

Morgan County Health Department

187 South Green Street
Berkeley Springs, West Virginia 25411

AGENDA

Board of Health

January 26, 2015

4:30pm

Call to Order/Opening Comments –Angela Gray

- **Approval of Agenda –Angela Gray**

Review/Acceptance of Minutes: November 2014

Public Comment:

Current Issues:

Departmental Reports:

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

Unfinished Business

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

New Business:

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

Adjourn

Morgan County Board of Health Meeting

Minutes of Monday, November 17, 2014
Morgan County Health Department Conference Room

CALL TO ORDER: 4:36 p.m. By Angie Gray, Chairman

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

Absent: Sandy Bienen, Member; 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: Dave and Robbie Buckles, Morgan County residents; Jazz Clark, reporter for the Morgan Messenger newspaper

Motion to approve November 17, 2014 Agenda by Dave Hansen and seconded by Barb Wolfe. All in favor. Motion carries

Motion to approve October 20, 2014 Board of Health Minutes with revision to Nurse's Report changing Jackie Riggleman, RN to Jackie Riggleman, LPN made by Barb Wolfe and seconded by Dave Hansen. All in favor. Motion carries.

Public Comment:

- ✓ Mr. and Mrs. Buckles (Dave and Robbie) Morgan County residents attended meeting. Mrs. Robbie Buckles is an RN with Masters Degree in Public Health and would be available as a volunteer. Those present at the meeting made individual introductions and welcomed Mr. and Mrs. Buckles to the Morgan County Board of Health.
- ✓ Jazz Clark, Reporter for the Morgan Messenger newspaper attended as an observer in preparation of newspaper article.

Department Reports:

- **Environmental Report** – Brian Carter, RS (copy of report attached)
- ✓ Bill advised that Johnny Lazzarine has completed 8 weeks of training and passed state exam to become a sanitarian. This information has been forwarded to the sanitarian board for sanitarian certification. A 4% raise will be given when certification is received. The certification allows him to be involved in all aspects of the Environmental Department
- ✓ Food Handler's Manager Training is in the preliminary stage and will take effect after January 1, 2015. Attended Berkeley County Food Handler's Manager Training. Brian and Johnny are working together to develop a protocol for food establishment owners/managers which may be available in 2-3 weeks.
- ✓ Email from Susie Lucas has been received regarding grant to assist with septic systems, weather permitting.

- ✓ There has been an increase in various aspects regarding septic system inspections. These totals are relevant to Section VII of Environmental Report
- **Threat Preparedness Report** – Brian Carter, RS (copy of report attached)
- ✓ Threat Preparedness Grant funding for the 2nd qtr has begun
- ✓ Warm Springs Run issue – DEP investigated and found there to be a private residence oil storage tank leak into the run. This has been remedied.
- ✓ Tri-Lake Park issue – DEP official, Tri-Lake Park owner and Brian investigated septic system / raw sewage complaint and found there not to be enough evidence to warrant further investigation.
- **Nurses Report** – Patty Caldwell, RN (copy of report attached)
- ✓ Immunizations which include flu shots has increased from last year
- ✓ Overall patient / client contact has increased which includes TB screening, blood pressures, community outreach, etc.
- ✓ Accurate recording of the above information has played a significant role
- **Financial** – Bill Kearns, Administrator (copy of report attached)
- ✓ BCCSP and FP has dropped due to affordable health care act
- ✓ Annual state audit date has not yet been set

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

Unfinished Business:

Complaint from patron against Food Lion retail grocery store. Current Morgan County Clean Air Regulations, revised in 2011, were reviewed and discussed. Future revisions will be determined at a later date. Bill informed the members of his meeting with Mr. Wilson, Food Lion manager and recommendations will be given along with a copy of current ordinance. Correspondence will be sent to Mr. Wilson and cc to the secretary of DHHR concerning the current regulation of *no smoking within 'fifteen (15) feet of a public establishment'* rather than 'within fifteen (15) feet of a clean air intake (entrance/exit doors, windows, air conditioning or heating units, etc.) as previously discussed with Mr. Wilson.

There will be additional future discussions regarding the joint county Board of Health and encourages members to attend Berkeley County meetings. Discussions will include future consolidation of job requirements which may possibly include clerical.

There need not be an itemization of topics to be discussed in Unfinished Business according to Board Chair, Angie Gray, after investigating the matter, according to Roberts Rule of Parliamentary Procedure.

