

*HAMPSHIRE COUNTY BOARD OF HEALTH MEETING  
MARCH 20, 2014- 6:00 PM*

Call to Order: Chairman Tod Gross called the meeting to order at 6:01 p.m.

Board Members Present: Tod Gross, Kelli Eglinger, Judy Hott, Bill Lipps

Guests Present: Carol Lindsey, LHD Administrator; Derrick Haggerty, Sanitarian; Amber Henderson, Transcriptionist; Charles Baker, Planning Code and Compliance Official for Hampshire County, Christina Mickey-Environmental Health Inspector; Christina Baker, Katie Salesky, Angela Wolford

Community:

Romney Farm Market came to the board for a Request for Waiver related to the selling of baked goods at their market. They have 6 to 8 vendors who are requesting to sell baked goods at this time. There are no new vendors. The representative states that copies of Rules and Regulations are always given to the vendors and that they have not had any problems. The waiver from the prior year was reviewed by the Sanitarian who stated that it looked sufficient. Judy Hott inquired about the status of inspection of this location. The sanitarian stated that in the past they had just done a visual inspection and that he would have no issue inspecting again this year to ensure that there were no home canned goods or products that could be harmful to the public. Bill Lipps asked whether the process would continue on as it is yearly to which Tod Gross clarified that the Board would only require a kitchen to be installed if the Market started selling meats or expanded to other cooked items. Tod stated that a kitchen would not be required because of the low risk associated with home baked goods. Clarification was requested and given about the types of baked goods. The representative stated that most of the vendors were incorporating farm grown products into the baked items. Kelli Eglinger asked about other items that were for sale like jellies to which the representative stated that they have one vendor who currently offers jelly. The representative also stated that jellies were permitted to be canned at home per policy but any "value added products" items such as salsas had to be canned at a professional company such as Gourmet Central. Bill Lipps asked Derrick if he was ok with this process. Derrick stated that the contents of jams and jellies was quite acidic and would not allow for the growth of harmful bacteria. The representative also stated that they closely monitor each vendor to ensure compliance of the Rules and Regulations, and also to ensure that the items presented as "locally grown" were in fact such.

The motion to extend the waiver for this year for the Romney Farmers Market was made by Judy Hott and was seconded by Kelli Eglinger. The motion passed in favor of extending the Request for Waiver.

Approval of Minutes:

A motion to approve the November 21, 2013 minutes as they stand was made by Kelli Eglinger and seconded by Bill Lipps. The motion passed in favor of approval.

Old Business:

It was recommended that the Board hear the presentation regarding the Clean Indoor Air Act before moving ahead with Administrative and Financial reports.

Clean Indoor Air Act:

Christina Mickey an Environmental Health Inspector from a local county health department presented to the Board an updated slide show on Smoke-Free Communities. She has been providing assistance with various different boards of health to enact Clear Air Acts for several years now. One of the main focuses of her presentation was to update the board on the issue of e-cigarettes which are currently not regulated by the FDA or any other government entity. She stressed that the CDC does not endorse the claims of safety of these products and that there is much research that indicates these products are in fact quite dangerous. She clarified the laws regarding "private clubs" and smoking as well as recent studies showing the health benefits of going "Smoke Free" in the community. She also updated the Board with the recent legislation with regard to smoking throughout the state.

New Business:

Mr. Charles "Charlie" Baker was present along with the Sanitarian Derrick Haggerty to give the board new information and insight with regards to the septic and subdivision discussion from the last meeting. Derrick informed the Board that the State recently enacted legislation that he paraphrased as the following: "any developer can come in and subdivide a piece of land and they do not have to seek the health department's approval before subdividing the land if the land is intended for recreation or timber cutting and will not be used to construct a home." However, if the subdivided parcel is sold to another buyer then there is no means of regulation with regard to septic. Derrick is required to sign off on the creation of a subdivision currently. His opinion is that if he signs off on a plat he would think-as a consumer, that it is ok to put septic on this piece of land. Judy suggested that in order to protect the consumers that certain "qualifiers" be placed on the land. Per Charlie Baker, he will not sign off on a plat that does not have approval of the Health Department. So even if Derrick would stamp a plat "for recreational use only" it would contradict the current code which requires septic for a new subdivision/plat. According to Tod, the original issue was that if a citizen had land that he wanted to will to his family, that land would then be considered a "subdivided" piece of land and then subject to code requiring a perk test on each lot. Charlie Baker then clarified that the rule is that the subdivided land is not required to have a perk test; the remainder is the land required to have a perk test. The main concern of the County is to not have lots come to be approved and those lots found to be uninhabitable because of lack of septic availability. Carol Lindsey informed the Board that in Derrick's contact with the State, it was noted that a Board of Health can certainly strengthen a state policy but cannot lessen it. Bill asked for clarification about zoning and Charlie Baker informed him that the policy is he will NOT stamp a new plat without the approval of a PSD, WVDEP, or the county health department. Also, he will not approve a building permit for residential structure or alteration without comparing it bedroom-wise to a health department septic permit to prevent the overburdening of the existing septic system. The goal is to protect the environment as well as future buyers. Further discussion revealed Derrick's preference to be that there be a means to identify on the plat that the land was

not approved for septic or not residential. Charlie Baker states that the planning commission is adamant that they want to require a perk test on any new lot. The conversation then shifted towards the use of a new stamp that can mark a plat "not proposed for development." It was also suggested that intentions for the development of the land be put into writing.

