

Morgan County Health Department

187 South Green Street
Berkeley Springs, West Virginia 25411

AGENDA

Board of Health

April 18, 2016

4:30pm

Call to Order/Opening Comments –Angela Gray

- **Approval of Agenda –Angela Gray**

Review/Acceptance of Minutes: March 2016

Public Comment:

Current Issues:

Departmental Reports:

- **Environmental - Johnny Lazzarine**
- **Threat Preparedness Report – Christina Jackson/Bill Kearns**
- **Nursing Report – Patty Caldwell**
- **Administration/Financial – Bill Kearns**

Unfinished Business

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

New Business:

- **FY 2017 Fees for Service**

Adjourn

Morgan County Board of Health

March 28, 2016

Morgan County Health Department Conference Room

Board of Health Chair – present: Angie Gray BSN, RN

Members - present: Barb Wolfe, Dave Hansen

Morgan County Health Officer - present: Kevin McLaughlin, DO

Staff present: Bill Kearns, Admin.; Patty Caldwell, RN; Johnny Lazzarine, Sanitarian; Christina Jackson, TP Coordinator; Cathy DeLawder, Office Mgr./Sec.II

Guest: Angela Wolford, Eastern Regional Family Resource Network

4:30 p.m. - CALL TO ORDER: Angie Gray, Chair

Approval of Agenda – Angie Gray

There being no objections the agenda for March 29, 2016 is accepted as submitted.

Review/Acceptance of Minutes – Angie Gray

There being no objections the Minutes from February 22, 2016 are accepted as submitted.

Public Comment: Angie Wolford gave update regarding Hampshire Co. Clean Indoor Air Policy which went into effect in January 2016. Bill advised that the current policies for Morgan County and Berkeley County will be tailored after merger of health departments.

Department Reports:

- **Environmental Report – Johnny Lazzarine, Sanitarian** (report attached)
 - Annual Food Manager’s Class to be held at BSHS auditorium will be *rescheduled* from April 15th. Notices will be re-mailed to managers advising of new date.
 - Barb commended Johnny for the informative Septic Tank Maintenance Class held in Dec. 2015 for Sleepy Creek Watershed Grant.
- **Threat Preparedness Report – Christina Jackson, TP Coordinator**

Emergency Plans are being prepared for each department’s key role, as well as individual staff roles, in the event of disaster or emergency situation. Knowing where the Plan is located and knowledge of the Plan will be a priority for staff as part of TP training. **Community emergency medical needs**, during the blizzard in January 2016, included three main categories (1) home O2; (2) dialysis; (3) individuals with mental health needs. Disaster planning with various emergency organizations as well as Continuity of Operations Plan with staff is essential.
- **Nurses Report - Patty Caldwell, RN** (report attached)
 - Report reviewed with board members
 - Brief discussion regarding flu immunizations by Dr. McLaughlin, Health Officer.
- **Administration/Financial Report –Bill Kearns** (report attached)
 - Morgan County Commission has approved base funding amount of \$35,000.00 for FY 2017.
 - Reduction of money from various grants as well as significant reduction of state funding was discussed. The reduction of state funding includes all LHD within the state.
 - Consolidation of job duties with joint county (Berkeley and Morgan) Board of Health will help off-set the reduction in funding. Berkeley County Board of Health will meet April 12, 2016 @ 4:00 p.m. at BCHD and consolidation will be one of the topics. Invitation for Morgan County members to attend the Berkeley County Board of Health, given by Bill.
 - Remodeling of The Pines (future location of MCHD) is nearing completion. The move from current location of MCHD to new location is being planned for June or July. All items in storage area at current location will be sorted, shredded or discarded.

Approval of Departmental Reports – Angie Gray

There being no objections the departmental reports are accepted as submitted.

Unfinished Business: (Bill Kearns)

Clean Indoor Air Regulation will be discussed at a future meeting.

New Business: (Bill Kearns)

Upcoming changes in fee schedule for FY-2017 (beginning July 1, 2016-June 30, 2017) Environmental Fee for Service Schedule and Clinical Fee for Service Schedule. Notice of fee changes will be posted in the Morgan Messenger for two consecutive weeks. There will be a 30 day public comment period.

Motion was made by Barb Wolf to have a 30-day public comment period for increase in health department fees for service for FY-2017. Notice of Increase for FY-2017 Fees for Service will be published in the public notice section of The Morgan Messenger for two (2) consecutive weeks advising information may be obtained at MCHD during regular business hours of 8:30 a.m. – 4:30 p.m., Monday –Friday. All comments should be submitted, in writing, to Bill Kearns, Administrator. Motion was seconded by Dave Hansen. Motion carries.

