

**Minutes of Berkeley County Health Department  
February 5, 2007**

Attending:     John Miller                     Bill Kearns                     Jim Barnhart  
                   Ruby Foltz                             Dr. Gaviria                     Courtney Swift  
                   Robert Burkhart                     Pamela Holstein-Wallace  
                   Joy Buck                                 Sandra LeMaster

Guest:             Bobbi Miller

Call to order: 4:00pm by John Miller

Motion to approve minutes J. Buck second R. Burkhart

Threat Preparedness report: presented by Pamela Holstein-Wallace

- ❖ Virginia line of emergency meeting on January 10<sup>th</sup> and January 29<sup>th</sup>. The next meeting is going to be at City Hospital on February 26<sup>th</sup>.
- ❖ There are two state meeting on October 2007
- ❖ On February 13<sup>th</sup> D. Gaviria and Missy Cora will be talking about disasters at the Health Dept

Clinical report: Provided by Sandra LeMaster

- ❖ In December & November gave out Flu shots on every Friday afternoon.

Environmental report: Provided by Jim Barnhart

- ❖ Received 1 positive raccoon out on Pitzer Chapel Road,
- ❖ The new sanitarians Amy Edwards and Keith Allison are now in training.
- ❖ There is a hearing on a septic permit that Steve Alenskis issued and they are still working on that one.
- ❖ The plans are in on the Wal-Mart at Spring Mills. Buffalo Wild wings is open they are located off of Foxcroft Ave in Martinsburg.
- ❖ Golden China is officially closed due to all the violations that they have received. The last inspection was on February 1<sup>st</sup> and they had 29 violations and 15 of them were critical.

Financial report: Presented by Bill Kearns

- ❖ The Financial report July-December 2006. Bill has asked for line item adjustments to the FY 07 Budget for the following:
  - Line-4340 State Aide. Increase by \$22,209
  - Line-4605 Hotel/Motel. Increase by \$2,125
  - Line-4650 Subdivision decrease by \$1,935
  - Line-4662 Septic decrease by \$18,800
  - Line-4663 Well decrease by \$7,950
  - Line-4664 Septic Review. Increase by \$1,285

Line-4665 Septic Tank Registration. Decrease by \$3,180  
Line-4800 Bank interest. Increase by \$3,361  
Line-6100 Advertising. Increase by \$992.00  
Line-6138 Menomune. Increase by \$623.00  
Line-6190 Contract labor. Increase by \$5,760  
Line-6330 Environmental Increase by \$793.00  
Line-6374 Computer/software. Increase by \$3,000  
Line-6410 Liability Insurance. Increase by \$4,000  
Line-6651 Accounting. Increase by \$3800

Motion to amend the new budget amounts J. Buck second R. Burkhart approved

Administrator report: Presented by Bill Kearns

- ❖ The audit that we had went very good. The only problem was the fact that 1099's were not sent out to all contractors such as the cleaning crew. They will not be sent out each year.
- ❖ The auditors said that the needed to be some separation of duties from the Administrator. To fix this problem, Courtney Swift will now be function part time as B. Kearns assistant.

Health Officer report: Presented by Dr. Gaviria

- ❖ There was a spread of the Norovirus at City Hospital on the 6<sup>th</sup> Floor and in a nursing home. Also, a chicken pox outbreak of about 30 kids in Marlowe & Opequon area.

Bodyworks for adolescence girls & family can go and get nutritional facts and fitness it's a 10 week course. C. Harding and A. Gray will be part of this program.

Motion to the reports J. Buck second R. Burkhart

Old Business: None at this time

New Business:

- ❖ Proposed F.O.I.A policy was reviewed and presented by B. Kearns. J. Buck pointed out some wording in the F.O.I.A policy that will need to be changed.

Motion to approve F.O.I.A Policy will revisions R. Burkhart second J. Buck. Approved

No public comment

Motion to go into excessive session for reason of legal issues. R. Burkhart second J. Buck

Motion to leave excessive session J. Buck second R. Burkhart

Please let the record reflect that there were no decisions made during executive session.

Motion to adjourn meeting by J. Buck. Second by R. Burkhart.