

# **Morgan County Health Department**

187 South Green Street  
Berkeley Springs, West Virginia 25411

## **AGENDA**

### **Board of Health**

**March 18, 2013**

**4:30pm**

#### **Call to Order/Opening Comments –Barb Wolfe**

- **Approval of Agenda**
- **Introductions**

#### **Review/Acceptance of Minutes: February 2013**

#### **Public Comment**

#### **Departmental Reports:**

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

#### **Unfinished Business**

#### **New Business:**

- **Septic Permits/Flood Plains Report – Bruce Ullom**

#### **Adjourn**

# **Morgan County Board of Health Meeting**

**Minutes of Monday, January 28, 2013 (Revised)**

Morgan County Health Department Conference Room

**CALL TO ORDER: @ 4:30 P.M.** By Barb Wolfe, Chairman

Board members: Present: Barb Wolfe, Angie Gray, Jane McCloud, Dave Hansen

Absent: Sandy Bienen, Kevin McLaughlin – Health Officer

Administrator: Bill Kearns

Staff: Brian Carter, Bruce Ullom, Stacy Clatterbuck, Patty Caldwell, Cathy DeLawder

Public: Tim Seims, Ashley Petrolino

**Motion to approve January 28<sup>th</sup>, 2013 Agenda made by Jane McCloud. Seconded by Angie Gray.**

**Barb requested the order of Departmental Reports be changed to:**

- **Environmental**
- **Nursing**
- **Threat Preparedness**
- **Administration/Financial**

**Motion to change order in which reports are given at this meeting and all future meetings made by Jane McCloud. Seconded by Angie Gray. Motion carries**

Introductions:

- Dave Hansen, new board member replacing Lynn Perry who resigned in December 2012.
- Ashley Petrolino, Community Transformation Coordinator (part of a CDC Grant) Berkeley County.
- Tim Seims – resident of Morgan County

**Public Comment**

- Review Pratt Street property follow-up from November 19, 2012. County Boards of Health do not have authority to condemn property.
- Serve Safe class is being offered at Blue Ridge College as well as MCHD. E-mail was read from Patty Miller regarding Brian's excellent and thorough instruction of ServeSafe food handler class. Job well done. Copy of email to be made part of Brian's personnel file.

**REVIEW OF MINUTES:**

**Motion to approve minutes from November 19, 2012 made by Angie Gray. Seconded by Jane McCloud. Motion carries**

## **Departmental Reports**

**Environmental Report** – Bruce Ullom and Brian Carter.(Copy of Environmental Report and Threat Preparedness Report included as part of minutes)

**Nursing Report** – Patty Caldwell, RN

- Angie Gray informed board members of the benefits of Patty acquiring PHNPAT certification.
- Number of flu vaccinations was discussed and partnering with Starting Points for flu clinic.
- Barb discussed possibility of having a new door installed at entry of Medical Department.
- Time and proper disposal of medical records and x-rays explained by Angie Gray, RN
- Barb informed members Jeannette Sweitzer, Nurse Practitioner from Tri-State, will be starting as new clinician in the near future. Dr. McLaughlin will have February clinic.  
(Copy of Nursing Report included as part of minutes)

**Administration / Financial Reports - Bill Kearns**

- Additional name will be added to Money Market.
- Radon test kits are available and being distributed as part of TP grant. For further information, Bruce Ullom may be contacted.
- MCHD website is now available. Minutes, agendas, restaurant inspections, all medical and environmental information, etc. will be posted on new website.
- Grants are current at this point.
- Barb suggested press releases be increased.
- Barb suggested a daily patient count is *necessary* to present to the County Commission. Nursing spreadsheet as used in Berkeley County will be forwarded to Morgan County.
- Medicare and Medicaid recertification has been submitted.

**Motion was made by Dave Hansen to accept the departmental reports as presented. Seconded by Jane McCloud. Motion carries.**

**Unfinished Business**

- Updating Board of Health By-Laws
- Future in-school flu shots for faculty schools and other locations

**New Business**

- Ashley discussed Farmer's Market set-up. SNAP cards are being introduced for debit/credit card reading at Farmer's Market
- Updated BOH member information will be prepared and sent to members

**Motion to approve BOH meeting schedule for upcoming year made by Jane McCloud. Seconded by Angie Gray. Motion carries**

**Motion to adjourn made by Angie Gray. Seconded by Dave Hansen.**

5:45 p.m.