New Business:

Clean Air Ordinance – Desire to move to enhance ordinance. A “*Draft*” Ordinance as well as a “*Sample*” Ordinance was given to members to review and comment at next meeting. The Draft and Sample was furnished to Berkeley County Health Department by the Tobacco Prevention Coalition. This may be used as a guide to revise for Morgan County Ordinance. A community forum will be held at a later date for public opinion.

A *county* policy as set by County Commission may be located on their website.

The *Clean Air Ordinance for Morgan County* will be listed on future Agenda's for 2015 Board of Health meetings.

Motion to adjourn by Dave Hansen and seconded by Barb Wolfe.

Adjourn: 6:06 p.m.

BK/cd

Kevin T. McLaughlin, DO
Morgan County Health Officer

(Or)

Angela Gray
Morgan County Board of Health, Chairman

Date

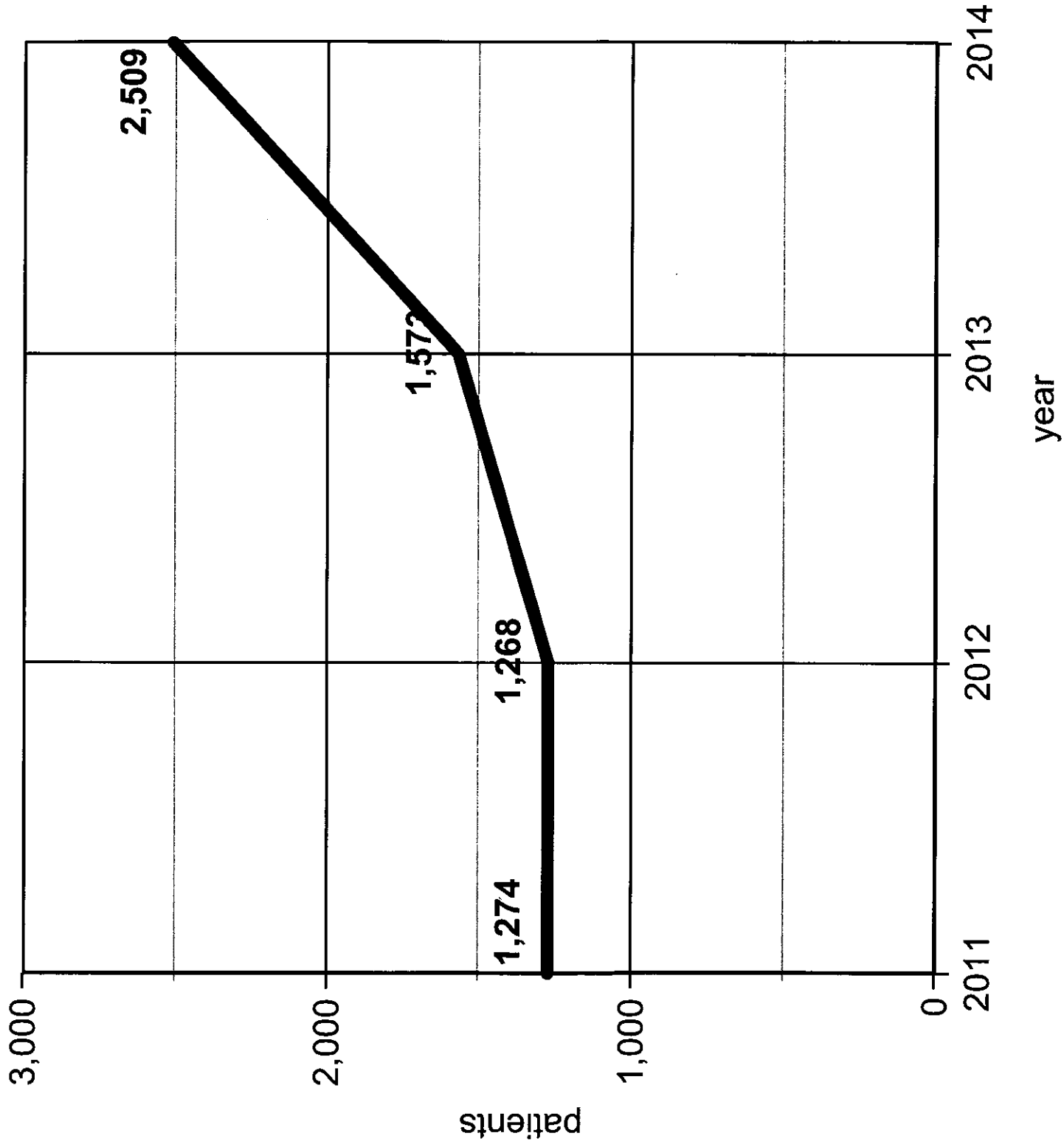
Morgan County Health Department
Nurses report for the month of December 2014
For January 2015 BOH
Patricia Caldwell R.N.

