

Morgan County Health Department
187 South Green Street
Berkeley Springs, West Virginia 25411

AGENDA

Board of Health

May 19 , 2014

4:30pm

Call to Order/Opening Comments –Angela Gray

- **Approval of Agenda –Angela Gray**
- **Introductions - Bill Kearns**

Review/Acceptance of Minutes: April 2014

Public Comment:

- **Danny Williams request to address the Board**
- **Current Issues:**

Departmental Reports:

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

Unfinished Business

New Business:

- **FY 2015 Chain of Command**
- **FY 2015 Budget**
- **FY 2015 Program Plan**

Adjourn

Morgan County Board of Health Meeting

Minutes of Monday, April 21, 2014
Morgan County Health Department Conference Room

CALL TO ORDER / Opening Comments: 4:31 p.m. - Angie Gray, Chair

Present: Board Members: Barb Wolfe, Dave Hansen, Sandy Bienen

Present: Administrator: Bill Kearns

Absent: Dr. Kevin T. McLaughlin, Morgan County Health Officer; Jane McCloud,
Board Member

Staff Members Present: Brian Carter, Patty Caldwell, Lori Michael, Cathy DeLawder

Guests: Katie Salesky, Angela Wolford

- Angie Gray advised Board members of a revision/addition to New Business section of Agenda for April 21, 2014 to include the purchase of a new computer server paid by the State.

Motion made by Barb Wolfe to accept the Agenda for April 21, 2014 with the addition to New Business section. Seconded by Dave Hansen. All in favor. Motion carries.

Introduction of Lori Michael was made by Bill Kearns. Lori was hired to fill the vacant position in the Medical Department, after the retirement of Beverly Day. Lori began employment on March 3, 2014.

- Changes requested to the March minutes include (1) change "Chairman" to "Chair" and (2) on page 2, first paragraph regarding School Levy money, amend wording from the word "immunizations" to "administer flu vaccine at each school facility".

Motion made by Barb Wolfe to accept the Minutes from March 17, 2014 as written and amended. Seconded by Dave Hansen. All in favor. Motion carries.

Public Comment: Bill introduced Katie Salesky, of Mineral County, representative from Change the Future Grant. The five year Grant is housed out of Berkeley County and extends over 19 counties. The three goals being focused on are (1) Tobacco Cessation and Clean Indoor Air Regulations; (2) Healthy Living Through Physical Activity and Nutrition; and (3) Clinical Prevention Through National Diabetes Prevention Programs.

Angela Wolford, Eastern Regional Family Resource Network, advised of the various tobacco cessation classes she has to offer and was asked by Sandy if the local medical providers are aware of the classes being offered. Angie informed members of NOT (Not on Tobacco) program for schools. Individuals are trained to go to various schools and speak with students about the harm of tobacco products. Flyers and Cost of Smoking Calculators were discussed as incentives to assist tobacco users to quit.

Bill advised members of the additional insurance premium paid by employers for employees who use tobacco products.

Department Reports:

- ***Environmental Report*** – Brian Carter, RS: (Report attached to minutes)
 - ✓ *Separation and break-down of various inspections by Sanitarians was provided by Brian.*
 - ✓ *Johnny Lazzarine received confirmation from the State which allows him to do food establishment inspections without the assistance of another sanitarian.*
 - ✓ *Issuance of septic permits is on the rise.*

Sandy asked for inspection break-down showing total numbers of specific inspections. Bill will furnish a spreadsheet for Brian.

Barb inquired if food inspections will be posted on website. Bill advised that Dana will be posting in the near future.

- ***Nurses Report*** – Patty Caldwell, RN: (Report attached to minutes)
 - ✓ FP and BCCSP clinics were held in March
 - ✓ Two clinics were held at the Courthouse in March at the beginning of month and end of month. The clinics include blood pressure screening, weight and BMI (body mass index).
 - ✓ Immunization Site Review from State is complete. Department received a Silver award. Clerical issues are being resolved.
 - ✓ BCCSP Site Review from State is complete. Department is awaiting review results from State

The impact on LHD services from the Affordable Care Act was discussed.

- ***Threat Preparedness Report*** – Brian Carter, RS
 - ✓ Staff completed TP courses needed for grant.
- ***Administration/Financial Report*** – Bill Kearns, Administrator: (Report attached to minutes)
 - ✓ Financial report for July 2013 thru March 2014 was reviewed with members. Staff will be providing ideas for additional income for the department.
 - ✓ FY-2015 Program Plan will be ready for review at the May meeting.
 - ✓ Dana Ryce has been working diligently preparing documentation for insurance billing
 - ✓ Clean Indoor Air Regulations will be a goal for the upcoming fiscal year 2015

Sandy commended the department, as a whole, for their efforts and inquired about the future structural/financial status. Angie advised that insurance billing, as time consuming as it may be to bill, will be a major source of income, as well as immunization clinics.

