



Program Plan Reporting System

Full Program Plan Report Mineral County Health Department 2016 Reporting Year

Transmittal Information

<i>Health Department Name:</i>	Mineral County Health Department
<i>Mailing Street Address:</i>	Rt 3 Box 3045
<i>Mailing City:</i>	Keyser
<i>Mailing County:</i>	Mineral
<i>Mailing Zip:</i>	26726
<i>Phone:</i>	(304) 788-1321
<i>Fax:</i>	(304) 788-6023
<i>Email Address:</i>	minerallhd@wv.gov
<i>Website Address:</i>	http://www.mineralcountyhealthdepartment.com

<i>Health Department Type:</i>	Single County
<i>Delivery Street Address:</i>	Rt 3 Box 3045
<i>Delivery City:</i>	Keyser
<i>Delivery County:</i>	
<i>Delivery Zip:</i>	26726

Fiscal Year April 1, 2015 to July 31, 2015

Chairperson

Phone:	Fax:	Email:
Chairperson Signature: <u>Richard Lechliter</u>		Date: 4/27/2015

Health Officer

Health Officer Signature: <u>Charles D Bess, MD</u>	Date: 4/27/2015
---	-----------------

By signing the above, the Mineral County Health Department agrees to comply with all applicable state and federal rules, regulations, Department of Health and Human Resources policies and standards.

Full Program Plan Report

Mineral County Health Department

2016 Reporting Year

Emergency Information

Answering Machine:	Yes	(304) 788-1321
Answering Service:	No	
Office of Emergency Services/911/Communications Center:	No	
On-call Pager or Cell	No	

Services

Adult Services	Yes
Behavioral Health	No
Breast/Cervical Cancer	Yes
Cancer Detection	Yes
Cardiac	Yes
Community Health Promotion	Yes
Dental	No
Diabetes	Yes
Disaster Response	Yes
Environmental Health	Yes
Epidemiology	Yes
Family Planning	Yes
Fluoride	No
General Health	Yes
Health Check	Yes
HIV/AIDS	Yes
Home Health	No
Hypertension	Yes
Immunization	Yes
Lab	Yes
Lead	Yes
Pediatric	Yes
Prenatal	No
Right from the start	No
School Health	No
Sexually Transmitted Disease	Yes

Full Program Plan Report

Mineral County Health Department

2016 Reporting Year

Services

Threat Preparedness	Yes
Tobacco	Yes
Tuberculosis Services	Yes
WIC	No

Fees

Clinical Fee	Yes
Environmental Permit Fee	Yes
Environmental Service Fees	Yes

Mission Statement

The Mineral County Health Department provides basic public health services which assess, promote and protect the health status, environment and individual well-being that results in greater opportunity to enjoy a quality life in healthy communities throughout Mineral County

Hours of Operations

Monday	8:00 AM - 4:00 PM
Tuesday	8:00 AM - 4:00 PM
Wednesday	8:00 AM - 4:00 PM
Thursday	8:00 AM - 4:00 PM
Friday	8:00 AM - 4:00 PM
Saturday	Closed
Sunday	Closed

Activities outside normal hours of operation

None

Full Program Plan Report

Mineral County Health Department

2016 Reporting Year

Other Facilities

Location Name:	
Address:	
City:	
State:	
Zip:	
Contact Name:	
Hours:	

Combined Health Department

Health Department Name:	
Address:	
City:	
State:	
Zip:	
Phone:	
Fax:	
Monday:	
Tuesday:	
Wednesday:	
Thursday:	
Friday:	
Saturday:	
Sunday:	

Full Program Plan Report

Mineral County Health Department

2016 Reporting Year

Location Information

Driving directions from Charleston: * I-79 N from Charleston toward Morgantown * Take I-68 E toward Cumberland, MD * Take Exit 40/US-220 toward Keyser, WV * Entering into Keyser, travel to the 3rd stoplight and turn left onto Southern Dr * Turn Right at Harley O. Staggers Sr Drive/New Creek Dr. * LHD is on the Right	
Number of miles from Charleston	250.00
Latitude	39.42222200
Longitude	78.99361100

Standards

Change in location	No
Change in health officer	Yes
Change in administrator	No
Change in local board of health structure	No

Full Program Plan Report

Mineral County Health Department

2016 Reporting Year

Financial Information

Projected Budget Information

Funding Source	Projected Revenue
State Revenue	\$240,700.00
Direct County Commission	\$113,900.00
County Levy	\$0.00
City Levy	\$0.00