<u>Sexually Transmitted Diseases</u>	<u>Monthly</u>	<u>Year to date</u>
Male Clients	2	38
Female Clients	2	48
Positive STD	0	17
 <u>Women's Health Clinics</u>		
Clinics	0	9
Family planning clients attending clinics		105
Family planning patients seen in between clinics	8	175
Breast and Cervical patients attending clinics	0	37
BCCP patients seen in between clinics	1	37
Pregnancy tests	5	65
Positive pregnancy test	1	23
 <u>Immunization program</u>		
Clinics held	0	16
Flu Shots	10	510
Total immunizations	24	895
Total Patients	33	683
 <u>Tuberculosis Program</u>		
Screening Forms	2	162
TB skin tests	8	198
Skin tests read	8	198
Positive skin tests	0	0
Tspots	0	3
 <u>Miscellaneous</u>		
Blood pressures, Community outreach, Lions club applications, lice checks, Court House clinic, etc.	10	292
 <u>Epidemiology</u>		
Disease case investigations (working on)	3	60
Cases (closed)	3	60
 <u>Total Patients served with face to face contact: 79 for month of October, 2509 for year</u>		

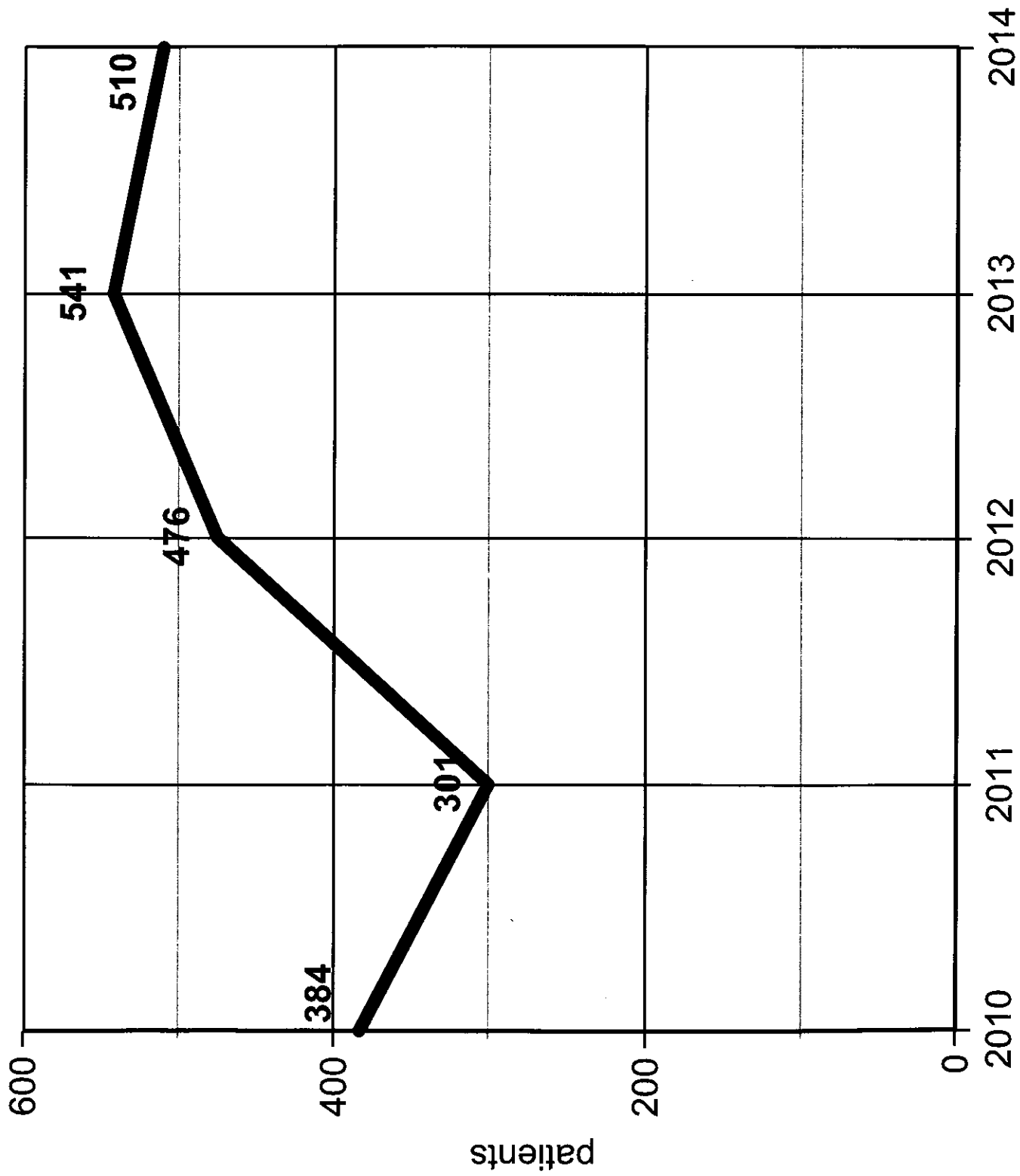
Morgan County Health Department
Nurses report for the month of November 2014
For December 2014 BOH
Patricia Caldwell R.N.