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Kevin T. McLaughlin, DO  
Morgan County Health Officer

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Date

# Morgan County Board of Health Meeting

Minutes of Monday, February 25, 2013

Morgan County Health Department Conference Room

**CALL TO ORDER: @ 4:34 P.M.** By Barb Wolfe, Chairman

Board members: Present: Barb Wolfe, Angie Gray, Jane McCloud, Dave Hansen

Absent: Sandy Bienen, Kevin McLaughlin – Health Officer

Administrator: Bill Kearns

Staff: Patty Caldwell, Cathy DeLawder

Public: Ashley Petrolino

**Motion to approve February 25<sup>th</sup>, 2013 Agenda made by Angie Gray. Seconded by Jane McCloud.**

Introductions:

- Ashley Petrolino, Community Transformation Coordinator – Change of the Future through CDC Grant covering Berkeley, Morgan, Berkeley, Jefferson, Hampshire, Hardy, Mineral, Pendleton Counties to improve the health of rural WV to include clean indoor air, fresh fruits and vegetables at Farmer's Market / convenience stores, increase children's school exercise / activities.

## **REVIEW OF MINUTES:**

- Revision required prior to approval of January 28, 2013 minutes as follows: *Motion to approve January 28, 2013 minutes was made by Jane McCloud and seconded by Angie Gray.*
- Revision requested by Jane McCloud to be more specific regarding email from Patty Miller and staff at Panorama concerning *the outstanding training received from Brian Carter as instructor of the Serve Safe class. Email to be kept in personnel file.*
- Request was made by Barb Wolfe for this and future meeting minutes to list members present and members absent.

**Motion to approve minutes from January 28, 2013, with revisions, made by Dave Hansen and seconded by Jane McCloud. Motion carries.**

## **Departmental Reports:**

### **Environmental Report**

- Inspection and discussion between Brian Carter, Sanitarian and owner of The Country Inn in response to complaint received at health department from patron advising of no water available at The Country Inn.
- Three new food establishments are in the process of opening.

In the near future citizens will be encouraged via press release to view restaurant inspections on MCHD website.

Cost of publishing food inspections in Morgan Messenger will be researched. Possibly this may be considered a public service and there will be no charge.

#### **Nursing Report – Patty Caldwell, RN**

- Health Dept. is partnering with Starting Points in various programs. In the near future will partner with schools and War Memorial Hospital.
- Needles were discovered on premises (in outdoor recreation area) by Starting Points staff. Needles were disposed of in biohazard container at health department and reported to nursing staff. Search of area by department nurses revealed no additional needles. Sheriff's Dept. was contacted and given information.

There was a request from board members to be more specific with descriptions of nursing items instead of abbreviations. BOH is now requiring a daily sign-in sheet be used to record patient count in clinic. Bill Kearns will forward a copy of form used in Berkeley County to be used as example. (Details to be discussed at next meeting)

#### **Threat Preparedness – Brian Carter**

- Staff response for TP call-down drill using W.A.R.N. system was 89%

#### **Administration / Financial Reports - Bill Kearns**

- Financial reports were reviewed. Expenses are being kept to a minimum.
- Awaiting paperwork from state regarding hiring nurse practitioner for clinics.
- Website is being 'fine-tuned' by A.J.Root.
- OA-1 position is listed on-line state wide per state regulation. Non-typing test was taken by Dana Ryce for OA-1 permanent part-time employment.
- Five years ago a Hold-Harmless clause was put in act by Charleston legislators which helped small health departments establish a funding base-line. Due to the end of this period, funding will be determined by the State Legislature. Regionalization may be required in the future. Dick Witberg has been invited to Berkeley County Health Department on March 19<sup>th</sup> @ 4:00 p.m. to discuss the topic (negatives and positives) of a combined health department. Location TBD. Buy-in is required for combined health departments by (1) Board of Health; (2) County Commission; and (3) State Health Officer, Dr. Swinker. Barb encouraged all members to attend the March 19<sup>th</sup> meeting.

