

# **Morgan County Health Department**

187 South Green Street  
Berkeley Springs, West Virginia 25411

## **AGENDA**

### **Board of Health**

**June 13, 2016**

**4:30pm**

#### **Call to Order/Opening Comments –Angela Gray**

- **Approval of Agenda –Angela Gray**

#### **Review/Acceptance of Minutes: May 2016**

#### **Public Comment:**

##### *Current Issues:*

#### **Departmental Reports:**

- **Nursing Report – Patty Caldwell**
- **Environmental Report – Johnny Lazzarine**
- **Administration/Financial – Bill Kearns**
- **Threat Prep.**

#### **Unfinished Business**

- **Joint County discussions (for any updates) – BOH**
- **Fees for Environmental Fess for Service Schedule/Policy Discussion**

#### **New Business:**

#### **Adjourn**

# *Morgan County Board of Health*

May 16, 2016

Morgan County Health Department Conference Room

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

*Members - present:* Barb Wolfe, Jane McCloud, Sandy Bienen

*Morgan County Health Officer - absent:* Kevin McLaughlin, DO

*Staff present:* Bill Kearns, Admin.; Cathy DeLawder, Office Mgr. /Sec. II

**4:33 p.m. - CALL TO ORDER:** Angie Gray, Chair

**Approval of Agenda – Angie Gray**

**There being no objections the agenda for May 16, 2016 is accepted as submitted.**

**Review/Acceptance of Minutes – Angie Gray**

**There being no objections the Minutes from March 21, 2016 are accepted as submitted.**

**Public Comment:** None

**Department Reports:**

- **Environmental Report** – Tabled until next meeting
- **Threat Preparedness Report** – Tabled until next meeting
- **Nurses Report** – Tabled until next meeting
- **Administration/Financial Report** –Bill Kearns (report attached)
  - Immunization Grant has been reduced by State for FY-2017
  - Meeting with proprietor of Lone Wolfe Tobacco Shop regarding Morgan County Clean Air Ordinance

**Approval of Departmental Reports – Angie Gray**

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

**Unfinished Business:** (Bill Kearns)

- Representatives from Berkeley County Health Department and Morgan County Health Department will discuss health department(s) merger at a later date.

**New Business:** (Bill Kearns)

- **FY-2017 Fees for Service** were advertised in Morgan Messenger for two (2) consecutive weeks, April 20, 2016 and April 27, 2016) which included thirty (30) day public comment period. There were no public comments mailed to Bill Kearns (as instructed in ad) during this period of time.

Motion made by Jane McCloud and seconded by Barb Wolfe to approve FY-2017 Fees for Service as presented.  
Motion carries

- **FY-2017 Chain of Command** was reviewed and discussed

Motion made by Barb Wolfe and seconded by Jane McCloud to approve FY-2017 Chain of Command **with corrections**. Motion carries

- **FY-2017 Budget Presentation** was reviewed and discussed

Motion made by Barb Wolfe and seconded by Jane McCloud to approve FY-2017 Budget Presentation. Motion carries

- **FY-2017 Program Plan Presentation**

Motion made by Barb Wolfe and seconded by Sandy Bienen to accept FY-2017 Program Plan Presentation **with changes and corrections**. Motion carries

Barb Wolfe inquired about whether or not food establishments are notified prior to their on-site bi-annual inspection. Bill advised the food establishments are NOT to be notified prior to inspections.

Bill gave update on The Pines (new location for Morgan County Health Department). It is anticipated health department should be ready to move mid-summer (latter July or early August)

Motion to Adjourn -5:30 p.m. by Sandy Bienen and seconded by Barb Wolfe.

The next scheduled meeting for the Morgan County Board of Health is June 13, 2016.