<u>Sexually Transmitted Diseases</u>	<u>Monthly</u>	<u>Year to date</u>
Male Clients	2	36
Female Clients	2	46
Positive STD	0	17
 <u>Women's Health Clinics</u>		
Clinics	1	9
Family planning clients attending clinics	12	105
Family planning patients seen in between clinics	12	167
Breast and Cervical patients attending clinics	3	37
BCCP patients seen in between clinics	1	36
Pregnancy tests	2	60
Positive pregnancy test	1	22
 <u>Immunization program</u>		
Clinics held	0	16
Flu Shots	62	617
Total immunizations	29	832
Total Patients	91	650
 <u>Tuberculosis Program</u>		
Screening Forms	2	160
TB skin tests	29	190
Skin tests read	29	190
Positive skin tests	0	0
Tspots	0	3
 <u>Miscellaneous</u>		
Blood pressures, Community outreach, Lions club applications, lice checks, Court House clinic, etc.	18	282
 <u>Epidemiology</u>		
Disease case investigations (working on)	4	57
Cases (closed)	4	57
 <u>Total Patients served with face to face contact: 202 for month of October, 2430 for year</u>		

Total Number of Patients seen



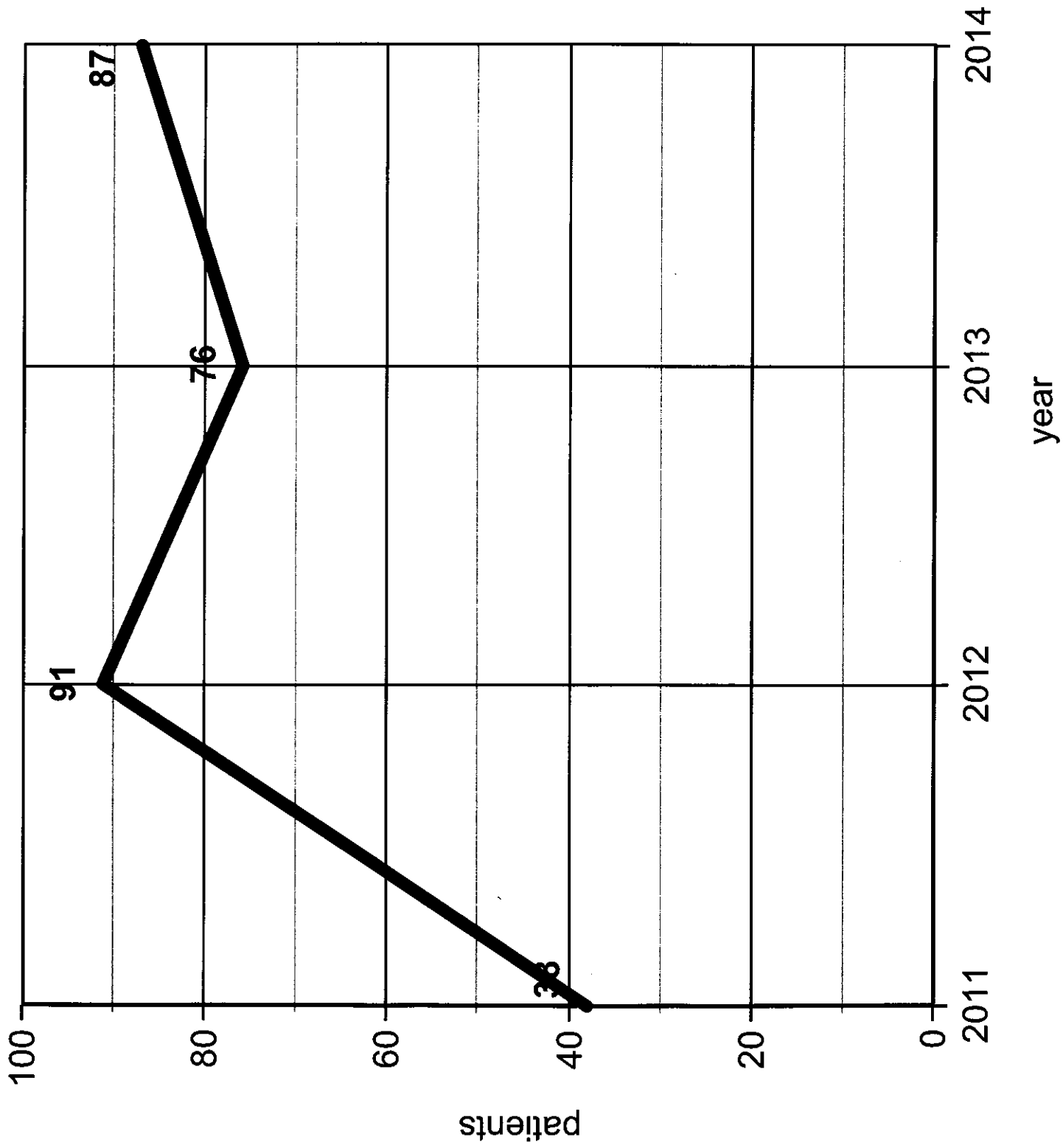
Flu Shots



year

patients

reportables



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

	Jul - Dec 14	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	0.00	6,600.00	-6,600.00
Total Breast and Cervical Cancer	0.00	6,600.00	-6,600.00
Environmental			
401410 · Fees for Service	16,936.00	17,195.00	-259.00
401411 · Fees for Permits	12,085.00	14,400.31	-2,315.31
Total Environmental	29,021.00	31,595.31	-2,574.31
Family Planning			
402610 · State Contracts	2,416.25	2,185.75	230.50
Total Family Planning	2,416.25	2,185.75	230.50
Immunization			
401240 · Medicare	3,315.20	42.00	3,273.20
