

Morgan County Health Department

187 South Green Street
Berkeley Springs, West Virginia 25411

AGENDA

Board of Health

May 27, 2015

4:30pm

Call to Order/Opening Comments –Angela Gray

- **Approval of Agenda –Angela Gray**

Review/Acceptance of Minutes: April 2015

Public Comment:

Current Issues:

Departmental Reports:

- **Administration/Financial – Bill Kearns**

Unfinished Business

- **Flood Plain Exemption request from Scott Pascucci Follow-up – J. Lazzarine**
- **Joint County discussions(for any updates) – BOH**

New Business:

- **FY2016 Budget**
- **FY 2016 Chain of Command**
- **FY 2016 Program Plan**

Adjourn

Morgan County Board of Health Meeting

April 20, 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; Patty Caldwell, RN; Cathy DeLawder, Secretary

Absent: Ashley Petrolino, Acting TP Coordinator

Present: Angie Wolford, Eastern Regional Family Resource Network Coordinator

Motion to approve April 20, 2015 meeting Agenda with revision of adding Executive Session after New Business. Motion made by Barb Wolfe Seconded by Dave Hansen. All in favor. Motion carries.

Motion to approve March 16, 2015 Board of Health Minutes, made by Barb Wolfe. Seconded by Jane McCloud. All in favor. Motion carries.

Public Comment: None

Department Reports:

- **Environmental Report** – Johnny Lazzarine, Sanitarian
 - Investigations: animal encounters (4); septic tank cleaners (1)
 - Inspections: food establishments (6); home loan evaluations (1); septic evaluations (5); mobile home parks (15); parks (1)
 - Food School: attendees (53) on April 19, 2015 class
 - Other Business: make-up food school class will be April 23, 2015; possibility of partnering with Christie Lewis at Statefoodsafety.com; flood plain appeal pending. *Awaiting information from contractor, Dennis Shaffer*; Sleepy Creek Festival to be held end of April. *Vendors purchasing permits and will be inspected at time of festival.*
- **Threat Preparedness Report** – Ashley Petrolino, Acting TP Coordinator. Report by Bill Kearns in absence of Ashley Petrolino
 - Will be returning to MCHD by end of June per TP Grant
- **Nurses Report** – Patty Caldwell, RN
 - Positive STD number on report *may* be inaccurate and will be reviewed further, per Patty
 - Morgan County Dept. of Ed. Employees are in the process of HepB vaccinations
 - Cacapon State Park employees will be scheduled for HepB vaccinations
- **Financial Report** – Bill Kearns, Administrator
 - Income and Expenses were reviewed and discussed as well as comparison chart of prior years.
 - Angie Gray, Chair, advised members of the process of requesting funds from County Commission. Members were made aware of compliment by Commission to Health Department.
 - Sandy Bienen, BOH member, inquired about applicants for the vacant Sanitarian position in Environmental Dept. *Applicants (2) have been interviewed by Bill.*

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

Unfinished Business:

- Joint county discussions – Dave Hansen, BOH member, attended the BOH meeting in Berkeley County last month.
- Clean Air issue will be discussed at a later date. Angie Wolford, Eastern Regional Family Resource Network Coordinator will continue to work toward achieving clean air
- Sandy Bienen will be attending training at Stonewall Jackson Resort for the Board of Health.

New Business:

- Purchase of new QuickBooks Premier 2015 Software. Current software QuickBooks Premier 2012 will be outdated end of May 2015. Explanation and cost difference of each version given by Bill between purchasing software to be installed on desktops, on-line version and rental of software.

Motion made by Jane McCloud for Bill to examine and purchase QuickBooks software according to the needs of the Morgan County Health Department. Seconded by Barb Wolfe. There was some discussion and concern involving the on-line version vs. desktop versions. All in favor. Motion carries.

- Flood Plain Exemption request from Scott Pascucci Follow-up – J. Lazzarine
Issue was discussed earlier in Environmental Report

Executive Session: 5:30 p.m.