Full Program Plan Report

Mineral County Health Department

2016 Reporting Year

Financial Information

Projected Budget Information

Funding Source	Projected Revenue
Municipalities	\$0.00
Board of Education	\$3,000.00
Clinical Service Revenue	\$69,600.00
Environmental Fee Permits	\$61,325.00
Environmental Fee Services	\$18,700.00
Federal Revenue	\$97,223.00
Additional Revenue	\$23,325.00
Total:	\$627,773.00

Projected Expenditures

Expense	Amount
Classified Service Personnel	\$470,000.00
Current Operating Expenditures	\$157,773.00
Capital Outlay Expenditures	\$0.00
Total:	\$627,773.00

Additional Revenue Sources Information

Funding Source Description	Projected Revenue Amount
Checking Account Interest	\$25.00
Donations	\$2,000.00
WIC Rent	\$9,300.00
4H Teen Grant	\$5,000.00
Smoke Free Initiative Grant	\$7,000.00
Total:	\$23,325.00

Full Program Plan Report

Mineral County Health Department

2016 Reporting Year

Projected Budget Information Continued

Actual Ending Balance:	\$216,321.00
Number of FTE's (Full-time Equivalent):	8.52
Current Investments:	\$0.00
Accounting Software Program:	QuickBooks
Other Accounting Software Program:	
Software Year:	2013

	Personnel	Facility	Utilities	Other	Total
County	\$0.00	\$123,000.00	\$0.00	\$0.00	\$123,000.00
Municipality	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Board of Education	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$0.00	\$123,000.00	\$0.00	\$0.00	\$123,000.00

Statewide Chart of Accounts

Account Name	Projected Program Expenditures
Adult Services	\$0.00
Behavioral Health	\$0.00
Breast/Cervical Cancer	\$12,000.00
Cancer Detection	\$500.00
Cardiac	\$500.00
Community Health Promotion	\$7,000.00
Dental	\$0.00
Diabetes	\$500.00
Disaster Response	\$3,480.00
Environmental Health	\$110,000.00
Epidemiology	\$22,000.00
Family Planning	\$40,000.00
Fluoride	\$0.00
General Health	\$4,000.00
Health Check	\$10,000.00

Full Program Plan Report

Mineral County Health Department

2016 Reporting Year

Statewide Chart of Accounts

Account Name	Projected Program Expenditures
HIV/AIDS	\$3,500.00
Home Health	\$0.00
Hypertension	\$3,000.00
Immunization	\$72,000.00
Lab	\$1,500.00
Lead	\$0.00
Office Management and Administration	\$120,000.00
Other	\$125,793.00
Pediatric	\$0.00
Prenatal	\$0.00
Right from the Start	\$0.00
School Health	\$0.00
Sexually Transmitted Diseases	\$5,000.00
Threat Preparedness	\$69,000.00
Tobacco	\$10,000.00
Tuberculosis Services	\$8,000.00
WIC	\$0.00
Total:	\$627,773.00

Statewide Chart of Accounts

Has your local health department completed and audit within the last fiscal year?	Yes
If no, please provide a detailed description of the steps your agency has taken to secure an audit in the box below.	
In your most recent audit were you required to submit a "Corrective Action Plan"? If yes, please submit documentation.	No
Does your health department expend \$500,000 or more in federal funding?	No

Full Program Plan Report

Mineral County Health Department

2016 Reporting Year

Contacts by Position

Position	Name
Administrator	Mr. Andrew J. Root
Primary Nursing Contact	Gina M. Moore
Health Officer	Dr. Charles D. Bess
Equipment and Information Technology Contact	Mr. Andrew J. Root
Financial Management Contact	Mr. Andrew J. Root
Environmental Health Contact	Mr. Andrew J. Root

