

Morgan County Health Department

187 South Green Street
Berkeley Springs, West Virginia 25411

AGENDA

Board of Health

March 16, 2015

4:30pm

Call to Order/Opening Comments –Angela Gray

- **Approval of Agenda –Angela Gray**

Review/Acceptance of Minutes: February 2015

Public Comment:

Current Issues:

Departmental Reports:

- **Environmental**
- **Threat Preparedness Report – Ashley Petrolino**
- **Nursing Report – Patty Caldwell**
- **Administration/Financial – Bill Kearns**

Unfinished Business

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

New Business:

- **Flood Plain Exemption request - Scott Pascucci**

Adjourn

Morgan County Board of Health Meeting

February 23, 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

Motion to approve February 23, 2015 meeting Agenda, made by Barb Wolfe. Seconded by Dave Hansen. All in favor. Motion carries

Motion to approve November 17, 2014 Board of Health Minutes, made by Jane McCloud. Seconded by Dave Hansen. All in favor. Motion carries.

Public Comment: No public comment or current issues

Department Reports:

- **Environmental Report** – Johnny Lazzarine, Sanitarian
 - Food establishment inspections are current.
 - The first **Annual Food Establishment Manager's Class** is scheduled for **March 19, 2015 at 6:00 p.m. at Berkeley Springs High School**. Food establishment owners/managers are required to attend the class in order to obtain a Permit to Operate a Food Establishment issued by MCHD. Responsibility of owners/managers to train their employees. Mobile Food Units (MFU's) and Temporary Food Establishments (TFE's) are exempt and will be handled in-house.
 - Call received by Bill complimenting MCHD web site restaurant inspections posting.
 - Johnny's State Certification has been received. Pay increase forthcoming. *Barb and Sandy shared information about receiving very positive feedback from county individuals regarding Johnny.*
- **Threat Preparedness Report** – Bill Kearns (verbal report)
 - Ashley Petrolino, Berkeley County Health Department, has been given contractual hours to assist with TP at MCHD which will include review of all hazards plan, quarterly, mid-year and annual reports. Policies will be reviewed.
- **Nurses Report** – Patty Caldwell, RN (copies of reports attached)
 - Patient population has increased by approximately 1,000 which is partially due to accurate record keeping by clerical staff
- **Financial** – Bill Kearns, Administrator (copy of report attached)
 - BCCSP invoices are being reviewed by Cathy and Dana
 - Expenses are remaining low
 - Funds *may* be transferred from checking to money market
 - Board members discussed future funding from County Commission
 - Board members discussed possibility of contacting state legislators in the near future

- Sanitarian position has been advertised in the Morgan Messenger for two (2) weeks and on the state web site. Six (6) applicants on-line. Interviewing process will begin.
- Commissioner of Public Health is proposing the future possibility of state regionalization which would include 225,000 residents per region

Motion to approve Departmental Reports by Dave Hansen. Seconded by Barb Wolfe. All in favor. Motion carries.

Unfinished Business:

- Joint County discussions (for any updates) – BOH

Barb Wolfe attended joint-county meeting in November 2014 held in Berkeley County. Topics of interest were clean indoor air regulations and revenue from LVL (video lottery) machines. Net revenue from LVL machines in Morgan Co. was reported as \$1.8 million *per month*. Due to revenue for local businesses from the LVL machines, as reported in joint-county meeting, business owners are opposing the Clean Indoor Air Regulations/Bills currently being voted on in the House and Senate. In past years, businesses claimed a decline in revenue due to the Clean Indoor Air Regulation. Morgan County Board of Health members suggested contacting our local state representatives, Daryl Cowles (House of Delegates) and Charles Trump (U.S. Senate) regarding the upcoming Bills being voted on regarding Clean Indoor Air.

Angie Gray commented on the tri-county (Morgan, Berkeley and Jefferson Counties) cooperation with:

- ✓ Radon test kit distribution to residents, if requested. Radon test kits are supplied by Berkeley County Health Department.
- ✓ Population of at least 150,000 residents was required to apply for a grant through CDC for HPV. The combined population of the tri-county area of the eastern panhandle afforded the ability to apply for and receive the grant.

Future possibility of a joint county (Morgan and Berkeley) Health Department will be kept on upcoming agendas.

New Business:

- Clean Air Ordinance – Bill Kearns
 - Request to place any revisions on hold until further notice.

Motion to Table made by Dave Hansen. Seconded by Jane McCloud. All in favor. Motion carries.

- Cell phone reimbursement – Bill Kearns
 - Request that ‘lead’ department head of the Environmental Dept. and ‘lead’ department head of the Medical Dept. each receive a monthly cell phone stipend of \$20.00 (twenty-dollars) per month.

