

Morgan County Health Department

187 South Green Street
Berkeley Springs, West Virginia 25411

AGENDA

Board of Health

November 17, 2014

4:30pm

Call to Order/Opening Comments –Angela Gray

- **Approval of Agenda –Angela Gray**

Review/Acceptance of Minutes: October 2014

Public Comment:

Current Issues:

Departmental Reports:

- **Environmental / Threat Preparedness Report – Brian Carter**
- **Nursing Report – Patty Caldwell**
- **Administration/Financial – Bill Kearns**

Unfinished Business

- **Smoking Complaint (FoodLion) – Bill Kearns**
- **Joint County discussions – BOH**

New Business:

- **Clean Air Ordinance – Bill Kearns**

Adjourn

Morgan County Board of Health Meeting

Minutes of Monday, October 20, 2014
Morgan County Health Department Conference Room

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

Board of Health - Present: Angie Gray, Board Chair; Barb Wolfe, Board Member; Jane McCloud, Board Member; Dave Hansen, Board Member; Sandy Bienen, Board Member

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

Morgan County Health Department Staff – Present: Bill Kearns, Administrator; Brian Carter, RS; Patty Caldwell, RN; Cathy DeLawder, Secretary

Guests present: Robert Hannon, Morgan County resident; Angela Wolford, Eastern Regional Family Resource Network

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

Motion to approve Minutes from August 19, 2014 by Barb Wolfe and seconded by Dave Hansen. All in favor. Motion carries.

Public Comment: Dave Hannon, Morgan County Resident
Re: Food Lion and Morgan County Smoking Ordinance

Mr. Hannon advised board members of his continued contacts with the Food Lion Corporate Office regarding the location allowed (outside entry doors) for smokers to congregate. The area offers bench seating near propane gas tanks as well as close to the entrance of the store where patrons entering or exiting are exposed to the smoke. Mr. Hannon encouraged the Board to take legal action if the smoking ordinance is not adhered to.

Bill Kearns advised that he will send notification to the local Food Lion store as well as Food Lion Corporate Office of the violation of the Clean Air Ordinance, as it stands. Presently, there is to be no smoking within 15' (fifteen feet) of any air intake (including doorways, windows and air conditioning units) of public buildings. Food Lion may be subject to fines as well as face misdemeanor charges if found in violation of the Ordinance. Bill will ask Food Lion to prepare in writing what their future actions will be to prevent this in the future.

Department Reports:

- ***Environmental Report*** – Brian Carter, RS (copy of report attached)
 - ✓ Radon testing was discussed and information will be put on the MCHD website.
 - ✓ February is Radon Test Month.

- ***Threat Preparedness Report*** – Brian Carter, RS (copy of report attached)
 - ✓ 9/06/14 - Participated in drive-thru flu vaccine clinic in Berkeley County
 - ✓ 9/20/14 - Participated in mandatory cross-agency exercise with Jefferson County

- ✓ After action reports required for TP Grant are in completion stage
- ✓ Participated in the location and findings of fuel spill within town limits. Testing showed the petroleum/fuel oil had entered Warm Springs Run

- **Nurses Report** – Patty Caldwell, RN (copy of report attached)
 - ✓ Jackie Riggelman, RN (contract nurse) has been an asset during the flu season assisting with on-site flu clinics
 - ✓ Flu clinics have also been held at various locations county-wide
 - ✓ CDC guidelines which include guidance, education and surveillance are being used as plans are being put in place regarding a potential Ebola outbreak.

- **Financial** – Bill Kearns, Administrator (copy of report attached)
 - ✓ Working with Dana Ryce on past-due receivables for FP & BCCSP
 - ✓ Partnered with Morgan County Commission, OES Director, DEP representative as well as HAZMAT from Washington Co. MD to discuss the contamination issue of Warm Springs Run due to oil spill in town limits. Public water supply tested negative for contamination.
 - ✓ Bill and Angie met with Commissioner Brad Close to discuss structural damage caused by a storm over summer months and the repairs made to shore-up the Community Service Building which houses the health department. It was suggested there may be the future possibility of the health department moving to The Pines site which houses Blue Ridge Community College, 911 Emergency Center and other organizations. The building was previously War Memorial Hospital.

Motion to approve Departmental Reports by Jane McCloud and seconded by Barb Wolfe. All in favor. Motion carries.