Full Program Plan Report

Mineral County Health Department

2016 Reporting Year

Contacts by Position

Position	Name
Health Promotion Contact	Mr. Andrew J. Root
Epidemiology Contact 1	Cynthia M. Whitt
Epidemiology Contact 2	Gina M. Moore
Rabies Contact	Mr. John E. Delsignore
Sexually Transmitted Disease Contact	Cynthia M. Whitt
Human Immunodeficiency Virus Contact	Cynthia M. Whitt
Tuberculosis Contact	Gina M. Moore
Vaccine Preventable Disease Contact	Cynthia M. Whitt
Smallpox Contact	Gina M. Moore
West Virginia Electronic Disease Surveillance System Contact	Mr. Andrew J. Root
Threat Preparedness Coordinator	Mr. Andrew J. Root
Threat Preparedness Back-up	Cynthia M. Whitt
Strategic National Stockpile Coordinator	Cynthia M. Whitt
Strategic National Stockpile Back-up	Gina M. Moore
Volunteer Coordinator	Cynthia M. Whitt
Volunteer Coordinator Back-up	Mr. Andrew J. Root
Risk Communication Coordinator	Mr. Andrew J. Root
Risk Communication Coordinator Back-up	Cynthia M. Whitt
Responder Health & Safety Coordinator	Mr. Andrew J. Root
Responder Health & Safety Coordinator Back-up	Cynthia M. Whitt
Health Alert Network Coordinator	Mr. Andrew J. Root
Health Alert Network Coordinator Back-up	Mr. John E. Delsignore

Salary & FTE by Employee Listing

Name	Monthly Salary	Percent FTE
Dr. Charles D. Bess	\$833.34	0.20
-- Vacant --	\$0.00	0.00
Ms. Karen M. Barrick	\$2,252.52	1.00
Ms. Virginia V. Brown	\$1,200.00	0.37
Ms. Kerry L. Cummings	\$1,908.52	1.00
Mr. John E. Delsignore	\$2,448.52	1.00

Full Program Plan Report

Mineral County Health Department

2016 Reporting Year

Ms. Vivian A. Malcolm	\$2,337.52	1.00
Mr. Steven R. Braithwaite	\$780.00	0.45
Mr. Andrew J. Root	\$4,170.10	1.00
Mr. Denson S. Taketa	\$1,469.12	0.60
Gina M. Moore	\$2,766.08	1.00
Cynthia M. Whitt	\$3,426.52	1.00
Total	\$23,592.24	8.62

Full Program Plan Report

Mineral County Health Department

2016 Reporting Year

Communicable Disease

Immunization Services

1	Does your local health department report all immunizations administered to children 0-18 years of age every two weeks as required by 64C SR7?	Yes
2	Does your local health department document VFC eligibility (or lack thereof) in the immunization records entered into WVSIS, either through direct data entry into WVSIS or through the HealthStat 2000 system for export into WVSIS?	Yes
3	Does your local health department conduct case management activities related to infants born to HBsAg positive mothers and report findings to the Division of Immunization Services in a timely manner?	Yes
4	Does your local health department report vaccine doses administered and vaccine doses on-hand by the fifth business day of each month?	Yes
5	Does your local health department submit a completed temperature log by the fifth business day of each month?	Yes
6	Does your local health department submit a quarterly report documenting progress toward meeting the objectives outlined in the Immunization Action Plan within 15 days of the end of each quarterly reporting period?	Yes
7	Has your Local Board of Health been apprised of the BPH recommendation to adopt or expand a private vaccine purchasing and billing system which would require the LHD to bill third party payers and individuals (on sliding fee scale) for some out-of-pocket payment?	Yes
8	Has your Local Board of Health indicated any concern or unwillingness regarding the development or expansion of such a private vaccine immunization program?	No
9	<p>If you answered No or NA to any question, please explain:</p> <p>The Mineral County Board of Health has not indicated any concerns over charging for private vaccines</p>	

Full Program Plan Report

Mineral County Health Department

2016 Reporting Year

STD, HIV and Hepatitis

1	Does your local health department collaborate with Disease Intervention Specialists (DIS) in investigating and assuring treatment for all syphilis, gonorrhea and Chlamydia cases (including all clinical cases i.e., all positives, all symptomatic, and all contacts of a known positive case) according to 2010 CDC STD Treatment Guidelines.	Yes
2	Does your local health department complete and submit the HIV/AIDS Confidential Case Report on all newly diagnosed HIV/AIDS cases to the West Virginia Division of STD/HIV and Hepatitis in a confidential, postage-paid envelope.	Yes
3	Does your local health department routinely recommend syphilis and HIV testing to all individuals who have tested positive for an STD?	Yes
4	Does your local health department offer HIV/AIDS testing and counseling including posttest counseling and referral on all HIV/AIDS positive cases?	Yes
5	Does your local health department complete and submit VD 91 (confidential morbidity and treatment report) on all positive Chlamydia, gonorrhea and syphilis cases.	Yes
6	Does your local health department routinely schedule appointments for individuals to return for their test results?	Yes
7	Does your local health department identify and investigate hepatitis B cases, including partner management.	Yes
8	If you answered No or NA to any question, please explain:	