5:30 p.m. – Morgan County Board of Health meeting adjourned – Angie Gray

The next scheduled meeting for the Morgan County Board of Health is April 18, 2016.

_____/_____(date)
Kevin T. McLaughlin, DO
Morgan County Health Officer

OR

_____/_____(date)
Angela Gray, BSN, RN
Morgan County Board of Health Chair

**Morgan County Health Department
Johnny Lazzarine (Sanitarian)
Enviromental Report
March 2016**

Inspections

	<u>Monthly</u>	<u>Yearly</u>
Food Establishments	13	79
Perc Evaluations	6	44
Final Septic Installations	4	43
Child Care Centers	4	9

Investigations

Animal Bites	4	29
Nuisance Complaints	4	15

Permits Issued

Food	2	48
Septic	7	52
Well	6	38

Other Business

New Date for Food Class- Wednesday May 11th 6pm-7pm (HighSchool)
Berkeley County H.D InService
Jefferson County Septic Installers Workshop
Threat Prepardness Meeting with Christina Jackson
New FE- Amanda's Place, Circa 33
Morgan County Cottage Rentals Permitting

Morgan County Health Department
Nurses report for the month of MARCH 2016
For APRIL 2016 BOH
Patricia Caldwell R.N.

<u>Sexually Transmitted Diseases</u>	<u>Monthly</u>	<u>Year to date</u>
Male Clients	5	12
Female Clients	4	8
Positive STD	0	4
 <u>Women's Health Clinics</u>		
Clinics	0	1
Family planning clients attending clinics	0	6
Family planning patients seen in between clinics	11	21
Breast and Cervical patients attending clinics	0	3
BCCP patients seen in between clinics	2	3
Pregnancy tests	5	13
Positive pregnancy test	3	6
 <u>Immunization program</u>		
Clinics held	0	0
Flu Shots	0	9
Total immunizations	47	154
Total Patients	25	90
 <u>Tuberculosis Program</u>		
Screening Forms	8	12
TB skin tests	3	5
Skin tests read	3	5
Positive skin tests	0	0
Tspots	0	0
 <u>Miscellaneous</u>		
Blood pressures, Community outreach, Lions club applications, lice checks, Court House clinic, etc.	21	49
 <u>Epidemiology</u>		
Disease case investigations (working on)	3	6
Cases (closed)	3	5
 <u>Total Patients served with face to face contact: 87 for month , 230 for year 2016</u>		

Morgan County Health Department
Profit & Loss Budget vs. Actual
July 2015 through March 2016

	Jul '15 - Mar 16	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Breast and Cervical Cancer			
402200 · State Contracts	217.38	750.01	-532.63
Total Breast and Cervical Cancer	217.38	750.01	-532.63
Environmental			
401410 · Fees for Service	27,995.00	29,250.00	-1,255.00
401411 · Fees for Permits	19,593.10	16,300.00	3,293.10
Total Environmental	47,588.10	45,550.00	2,038.10
Family Planning			
402610 · State Contracts	3,018.25	2,250.00	768.25
Total Family Planning	3,018.25	2,250.00	768.25
Immunization			
401240 · Medicare	3,147.03	4,000.00	-852.97
401241 · Medicaid	2,636.55	3,749.99	-1,113.44
401260 · Private	8,540.78	750.01	7,790.77
401270 · State Contracts	3,786.24	6,306.75	-2,520.51
Total Immunization	18,110.60	14,806.75	3,303.85
Office Management and Admin			
401040 · Interest Income	67.22	56.25	10.97
401070 · Rebates	130.94	300.30	-169.36
401100 · Donations	223.00	37.49	185.51
Total Office Management and Admin	421.16	394.04	27.12
Threat Preparedness			
401450 · State Contracts	25,128.39	30,029.99	-4,901.60
Total Threat Preparedness	25,128.39	30,029.99	-4,901.60
401000 · State Aid			
401010 · County Commission	123,490.08	119,830.00	3,660.08
	26,250.00	26,250.00	0.00
Total Income	244,223.96	239,860.79	4,363.17
Gross Profit	244,223.96	239,860.79	4,363.17
Expense			
503000 · Clinical Services Expenses			
Adult Services			
503060 · Auto Allowances	276.30	230.00	-230.00
503070 · Medical Supplies	0.00	250.00	-104.40
503080 · Office Expense	145.60		