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

OR

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

File: A-34

**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
 <b><u>Women's Health Clinics</u></b>		
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
 <b><u>Immunization program</u></b>		
Clinics held	0	0
Flu Shots	0	9
Total immunizations	47	154
Total Patients	25	90
 <b><u>Tuberculosis Program</u></b>		
Screening Forms	8	12
TB skin tests	3	5
Skin tests read	3	5
Positive skin tests	0	0
Tspots	0	0
 <b><u>Miscellaneous</u></b>		
Blood pressures, Community outreach, Lions club applications, lice checks, Court House clinic, etc.	21	49
 <b><u>Epidemiology</u></b>		
Disease case investigations (working on)	3	6
Cases (closed)	3	5
<b><u>Total Patients served with face to face contact: 87 for month , 230 for year 2016</u></b>		

**Morgan County Health Department**  
**Nurses report for the month of April 2016**  
**For May 2016 BOH**  
**Patricia Caldwell R.N.**

<u>Sexually Transmitted Diseases</u>	<u>Monthly</u>	<u>Year to date</u>
Male Clients	4	16
Female Clients	4	12
Positive STD	1	5
 <u>Women's Health Clinics</u>		
Clinics	1	2
Family planning clients attending clinics	7	13
Family planning patients seen in between clinics	6	27
Breast and Cervical patients attending clinics	3	6
BCCP patients seen in between clinics	1	4
Pregnancy tests	3	16
Positive pregnancy test	1	7
 <u>Immunization program</u>		
Clinics held	0	0
Flu Shots	0	9
Total immunizations	32	186
Total Patients	18	108
 <u>Tuberculosis Program</u>		
Screening Forms	11	23
TB skin tests	6	11
Skin tests read	6	11
Positive skin tests	0	0
Tspots	0	0
 <u>Miscellaneous</u>		
Blood pressures, Community outreach, Lions club applications, lice checks, Court House clinic, etc.	11	60
 <u>Epidemiology</u>		
Disease case investigations (working on)	4	10
Cases (closed)	4	10
 <u>Total Patients served with face to face contact: 78 for month , 308 for year 2016</u>		

**Morgan County Health Department**  
**Nurses report for the month of May 2016**  
**For June 2016 BOH**  
**Patricia Caldwell R.N.**

<u>Sexually Transmitted Diseases</u>	<u>Monthly</u>	<u>Year to date</u>
Male Clients	3	19
Female Clients	2	14
Positive STD	1	6
<b><u>Women's Health Clinics</u></b>		
Clinics	1	2
Family planning clients attending clinics	5	18
Family planning patients seen in between clinics	5	32
Breast and Cervical patients attending clinics	0	6
BCCP patients seen in between clinics	0	4
Pregnancy tests	2	18
Positive pregnancy test	1	8
<b><u>Immunization program</u></b>		
Clinics held	0	0
Flu Shots	0	9
Total immunizations	76	262
Total Patients	42	150
<b><u>Tuberculosis Program</u></b>		
Screening Forms	10	33
TB skin tests	9	20
Skin tests read	8	19
Positive skin tests	0	0
Tspots	0	0
<b><u>Miscellaneous</u></b>		
Blood pressures, Community outreach, Lions club applications, lice checks, Court House clinic, etc.	9	69
<b><u>Epidemiology</u></b>		
Disease case investigations (working on)	4	14
Cases (closed)	4	10
<b><u>Total Patients served with face to face contact: 97 for month , 405 for year 2016</u></b>		

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

<b><u>Inspections</u></b>	<b><u>Monthly</u></b>	<b><u>Yearly</u></b>
Food Establishments	13	79
Perc Evaluations	6	44
Final Septic Installations	4	43
Child Care Centers	4	9
<b><u>Investigations</u></b>		
Animal Bites	4	29
Nuisance Complaints	4	15
<b><u>Permits Issued</u></b>		
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  
Johnny Lazzarine (Sanitarian)  
Enviromental Report  
April 2016**

