

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

AGENDA

Board of Health

November 16, 2015

4:30pm

Call to Order/Opening Comments –Angela Gray

- **Approval of Agenda –Angela Gray**

Review/Acceptance of Minutes: October 2015

Public Comment:

Current Issues:

Departmental Reports:

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

Unfinished Business

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

New Business:

- **Letter of request to Berkeley County Health Dept for Joint County discussions/consideration – Angie Gray**

Adjourn

Morgan County Board of Health

October 19, 2015

Morgan County Health Department Conference Room

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

Members - present: Dave Hansen, Barb Wolfe

Members - absent: Sandy Bienen, Jane McCloud

Morgan County Health Officer - absent: Kevin McLaughlin, DO

Staff present: Bill Kearns, Admin., Cathy DeLawder, Johnny Lazzarine, Patty Caldwell RN

Guest present: Angela Wolford

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

Approval of Agenda - Bill Kearns

Motion to approve Agenda made by Barb Wolfe. Seconded by Dave Hansen. All in favor. Motion carries

Review/Acceptance of Minutes: September 21, 2015

Motion to approve Minutes from September 21, 2015 made by Dave Hansen. Seconded by Barb Wolfe. All in favor. Motion carries.

Public Comment: Angela Wolford provided the Board with updates on Clean Air policies in West Virginia and announced Hampshire County has voted with full approval for a new comprehensive Clean Air policy and will be effective January 1, 2016.

Department Reports:

- **Environmental Report** – Johnny Lazzarine, Sanitarian (copy of report attached)
- **Threat Preparedness Report** – Bill Kearns gave a recap of the recent joint-county (Morgan/Berkeley) influenza “Drive Thru” clinic held in Berkeley County in September 2015.
- **Nurses Report** – Patty Caldwell, RN (copy of report attached)
- **Administration/Financial** – Bill Kearns (copy of report attached) provided an initial floor plan draft for renovation of “The Pines” facility, future location of the Morgan County Health Department.

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

Unfinished Business: None

New Business:

Motion to enter into Executive Session for reasons of personnel was made by Barb Wolfe. Seconded by Dave Hansen. All in favor. Motion carries.

Angie Gray concluded the Executive Session. Let the record reflect that there were no decisions or motions made during the Executive Session.

There being no further business, Angie Gray concluded the meeting at 5:37 p.m.

The next Morgan County Board of Health meeting scheduled for November 16, 2015 at 4:30 p.m. in the conference room of the Morgan County Health Department.

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

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

Environmental Report

Johnny Lazzarine

October 2015

Inspections

	<u>Monthly</u>	<u>Yearly</u>
Food Establishments	5	36
Mobile/Temporary	31	33
Festivals	2	3
Perc Evaluations	13	31
Final Septic Installation	6	21
Water Samples	1	10

Investigations

Animal Bites	5	21
--------------	---	----

Permits Issued

Food	32	45
Septic	16	36
Well	3	21

Other Business

Apple Butter Festival
Sleepy Creek Festival
New Sanitarian Hired

Morgan County Health Department

Nurses report for the month of October 2015 Patricia Caldwell R.N.

<u>Sexually Transmitted Diseases</u>	<u>Monthly</u>	<u>Year to date</u>
Male Clients	8	33
Female Clients	5	27
Positive STD	4	9
<u>Women's Health Clinics</u>		
Clinics	1	6
Family planning clients attending clinics		62
Family planning patients seen in between clinics	6	105
Breast and Cervical patients attending clinics	2	17
BCCP patients seen in between clinics	1	11
Pregnancy tests	5	40
Positive pregnancy test	4	18
<u>Immunization program</u>		
Clinics held	2	7
Flu Shots	288	308
Total immunizations	356	851
Total Patients	326	652
<u>Tuberculosis Program</u>		
Screening Forms	2	67
TB skin tests	7	127
Skin tests read	6	124
Positive skin tests	0	0
Tspots	0	0
<u>Miscellaneous</u>		
Blood pressures, Community outreach, Lions club applications, lice checks, Court House clinic, etc.	20	122
<u>Epidemiology</u>		
Disease case investigations (working on)	4	44
Cases (closed)	4	343
<u>Patients served with face to face contact:</u> total patients for August with face to face contact is 392 total for year is 1484.		