Tuberculosis Elimination

1	Does your local health department provide directly observed therapy to all active TB patients?	Yes
2	Does your local health department perform a TB risk assessment prior to testing on all individuals presenting for tuberculin screening/testing?	Yes
3	Does your local health department evaluate, treat and report to TB Elimination all immigrants and refugees designated as Class A, B1 or B2?	Yes

Full Program Plan Report

Mineral County Health Department

2016 Reporting Year

4	Does your local health department perform HIV counseling and testing for all active and latent TB patients?	Yes
5	Does your local health department interview the patient (or their proxy) and start a contact investigation within 3 days of notification of a pulmonary/laryngeal case of TB?	Yes
6	Local health department personnel will participate in the Cohort Review Process for all active TB cases within their jurisdiction.	Yes
7	Does your local health department submit all required reports when they are due to the Division of TB Elimination? (All required reports may be found on WV-DTBE webpage @ www.dhhr.wv.gov/oeps/tuberculosis).	Yes
8	If you answered No or NA to any question, please explain:	

Infectious Disease Epidemiology

1	Does your local health department use WVEDSS to report all infectious diseases?	Yes
2	Does your local health department report all outbreaks to DIDE within one hour of notification?	Yes
3	Does your local health department report infectious diseases, complete the investigation, and submit for review within one month of notification?	Yes
4	Does your local health department actively participate in all outbreak investigations?	Yes
5	Does your local health department complete animal bite investigations within 30 days of report; and does your health department manage animal bites in accordance with standards in the current DC-4?	Yes
6	Does your local health department have an influenza sentinel provider that consistently reports throughout the season?	Yes
7	Does your local health department identify, investigate, and manage hepatitis B cases according to the BPH Hepatitis B protocol, including partner management?	Yes

Full Program Plan Report

Mineral County Health Department

2016 Reporting Year

8	If you answered No or NA to any question, please explain:
----------	---

Feedback / Ideas

1	We invite your ideas on how we could better support your local health department in performing your job. (For example, specific trainings, technical assistance, supplies, process changes, things you like and don't want changed, etc.):
----------	--

Health Promotion

Community Health Needs Assessment

1	Was a formal community health needs assessment completed in your county within the past 5 years?	True
2	If yes, enter the year the assessment was completed.	2013
3	If yes, when do you plan to start your next assessment?	7/1/2018
4	If no, within this fiscal year, when do you expect a community health needs assessment to be completed?	
5	If no, describe plans to complete the community health needs assessment and include a time line of these actions.	
6	<p>List one to five priority health areas from the community health needs assessment that you plan to address: (minimum of one required)</p> <p>Tobacco Use and Smoking Substance Abuse Teen Pregnancy Obesity, Nutrition and Exercise Access to Health Services</p>	

Full Program Plan Report

Mineral County Health Department

2016 Reporting Year

Community Health Implementation Plan

Priority Area:	Tobacco Use and Smoking
Objective:	Improve Overall Health and Well-being of the Community
Activity	Improved Clean Air Regulation and Enforcement

Priority Area:	Access to Helth Services
Objective:	Dental Initiative
Activity	Provide Dental Clinic for Community

Priority Area:	Obesity, Nutrition and Exercise
Objective:	Increase Overall Health and Well-being of the Community
Activity	Work on Collaborative to Provide Community Wellness Center

Priority Area:	Teen Pregnancy
Objective:	Decrease Teen Pregnancy Rates in Mineral County
Activity	Increase Education and Awareness Activities

Training and Technical Assistance Needs

1	List Training and Technical Assistance Needs N/A
----------	---

Environmental Health

Disaster / Disease

Establishment or Discipline		Number	Inspections
1	Tattoo Studio:	3	3 every Year
2	Body Piercing Studio:	3	3 every Year

Full Program Plan Report

Mineral County Health Department

2016 Reporting Year

Food

Establishment or Discipline		Risk Based Inspections Conducted?	Number	Inspections
1	Food Establishment:	No	170	340 every Year

Establishment or Discipline		Number	Inspections
1	Milk Samples:	0	
2	Vending Machines:	2	2 every Year
3	Temporary Food Facilities:	120	120