Motion to go into Executive Session for personnel reasons made by Sandy Bienen. Seconded by Barb Wolfe. All in favor. Motion carries.

Executive Session Adjourn: 6:00 p.m. Let the records reflect there were no decisions made during the Executive Session.

Motion by Sandy Bienen to adjourn the April 20, 2015 Board of Health meeting. Seconded by Dave Hansen.

Meeting Adjourned: 6:01 p.m.

The next meeting for the Morgan County Board of Health will be May 27th, 2015.

BK/cd

Kevin T. McLaughlin, DO
Morgan County Health Officer

(Or)

Angela Gray
Morgan County Board of Health, Chair

Date

Morgan County Health Department Profit & Loss Budget vs. Actual

July 2014 through April 2015

	Jul '14 - Apr 15	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Breast and Cervical Cancer			
402200 - State Contracts	760.52	800.00	-39.48
Total Breast and Cervical Cancer	760.52	800.00	-39.48
Environmental			
401410 - Fees for Service	29,341.00	29,840.00	-499.00
401411 - Fees for Permits	37,169.50	37,041.56	127.94
401420 - State Contracts	0.00	600.00	-600.00
Total Environmental	66,510.50	67,481.56	-971.06
Family Planning			
402610 - State Contracts	4,252.25	4,629.25	-377.00
Total Family Planning	4,252.25	4,629.25	-377.00
Immunization			
401240 - Medicare	3,683.15	4,200.00	-516.85
401241 - Medicaid	4,646.98	1,500.12	3,146.86
401260 - Private	22,617.28	10,122.48	12,494.80
401270 - State Contracts	7,414.00	6,174.20	1,239.80
Total Immunization	38,361.41	21,996.80	16,364.61
Office Management and Admin			
401040 - Interest Income	61.78	70.80	-9.02
401070 - Rebates	413.75	333.30	80.45
401100 - Donations	74.40	166.70	-92.30
401130 - Miscellaneous Revenue	0.00	0.00	0.00
Total Office Management and Admin	549.93	570.80	-20.87
Threat Preparedness			
401450 - State Contracts	26,540.92	29,160.80	-2,619.88
Total Threat Preparedness	26,540.92	29,160.80	-2,619.88
401000 - State Aid	179,028.43	177,256.61	1,771.82
401010 - County Commission	35,000.00	30,000.00	5,000.00
401020 - Board of Education	0.00	0.00	0.00
Total Income	351,003.96	331,895.82	19,108.14
Gross Profit	351,003.96	331,895.82	19,108.14
Expense			
503000 - Clinical Services Expenses			
Adult Services			
503060 - Auto Allowances	75.92		
503070 - Medical Supplies	0.00	210.00	-210.00
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	610.00	-224.88
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	710.00	282.28
502401 - Environmental Health Costs			
502450 - Auto Allowances	3,184.82	2,500.00	684.82
502460 - Supplies	0.00	125.00	-125.00
502470 - Office Expense	136.88	500.00	-363.12
502480 - Travel and Education	2,980.49		

