

*HAMPSHIRE COUNTY BOARD OF HEALTH MEETING  
May 26, 2016*

*Call to Order:* Kelli Eglinger called the meeting to order at 6:04pm.

*Board Members Present:* Judy Hott, Steve Slonaker, Kelli Eglinger, Dr. Thomas W. Daugherty, William Lipps, Mike Crouse

*Guests Present:* Stephanie Shoemaker, LHA; Derrick Haggerty, Registered Sanitarian; Juanita Yowell, Hampshire County Health Department Office Assistant; Carolyn Kimble, Hampshire County Health Department Nurse; Tammy Dove, Hampshire County Health Department Office Assistant; Tamitha Wilkins, Hampshire County Health Department Nurse; Melissa Walker, Hampshire County Health Department Office Assistant.

*Oath of Office:* William Lipps was sworn in to office as a Hampshire County Board of Health member by Steve Slonaker. Dr. Thomas W. Daugherty was sworn in to office as Hampshire County Health Officer by Steve Slonaker.

*Approval of Minutes:* Judy Hott made a motion to approve the January 21, 2016 Regular Board Meeting minutes as presented. William Lipps seconded the motion; the motion passed in favor of approval.

*Reports:*

*County Commission Report:* Steve Slonaker reported that the election went smoothly with no issues. The EMS levy failed so they continue to look for a solution.

*Administrative Report:* Stephanie Shoemaker reported on the outcome of legislation that affected public health, budget cuts to the Threat Preparedness grant and Immunization grant totaling \$8,545, proposed 24% reduction of state aid to local health departments, HPV grant activities, Threat Preparedness grant activities, the Community Health Needs Assessment, and other miscellaneous topics (see attached report).

*Environmental Report:* Derrick Haggerty reported that septic permits are down compared to last year; however letters of approval are up. The number of perc tests completed are even and well permits and final inspections are down. He has completed 40 Clean Indoor Air compliance checks since January 1 and has received zero complaints. In the last two months, Hampshire County has had four confirmed rabies cases involving multiple animals. Stephanie Shoemaker discussed the public notification efforts and procedure changes due to the rabies cases. Online food safety course is functioning. Food service workers are now able to take the course online instead of in-person at the health department. Food Inspection data is available online at the health department website. West Virginia is in the process of adopting the 2015 Food Code.

*Clinical Report:* Tamitha Wilkins reported on Bonnie's Bus results. Late night immunization clinics have begun on the first Monday of every month. Approximately 15 immunizations were given to students at the area middle schools during the school clinics. The nurses attended state trainings on Hepatitis and Lyme diseases. Red Cross met with Tamitha and

Stephanie to discuss emergency sheltering in Hampshire County. Tamitha and Stephanie met with Clinical Director of WV School for the Deaf and Blind to discuss collaborations on student health. Tamitha reviewed the reportable disease numbers. Carolyn reviewed the Adolescent Pregnancy Prevention meetings held at the high school. Cindy Hinkle, state representative for the Adolescent Pregnancy Prevention Program and Carolyn met with freshmen and sophomores. They plan to return in the fall to meet with juniors and seniors. Since starting the Pregnancy Prevention meetings in spring of 2015, the number of 14-18 year olds enrolled in our Family Planning Program has increased from 30 in 2014-2015 to 65 in 2015-2016. Stephanie reviewed utilization rates among programs.

*Financial Report:* Stephanie Shoemaker distributed the Profit and Loss Budget vs. Actual statement and Balance Sheet for the second quarter. Mike Crouse made a motion to approve the second quarter financial statements. Judy Hott seconded the motion; the motion passed in favor of approval. Stephanie reviewed the third quarter Profit and Loss Budget vs. Actual statement and Balance Sheet. William Lipps asked that the Balance Sheet be run on a cash basis. William Lipps made a motion to approve the third quarter financial statements. Judy Hott seconded the motion; the motion passed in favor of approval.

*New Business:*

*Family Planning Practitioner Recruitment:* Due to technical issues, the recording of the motion approving Family Planning practitioner recruitment was not available and had to be repeated. Steve Slonaker made a motion to approve recruitment for a new Family Planning practitioner. William Lipps seconded the motion; the motion passed in favor of approval.