**Morgan County Health Department
Profit & Loss Budget vs. Actual
July 2015 through March 2016**

	Jul '15 - Mar 16	Budget	\$ Over Budget
503090 · Travel and Education	0.00	150.00	-150.00
Total Adult Services	421.90	630.00	-208.10
Breast and Cervical Cancer-Ex	225.00		
Family Planning	225.00		
General Health			
504420 · Auto Allowances	63.60		
504430 · Medical Supplies	0.00		
Total General Health	63.60		
Immunization (Travel)			
504700 · Auto Allowance	21.74		
504730 · Travel and Education	0.00	100.00	-100.00
Total Immunization (Travel)	21.74	100.00	-78.26
Total 503000 · Clinical Services Expenses	957.24	730.00	227.24
502401 · Environmental Health Costs			
502450 · Auto Allowances	3,039.84	2,624.99	414.85
502470 · Office Expense	321.91	150.00	171.91
502480 · Travel and Education	1,765.22		
502510 · Miscellaneous Expense	2,214.51	1,500.00	714.51
Total 502401 · Environmental Health Costs	7,341.48	4,274.99	3,066.49
Immunization-Expense			
501995 · Vaccine Supplies	6,421.25	6,000.00	421.25
Total Immunization-Expense	6,421.25	6,000.00	421.25
Insurance			
501610 · Equipment Insurance	228.00	252.00	-24.00
501620 · Malpractice Insurance	5,394.00	7,500.00	-2,106.00
Total Insurance	5,622.00	7,752.00	-2,130.00
Office Management & Admin			
501050 · FICA	11,621.45	12,861.18	-1,239.73
501060 · Retirement/Pension Plans	17,525.77	22,696.20	-5,170.43
501080 · Worker's Compensation	5,132.00	4,092.00	1,040.00
501090 · Health/Disability Insurance			
501091 · RHBT {2}	7,335.00	8,856.00	-1,521.00
501090 · Health/Disability Insurance - Other	15,582.00	15,099.57	482.43
Total 501090 · Health/Disability Insurance	22,917.00	23,955.57	-1,038.57

Morgan County Health Department Profit & Loss Budget vs. Actual July 2015 through March 2016

	Jul '15 - Mar '16	Budget	\$ Over Budget
501100 · Life Insurance	98.00	97.51	0.49
501110 · Other Employee Benefits	1,575.00	168.75	1,406.25
501150 · Auto Allowance	27.60		
501160 · Office Expense	1,612.68	2,254.05	-641.37
501170 · Printing	0.00	50.00	-50.00
501190 · Telecommunications	2,513.87	3,749.99	-1,236.12
501200 · Postage	519.99	900.00	-380.01
501230 · Dues and Subscriptions	5,001.46	1,800.00	3,201.46
501240 · Accounting and Auditing	3,564.00	4,000.00	-436.00
501360 · Software Maintenance	805.45	700.00	105.45
501370 · Other Supplies	40.00		
Total Office Management & Admin	72,954.27	77,325.25	-4,370.98
Pooled Expenses (Salaries)			
501132 · OPEB Expense	1,864.66	2,849.99	-985.33
Pooled Accounts			
507025 · Salaries - Threat Preparedness	750.00	35,325.00	-3,735.00
507000 · Salaries-Nurses	31,590.00		
507010 · Salaries-Clinician (Non-Nurse)	18,307.09	10,215.00	8,092.09
507020 · Salaries-Administration	45,403.23	58,230.00	-12,826.77
507030 · Salaries-Environmental	54,741.28	61,500.01	-6,758.73
507041 · Salaries-Other			
502525 · Salaries-Other	0.00	0.00	0.00
Total 507041 · Salaries-Other	0.00	0.00	0.00
507050 · Contracted Personnel	150.00		
Total Pooled Accounts	150,941.60	165,270.01	-14,328.41
Total Pooled Expenses (Salaries)	152,806.26	168,120.00	-15,313.74
Threat Preparedness Expense			
502521 · Salaries-Clinician (Non-Nurse)	1,791.72	560.00	-333.67
502540 · Auto Allowances	226.33	1,499.99	-1,421.28
502550 · Supplies	78.71		
502560 · Office Expense			
Security Monitoring	55.00		
WV Office of Technology	99.55		
Fibernet / LUMOS	283.31		
Comcast	828.18		
Propane Generator Maintenance	7.00		
Cell Phone	200.00		
502560 · Office Expense - Other	95.13	180.00	-84.87

**Morgan County Health Department
Profit & Loss Budget vs. Actual
July 2015 through March 2016**

	Jul '15 - Mar 16	Budget	\$ Over Budget
Total 502560 · Office Expense	1,568.17	180.00	1,388.17
502570 · Travel and Education	20.00		
Total Threat Preparedness Expense	3,684.93	2,239.99	1,444.94
6560 · Payroll Expenses	326.76	337.50	-10.74
Total Expense	250,114.19	266,779.73	-16,665.54
Net Ordinary Income	-5,890.23	-26,918.94	21,028.71
Net Income	-5,890.23	-26,918.94	21,028.71