Motion to approve monthly cell phone stipend of \$20.00 (twenty dollars) to each “lead department” head made by Jane McCloud. Seconded by Barb Wolfe. All in favor. Motion carries.

- House Bills / Senate Bills – Bill Kearns
 - HB 2208 – (Any ordinances proposed by Board of Health must be approved by County Commission before being adopted) HB 2208 died in committee.
 - SB 109 – (Exempts fraternal and military organizations as well as locations with LVL machines.) SB 109 may be voted on after the 3rd reading.

Motion to adjourn by Barb Wolfe. Seconded by Dave Hansen.

Adjourn: 6:00 p.m.

The next scheduled meeting for the Morgan County Board of Health will be March 16th, 2015.

BK/cd

Kevin T. McLaughlin, DO
Morgan County Health Officer

(0r)

Angela Gray
Morgan County Board of Health, Chairman

Date

File: A-22

Morgan County Health Department
Nurses report for the month of February 2015
For March 2015 BOH
Patricia Caldwell R.N.

<u>Sexually Transmitted Diseases</u>	<u>Monthly</u>	<u>Year to date</u>
Male Clients	3	7
Female Clients	6	8
Positive STD	3	3
 <u>Women's Health Clinics</u>		
Clinics	1	1
Family planning clients attending clinics	12	24
Family planning patients seen in between clinics	12	24
Breast and Cervical patients attending clinics	4	6
BCCP patients seen in between clinics	2	3
Pregnancy tests	8	12
Positive pregnancy test	2	4
 <u>Immunization program</u>		
Clinics held	0	0
Flu Shots	2	9
Total immunizations	68	86
Total Patients	30	55
 <u>Tuberculosis Program</u>		
Screening Forms	2	4
TB skin tests	13	34
Skin tests read	13	34
Positive skin tests	0	0
Tspots	0	0
 <u>Miscellaneous</u>		
Blood pressures, Community outreach, Lions club applications, lice checks, Court House clinic, etc.	23	33
 <u>Epidemiology</u>		
Disease case investigations (working on)	1	4
Cases (closed)	1	4
 <u>Total Patients served with face to face contact: 117 for month , 228 for year</u>		

Morgan County Health Department Profit & Loss Budget vs. Actual

July 2014 through February 2015

	Jul '14 - Feb 15	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Adult Services			
402010 · Medicaid	58.68		
Total Adult Services	58.68		
Breast and Cervical Cancer			
402200 · State Contracts	488.77	8,800.00	-8,311.23
Total Breast and Cervical Cancer	488.77	8,800.00	-8,311.23
Environmental			
401410 · Fees for Service	20,981.00	21,205.00	-224.00
401411 · Fees for Permits	13,646.00	17,621.56	-3,975.56
401420 · State Contracts	0.00	600.00	-600.00
Total Environmental	34,627.00	39,426.56	-4,799.56
Family Planning			
402610 · State Contracts	3,001.75	3,748.50	-746.75
Total Family Planning	3,001.75	3,748.50	-746.75
Immunization			
401240 · Medicare	3,683.15	4,200.00	-516.85
401241 · Medicaid	4,216.30	1,500.12	2,716.18
401260 · Private	18,420.28	9,613.28	8,807.00
401270 · State Contracts	7,414.00	4,939.36	2,474.64
Total Immunization	33,733.73	20,252.76	13,480.97
Office Management and Admin			
401040 · Interest Income	48.55	56.64	-8.09
401070 · Rebates	413.75	266.64	147.11
401100 · Donations	54.20	133.36	-79.16
401130 · Miscellaneous Revenue	0.00	0.00	0.00
Total Office Management and Admin	516.50	456.64	59.86
Threat Preparedness			
401450 · State Contracts	21,727.63	23,328.64	-1,601.01
Total Threat Preparedness	21,727.63	23,328.64	-1,601.01
401000 · State Aid	120,533.75	120,534.00	-0.25
401010 · County Commission	26,250.00	22,500.00	3,750.00
401020 · Board of Education	0.00	0.00	0.00
Total Income	240,937.81	239,047.10	1,890.71
Gross Profit	240,937.81	239,047.10	1,890.71
Expense			
503000 · Clinical Services Expenses			
Adult Services			
503070 · Medical Supplies	68.89	190.00	-121.11
503080 · Office Expense	72.80	250.00	-177.20
503090 · Travel and Education	50.00	150.00	-100.00
503100 · Dues and Subscriptions	150.00		
Total Adult Services	341.69	590.00	-248.31
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	477.01	690.00	-212.99
502401 · Environmental Health Costs			
502450 · Auto Allowances	2,955.36	2,000.00	955.36
502460 · Supplies	0.00	100.00	-100.00
502470 · Office Expense	1.00	400.00	-399.00
502480 · Travel and Education	2,960.49		
502510 · Miscellaneous Expense	1,530.00		
Total 502401 · Environmental Health Costs	7,446.85	2,500.00	4,946.85
Immunization-Expense			
501995 · Vaccine Supplies	7,201.30	4,000.00	3,201.30
Total Immunization-Expense	7,201.30	4,000.00	3,201.30
Insurance			
501610 · Equipment Insurance	228.00	189.00	39.00
501620 · Malpractice Insurance	5,427.00	5,625.00	-198.00
Total Insurance	5,655.00	5,814.00	-159.00