**Motion by Jane McCloud to accept departmental reports as submitted. Seconded by Dave Hansen. Motion carries.**

#### **Unfinished Business**

- Cleaning services for department were discussed. Elite Services, Henry Miller; All Clean, Martha Stancil; and Elizabeth Sutton were interviewed by Cathy DeLawder. Information with estimates will be forwarded to Jody McClintock, County Administrator.

**New Business**

- Internal Policies

After board discussion, beginning March 1, 2013 all staff pay will be direct deposit unless employee does not have a checking account or savings account. Written request from employee indicating this must be given to Administrator and board members prior to March 1, 2013.

**Motion made by Angie Gray that in-house policy be developed for all staff to have direct deposit for administrative efficiency and employee security reasons. Effective March 1, 2013 employees of the Morgan County Health Department will receive their pay by direct deposit into either their checking account or savings account. Seconded by Dave Hansen. Motion carries.**

**Old Business**

- MCHD By-Laws – tabled

**5:45 p.m. Motion to adjourn made by Dave Hansen. Seconded by Jane McCloud.**

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Kevin T. McLaughlin, DO  
Morgan County Health Officer

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Date

## Morgan County Health Department

### Environmental Report: March, 2013.

By

Bruce Ullom

- Sanitarians attended the quarterly in-service meeting in Martinsburg on March 1<sup>st</sup>.  
Subjects included were:
  - Bloodborne Pathogens;
  - Disaster Management & the Health Department
  - Community Transformation Grant
  - District Water Laboratory Services Update
  - Soft Serve Ice Cream Regulation; West Virginia Department of Agriculture
  - Alcoholic Beverage Commission Administration Licensing, Regulations, & Enforcement.
  - Update from the Liaison Committee on Grant and Development Status of Statewide Digital Reporting
  
- Morgan County Floodplain regulation
  - **REGULATION:** (1) The Morgan County Health Department will not issue septic or well permits in areas that are within the 100 year flood plain as designated by FEMA. (2) This regulation will only pertain to areas that are not currently permitted by the Morgan County Health Department and to permits requested after the effective date of this regulation.
  
  - **EFFECTIVE DATES:** This regulation shall be effective July 1, 2010
  
  - **APPEALS:** Those persons adversely affected by the enforcement of this rule desiring a contested case hearing to determine any rights, duties, interests or privileges shall do so in a manner prescribed in the Rules of Procedure for Contested Case Hearings and Declaratory Rulings, 64 CSR 1.
    - **March 2013 Status Report:**
    - Prior to the effective date of July 1, 2010 there were a number of property owners who applied for septic permits on their lots.
    - Following that date there were no permit applications for floodplain property for a long time.
    - The limited number (number unknown\*) of septic system installations in the 100 year floodplain have been from pre-existing permits or pre-



existing buildings receiving septic treatment upgrades which would result in less potential pollution in case of a flood.

- The process usually followed is; (1) a very close determination of the exact floodplain line by a licensed surveyor followed by (2) a perc test on the portion of the property not in the floodplain and (3) the issuance of a permit for that location. Often property owners assume they are in the floodplain when at least a portion of the property is not.
- To date no applications have needed to be brought to the board through the appeal process.
- Currently there is one property being evaluated that may be affected by this ordinance.

### **Threat Preparedness Report** by Brian Carter

- **3<sup>rd</sup> quarter reports are due by March 15<sup>th</sup>, 2013**
- **1 Additional “Call-down” exercise will be held before the end of the 3<sup>rd</sup> quarter TP-Grant period**
- **Discussions continue with the Jefferson County TP Coordinator in relation to a combined-county exercise, which will be conducted during the 4<sup>th</sup> quarter of the TP Grant period**

\* No tracking of the number of discussions held with property owners, or applications for property with sections located in the floodplain areas, is available.

Morgan County Health Department

Patricia Caldwell R.N.