Full Program Plan Report

Mineral County Health Department

2016 Reporting Year

Housing / Institutions

Establishment or Discipline		Number	Inspections
1	Bed and Breakfast	0	0 every Year
2	Child Care Facilities	12	24 every Year
3	Home Loan Evaluations	4	
4	Institutions	1	1 every Year
5	Labor Camps	0	0 every Year
6	Manufactured Home Communities	21	21 every Year
7	Motel/Hotel/Lodging	3	3 every Year
8	Other Care Facilities	8	8 every Year
9	Schools	13	13 every 2 Years

Full Program Plan Report

Mineral County Health Department

2016 Reporting Year

Recreation

Establishment or Discipline		Number	Inspections
1	Campground	2	2 per Season
2	Fairs/Festivals/Mass Gatherings	10	10 per Event
3	Recreational Water Facilities	4	8 per Season
4	Organized Camps	1	1 per Year
5	Parks/Forests	6	6 per Year

Sewage

Establishment or Discipline		Number
1	Alternative System	10
2	Home Aeration Unit	5
3	Standard Individual Systems	35
4	Sewage Tank Cleaners	3

Water

Establishment or Discipline		Number
1	Individual Supply	35

Permit Fees

Full Program Plan Report

Mineral County Health Department

2016 Reporting Year

Permit Fees

Permit		Fee for Permit as of July 1
1	Permit Late Fee Charged	True
2	Bed And Breakfast Fee	\$50.00
3	Mass Gathering (includes fairs, festivals, concerts) Fee	\$50.00
4	Care Facilities Fee	\$50.00
5	School (Physical) Fee	\$50.00
6	Mobile Food Unit Fee	\$100.00
7	Organized Camp Fee	\$75.00
8	Recreational Water Facility Fee	\$100.00
9	Retail Food Store (1 Checkout) Fee	\$50.00
10	Retail Food Store (2 Checkouts) Fee	\$100.00
11	Retail Food Store (3 Checkouts) Fee	\$150.00
12	Retail Food Store (4 Checkouts) Fee	\$200.00
13	Retail Food Store (5 Checkouts) Fee	\$250.00

Full Program Plan Report

Mineral County Health Department

2016 Reporting Year

Permit Fees

14	Retail Food Store (6 or More Checkouts) Fee	\$300.00
15	Temporary Food Service Establishment Fee	\$50.00
16	Vending Machine Permits Fee	\$50.00
17	Water Well Permits Fee	\$100.00
18	Campground Permits (1-10 Sites) Fee	\$50.00
19	Campground Permits (11-14 Sites) Fee	\$70.00
20	Campground Permits (15 Sites) Fee	\$75.00
21	Campground Permits (20 Sites) Fee	\$100.00
22	Campground Permits (25 Sites) Fee	\$125.00
23	Campground Permits (30 Sites) Fee	\$150.00
24	Campground Permits (35 Sites) Fee	\$175.00
25	Campground Permits (40 Sites) Fee	\$200.00
26	Campground Permits (45 Sites) Fee	\$225.00
27	Campground Permits (50 Sites) Fee	\$250.00

Full Program Plan Report

Mineral County Health Department

2016 Reporting Year

Permit Fees

28	Campground Permits (55 Sites) Fee	\$275.00
29	Campground Permits (60 Sites) Fee	\$300.00
30	Campground Permits (65 Sites) Fee	\$325.00
31	Campground Permits (70 Sites) Fee	\$350.00
32	Campground Permits (75 Sites) Fee	\$375.00
33	Campground Permits (80 Sites) Fee	\$400.00
34	Family Day Care (7-12 Children) Fee	\$50.00
35	Day Care Centers (13-25 Children) Fee	\$100.00
36	Day Care Centers (>25 Children) Fee	\$150.00
37	Food Service Establishment (Seating 0-20) Fee	\$100.00
38	Food Service Establishment (Seating 21-50) (old 21-35) Fee	\$200.00
39	Food Service Establishment (Seating 21-50) (old 36-50) Fee	\$200.00
40	Food Service Establishment (Seating 51-80) (old 51-75) Fee	\$300.00
41	Food Service Establishment (Seating 51-80) (old 76-80) Fee	\$300.00