Unfinished Business:

- ✓ Food Handler program classes will be discontinued at the Morgan County Health Department at the end of this calendar year. Brian will attend the Berkeley County Food Training Class for restaurant managers for ideas to begin the new food training class for Morgan County restaurant managers. After January 1, 2015, the restaurant managers will be responsible for the proper training of their employees.
- ✓ Draft ordinance of the Berkeley County Clean Air Ordinance will be provided if requested. Over one-half of the counties in West Virginia have joined in the coalition for clean indoor air. There are specific steps required which include open meetings prior to the adoption of any ordinance.
- ✓ Request was made by Board members to have a brief list of ‘items to be addressed’, under *Unfinished Business*, on the upcoming agendas. Future items to be listed for discussion will include: Updating the Morgan County Clean Air Regulations; and the *possibility* of a joint county health department (Morgan County and Berkeley County)
- ✓ Bill encouraged the members of Morgan County Board of Health to attend the Berkeley County Health Department meetings to meet the members and observe how their meetings are held each month as well as show interest and support in

joining counties. The Berkeley County Board of Health meets on the 3rd Tuesday of each month at 4:00 p.m.

New Business:

There was no new business to be discussed.

6:04 p.m. Motion to go into Executive Session, to discuss personnel issues, was made by Dave Hansen and seconded by Barb Wolfe. All in favor. Motion carries.

6:25 p.m. Executive session adjourned. Regular session commenced. *It was noted that no motions were made during Executive Session.* After reviewing the performance of Patricia Caldwell, Nurse II, a reward with merit raise of seven percent (7%) will be effective beginning November 1, 2014.

Motion made by Dave Hansen to reward Patty with 7% merit increase effective November 1, 2014. Motion was seconded by Jane McCloud. Motion carries.

Adjourn: 6:30 p.m.

BK/cd

Kevin T. McLaughlin, DO
Morgan County Health Officer

(0r)

Angela Gray
Morgan County Board of Health, Chairman

Date

**MORGAN COUNTY
ENVIRONMENTAL SANITATION REPORT**

Month/Yr: Nov-14

Current Month

Year-to-Date

I	ADMINISTRATION		
	Telephone Calls (Incoming)	82	343
	Visitors	75	267
II	TRAINING AND EDUCATION		
	Food School	11	65
	Sewage School	0	0
	Personnel Training	0	0
III	DISASTER/DISEASE		
	Rabies specimens submitted:	0	1
	Animal Bites Reported	8	39
	Disease Investigations	8	39
	Disaster Preparedness/Response		0
IV	FOOD		
	Food Service Permits Issued	3	110
	Food Service Inspections	4	111
	Food Service Visits	3	110
	Serv Safe Training	0	0
	Food/Service Complaints	4	8
	Plan Reviews	3	110
	School Lunch	0	0
	Food Borne Outbreak Investigation	0	0
	Mobile Food Inspections	0	9
	Vending Machines	0	0

**MORGAN COUNTY
ENVIRONMENTAL SANITATION REPORT**

Month/Yr: Nov-14

		<u>Current Month</u>	
V	HOUSING		
	Migrant Camp Permits Issued	0	0
	Migrant Camp Inspections	0	0
	Home Loan Evaluations	2	9
	Housing Inspections	0	0
	School Inspections	0	1
	Child Care Inspections	1	3
	Day Care walk-thru	0	0
	Institutions	0	0
VI	RECREATION		
	Swimming Pool Permits Issued	0	0
	Swimming Pool Inspections	0	1
	Organized Camp Inspections	0	0
	Spa Inspections	0	0
	Fairs	0	2
VII	SEPTIC SYSTEMS		
	Septic System Permits Issued	6	27
	Septic System Evaluations	3	20
	Septic System Inspections	6	36
	Enforcement Letters	0	1
	Subdivision Lot Evaluations	0	1
	Alternative System Evaluation	0	0
	Septic Complaints	3	7