February 2013

	Month	Year to Date
<b>Sexually Transmitted Diseases</b>		
Male Clients	1	2
Female Clients		1
Positive Gonorrhea		
Positive Chlamydia		1
Reactive Syphilis		
<b>Contacts to Cases Tested/ Treated</b>		
Tested for HIV		
Hepatitis B screen		
Hepatitis C screen		
Total Clients	1	3
<b>Women's Health</b>		
Clinics	1	1
FP Clients Attending Clinics	17	17
FP Clients Seen in betweenclinics	10	21
Pregnancy Test Performed	3	8
Test for 10-18 Year Olds		
Pregnancies For 15-18 Year Olds		
Pregnancies for 10-14 Year Olds		
Total FP Clients	31	47
BCCS Clients in Clinic		
BCCSP Clients Seen Between Clinics		3
Total BCCSP Clients		3
Total Women's Health Clients	31	53
<b>Immunization Clinic</b>		
Clinics Held	2 Flu	2 flu
Clients 0-2 Years Old	10	17
Clients Over 2 Years Old	17	28
Seasonal Flu Shots	100	1
Total Clients	127	46

Tuberculosis Clinic		
TB Skin Tests Placed	18	46
TB Skin Tests Read	16	42
Positive Skin Tests	0	0

Miscellaneous	1	3
Blood Pressurer Screening	7	13
Blood Sugar Screening	0	0
Other	3	7
Infectious dis. case investigations (working)		
Infectious dis. case investigations (closed)		
School Outreach	1	3

**TOTAL CLIENTS FOR DEPARTMENT**

Recent Dept Activity

**Morgan County Health Department**  
**Profit & Loss**  
 July 2012 through February 2013

Jul '12 - Feb 13

<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>Breast and Cervical Cancer</b>	
402200 · State Contracts	909.59
<b>Total Breast and Cervical Cancer</b>	909.59
<b>Environmental</b>	
401410 · Fees for Service	21,205.00
401411 · Fees for Permits	17,621.56
401420 · State Contracts	584.42
<b>Total Environmental</b>	39,410.98
<b>Family Planning</b>	
402610 · State Contracts	3,753.00
<b>Total Family Planning</b>	3,753.00
<b>Immunization</b>	
401241 · Medicaid	291.37
401260 · Private	9,686.68
401270 · State Contracts	5,304.68
<b>Total Immunization</b>	15,282.73
<b>Office Management and Admin</b>	
401040 · Interest Income	50.31
401070 · Rebates	165.98
401100 · Donations	185.47
401130 · Miscellaneous Revenue	4.00
<b>Total Office Management and Admin</b>	405.76
<b>Threat Preparedness</b>	
401450 · State Contracts	17,467.35
<b>Total Threat Preparedness</b>	17,467.35
<b>Tuberculosis</b>	
401370 · State Contracts	50.00
<b>Total Tuberculosis</b>	50.00
401000 · State Aid	114,523.18
401010 · County Commission	22,500.00
401020 · Board of Education	10,000.00
<b>Total Income</b>	224,302.59
<b>Gross Profit</b>	224,302.59
<b>Expense</b>	
<b>MISCELLANEOUS</b>	251.18
<b>503000 · Clinical Services Expenses</b>	
<b>Adult Services</b>	
503070 · Medical Supplies	109.58
503080 · Office Expense	910.54
503100 · Dues and Subscriptions	798.00
503120 · Other Supplies	10.58
<b>Total Adult Services</b>	1,828.70
<b>Breast and Cervical Cancer-Ex</b>	
503390 · Office Expense	11.50
503400 · Travel and Education	125.00
503430 · Other Supplies	130.46
503440 · Miscellaneous Expense	128.96
Breast and Cervical Cancer-Ex - Other	531.00
<b>Total Breast and Cervical Cancer-Ex</b>	926.92
<b>Family Planning</b>	
504240 · Other Supplies	130.47
504250 · Miscellaneous Expense	128.96
Family Planning - Other	531.00
<b>Total Family Planning</b>	790.43
<b>General Health</b>	