Full Program Plan Report

Mineral County Health Department

2016 Reporting Year

Permit Fees

42	Food Service Establishment (Seating Over 80) Fee	\$400.00
43	Food Service Establishment w/ Liquor add Fee	\$100.00
44	Hotel/Motel (0-20 Rooms) Fee	\$100.00
45	Hotel/Motel (21-50 Rooms) (old 21-35) Fee	\$200.00
46	Hotel/Motel (21-50 Rooms) (old 36-50) Fee	\$200.00
47	Hotel/Motel (51-80 Rooms) (old 51-75) Fee	\$300.00
48	Hotel/Motel (51-80 Rooms) (old 76-80) Fee	\$300.00
49	Hotel/Motel (Over 80 Rooms) Fee	\$400.00
50	Individual, Innovative & Alternative Sewage Systems - Conventional Single Family Dwelling Fee	\$150.00
51	Individual, Innovative & Alternative Sewage Systems--All other types Fee	\$300.00
52	Manufactured Home Communities (Up to 20 Sites) Fee	\$100.00
53	Manufactured Home Communities (25 Sites) Fee	\$125.00
54	Manufactured Home Communities (30 Sites) Fee	\$150.00
55	Manufactured Home Communities (35 Sites) Fee	\$175.00

Full Program Plan Report

Mineral County Health Department

2016 Reporting Year

Permit Fees

56	Manufactured Home Communities (40 Sites) Fee	\$200.00
57	Manufactured Home Communities (45 Sites) Fee	\$225.00
58	Manufactured Home Communities (50 Sites) Fee	\$250.00
59	Manufactured Home Communities (55 Sites) Fee	\$275.00
60	Manufactured Home Communities (60 Sites) Fee	\$300.00
61	Manufactured Home Communities (65 Sites) Fee	\$325.00
62	Manufactured Home Communities (70 Sites) Fee	\$350.00
63	Manufactured Home Communities (75 Sites) Fee	\$375.00
64	Manufactured Home Communities (80 Sites) Fee	\$400.00
65	Subdivisions (1-5 Lots) Fee	\$100.00
66	Subdivisions (6-10 Lots) Fee	\$100.00
67	Subdivisions (11 Lots) Fee	\$110.00
68	Subdivisions (12 Lots) Fee	\$120.00
69	Subdivisions (13 Lots) Fee	\$130.00

Full Program Plan Report

Mineral County Health Department

2016 Reporting Year

Permit Fees

70	Subdivisions (14 Lots) Fee	\$140.00
71	Subdivisions (15 Lots) Fee	\$150.00
72	Subdivisions (16-18 Lots) Fee	\$180.00
73	Subdivisions (19-23 Lots) Fee	\$230.00
74	Subdivisions (24 Lots) Fee	\$240.00
75	Subdivisions (25 Lots) Fee	\$250.00
76	Subdivisions (26 Lots) Fee	\$260.00
77	Subdivisions (27 Lots) Fee	\$270.00
78	Subdivisions (28 Lots) Fee	\$280.00
79	Subdivisions (29 Lots) Fee	\$290.00
80	Subdivisions (30 Lots) Fee	\$300.00
81	Tattoo Studios Fee	\$200.00
82	Body Piercing Studio Fee	\$200.00
83	Sewage Cleaning Trucks Fee	\$16.00

Service Fees

Full Program Plan Report

Mineral County Health Department

2016 Reporting Year

Service Fees

Service		Fee for Service as of July 1
1	Duplicate Foodhandler's Card Fee	\$0.00
2	Food Worker Training-food handler's card- Volunteer/non-profit Fee	\$8.00
3	Food Worker Training--food handler's cards Fee	\$8.00
4	Campground Re-Inspection Fee	\$50.00
5	Child Care Center Re-Inspection Fee	\$50.00
6	Food Establishment Re-Inspection Fee	\$50.00
7	Hotel/Motel/ Lodging Re- Inspection Fee	\$50.00
8	Manufactured Home Community Re-Inspection Fee	\$50.00
9	Recreational Water Facilities Re-Inspection Fee	\$50.00
10	School Re-Inspection Fee (physical plant only) Fee	\$50.00
11	Sewage Re-Inspection Fee	\$50.00
12	Tattoo Studio/ Body Piercing Studio Re-Inspection Fee	\$50.00
13	Food Establishment Plan Review Fee (0-35 Seating Capacity) Fee	\$100.00

