, WV. Fee will be \$3,300.00 plus \$264.00 to State of WV for processing fee. The audit is presently

scheduled for the week of August 31st – September 4th, 2015. However, due to Bill being out of office during that time, an extension *may* be requested.

Motion to approve the audit award to the Office of Lisa Thornburg to prepare FY 2014 Audit for Morgan County Board of Health / Morgan County Health Department, was made by Sandy Bienen. Seconded by Jane McCloud. Motion carries.

- Future of Public Health – Bill Kearns

Bill is now serving on *Community Engagement Team* with State Public Health Assessment Impact Team.

Bill explained the possibility of electronic record keeping through Office Ally, the standardized EMR (Electronic Medical Records) system. This system may be used in the near future to allow health departments to enter all information electronically and become paper-free.

Legislative Session topics were reviewed. It was suggested that Charles Trump and Darryl Cowles be invited to the October 19th or November 16th Board of Health meeting to advise of the various and numerous duties handled by the health department. Sandy suggested preparing a draft of *talking points* to discuss with legislators as well as presentations by both, the Environmental and Medical Departments.

Friday, August 21, Bill to meet with architect to review layout for MCHD's future office at The Pines (previous location of Morgan County War Memorial Hospital).

Adjourn: 5:55 - Motion to adjourn made by Dave Hansen

The next Morgan County Board of Health meeting scheduled for September 21, 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

(0r)

Angela Gray
Morgan County Board of Health, Chairman

Date

Environmental Report

Johnny Lazzarine

(August 2015)

<u>Inspections</u>	<u>Monthly</u>	<u>Yearly</u>
Food Establishments	8	18
Retail Food Establishments	6	8
Bed & Breakfast Inn	1	1
Perc Evaluations	5	9
Final Septic Installation	8	13
Water Samples	5	8
<u>Investigations</u>		
Animal Bites	6	12
<u>Permits Issued</u>		
Food	0	8
Septic	7	11
Well	6	9

**Morgan County Health Department
Nurses report for the month of August 2015**

2015 BOH

Patricia Caldwell R.N.

<u>Sexually Transmitted Diseases</u>	<u>Monthly</u>	<u>Year to date</u>
Male Clients	2	19
Female Clients	2	20
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	13	78
Breast and Cervical patients attending clinics	0	13
BCCP patients seen in between clinics	1	9
Pregnancy tests	6	33
Positive pregnancy test	2	12
 <u>Immunization program</u>		
Clinics held	1	3
Flu Shots	0	9
Total immunizations	171	505
Total Patients	100	326
 <u>Tuberculosis Program</u>		
Screening Forms	7	56
TB skin tests	23	111
Skin tests read	21	109
Positive skin tests	0	0
Tspots	0	0
 <u>Miscellaneous</u>		
Blood pressures, Community outreach, Lions club applications, lice checks, Court House clinic, etc.	11	79
 <u>Epidemiology</u>		
Disease case investigations (working on)	4	36
Cases (closed)	4	36

Patients served with face to face contact: total patients for August with face to face contact is 188 total for year is 912. Setting up flu clinics for month of October.

Morgan County Health Department

Profit & Loss

July through August 2015

09/10/15

Accrual Basis

	Jul - Aug 15
Ordinary Income/Expense	
Income	
Environmental	
401410 · Fees for Service	9,365.00
401411 · Fees for Permits	3,372.10
Total Environmental	12,737.10
Family Planning	
402610 · State Contracts	427.50
Total Family Planning	427.50
Immunization	
401241 · Medicaid	588.00
401260 · Private	1,552.80
Total Immunization	2,140.80
Office Management and Admin	
401040 · Interest Income	9.10
401070 · Rebates	130.94
401100 · Donations	127.00
Total Office Management and Admin	267.04
401000 · State Aid	40,666.40
Total Income	56,238.84
Gross Profit	56,238.84
Expense	
503000 · Clinical Services Expenses	
Adult Services	
503060 · Auto Allowances	68.43
503080 · Office Expense	36.40
Total Adult Services	104.83
General Health	
504430 · Medical Supplies	0.00
Total General Health	0.00
Total 503000 · Clinical Services Expenses	104.83
502401 · Environmental Health Costs	
502450 · Auto Allowances	568.77
502480 · Travel and Education	14.04
502510 · Miscellaneous Expense	620.00
Total 502401 · Environmental Health Costs	1,202.81
Immunization-Expense	
501995 · Vaccine Supplies	83.05
Total Immunization-Expense	83.05
Insurance	
501610 · Equipment Insurance	76.00
501620 · Malpractice Insurance	1,798.00
Total Insurance	1,874.00
Office Management & Admin	
501050 · FICA	2,368.94
501060 · Retirement/Pension Plans	3,604.84
501080 · Worker's Compensation	5,132.00
501090 · Health/Disability Insurance	
501091 · RHBT {2}	1,630.00

Morgan County Health Department

Profit & Loss

July through August 2015

09/10/15

Accrual Basis

	Jul - Aug 15
501090 · Health/Disability Insurance - Other	3,172.00
Total 501090 · Health/Disability Insurance	4,802.00
501100 · Life Insurance	20.00
501150 · Auto Allowance	27.60
501160 · Office Expense	737.04
501190 · Telecommunications	516.05
501200 · Postage	21.72
501230 · Dues and Subscriptions	551.50
Total Office Management & Admin	17,781.69
Pooled Expenses (Salaries)	
507132 · OPEB Expense	-532.00
Pooled Accounts	
507025 · Salaries - Threat Preparedness	750.00
507000 · Salaries-Nurses	6,820.00
507010 · Salaries-Clinician (Non-Nurse)	2,949.52
507020 · Salaries-Administration	11,687.16
507030 · Salaries-Environmental	8,902.00
Total Pooled Accounts	31,108.68
Total Pooled Expenses (Salaries)	30,576.68
Threat Preparedness Expense	
502550 · Supplies	23.94
502560 · Office Expense	
Security Monitoring	55.00
Fibernet / LUMOS	283.31
Comcast	42.13
Cell Phone	40.00
502560 · Office Expense - Other	21.14
Total 502560 · Office Expense	441.58
Total Threat Preparedness Expense	465.52
6560 · Payroll Expenses	72.07
Total Expense	52,160.65
Net Ordinary Income	4,078.19
Net Income	4,078.19