<b><u>Inspections</u></b>	<b><u>Monthly</u></b>	<b><u>Yearly</u></b>
Food Establishments	7	99
Mobile/Temp Establishments	11	43
Perc Evaluations	6	44
Final Septic Installations	5	48
Bed & Breakfasts	8	8
<b><u>Investigations</u></b>		
Animal Bites	3	32
Nuisance Complaints	2	17
<b><u>Permits Issued</u></b>		
Food	12	58
Septic	4	56
Well	5	43
<b><u>Other Business</u></b>		



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

<b><u>Inspections</u></b>	<b><u>Monthly</u></b>	<b><u>Yearly</u></b>
Food Establishments	13	112
Mobile/Temp Establishments	7	50
Perc Evaluations	7	51
Final Septic Installations	3	51
Water Samples	8	27
Pools	2	3
Parks	6	6
<b><u>Investigations</u></b>		
Animal Bites	7	39
Rabies Specimens	2	2
<b><u>Permits Issued</u></b>		
Food	8	66
Septic	5	61
Well	5	48
<b><u>Other Business</u></b>		
Food Class Attendance	87	87

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

7:48 PM  
 06/07/16  
 Accrual Basis

	Jul '15 - May 16	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Breast and Cervical Cancer			
402200 · State Contracts	356.02	916.67	-560.65
<b>Total Breast and Cervical Cancer</b>	<b>356.02</b>	<b>916.67</b>	<b>-560.65</b>
<b>Environmental</b>			
401410 · Fees for Service	32,205.00	30,250.00	1,955.00
401411 · Fees for Permits	45,333.10	40,000.00	5,333.10
401420 · State Contracts	5.98		
<b>Total Environmental</b>	<b>77,544.08</b>	<b>70,250.00</b>	<b>7,294.08</b>
<b>Family Planning</b>			
402610 · State Contracts	3,566.75	2,750.00	816.75
<b>Total Family Planning</b>	<b>3,566.75</b>	<b>2,750.00</b>	<b>816.75</b>
<b>Immunization</b>			
401240 · Medicare	3,182.67	4,000.00	-817.33
401241 · Medicaid	3,065.19	4,583.33	-1,518.14
401260 · Private	8,896.24	916.67	7,979.57
401270 · State Contracts	5,194.71	7,708.25	-2,513.54
<b>Total Immunization</b>	<b>20,338.81</b>	<b>17,208.25</b>	<b>3,130.56</b>
<b>Office Management and Admin</b>			
401040 · Interest Income	84.63	68.75	15.88
401070 · Rebates	237.48	367.04	-129.56
401100 · Donations	224.00	45.83	178.17
<b>Total Office Management and Admin</b>	<b>546.11</b>	<b>481.62</b>	<b>64.49</b>
<b>Threat Preparedness</b>			
401450 · State Contracts	30,739.71	36,703.33	-5,963.62
<b>Total Threat Preparedness</b>	<b>30,739.71</b>	<b>36,703.33</b>	<b>-5,963.62</b>
<b>401000 · State Aid</b>			
401010 · County Commission	181,642.88	176,220.59	5,422.29
	35,000.00	35,000.00	0.00
<b>Total Income</b>	<b>349,734.36</b>	<b>339,530.46</b>	<b>10,203.90</b>
<b>Gross Profit</b>	<b>349,734.36</b>	<b>339,530.46</b>	<b>10,203.90</b>
<b>Expense</b>			
503000 · Clinical Services Expenses			
Adult Services			
503060 · Auto Allowances	374.80	230.00	-230.00
503070 · Medical Supplies	0.00		

