

*HAMPSHIRE COUNTY BOARD OF HEALTH MEETING  
October 18, 2017*

*Call to Order:* Judy Hott called the meeting to order at 6:00pm.

*Board Members Present:* Kelli Eglinger, Dr. Thomas W. Daugherty, Peggy McMaster, Judy Hott, Nancy Davis.

*Board Members Absent:* William Lipps

*Guests Present:* Brian Eglinger, Hampshire County Commission, Derrick Haggerty, Hampshire County Health Department, Stephanie Shoemaker, Hampshire County Health Department, Tamitha Wilkins, Hampshire County Health Department

*Oath of Office:* Brian Eglinger swore in new Board of Health member Nancy Davis.

*Election of Chairperson:* Due to Mike Crouse's resignation from the board, election of a new chairperson was required. Peggy McMaster nominated Judy Hott and Kelli Eglinger seconded the nomination. Judy Hott accepted the nomination. No other nominations made. Peggy McMaster motioned to elect Judy Hott as the Board of Health Chairperson. Kelli Eglinger seconded the motion; the motion passed in favor of approval.

Due to Judy Hott's election to chairperson, a new vice chair was required. Kelli Eglinger nominated Peggy McMaster. Peggy declined the nomination, and nominated Kelli Eglinger. Nancy Davis seconded the nomination; Kelli Eglinger accepted the nomination. The motion passed in favor of approval.

*Approval of Minutes:* Kelli Eglinger made motion to approve the July 19, 2017 Board of Health meeting minutes. Peggy McMaster seconded the motion; the motion passed in favor of approval.

*Reports:*

*Administrative Report:* Stephanie Shoemaker reported the state aid contribution for FY18. She reported on threat preparedness activities including the regional drill, sheltering needs, BUMFS Children's Safety Fair, Radio Communication and Capabilities training, Medical Reserve Corp. Stephanie reported that during the month of September the out of pocket cost for immunizations were waived for first responders in an attempt to increase their immunization rates. She also reported the final state audit report was released with no major findings. She reported that she has trained 138 people on Naloxone Administration, distributing 75 kits, and participated in Recovery Rocks event with Pathways.

*Environmental Report:* Derrick Haggerty reported on quarterly well and septic permit numbers, which are similar to previous year. He also reported on soil evaluation, site evaluations. Water testing service continues to increase. Derrick also reported on animal encounters, 2 positive rabies cases, and number of complaints. Judy Hott asked about Central Hampshire PSD compliance with boil water notices. The Town of Romney or Capon Bridge have never notified the health department of water breaks or boil water notices.

*Clinical Report:* Tamitha Wilkins reported on late night immunization clinics, free sports physical clinics, STD testing clinics, Family Planning clinics, flu shot clinics. She also reported on participating with Energy Express with an emergency preparedness activity, and participating in Diabetes Kids Camp. Tamitha spoke about reportables for the quarter including Hepatitis C and injection drug users, and a pre-diabetes survey project with the Bureau of Public Health. She also reported on an active Tuberculosis case in the county.

*Financial Report:* Stephanie Shoemaker distributed the FY18 first quarter Profit and Loss Budget vs. Actual, first quarter Profit and Loss, and Balance sheets. Medicare payment has been delayed due to a revalidation process. Expense management has gone well for the first quarter. The audit found that compensated leave has not been calculated correctly. Stephanie will work with Mineral County's financial coordinator to correct this issue. At the end of the first quarter the net income was -\$8,227.00, and was budgeted to be at -\$27,000. Kelli Eglinger made a motion to accept the financial reports as presented, Peggy McMaster seconded the motion. The motion passed in favor of approval.

*Old Business:*

*Harm Reduction Program:* Stephanie reported on the Harm Reduction Program implementation plan. Activities completed in the quarter include: meeting with injection drug user focus group, meeting with law and judicial officials focus group, presented to Rotary Club, applied for grant funding through the state. The next steps are to attend the Hampshire Emergency Medical Service Association meeting to discuss this program and receive feedback, meet with health and recovery providers, meet with Hampshire Memorial Hospital leadership, identify needle supplier as DHHS funds cannot be spent on syringes.