A motion was made by Judy Hott that states "*The Sanitarian for Hampshire County shall require in writing a statement of intent from any person wishing approval from the Health Department for acquiring land not for the purpose of development, pursuant to WV Rule WW10 effective March 20, 2014.*" The motion was seconded by Bill Lipps and was passed in favor of approval.

This issue was requested to be placed on the agenda for the next meeting by Chairman Tod Gross. Also it was suggested by Judy Hott that the public be made aware of the ongoing discussion around the Clean Indoor Air Act before any action is taken.

Reports:

County Commission News:

This report was passed on as Steve Slonaker was not present for the meeting.

Administrative Report:

Carol Lindsey presented her administrative report to the board. A copy is attached to and made a part of these minutes. Carol states that flu season is winding down despite an incident of a death attributed to H1N1 influenza in Augusta. She also stated that the CDC identified in our region an individual that was resistant to treatment with Tamiflu; this is very concerning to the CDC and is taken very seriously. She states that 775 people were immunized for influenza this year. The state is no longer going to provide vaccines for adults due to a decrease in federal funding and restricting how certain vaccines are used. H1N1 is the identified strain of influenza this year.

Regarding grants for threat preparedness, the staff participated in exercises and reviewing the plans and getting them in place. The state has notified the health department that they have received federal cut of 33% for threat preparedness grants. It is not yet known how this will affect the local health departments. A \$3,500 NACCHO award was received for the Medical Reserve Corps and there are plans to increase the volunteer base with that funding. The 2<sup>nd</sup> EHR program has been suspended by the vendor and they hope to have the issues with it resolved within the next 6 months. The environmental database has been implemented and training has taken place. Derrick and Juanita have been busy entering the data. The campgrounds have been entered and renewals have been generated with zero issues to date. The support fees for each user are \$500 annually-so \$1000 for two users. She also states that all employees have had their appraisals.

Financial Report:

Carol Lindsey presented an overview of her written financial report to the Board, a copy of which is attached to and made part of these minutes.

FY 2014 YTD Financials:

The auditors have been in house doing audits, and at this point there are no major issues, however, it is necessary to re-categorize the revenue on the financial statements due to some miscategorized funds by the accountant.

The financial statements for FY 14-July through October was an issue that was tabled from the last meeting due to incorrect figures related to exporting the data. A motion to accept the October 2013 financials as presented was made by Bill Lipps and seconded by Judy Hott. The motion passed in favor of approval.

There was discussion regarding the budget for FY 2015 and concern regarding the decrease in revenue from the Family Planning Clinics. This is related to having limited access to the NP (Tamara Kessel) and having 2 clinics per month in the afternoon. It was suggested that the reason for the decline is that she is only available in the afternoons on Tuesdays and the clinic has never done well in afternoons. Carol stated that the clinic has lost 1/3 volume and combined with Obamacare stands to lose more and is at risk of being closed.

A motion was made by Judy Hott to accept the July 2013-February 2014 financials as presented and was seconded by Kelli Eglinger. The motion passed in favor of approval.

FY 2015 Budget:

Carol Lindsey presented an overview of the budget for FY 2015 which is very tight. There is no room for staff increases and it is a bare bones budget allowing for breakeven. There was discussion regarding the anticipated losses from state and federal aid for vaccines and threat preparedness. There was also discussion about health insurance premiums with Carol Lindsey informing the Board that PEIA will discount premiums if the employee undergoes a wellness screening. It was recommended that any changes to the Environmental staff not be discussed until the person is present.

With regard to the environmental fees it was stated that currently all charges are according to code. There was a motion by Judy Hott to adopt the fees as proposed within code and the home loan evaluation septic, well fees set at \$75 per evaluation, copy of proposal attached and made a part of these minutes. This was seconded by Kelli Eglinger. The motion passed in favor of approval.

There was a lengthy discussion with regard to personnel issues and finding the money to give a 2% pay raise which is equivalent to \$6000 that is not in the budget due to grant uncertainty. It was requested to have salary and raise history for all employees at the next meeting.

There was also lengthy discussion with regard to the next meeting. The Board felt it necessary to have a Special Meeting to address immediate budget and personnel issues and issues regarding the Medical Director on April 17, 2014 at 6:00 p.m.

Next Meeting Date:

April 17, 2014 at 6:00 p.m. -Special Meeting for 2015 Budget and County Health Officer.