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

7:48 PM  
 06/07/16  
 Accrual Basis

	Jul '15 - May 16	Budget	\$ Over Budget
503080 · Office Expense	145.60	250.00	-104.40
503090 · Travel and Education	0.00	150.00	-150.00
<b>Total Adult Services</b>	<b>520.40</b>	<b>630.00</b>	<b>-109.60</b>
<b>General Health</b>			
504420 · Auto Allowances	63.60	0.00	596.16
504430 · Medical Supplies	596.16	0.00	0.00
504450 · Travel and Education	0.00	0.00	0.00
<b>Total General Health</b>	<b>659.76</b>	<b>0.00</b>	<b>659.76</b>
<b>Immunization (Travel)</b>			
504700 · Auto Allowance	21.74	100.00	-100.00
504730 · Travel and Education	0.00	0.00	0.00
<b>Total Immunization (Travel)</b>	<b>21.74</b>	<b>100.00</b>	<b>-78.26</b>
<b>Total 503000 · Clinical Services Expenses</b>	<b>1,201.90</b>	<b>730.00</b>	<b>471.90</b>
<b>Comm. and Report Disease-Ex</b>			
501750 · Travel and Education	15.00	0.00	15.00
<b>Total Comm. and Report Disease-Ex</b>	<b>15.00</b>	<b>0.00</b>	<b>15.00</b>
<b>502401 · Environmental Health Costs</b>			
502450 · Auto Allowances	3,720.08	3,208.33	511.75
502470 · Office Expense	321.91	150.00	171.91
502480 · Travel and Education	1,765.22	0.00	1,765.22
502510 · Miscellaneous Expense	2,564.51	1,500.00	1,064.51
<b>Total 502401 · Environmental Health Costs</b>	<b>8,371.72</b>	<b>4,858.33</b>	<b>3,513.39</b>
<b>Immunization-Expense</b>			
501995 · Vaccine Supplies	6,421.25	6,000.00	421.25
<b>Total Immunization-Expense</b>	<b>6,421.25</b>	<b>6,000.00</b>	<b>421.25</b>
<b>Insurance</b>			
501610 · Equipment Insurance	304.00	252.00	52.00
501620 · Malpractice Insurance	7,014.00	7,500.00	-486.00
<b>Total Insurance</b>	<b>7,318.00</b>	<b>7,752.00</b>	<b>-434.00</b>
<b>Office Management &amp; Admin</b>			
501050 · FICA	14,328.06	15,719.22	-1,391.16
501060 · Retirement/Pension Plans	21,501.21	27,739.80	-6,238.59
501080 · Worker's Compensation	5,132.00	4,092.00	1,040.00
501090 · Health/Disability Insurance			
501091 · RHET {2}	9,291.00	10,824.00	-1,533.00

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

7:48 PM  
 06/07/16  
 Accrual Basis

	Jul '15 - May 16	Budget	\$ Over Budget
501090 · Health/Disability Insurance - Other	19,362.00	18,455.03	906.97
<b>Total 501090 · Health/Disability Insurance</b>	<b>28,653.00</b>	<b>29,279.03</b>	<b>-626.03</b>
501100 · Life Insurance	122.00	119.17	2.83
501110 · Other Employee Benefits	3,150.00	206.25	2,943.75
501150 · Auto Allowance	27.60		
501160 · Office Expense	1,699.21	2,754.95	-1,055.74
501170 · Printing	0.00	50.00	-50.00
501190 · Telecommunications	2,837.79	4,583.33	-1,745.54
501200 · Postage	877.40	1,100.00	-222.60
501230 · Dues and Subscriptions	6,652.93	2,200.00	4,452.93
501240 · Accounting and Auditing	3,564.00	4,000.00	-436.00
501310 · Advertising Other	75.00		
501360 · Software Maintenance	805.45		
501370 · Other Supplies	40.00	700.00	105.45
<b>Office Management &amp; Admin - Other</b>	<b>124.04</b>		
<b>Total Office Management &amp; Admin</b>	<b>89,589.69</b>	<b>92,543.75</b>	<b>-2,954.06</b>
<b>Pooled Expenses (Salaries)</b>			
507132 · OPEB Expense	2,662.66	3,483.33	-820.67
<b>Pooled Accounts</b>			
507025 · Salaries - Threat Preparedness	4,049.04		
507000 · Salaries-Nurses	38,410.00	43,175.00	-4,765.00
507010 · Salaries-Clinician (Non-Nurse)	23,270.09	12,485.00	10,785.09
507020 · Salaries-Administration	54,228.56	71,170.00	-16,941.44
507030 · Salaries-Environmental	68,211.28	75,166.67	-6,955.39
507041 · Salaries-Other			
502525 · Salaries-Other	0.00	0.00	0.00
<b>Total 507041 · Salaries-Other</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
507050 · Contracted Personnel	900.00		
<b>Total Pooled Accounts</b>	<b>189,068.97</b>	<b>201,996.67</b>	<b>-12,927.70</b>
<b>Total Pooled Expenses (Salaries)</b>	<b>191,731.63</b>	<b>205,480.00</b>	<b>-13,748.37</b>
<b>Threat Preparedness Expense</b>			
502540 · Auto Allowances	226.33	560.00	-333.67
502550 · Supplies	78.71	1,833.33	-1,754.62
502560 · Office Expense			
Security Monitoring	55.00		
WV Office of Technology	99.55		
Fibernet / LUMOS	283.31		