Morgan County Health Department Profit & Loss Budget vs. Actual

July 2014 through February 2015

	Jul '14 - Feb 15	Budget	\$ Over Budget
Office Management & Admin			
501050 - FICA	10,758.95	11,920.00	-1,161.05
501060 - Retirement/Pension Plans	16,011.36	17,333.36	-1,322.00
501080 - Worker's Compensation	1,266.00	351.00	915.00
501090 - Health/Disability Insurance			
501091 - RHBT {2}	7,544.00	7,040.00	504.00
501090 - Health/Disability Insurance - Other	15,630.00	13,448.76	2,181.24
Total 501090 - Health/Disability Insurance	23,174.00	20,488.76	2,685.24
501100 - Life Insurance	92.00	80.00	12.00
501110 - Other Employee Benefits	223.20	150.00	73.20
501150 - Auto Allowance	53.40		
501160 - Office Expense	2,648.84	1,333.36	1,315.48
501170 - Printing	0.00	50.00	-50.00
501190 - Telecommunications	3,023.22	2,000.00	1,023.22
501200 - Postage	281.90	2,000.00	-1,718.10
501230 - Dues and Subscriptions	1,469.00	3,866.64	-2,397.64
501240 - Accounting and Auditing	0.00	4,000.00	-4,000.00
501260 - Consulting Services	900.00	1,200.00	-300.00
501310 - Advertising Other	0.00	120.00	-120.00
501360 - Software Maintenance	1,941.08	700.00	1,241.08
Office Management & Admin - Other	48.75		
Total Office Management & Admin	61,891.70	65,593.12	-3,701.42
Pooled Expenses (Salaries)			
507132 - OPEB Expense	-3,150.00	1,504.00	-4,654.00
Pooled Accounts			
507025 - Salaries - Threat Preparedness	120.00		
507000 - Salaries-Nurses	27,728.00	29,625.36	-1,897.36
507010 - Salaries-Clinician (Non-Nurse)	12,122.67	9,733.36	2,389.31
507020 - Salaries-Administration	48,107.08	61,277.36	-13,170.28
507030 - Salaries-Environmental	52,627.46	55,184.00	-2,556.54
507050 - Contracted Personnel	900.00		
Total Pooled Accounts	141,605.21	155,820.08	-14,214.87
Total Pooled Expenses (Salaries)	138,455.21	157,324.08	-18,868.87
Threat Preparedness Expense			
502540 - Auto Allowances	200.35	560.00	-359.65
502560 - Office Expense			
WV Office of Technology	239.92		
Systems Software (Healthstats)	100.00		
Fibernet / LUMOS	167.49		
Comcast	408.32		
Cell Phone	100.00	244.56	-144.56
502560 - Office Expense - Other	255.20	1,000.00	-744.80
Total 502560 - Office Expense	1,270.93	1,244.56	26.37
Total Threat Preparedness Expense	1,471.28	1,804.56	-333.28
6560 - Payroll Expenses	294.66	300.00	-5.34
Total Expense	222,893.01	238,025.76	-15,132.75
Net Ordinary Income	18,044.80	1,021.34	17,023.46
Net Income	18,044.80	1,021.34	17,023.46

2:04 PM
03/07/15
Accrual Basis

Morgan County Health Department
Balance Sheet
As of March 7, 2015

	<u>Mar 7, 15</u>
ASSETS	
Current Assets	
Checking/Savings	
100300 · Citizens National Bank-Checking	65,314.52
100600 · CNB Money Market	60,712.27
Total Checking/Savings	<u>126,026.79</u>
Accounts Receivable	
102000 · Basic Public Health Services	
1021501 · Environmental Health	615.00
102170 · Threat Preparedness	3,490.92
Total 102000 · Basic Public Health Services	<u>4,105.92</u>
102300 · Clinical Services	
102200 · Breast and Cervical Cancer	839.36
102220 · Family Planning	206.50
102340 · Immunization	1,939.33
Total 102300 · Clinical Services	<u>2,985.19</u>
102500 · Other	
102505 · County Commission	8,750.00
Total 102500 · Other	<u>8,750.00</u>
Total Accounts Receivable	<u>15,841.11</u>
Total Current Assets	<u>141,867.90</u>
TOTAL ASSETS	<u><u>141,867.90</u></u>
LIABILITIES & EQUITY	