**MORGAN COUNTY
ENVIRONMENTAL SANITATION REPORT**

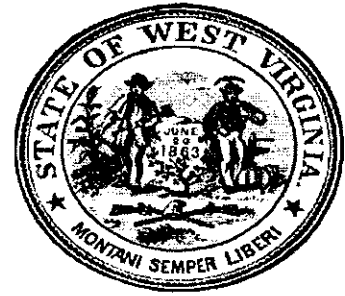
Month/Yr: Nov-14

Current Month

VIII	WATER		
	Well Permits Issued	<u>3</u>	21
	Water Samples Collected	<u>5</u>	12
	Well Inspections	<u>0</u>	0
IX	OTHER		
	Retail Food Store Inspections	<u>1</u>	3
	West Nile Testing	<u>0</u>	0
	Tattoo Parlor Inspections	<u>1</u>	2
	Hotel/Motel Inspections	<u>1</u>	3
	Mobile Home Parks Inspections	<u>1</u>	8
	Vector Complaints	<u>0</u>	2
	Radon Test Kits	<u>0</u>	0
	Clean Air (Indoor) Enforcement	<u>0</u>	0

Morgan County Health Department

187 South Green Street, Suite 2
Berkeley Springs, WV 25411
(304) 258-1513 ex. 19
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Board of Health Meeting
November 10th, 2014

Threat Preparedness

- The 2nd quarter of the 2014-2015 Threat Preparedness Grant Cycle is underway
- Discussed Warm Springs Run Spill Incident with DEP Official Gerry Crispino and additional residential spill off of Jim West Road
- Following daily updates on the Ebola Outbreak from the Division of Infectious Disease and Epidemiology in Charleston, West Virginia

Morgan County Health Department
Nurses report for the month of October 2014
For November 2014 BOH
Patricia Caldwell R.N.

<u>Sexually Transmitted Diseases</u>	<u>Monthly</u>	<u>Year to date</u>
Male Clients	4	34
Female Clients	4	44
Positive STD	0	17
 <u>Women's Health Clinics</u>		
Clinics	1	8
Family planning clients attending clinics	12	93
Family planning patients seen in between clinics	17	155
Breast and Cervical patients attending clinics	5	34
BCCP patients seen in between clinics	3	35
Pregnancy tests	2	58
Positive pregnancy test	1	21
 <u>Immunization program</u>		
Clinics held	8	16
Flu Shots	550	555
Total immunizations	42	803
Total Patients	36	559
 <u>Tuberculosis Program</u>		
Screening Forms	1	158
TB skin tests	20	161
Skin tests read	20	160
Positive skin tests	0	0
Tspots	0	3
 <u>Miscellaneous</u>		
Blood pressures, Community outreach, Lions club applications, lice checks, Court House clinic, etc.	31	264
 <u>Epidemiology</u>		
Disease case investigations (working on)	6	53
Cases (closed)	4	49
 <u>Total Patients served with face to face contact: 705 for month of October, 2228 for year</u>		

3:10 PM

11/09/14

Accrual Basis

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

	Jul - Oct 14	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Breast and Cervical Cancer			
402200 · State Contracts	0.00	4,400.00	-4,400.00
Total Breast and Cervical Cancer	0.00	4,400.00	-4,400.00
Environmental			
401410 · Fees for Service	13,946.00	13,145.00	801.00
401411 · Fees for Permits	8,050.00	10,412.81	-2,362.81
401420 · State Contracts	25.83		
Total Environmental	22,021.83	23,557.81	-1,535.98
Family Planning			
402610 · State Contracts	2,030.25	1,386.00	644.25
Total Family Planning	2,030.25	1,386.00	644.25
Immunization			
401241 · Medicaid	2,600.48	1,500.00	1,100.48
401260 · Private	14,921.18	5,315.88	9,605.30
401270 · State Contracts	0.00	2,469.68	-2,469.68
Total Immunization	17,521.66	9,285.56	8,236.10
Office Management and Admin			
401040 · Interest Income	20.51	28.32	-7.81
401070 · Rebates	291.31	133.32	157.99
401100 · Donations	37.20	66.68	-29.48
Total Office Management and Admin	349.02	228.32	120.70
Threat Preparedness			
401450 · State Contracts	12,624.79	11,664.32	960.47
Total Threat Preparedness	12,624.79	11,664.32	960.47
Tuberculosis			
401370 · State Contracts	80.00		
Total Tuberculosis	80.00		
401000 · State Aid	76,219.60	74,447.00	1,772.60
401010 · County Commission	17,500.00	15,000.00	2,500.00
401020 · Board of Education	0.00	0.00	0.00
Total Income	148,347.15	139,969.01	8,378.14
Gross Profit	148,347.15	139,969.01	8,378.14
Expense			
503000 · Clinical Services Expenses			
Adult Services			
503070 · Medical Supplies	0.00	150.00	-150.00
503080 · Office Expense	36.40	250.00	-213.60
503090 · Travel and Education	0.00	150.00	-150.00
503100 · Dues and Subscriptions	150.00		
Total Adult Services	186.40	550.00	-363.60
Immunization (Travel)			
504700 · Auto Allowance	135.32	100.00	35.32
Total Immunization (Travel)	135.32	100.00	35.32
Total 503000 · Clinical Services Expenses	321.72	650.00	-328.28
Disaster Response-Ex			
502690 · Miscellaneous Expense	-198.00		
Total Disaster Response-Ex	-198.00		
502401 · Environmental Health Costs			
502450 · Auto Allowances	2,318.19	1,000.00	1,318.19
502460 · Supplies	1.00	50.00	-49.00
502470 · Office Expense	0.00	200.00	-200.00
502480 · Travel and Education	2,986.32		
502510 · Miscellaneous Expense	450.00		
Total 502401 · Environmental Health Costs	5,755.51	1,250.00	4,505.51
Immunization-Expense			
501995 · Vaccine Supplies	7,201.30	2,000.00	5,201.30
Total Immunization-Expense	7,201.30	2,000.00	5,201.30