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

	Jul - Oct 15	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Breast and Cervical Cancer			
402200 · State Contracts	67.62	333.36	-265.74
Total Breast and Cervical Cancer	67.62	333.36	-265.74
Environmental			
401410 · Fees for Service	16,205.00	11,000.00	5,205.00
401411 · Fees for Permits	13,814.10	6,800.00	7,014.10
Total Environmental	30,019.10	17,800.00	12,219.10
Family Planning			
402610 · State Contracts	1,146.75	1,000.00	146.75
Total Family Planning	1,146.75	1,000.00	146.75
Immunization			
401240 · Medicare	106.92	0.00	106.92
401241 · Medicaid	1,308.00	1,666.64	-358.64
401260 · Private	5,674.78	333.36	5,341.42
401270 · State Contracts	1,128.32	2,803.00	-1,674.68
Total Immunization	8,218.02	4,803.00	3,415.02
Office Management and Admin			
401040 · Interest Income	24.82	25.00	-0.18
401070 · Rebates	130.94	133.45	-2.51
401100 · Donations	178.00	16.64	161.36
Total Office Management and Admin	333.76	175.09	158.67
Threat Preparedness			
401450 · State Contracts	7,191.06	13,346.64	-6,155.58
Total Threat Preparedness	7,191.06	13,346.64	-6,155.58
401000 · State Aid	79,434.93	74,012.65	5,422.28
401010 · County Commission	17,500.00	17,500.00	0.00
Total Income	143,911.24	128,970.74	14,940.50
Gross Profit	143,911.24	128,970.74	14,940.50
Expense			
503000 · Clinical Services Expenses			
Adult Services			
503060 · Auto Allowances	137.47		
503070 · Medical Supplies	0.00	230.00	-230.00
503080 · Office Expense	72.80	250.00	-177.20
503090 · Travel and Education	0.00	150.00	-150.00
Total Adult Services	210.27	630.00	-419.73
Breast and Cervical Cancer-Ex	75.00		
Family Planning	75.00		
General Health			
504430 · Medical Supplies	0.00		
Total General Health	0.00		
Immunization (Travel)			
504730 · Travel and Education	0.00	100.00	-100.00
Total Immunization (Travel)	0.00	100.00	-100.00
Total 503000 · Clinical Services Expenses	360.27	730.00	-369.73
502401 · Environmental Health Costs			
502450 · Auto Allowances	1,456.65	1,166.64	290.01
502470 · Office Expense	321.91	150.00	171.91
502480 · Travel and Education	851.80		
502510 · Miscellaneous Expense	1,364.51	1,500.00	-135.49
Total 502401 · Environmental Health Costs	3,994.87	2,816.64	1,178.23
Immunization-Expense			
501995 · Vaccine Supplies	5,277.05	6,000.00	-722.95

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

	Jul - Oct 15	Budget	\$ Over Budget
Total Immunization-Expense	5,277.05	6,000.00	-722.95
Insurance			
501610 · Equipment Insurance	76.00	252.00	-176.00
501620 · Malpractice Insurance	1,798.00	7,500.00	-5,702.00
Total Insurance	1,874.00	7,752.00	-5,878.00
Office Management & Admin			
501050 · FICA	4,973.73	5,716.08	-742.35
501060 · Retirement/Pension Plans	7,545.11	10,087.20	-2,542.09
501080 · Worker's Compensation	5,132.00	4,092.00	1,040.00
501090 · Health/Disability Insurance			
501091 · RHBT {2}	3,260.00	3,936.00	-676.00
501090 · Health/Disability Insurance - Other	6,648.00	6,710.92	-62.92
Total 501090 · Health/Disability Insurance	9,908.00	10,646.92	-738.92
501100 · Life Insurance	42.00	43.36	-1.36
501110 · Other Employee Benefits	0.00	75.00	-75.00
501150 · Auto Allowance	27.60		
501160 · Office Expense	896.44	1,001.80	-105.36
501170 · Printing	0.00	50.00	-50.00
501190 · Telecommunications	1,418.06	1,666.64	-248.58
501200 · Postage	349.25	400.00	-50.75
501230 · Dues and Subscriptions	1,551.50	800.00	751.50
501240 · Accounting and Auditing	3,300.00	4,000.00	-700.00
501360 · Software Maintenance	0.00	700.00	-700.00
Total Office Management & Admin	35,143.69	39,279.00	-4,135.31
Pooled Expenses (Salaries)			
507132 · OPEB Expense	-1,064.00	1,266.64	-2,330.64
Pooled Accounts			
507025 · Salaries - Threat Preparedness	750.00		
507000 · Salaries-Nurses	13,850.00	15,700.00	-1,850.00
507010 · Salaries-Clinician (Non-Nurse)	6,702.59	4,540.00	2,162.59
507020 · Salaries-Administration	23,584.04	25,880.00	-2,295.96
507030 · Salaries-Environmental	20,414.28	27,333.36	-6,919.08
507050 · Contracted Personnel	150.00		
Total Pooled Accounts	65,450.91	73,453.36	-8,002.45
Total Pooled Expenses (Salaries)	64,386.91	74,720.00	-10,333.09
Threat Preparedness Expense			
502540 · Auto Allowances	165.85	560.00	-394.15
502550 · Supplies	73.71	666.64	-592.93
502560 · Office Expense			
Security Monitoring	55.00		
Fibernet / LUMOS	283.31		
Comcast	212.58		
Cell Phone	80.00		
502560 · Office Expense - Other	42.28	80.00	-37.72
Total 502560 · Office Expense	673.17	80.00	593.17
Total Threat Preparedness Expense	912.73	1,306.64	-393.91
6560 · Payroll Expenses	152.90	150.00	2.90
Total Expense	112,102.42	132,754.28	-20,651.86
Net Ordinary Income	31,808.82	-3,783.54	35,592.36
Net Income	31,808.82	-3,783.54	35,592.36

Morgan County Health Department
Summary Balance Sheet
As of October 31, 2015

	Oct 31, 15
ASSETS	
Current Assets	
Checking/Savings	193,212.47
Accounts Receivable	28,227.75
Other Current Assets	24.00
Total Current Assets	221,464.22
TOTAL ASSETS	221,464.22
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	1,531.51
Other Current Liabilities	19,743.87
Total Current Liabilities	21,275.38
Long Term Liabilities	165,805.63
Total Liabilities	187,081.01
Equity	34,383.21
TOTAL LIABILITIES & EQUITY	221,464.22