*HVAC Units:* All HVAC units were replaced through the facility. The meeting room system was replaced with two wall units instead of a large outside unit. The health department is expected to be responsible for \$10,000 of the cost.

*Family Planning Practitioner:* A supervising physician has been identified for PA, Bonnie Cox. Dr. Wade from the Rural Health Clinic has agreed and the Board of Medicine has approved the arrangement. Stephanie requested to hire a Physician Assistant in a 1000-hour temporary position at the rate of \$100/ hour. Peggy McMaster made a motion to accept this request. Nancy Davis seconded the motion. The motion was amended to include authority for the Administrator to hire personnel as needed without board approval as long as the rate of pay did not need increased. Nancy Davis seconded the amended motion, and the motion passed in favor of approval.

*Copier Lease:* The current copier lease ends in December. Stephanie distributed bids from Document Solutions, Queen City, Prime Edge and Landis. Stephanie recommended purchase of (2) Konica Minolta Bizhub 4750s from Document Solutions with the added maintenance contract. Peggy McMaster made a motion to purchase the two copiers from Document Solutions at the price of \$3,395.00 with a maintenance contract. Kelli Eglinger seconded the motion; and the motion passed in favor of approval.

*Facility Lease:* Dr. Daugherty re-introduced the concern of having no leasing agreement for the facility. After discussion, the board was undecided on the issue.

New Business:

*Septic Drainfield Size Regulation:* Derrick requested that the board review an ordinance from 1998 that required the minimum size drainfield for any lot be 900 sq ft. Derrick requested that the ordinance be abolished and the state regulation be followed by the county. Kelli made a motion to endorse the change to the 1998 ordinance regarding the minimum size drainfield for septic systems and follow the state guidelines. Peggy McMaster seconded the motion; the motion passed in favor of approval. The ordinance change will be opened to 30-day public comment before finalization.

*Audit Procurement Committee:* The State Auditor's Office informed the board that for the next two fiscal years, we will need to procure our own audit. The board needs to identify an audit procurement committee. Based off the guidelines from the auditor's office, Stephanie recommended Judy Hott, William Lipps, and herself to constitute the audit procurement committee. Peggy McMaster made a motion to approve the recommendation for the committee. Kelli Eglinger seconded the motion; the motion passed in favor of approval.

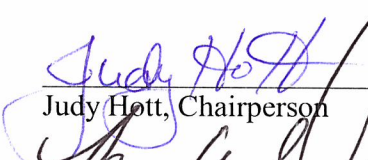
*Accidental Needlestick Policy:* Stephanie introduced an Accidental Needlestick policy. Peggy McMaster made a motion to adopt the policy. Nancy Davis seconded the motion; the motion passed in favor of approval.

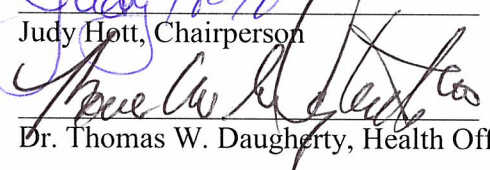
*Executive Session:* The board entered into Executive Session at 8:26pm to discuss the rehire of the 1000-hour temporary Office Assistant. Kelli Eglinger made the motion, Nancy seconded the motion. The motion passed in favor of approval. The board came out of Executive Session at 8:31pm. No decisions were made in executive session.

*Rehire 1000-hour temp Office Assistant:* Stephanie requested the board rehire 1000-hour temp Office Assistant at the rate of \$10.20/hour. Kelli Eglinger made a motion to approve the rehire. Peggy McMaster seconded the motion; the motion passed in favor of approval.

*Adjournment*

Kelli Eglinger made a motion to adjourn the meeting, Nancy Davis seconded the motion. The motion passed in favor of approval. Meeting adjourned at 8:31 pm.

  
Judy Hott, Chairperson

  
Dr. Thomas W. Daugherty, Health Officer