401241 · Medicaid	3,857.24	1,500.12	2,357.12
401260 · Private	16,514.90	7,282.08	9,232.82
401270 · State Contracts	7,409.00	3,704.52	3,704.48
Total Immunization	31,096.34	12,528.72	18,567.62
Office Management and Admin			
401040 · Interest Income	41.20	42.48	-1.28
401070 · Rebates	413.75	199.98	213.77
401100 · Donations	43.20	100.02	-56.82
401130 · Miscellaneous Revenue	0.00	0.00	0.00
Total Office Management and Admin	498.15	342.48	155.67
Threat Preparedness			
401450 · State Contracts	16,344.89	17,496.48	-1,151.59
Total Threat Preparedness	16,344.89	17,496.48	-1,151.59
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	173,154.91	160,195.74	12,959.17
Gross Profit	173,154.91	160,195.74	12,959.17
Expense			
503000 · Clinical Services Expenses			
Adult Services			
503070 · Medical Supplies	0.00	170.00	-170.00
503080 · Office Expense	72.80	250.00	-177.20
503090 · Travel and Education	0.00	150.00	-150.00
503100 · Dues and Subscriptions	150.00		
Total Adult Services	222.80	570.00	-347.20
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	358.12	670.00	-311.88
Disaster Response-Ex			
502690 · Miscellaneous Expense	0.00		
Total Disaster Response-Ex	0.00		
502401 · Environmental Health Costs			
502450 · Auto Allowances	2,873.69	1,500.00	1,373.69
502460 · Supplies	1.00	75.00	-74.00
502470 · Office Expense	0.00	300.00	-300.00
502480 · Travel and Education	2,960.49		
502510 · Miscellaneous Expense	450.00		
Total 502401 · Environmental Health Costs	6,285.18	1,875.00	4,410.18
Immunization-Expense			
501995 · Vaccine Supplies	7,201.30	3,000.00	4,201.30
Total Immunization-Expense	7,201.30	3,000.00	4,201.30