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

	Jul - Oct 14	Budget	\$ Over Budget
Insurance			
501610 · Equipment Insurance	76.00	63.00	13.00
501620 · Malpractice Insurance	1,809.00	3,750.00	-1,941.00
Total Insurance	1,885.00	3,813.00	-1,928.00
Office Management & Admin			
501050 · FICA	5,409.69	5,960.00	-550.31
501060 · Retirement/Pension Plans	8,133.78	8,666.68	-532.90
501080 · Worker's Compensation	642.00	186.00	456.00
501090 · Health/Disability Insurance			
501091 · RHBT {2}	3,936.00	3,520.00	416.00
501090 · Health/Disability Insurance - Other	8,300.00	6,764.76	1,535.24
Total 501090 · Health/Disability Insurance	12,236.00	10,284.76	1,951.24
501100 · Life Insurance	48.00	40.00	8.00
501110 · Other Employee Benefits	148.80	75.00	73.80
501150 · Auto Allowance	53.40		
501160 · Office Expense	1,263.86	666.68	597.18
501170 · Printing	0.00	50.00	-50.00
501190 · Telecommunications	1,181.09	1,000.00	181.09
501200 · Postage	508.48	1,000.00	-491.52
501230 · Dues and Subscriptions	1,095.50	1,933.32	-837.82
501240 · Accounting and Auditing	0.00	4,000.00	-4,000.00
501260 · Consulting Services	900.00	600.00	300.00
501310 · Advertising Other	0.00	120.00	-120.00
501360 · Software Maintenance	970.54	700.00	270.54
Total Office Management & Admin	32,591.14	35,282.44	-2,691.30
Pooled Expenses (Salaries)			
507132 · OPEB Expense	-1,800.00	752.00	-2,552.00
Pooled Accounts			
507000 · Salaries-Nurses	13,528.00	14,812.68	-1,284.68
507010 · Salaries-Clinician (Non-Nurse)	5,715.36	4,866.68	848.68
507020 · Salaries-Administration	23,879.16	30,638.68	-6,759.52
507030 · Salaries-Environmental	27,592.00	27,592.00	0.00
507050 · Contracted Personnel	450.00		
Total Pooled Accounts	71,164.52	77,910.04	-6,745.52
Total Pooled Expenses (Salaries)	69,364.52	78,662.04	-9,297.52
Threat Preparedness Expense			
502540 · Auto Allowances	138.76	560.00	-421.24
502560 · Office Expense			
WV Office of Technology	119.96		
Systems Software (Healthstats)	100.00		
Fibernet / LUMOS	85.94		
Comcast	206.91		
Cell Phone	60.00	122.28	-62.28
502560 · Office Expense - Other	42.28	500.00	-457.72
Total 502560 · Office Expense	615.09	622.28	-7.19
Total Threat Preparedness Expense	753.85	1,182.28	-428.43
6560 · Payroll Expenses	147.12	150.00	-2.88
Total Expense	117,822.16	122,989.76	-5,167.60
Net Ordinary Income	30,524.99	16,979.25	13,545.74
Net Income	30,524.99	16,979.25	13,545.74