Morgan County Health Department Profit & Loss Budget vs. Actual

July 2014 through April 2015

	Jul '14 - Apr 15	Budget	\$ Over Budget
502500 · Consulting Services	600.00		
502510 · Miscellaneous Expense	1,730.00	1,500.00	230.00
Total 502401 · Environmental Health Costs	8,632.19	4,625.00	4,007.19
Immunization-Expense			
501995 · Vaccine Supplies	10,131.10	5,000.00	5,131.10
Total Immunization-Expense	10,131.10	5,000.00	5,131.10
Insurance			
501610 · Equipment Insurance	228.00	189.00	39.00
501620 · Malpractice Insurance	5,427.00	7,500.00	-2,073.00
Total Insurance	5,655.00	7,689.00	-2,034.00
Office Management & Admin			
501050 · FICA	13,205.18	14,900.00	-1,694.82
501060 · Retirement/Pension Plans	19,733.22	21,666.70	-1,933.48
501080 · Worker's Compensation	1,266.00	1,851.00	-585.00
501090 · Health/Disability Insurance			
501091 · RHBT (2)	9,184.00	8,800.00	384.00
501090 · Health/Disability Insurance - Other	18,942.00	16,790.76	2,151.24
Total 501090 · Health/Disability Insurance	28,126.00	25,590.76	2,535.24
501100 · Life Insurance	112.00	100.00	12.00
501110 · Other Employee Benefits	223.20	187.50	35.70
501150 · Auto Allowance	121.88		
501160 · Office Expense	2,040.47	1,666.70	373.77
501170 · Printing	0.00	50.00	-50.00
501190 · Telecommunications	3,580.40	2,500.00	1,080.40
501200 · Postage	854.74	2,500.00	-1,645.26
501230 · Dues and Subscriptions	4,630.08	4,833.30	-203.22
501240 · Accounting and Auditing	0.00	4,000.00	-4,000.00
501260 · Consulting Services	0.00	1,500.00	-1,500.00
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	74,993.12	82,165.96	-7,172.84
Pooled Expenses (Salaries)			
507132 · OPEB Expense	-3,600.00	1,880.00	-5,480.00
Pooled Accounts			
507025 · Salaries - Threat Preparedness	1,140.00		
507000 · Salaries-Nurses	34,768.00	34,768.00	0.00
507010 · Salaries-Clinician (Non-Nurse)	15,142.99	12,166.70	2,976.29
507020 · Salaries-Administration	60,116.41	64,209.32	-4,092.91
507030 · Salaries-Environmental	61,646.46	68,980.00	-7,333.54
507050 · Contracted Personnel	1,200.00		
Total Pooled Accounts	174,013.86	180,124.02	-6,110.16
Total Pooled Expenses (Salaries)	170,413.86	182,004.02	-11,590.16
Threat Preparedness Expense			
502540 · Auto Allowances	200.35	580.00	-359.65
502560 · Office Expense			
Security Monitoring	240.00		
WV Office of Technology	239.92		
Systems Software (Healthstats)	100.00		
Fibernet / LUMOS	216.36		
Comcast	530.69		
Cell Phone	140.00	305.70	-165.70
502560 · Office Expense - Other	276.34	1,250.00	-973.66
Total 502560 · Office Expense	1,743.31	1,555.70	187.61
Total Threat Preparedness Expense	1,943.66	2,115.70	-172.04
6560 · Payroll Expenses	370.13	375.00	-4.87
Total Expense	273,131.34	284,684.68	-11,553.34
Net Ordinary Income	77,872.62	47,211.14	30,661.48

Morgan County Health Department

Balance Sheet

As of April 30, 2015

05/10/15

Accrual Basis

	<u>Apr 30, 15</u>
ASSETS	
Current Assets	
Checking/Savings	
100300 · Citizens National Bank-Checking	110,584.93
100600 · CNB Money Market	60,721.91
Total Checking/Savings	<u>171,306.84</u>
Accounts Receivable	
102000 · Basic Public Health Services	
1021501 · Environmental Health	18,400.00
102170 · Threat Preparedness	17,054.21
Total 102000 · Basic Public Health Services	<u>35,454.21</u>
102300 · Clinical Services	
102200 · Breast and Cervical Cancer	826.39
102220 · Family Planning	673.50
102340 · Immunization	1,145.40
Total 102300 · Clinical Services	<u>2,645.29</u>
Total Accounts Receivable	38,099.50
Other Current Assets	
1499 · Undeposited Funds	57.30
Total Other Current Assets	<u>57.30</u>
Total Current Assets	<u>209,463.64</u>
TOTAL ASSETS	<u><u>209,463.64</u></u>
LIABILITIES & EQUITY	209,463.64