3:01 PM
01/17/15
Accrual Basis

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

	Jul - Dec 14	Budget	\$ Over Budget
Insurance			
501610 · Equipment Insurance	152.00	126.00	26.00
501620 · Malpractice Insurance	3,618.00	3,750.00	-132.00
Total Insurance	<u>3,770.00</u>	<u>3,876.00</u>	<u>-106.00</u>
Office Management & Admin			
501050 · FICA	8,419.87	8,940.00	-520.13
501060 · Retirement/Pension Plans	12,371.40	13,000.02	-628.62
501080 · Worker's Compensation	1,266.00	351.00	915.00
501090 · Health/Disability Insurance			
501091 · RHBT (2)	5,904.00	5,280.00	624.00
501090 · Health/Disability Insurance - Other	12,318.00	10,106.76	2,211.24
Total 501090 · Health/Disability Insurance	<u>18,222.00</u>	<u>15,386.76</u>	<u>2,835.24</u>
501100 · Life Insurance	72.00	60.00	12.00
501110 · Other Employee Benefits	223.20	112.50	110.70
501150 · Auto Allowance	53.40		
501160 · Office Expense	1,562.07	1,000.02	562.05
501170 · Printing	0.00	50.00	-50.00
501190 · Telecommunications	1,599.87	1,500.00	99.87
501200 · Postage	295.70	1,500.00	-1,204.30
501230 · Dues and Subscriptions	1,167.50	2,899.98	-1,732.48
501240 · Accounting and Auditing	0.00	4,000.00	-4,000.00
501260 · Consulting Services	900.00	900.00	0.00
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	<u>48,142.84</u>	<u>50,520.28</u>	<u>-2,377.44</u>
Pooled Expenses (Salaries)			
507132 · OPEB Expense	-2,700.00	1,128.00	-3,828.00
Pooled Accounts			
507000 · Salaries-Nurses	20,778.00	22,219.02	-1,441.02
507010 · Salaries-Clinician (Non-Nurse)	9,052.35	7,300.02	1,752.33
507020 · Salaries-Administration	36,039.62	45,958.02	-9,918.40
507030 · Salaries-Environmental	44,193.46	41,388.00	2,805.46
507050 · Contracted Personnel	600.00		
Total Pooled Accounts	<u>110,663.43</u>	<u>116,865.06</u>	<u>-6,201.63</u>
Total Pooled Expenses (Salaries)	<u>107,963.43</u>	<u>117,993.06</u>	<u>-10,029.63</u>
Threat Preparedness Expense			
502540 · Auto Allowances	200.35	560.00	-359.65
502560 · Office Expense			
WV Office of Technology	119.96		
Systems Software (Healthstats)	100.00		
Fibernet / LUMOS	126.07		
Comcast	286.67		
Cell Phone	100.00	183.42	-83.42
502560 · Office Expense - Other	234.06	750.00	-515.94
Total 502560 · Office Expense	<u>966.76</u>	<u>933.42</u>	<u>33.34</u>
Total Threat Preparedness Expense	<u>1,167.11</u>	<u>1,493.42</u>	<u>-326.31</u>
6560 · Payroll Expenses	224.28	225.00	-0.72
Total Expense	<u>175,112.26</u>	<u>179,652.76</u>	<u>-4,540.50</u>
Net Ordinary Income	<u>-1,957.35</u>	<u>-19,457.02</u>	<u>17,499.67</u>
Net Income	<u><u>-1,957.35</u></u>	<u><u>-19,457.02</u></u>	<u><u>17,499.67</u></u>

3:02 PM
01/17/15
Accrual Basis

Morgan County Health Department
Balance Sheet
As of December 31, 2014

	<u>Dec 31, 14</u>
ASSETS	
Current Assets	
Checking/Savings	
100300 · Citizens National Bank-Checking	48,108.58
100600 · CNB Money Market	60,706.94
Total Checking/Savings	<u>108,815.52</u>
Accounts Receivable	
102000 · Basic Public Health Services	
1021501 · Environmental Health	1,100.00
102170 · Threat Preparedness	11,020.43
Total 102000 · Basic Public Health Services	<u>12,120.43</u>
102300 · Clinical Services	
102200 · Breast and Cervical Cancer	565.00
102220 · Family Planning	234.00
102340 · Immunization	5,762.03
Total 102300 · Clinical Services	<u>6,561.03</u>
Total Accounts Receivable	18,681.46
Other Current Assets	
1499 · Undeposited Funds	131.90
Total Other Current Assets	<u>131.90</u>
Total Current Assets	<u>127,628.88</u>
TOTAL ASSETS	<u><u>127,628.88</u></u>