Angie and Bill met with State Auditor for the Exit Interview for FY 2013 Audit. MCHD no longer has “adverse” or “qualified” audit. Department is now in good standing. Two items the department will adhere to from this point forward as follows:

- (1) All contract employees, with submission of invoices, must have a signed contract on file to receive compensation.

(2) All *departing employees will no longer be compensated monetarily for sick leave*. In the past, departing employees were paid for ½ of their accrued sick leave. Annual leave, however, will be paid through time of departure from health department employment.

In addition and noted by auditor:

(1) There was no depreciation schedule for Toshiba 233-E Studio copier in the Environmental Department. A depreciation schedule will be completed for the next few years.

(2) There was an issue regarding sales tax paid on meals when employees are in training.

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

Unfinished Business:

- Awaiting Board of Health By-Law approval from State.
- Clean Air Policy

New Business:

- Purchase of new computer server to be paid entirely through Threat Preparedness Grant by State. Maximum amount available for the server is \$6,000.00.

Motion to approve purchase of new computer server, paid by State, not to exceed \$6,000.00 was made by Sandy Bienen. Seconded by Barb Wolfe. All in favor. Motion carries.

5:50 p.m. Motion to adjourn by Dave Hansen. Seconded by Barb Wolfe.

The next scheduled meeting will be May 19, 2014 at 4:30 p.m.

BK/cd

Kevin T. McLaughlin, DO
Morgan County Health Officer

Date: _____

or

Angela Gray, RN
Morgan County Board of Health, Chair

Date: _____

Morgan County Health Department

Board of Health Meeting

May 19th, 2014

Environmental Health Report

INSPECTIONS	TOTAL
Food Establishments	10
Campground	1
Bed and Breakfast	1
Park	1
Septic Evaluations/Finals/Visits	12
Animal Encounter Investigations	5
Water Samples	2
Nuisance Complaints	2
	34

- 39+ Septic Renewals

Threat Preparedness Report

- Instructed staff members to undertake additional Threat Preparedness training through WVTrain and FEMA
- 4th quarter exercise planning and additional “brainstorming” for additional TP ideas/exercises/outreach

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

<u>Sexually Transmitted Diseases</u>	<u>Monthly</u>	<u>Year to date</u>
Male Clients	2	9
Female Clients	3	21
Positive STD	2	8
 <u>Women's Health Clinics</u>		
Clinics	1	4
Family planning clients attending clinics	5	45
Family planning patients seen in between clinics	12	59
Breast and Cervical patients attending clinics	3	15
BCCP patients seen in between clinics	2	11
Pregnancy tests	8	24
Positive pregnancy test	4	11
 <u>Immunization program</u>		
Clinics held	0	0
Flu Shots	0	32
Total immunizations	68	135
Total Patients	50	134
 <u>Tuberculosis Program</u>		
Screening Forms	24	73
TB skin tests	1	1
Skin tests read	1	1
Positive skin tests	0	0
 <u>Miscellaneous</u>		
Blood pressures, Community outreach, Lions club applications, lice checks, Court House clinic, etc.	64	109
 <u>Epidemiology</u>		
Disease case investigations (working on)	2	10
Cases (closed)	2	10

Total Patients served with face to face contact: 174 for the month 453 for the year

Morgan County Health Department
Profit & Loss Budget vs. Actual
 July 2013 through April 2014

	Jul '13 - Apr 14	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Breast and Cervical Cancer			
402200 - State Contracts	1,800.63	1,416.70	383.93
Total Breast and Cervical Cancer	<u>1,800.63</u>	<u>1,416.70</u>	<u>383.93</u>
Environmental			
401410 - Fees for Service	34,560.00	33,365.00	1,195.00
401411 - Fees for Permits	25,545.00	23,556.88	1,988.12
Total Environmental	<u>60,105.00</u>	<u>56,921.88</u>	<u>3,183.12</u>
Family Planning			
402610 - State Contracts	4,293.75	3,500.00	793.75
Total Family Planning	<u>4,293.75</u>	<u>3,500.00</u>	<u>793.75</u>
Immunization			
401240 - Medicare	4,047.14	3,200.00	847.14
401241 - Medicaid	48.00		
401260 - Private	8,463.46	10,000.00	-1,536.54
401270 - State Contracts	807.95	6,250.00	-5,442.05
Total Immunization	<u>13,366.55</u>	<u>19,450.00</u>	<u>-6,083.45</u>
Office Management and Admin			
401040 - Interest Income	55.74	100.00	-44.26
401070 - Rebates	173.94		
401100 - Donations	74.71	50.00	24.71
401130 - Miscellaneous Revenue	1.84		
Total Office Management and Admin	<u>306.23</u>	<u>150.00</u>	<u>156.23</u>
Threat Preparedness			
401450 - State Contracts	28,062.70	31,623.30	-3,560.60
Total Threat Preparedness	<u>28,062.70</u>	<u>31,623.30</u>	<u>-3,560.60</u>
Tuberculosis			
401370 - State Contracts	55.00		
Total Tuberculosis	<u>55.00</u>	<u>55.00</u>	<u></u>
401000 - State Aid	180,675.87	182,200.71	-1,524.84
401010 - County Commission	35,000.00	35,000.00	0.00
401020 - Board of Education	10,000.00	10,000.00	0.00
Total Income	<u>333,665.73</u>	<u>340,262.59</u>	<u>-6,596.86</u>
Gross Profit	333,665.73	340,262.59	-6,596.86