Executive Session:

There was no call for executive session.

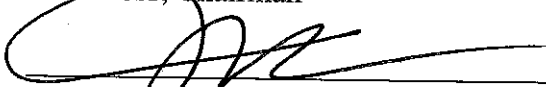
Adjournment:

Bill Lipps made a motion to adjourn the meeting which was seconded by Judy Hott. The motion passed in favor of approval. Meeting was adjourned at 9:50 p.m.



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Tod Gross, Chairman



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Jerry Halpin, M.D., Secretary

Hampshire County Board of Health  
March 20, 2014

Administrative Report

FLU SESSION

Flu session is dwindling down and WV is currently experiencing low flu activity. Hampshire County experienced a flu related death earlier this month and the region has experience one individual who has become resistant to Tamiflu, the anti-viral used to treat the flu. Resistance to Tamiflu is rare and of great concern to public health officials and the CDC. HCHD immunized approximately 775 individuals. We received notification from the state that the state will no longer provide flu vaccine for adults and that the flu vaccine provided for children will be restricted to certain income classifications. Next year, the health department will need to purchase all private flu vaccine for adults .

GRANTS

*Threat Preparedness:* Staff participated in a state wide exercise of the WV REDI emergency response system with a call down of our volunteers. WV REDI is a database of all our volunteers and their credentials. We also used our community flu clinic in Capon Bridge as a drill of our SNS (Strategic National Stockpile-Mass Dispensing) plan, which is required annually. Both exercises were successful and identified areas where we can improve our response and operations. We have been notified by the state that TP grant funding to the state was cut by 33% for FY 2015. At this time, we do not know the cut which will be passed on to local health departments.

*MRC Award:* We were awarded \$3,500.00 from NACCHO for capacity building the Hampshire Medical Reserve Corps. Tina Steelman and Derrick Haggerty will be holding meetings and speaking to local organization to recruit additional volunteers.

ELECTRONIC HEALTH RECORD

We will be upgrading our current system at some point in 2014. The vendor is experiencing some problems with the upgrade version and has placed all installations at health departments on hold until issues can be resolved.

ENVIRONMENTAL

Our database for the Environmental electronic inspection and permitting system, Health Space has been installed and staff trained. Staff is in the process of inputting all establishments into the database. Campgrounds have been entered that permit renewals went out in early March using the new database. This is a project initiated by the state through a grant. We are part of Phase III of the rollout. When the grant comes to an end in FY 2015, each health department will be required to pay a support fee for the software equating to approximately \$500 per user per year.

Hampshire County Board of Health  
March 20, 2014  
Financial Report

FY 2013 – The state auditor is on site this week completing our FY 2013 audit.

FY 2014 July through October Financial Statements – *Action Required*

Balance Sheet - October, 2013 shows: Checking Account Balance of \$157,253.91. Certificate of Deposits Balance of \$346,812.49 for a total checking and savings balance of \$504,066.40. YTD Revenue exceeded Expenses by \$26,109.84 through October 31, 2013, and exceeds budget by \$32,345.17. The previous summary of the Profit and Loss Actual vs. Budget presented at the November board meeting had been exported from QuickBooks into an Excel spreadsheet. The incorrect figure in the summary provided at Board meeting was because the formula in that one particular spreadsheet cell was missing. The Balance Sheet did not show the correct net income from the profit and loss due to the fact that the Balance Sheet was run on a different date from the Profit and Loss and the accounting month had not been “closed” in QuickBooks. Financial statements are now run on the same day after the month closing.

FY 2014 July through February Financial Statements – *Action Required*

Balance Sheet as of February 28, 2014 shows: Checking Account Balance of \$139,888.86. Certificate of Deposits Balance of \$348,638.59, for a total checking and savings balance of \$488,527.45. YTD Expenses exceeded Revenue by (\$11,077.06), and exceeded budget by \$13,593.55.

Non-cash expenses:

- Vehicle Depreciation - \$4,912.20;
- ARC Premium - \$2,256.00;
- Compensated Leave - \$3,727.55.

Depreciation had not been budgeted and compensated leave is over budget due to the fact that staff has not used leave as in past years and leave has accumulated.

Expenses offset by either increased revenue or reimbursement:

- Vaccine costs – \$1,000.00
- Nurse Practitioner Costs - \$1,000.00
- DEP Fees - \$1,000.00
- TP Expenses - \$2,500.00
- Accreditation Readiness – Strategic Planning - \$5,000.00.

Expenses – unanticipated in FY 2014:

- Carpet purchase - \$5,000.00, anticipated in FY 2013;
- Software costs – \$1,500.00, FY2013 costs billed in FY2014;
- Vehicle repairs - \$1,000.00 - minor accident;
- Increase in liability insurance costs. - \$1,000.00.

FY 2015 Budget – *Action Required*

Draft budget and assumptions in Board packet. FY 2015 budget is basically breakeven.