*Contract with Love Memorial Clinic for NP Services:* Love Memorial Clinic in Hardy County has offered to contract Nurse Practitioner services for our Family Planning clinics. The Nurse Practitioner contracted rate is \$60/hour which includes time traveling from Moorefield to Augusta. The Physician contracted rate is \$100/hour and will only be used if necessary. Love Memorial is responsible for the Malpractice insurance on the NP. Judy Hott made a motion to authorize Stephanie Shoemaker to enter into contract with Love Memorial Clinic to provide a Nurse Practitioner starting July 1, 2016. Steve Slonaker seconded the motion; the motion passed in favor of approval.

*FY17 Organizational Chart:* Stephanie presented the board with a proposed FY17 Organizational Chart. The state requires an organizational chart be board approved annually. Mike Crouse made a motion to approve the FY17 Organizational Chart as presented. William Lipps seconded the motion; the motion passed in favor of approval.

*FY17 Budget:* Stephanie presented the board with a proposed FY17 Budget, prefaced by the projected outcome for FY16 being a profit of approximately \$15,000. The balance in checking and CDs is \$515,200.00. Stephanie proposed that the board keep staffing and services at their current level; which would end FY17 at -\$36,631.00. This deficit is mainly due to the 24% cut in state aid. Stephanie reviewed expenses that will be reduced and revenues that may increase. The board discussed the money held in CDs. Members of the board stated that further discussions regarding the money held in CDs needs to occur in the future. Stephanie reviewed program costs and revenues and determined that the only way to correct the deficit is reduce staff and services or reduce employee benefits. Judy Hott made a

motion to accept and adopt the FY17 Budget as presented. Steve Slonaker seconded the motion; the motion passed in favor of approval.

*FY17 Program Plan:* Stephanie presented the board with the proposed FY17 Program Plan. Sections of the Program Plan include: Program Plan Checklist, Community Health Implementation Plan, Health Department Information Form, Board of Health Information, Personnel Report, 2017 Projected Budget, Environmental Health Plan, Permit Fees and Fees for Service Report, Clinical Fee Schedule, Sliding Scale. William Lipps made a motion to accept and adopt the FY17 Program Plan as presented. Judy Hott seconded the motion; the motion passed in favor of approval.

*FY17 BOH Meeting Schedule:* Stephanie presented the board with a proposed meeting schedule for FY2017 (see attached). Mike Crouse made a motion to accept and adopt the FY17 BOH Meeting Schedule as presented. Steve Slonaker seconded the motion; the motion passed in favor of approval.

*Old Business:*

*FY11-FY14 Open Balances:* Stephanie Shoemaker has previously requested to write off open balances from FY11-FY14. She clarified to the board conversations had with the State Auditor's Office and State Finance Office. The Auditor's Office stated that open balances should be removed from the books after they have been deemed uncollectible; and the Finance Office referred us to speak with our agency's accountant. Current FY11-FY14 open balance is \$5,351.00 from Medicaid that is now uncollectible. Discussion was held regarding collection process. William Lipps made a motion that the write offs presented be recorded as bad debt effective this year. Mike Crouse seconded the motion; the motion passed in favor of approval.

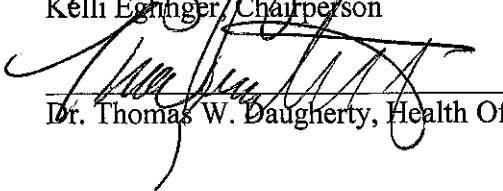
*Billing and Collections Procedure:* Stephanie Shoemaker presented a proposed procedure for balance billing and collections (see attached). Judy Hott made a motion to accept and adopt the Billing and Collections Procedure effective July 1, 2016 with the following changes. Mike Crouse seconded the motion; the motion passed in favor of approval.

*Additional Comments by Health Officer:* Dr. Thomas Daugherty informed the board that Tom Kluge has taken over the President position at Hampshire and War Memorial Hospital. The health department looks forward to working with Mr. Kluge in the future. The Hampshire County Health Department's strategic plan is set to expire at the end of 2016. Dr. Daugherty encouraged the board to begin thinking about steps towards a new strategic plan.

*Adjournment*

William Lipps made a motion to adjourn the meeting, Judy Hott seconded the motion. The motion passed in favor of approval. Meeting adjourned at 8:24pm.

  
Kelli Egtinger, Chairperson

  
Dr. Thomas W. Daugherty, Health Officer