Morgan County Health Department
Profit & Loss Budget vs. Actual
 July 2013 through April 2014

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 Accrual Basis

	Jul '13 - Apr 14	Budget	\$ Over Budget
Expense			
503000 · Clinical Services Expenses			
Adult Services			
503060 · Auto Allowances	29.30		
503070 · Medical Supplies	203.21	200.00	3.21
503080 · Office Expense	325.83		
Total Adult Services	558.34	200.00	358.34
General Health			
504430 · Medical Supplies	0.00	200.00	-200.00
504440 · Office Expense	238.91	200.00	38.91
Total General Health	238.91	400.00	-161.09
Immunization (Travel)			
504700 · Auto Allowance	64.65	100.00	-35.35
Total Immunization (Travel)	64.65	100.00	-35.35
Total 503000 · Clinical Services Expenses	861.90	700.00	161.90
Comm. and Report Disease-Ex			
501750 · Travel and Education	0.00		
Total Comm. and Report Disease-Ex	0.00		
Disaster Response-Ex			
502640 · Supplies	0.00	0.00	0.00
502660 · Travel and Education	0.00	0.00	0.00
502690 · Miscellaneous Expense	0.00	0.00	0.00
Total Disaster Response-Ex	0.00	0.00	0.00
502401 · Environmental Health Costs			
502450 · Auto Allowances	2,683.59	1,166.70	1,516.89
502460 · Supplies	103.99	240.00	-136.01
502470 · Office Expense	579.78	240.00	339.78
502480 · Travel and Education	1,321.88	1,000.00	321.88
502510 · Miscellaneous Expense	874.50		
502401 · Environmental Health Costs - Other	1,080.00		
Total 502401 · Environmental Health Costs	6,643.74	2,646.70	3,997.04
Immunization-Expense			
501996 · Billiabies Training Expense	334.54		
501995 · Vaccine Supplies	4,811.40	3,500.00	1,311.40
Total Immunization-Expense	5,145.94	3,500.00	1,645.94

Morgan County Health Department
Profit & Loss Budget vs. Actual
July 2013 through April 2014

	Jul '13 - Apr 14	Budget	\$ Over Budget
Insurance			
501610 · Equipment Insurance	189.00	189.00	0.00
501620 · Malpractice Insurance	4,908.00	6,524.00	-1,616.00
Total Insurance	<u>5,097.00</u>	<u>6,713.00</u>	<u>-1,616.00</u>
Office Management & Admin			
501050 · FICA	13,790.79	13,979.20	-188.41
501060 · Retirement/Pension Plans	20,895.43	26,207.50	-5,312.07
501080 · Worker's Compensation	3,295.00	3,200.00	95.00
501090 · Health/Disability Insurance			
501091 · RHBT {2}	7,568.00	7,120.00	448.00
501090 · Health/Disability Insurance - Other	15,365.30	16,000.00	-634.70
Total 501090 · Health/Disability Insurance	<u>22,933.30</u>	<u>23,120.00</u>	<u>-186.70</u>
501100 · Life Insurance	106.26	170.00	-63.74
501110 · Other Employee Benefits	2,225.78	1,460.00	765.78
501150 · Auto Allowance	0.00	0.00	0.00
501160 · Office Expense	4,747.32	2,000.00	2,747.32
501170 · Printing	119.00	100.00	19.00
501180 · Travel and Education	0.00	0.00	0.00
501190 · Telecommunications	3,086.58	1,900.00	1,186.58
501200 · Postage	1,192.27	1,000.00	192.27
501230 · Dues and Subscriptions	5,625.62		
501240 · Accounting and Auditing	4,951.25	4,300.00	651.25
501260 · Consulting Services	0.00	600.00	-600.00
501290 · Advertising Want-Ads	675.82		
501360 · Software Maintenance	630.00	823.00	-193.00
Total Office Management & Admin	<u>84,274.42</u>	<u>78,859.70</u>	<u>5,414.72</u>
Pooled Expenses (Salaries)			
507132 · OPEB Expense	1,034.00	2,820.00	-1,786.00
Pooled Accounts			
507000 · Salaries-Nurses	38,635.00	47,170.00	-8,535.00
507010 · Salaries-Clinician (Non-Nurse)	29,890.33	36,000.00	-6,109.67
507020 · Salaries-Administration	44,223.96	56,590.00	-12,366.04
507030 · Salaries-Environmental	68,264.64	76,980.00	-8,715.36
507050 · Contracted Personnel	1,350.00	1,500.00	-150.00
Total Pooled Accounts	<u>182,363.93</u>	<u>218,240.00</u>	<u>-35,876.07</u>
Total Pooled Expenses (Salaries)	<u>183,397.93</u>	<u>221,060.00</u>	<u>-37,662.07</u>
Threat Preparedness Expense			
502540 · Auto Allowances	73.45	1,000.00	-926.55
502550 · Supplies	0.00	2,000.00	-2,000.00