**Morgan County Health Department**  
**Profit & Loss**  
 July 2012 through February 2013

	Jul '12 - Feb 13
504420 · Auto Allowances	18.68
<b>Total General Health</b>	<b>18.68</b>
Immunization (Travel)	
504700 · Auto Allowance	27.27
504720 · Office Expense	11.82
<b>Total Immunization (Travel)</b>	<b>39.09</b>
503000 · Clinical Services Expenses - Other	145.60
<b>Total 503000 · Clinical Services Expenses</b>	<b>3,749.42</b>
502401 · Environmental Health Costs	
502450 · Auto Allowances	606.82
502460 · Supplies	149.80
502470 · Office Expense	2,450.65
502480 · Travel and Education	40.00
502510 · Miscellaneous Expense	607.60
502401 · Environmental Health Costs - Other	1,110.00
<b>Total 502401 · Environmental Health Costs</b>	<b>4,964.87</b>
Immunization-Expense	
501995 · Vaccine Supplies	6,676.17
502000 · Office Expense	35.00
<b>Total Immunization-Expense</b>	<b>6,711.17</b>
Insurance	
501610 · Equipment Insurance	189.00
501620 · Malpractice Insurance	4,893.00
<b>Total Insurance</b>	<b>5,082.00</b>
Office Management & Admin	
501050 · FICA	11,180.86
501060 · Retirement/Pension Plans	16,776.66
501080 · Worker's Compensation	165.00
501090 · Health/Disability Insurance	
501091 · RHBT {2}	6,586.00
501090 · Health/Disability Insurance - Other	11,429.46
<b>Total 501090 · Health/Disability Insurance</b>	<b>18,015.46</b>
501100 · Life Insurance	3,980.18
501110 · Other Employee Benefits	3,065.26
501150 · Auto Allowance	199.82
501160 · Office Expense	8,847.75
501170 · Printing	37.80
501180 · Travel and Education	16.73
501190 · Telecommunications	3,756.80
501200 · Postage	345.48
501230 · Dues and Subscriptions	2,710.26
501260 · Consulting Services	3,887.11
501310 · Advertising Other	169.10
501370 · Other Supplies	65.82
<b>Total Office Management &amp; Admin</b>	<b>73,220.09</b>
<b>Pooled Expenses (Salaries)</b>	
Pooled Accounts	
507000 · Salaries-Nurses	25,570.20
507010 · Salaries-Clinician (Non-Nurse)	10,481.39
507020 · Salaries-Administration	26,347.15
507030 · Salaries-Environmental	60,906.20
507041 · Salaries-Other	
502525 · Salaries-Other	7,592.94
507041 · Salaries-Other - Other	12,210.00
<b>Total 507041 · Salaries-Other</b>	<b>19,802.94</b>
<b>Total Pooled Accounts</b>	<b>143,107.88</b>
<b>Total Pooled Expenses (Salaries)</b>	<b>143,107.88</b>
Threat Preparedness Expense	

2:41 PM  
03/11/13  
Accrual Basis

**Morgan County Health Department**  
**Profit & Loss**  
July 2012 through February 2013

	<u>Jul '12 - Feb 13</u>
502540 · Auto Allowances	476.59
502550 · Supplies	450.10
502560 · Office Expense	
Security Monitoring	45.00
DSL Phone Line	74.08
Systems Software (Healthstats)	70.00
Fibernet / LUMOS	313.26
Comcast	264.64
Cell Phone	135.00
502560 · Office Expense - Other	316.16
<b>Total 502560 · Office Expense</b>	<b>1,218.14</b>
502570 · Travel and Education	1,856.90
502590 · Consulting Services	400.00
502600 · Miscellaneous Expense	271.23
<b>Total Threat Preparedness Expense</b>	<b>4,672.96</b>
6560 · Payroll Expenses	1,709.38
<b>Total Expense</b>	<b>243,468.95</b>
<b>Net Ordinary Income</b>	<b>-19,166.36</b>
<b>Net Income</b>	<b>-19,166.36</b>

2:53 PM  
03/11/13  
Accrual Basis

**Morgan County Health Department**  
**Summary Balance Sheet**  
As of February 28, 2013

	<u>Feb 28, 13</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	81,568.42
Accounts Receivable	14,733.03
<b>Total Current Assets</b>	<b>96,301.45</b>
Other Assets	-868.25
<b>TOTAL ASSETS</b>	<b>95,433.20</b>