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

	Jul '15 - May 16	Budget	\$ Over Budget
Comcast	1,076.26		
Propane Generator Maintenance	7.00		
Cell Phone	220.00	220.00	-67.08
502560 · Office Expense - Other	152.92		
<b>Total 502560 · Office Expense</b>	<b>1,894.04</b>	<b>220.00</b>	<b>1,674.04</b>
502570 · Travel and Education	20.00		
<b>Total Threat Preparedness Expense</b>	<b>2,219.08</b>	<b>2,613.33</b>	<b>-394.25</b>
6560 · Payroll Expenses	396.99	412.50	-15.51
<b>Total Expense</b>	<b>307,265.26</b>	<b>320,389.91</b>	<b>-13,124.65</b>
<b>Net Ordinary Income</b>	<b>42,469.10</b>	<b>19,140.55</b>	<b>23,328.55</b>
<b>Net Income</b>	<b>42,469.10</b>	<b>19,140.55</b>	<b>23,328.55</b>

## Morgan County Health Department

## Balance Sheet

As of May 31, 2016

	May 31, 16
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
100300 · Citizens National Bank-Checking	149,103.45
100600 · CNB Money Market	60,787.94
<b>Total Checking/Savings</b>	209,891.39
<b>Accounts Receivable</b>	
102000 · Basic Public Health Services	
1021501 · Environmental Health	10,250.00
102170 · Threat Preparedness	5,611.32
<b>Total 102000 · Basic Public Health Services</b>	15,861.32
102300 · Clinical Services	
102200 · Breast and Cervical Cancer	350.59
102220 · Family Planning	463.00
102340 · Immunization	2,404.47
<b>Total 102300 · Clinical Services</b>	3,218.06
<b>Total Accounts Receivable</b>	19,079.38
<b>Other Current Assets</b>	
1499 · Undeposited Funds	5.00
<b>Total Other Current Assets</b>	5.00
<b>Total Current Assets</b>	228,975.77
<b>TOTAL ASSETS</b>	<b>228,975.77</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
220001 · Accounts Payable	634.54
<b>Total Accounts Payable</b>	634.54
<b>Other Current Liabilities</b>	
Liabilities and Fund Balance	
Accrued Payroll	13,763.03
<b>Total Liabilities and Fund Balance</b>	13,763.03
<b>Total Other Current Liabilities</b>	13,763.03
<b>Total Current Liabilities</b>	14,397.57
<b>Long Term Liabilities</b>	
115600 · Compensated Leave Absences	8,233.62
115900 · OPEB Liability	170,261.15
<b>Total Long Term Liabilities</b>	178,494.77
<b>Total Liabilities</b>	192,892.34
<b>Equity</b>	
3000 · Opening Bal Equity	-169,769.38
3900 · Retained Earnings	163,383.71
Net Income	42,469.10
<b>Total Equity</b>	36,083.43
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>228,975.77</b>