**Morgan County Health Department
Profit & Loss Budget vs. Actual
July 2013 through April 2014**

	Jul '13 - Apr 14	Budget	\$ Over Budget
502560 - Office Expense			
Security Monitoring	240.00	240.00	0.00
DSL Phone Line	0.00	62.50	-62.50
WV Office of Technology	228.58	1,333.30	-1,104.72
Systems Software (Healthstats)	70.00		
Fibermet / LUMOS	175.03	25.00	150.03
Comcast	471.28	47.00	424.28
Cell Phone	200.00	31.00	169.00
502560 - Office Expense - Other	154.59	100.00	54.59
Total 502560 - Office Expense	1,539.48	1,838.80	-299.32
502570 - Travel and Education	66.89	41.67	25.22
502600 - Miscellaneous Expense	10.00		
Total Threat Preparedness Expense	1,689.82	4,880.47	-3,190.65
6560 - Payroll Expenses	315.41	360.00	-44.59
Total Expense	287,426.16	318,719.87	-31,293.71
Net Ordinary Income	46,239.57	21,542.72	24,696.85
Net Income	46,239.57	21,542.72	24,696.85

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 Accrual Basis

**Morgan County Health Department
 Balance Sheet
 As of April 30, 2014**

	<u>Apr 30, 14</u>
ASSETS	
Current Assets	
Checking/Savings	
100300 · Citizens National Bank-Checking	75,310.28
100600 · CNB Money Market	60,661.22
Total Checking/Savings	<u>135,971.50</u>
Accounts Receivable	
102000 · Basic Public Health Services	
1021501 · Environmental Health	530.00
102170 · Threat Preparedness	16,785.89
Total 102000 · Basic Public Health Services	<u>17,315.89</u>
102300 · Clinical Services	
102200 · Breast and Cervical Cancer	457.21
102220 · Family Planning	54.00
102340 · Immunization	149.40
Total 102300 · Clinical Services	<u>660.61</u>
Total Accounts Receivable	17,976.50
Other Current Assets	
1499 · Undeposited Funds	415.00
Total Other Current Assets	<u>415.00</u>
Total Current Assets	<u>154,363.00</u>
TOTAL ASSETS	<u><u>154,363.00</u></u>

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**Morgan County Health Department
 A/R Aging Summary
 As of April 30, 2014**

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
3	0.00	0.00	0.00	0.00	0.00	0.00
Berkeley Springs Rehab & Nursing	0.00	0.00	0.00	0.00	20.00	20.00
Breast and Cervical Cancer Screening	0.00	39.70	417.51	0.00	0.00	457.21
Cabin Run Construction, LLC.	0.00	150.00	0.00	0.00	0.00	150.00
Family Planning	0.00	36.00	54.00	0.00	-36.00	54.00
Morgan County Commission	0.00	8,750.00	0.00	0.00	0.00	8,750.00
Redmond, Susan J.	0.00	130.00	0.00	0.00	0.00	130.00
Threat Preparedness	3,053.71	4,982.18	0.00	0.00	0.00	8,035.89
West Virginia Choice	0.00	0.00	0.00	0.00	149.40	149.40
White, Samuel I, P.C.	0.00	230.00	0.00	0.00	0.00	230.00
TOTAL	<u><u>3,053.71</u></u>	<u><u>14,317.88</u></u>	<u><u>471.51</u></u>	<u><u>0.00</u></u>	<u><u>133.40</u></u>	<u><u>17,976.50</u></u>