Full Program Plan Report

Mineral County Health Department

2016 Reporting Year

Service Fees

14	Food Establishment Plan Review Fee (36-75 Seating Capacity) Fee	\$100.00
15	Food Establishment Plan Review Fee (76 and Over Seating Capacity) Fee	\$100.00
16	Other Facilities Plan Review Fee Fee	\$100.00
17	Home Loan Evaluations-Individual Water Wells Fee	\$50.00
18	Home Loan Evaluations-Sewage Only Fee	\$50.00
19	Home Loan Evaluation -Water & Sewage Fee	\$100.00
20	Home Loan Evaluation -New Installation Fee	\$0.00
21	Home Loan Evaluations-Additional Visits Fee	\$0.00
22	Home Loan Evaluations-Sanitarian Fee Fee	\$0.00
23	Individual Water Samples Fee	\$50.00
24	Individual Water Sample Follow-up/Re-sample Fee	\$0.00
25	Subdivision Site Inspection Fee	\$0.00
26	Subdivision Consultation (No Charge if accompanied with a permit) Fee	\$100.00
27	Homeowner Installer's Test Fee	\$25.00

Full Program Plan Report

Mineral County Health Department

2016 Reporting Year

Service Fees

28	Community Water Consultation (No Charge if accompanied with a permit) Fee	\$50.00
29	Health Education Fee	\$25.00
30	Consultative Services (normally done in the field) Fee	\$100.00
31	School Lunch Inspections Fee	\$0.00
32	School Physical Inspections Fee	\$0.00
33	Indoor Air Quality Evaluation (excluding cost of sample collection and/or analysis) Fee	\$25.00
34	Nuisance Complaint Investigation Fee	\$0.00
35	Animal Specimen/Rabies Testing (including head removal) Fee	\$0.00
36	Animal Bite Inspections Fee	\$0.00
37	Duplicate Permit Fee	\$0.00
38	Change of Installer Fee	\$0.00
39	Permit Re-Issue Fee	\$0.00
40	Food handlers card 3-year profit or non-profit Fee	\$0.00
41	Septic tank perc test inspection Fee	\$0.00

Full Program Plan Report

Mineral County Health Department

2016 Reporting Year

Service Fees

42	Septic tank final inspection Fee	\$0.00
43	Field visit 2 hours (currently food handler class on-site) Fee	\$0.00
44	DEP Sewage Tank Registration-that portion returned to LHD Fee	\$0.00

Threat Preparedness

Primary Location:

Potomac State College of WVU
101 Fort Avenue

Keyser, WV 26726
(304) 788-6800

Additional Location:

Feedback / Ideas

State leads provide monthly/quarterly meetings with Regional/county leads to exchange information and ideas. Provide proper guidance (forms, templates, etc...as needed to complete SOW Requirements)

Promising Practices

Promising Practice #1

Topic Area

- | | |
|--|--|
| <input checked="" type="checkbox"/> Community Health Assessment/Surveillance | <input checked="" type="checkbox"/> Administrative |
| <input checked="" type="checkbox"/> Communicable Disease Prevention/Control | <input type="checkbox"/> Emergency Preparedness |
| <input checked="" type="checkbox"/> Chronic Disease Prevention | <input checked="" type="checkbox"/> Other |
| <input type="checkbox"/> Environmental Health Protection | |

Specific Issue Addressed

Full Program Plan Report

Mineral County Health Department

2016 Reporting Year

Overall health and well being of Mineral County.

Brief Description of Activity/Project

The Mineral County Health Department is in its 7th year co-sponsoring the Annual Community Baby Shower with the Family Resource Network for all expecting mothers and those that have had a child within the last 6 months. On average this event hosts anywhere from 100 to 150 individuals. These individuals are treated to an actual baby shower with food, games, gifts, and door prizes. While attending the mothers are educated on various topics such as nutrition, tobacco, breast feeding, radon, and services available to them within the community.

Impact/Outcome

The impact is long term to the families and their newborns. The goal is to establish lifelong changes for the better.

Promising Practice #2

Topic Area

- | | |
|--|---|
| <input checked="" type="checkbox"/> Community Health Assessment/Surveillance | <input type="checkbox"/> Administrative |
| <input checked="" type="checkbox"/> Communicable Disease Prevention/Control | <input type="checkbox"/> Emergency Preparedness |
| <input checked="" type="checkbox"/> Chronic Disease Prevention | <input checked="" type="checkbox"/> Other |
| <input type="checkbox"/> Environmental Health Protection | |

Specific Issue Addressed

Dental Health of the Tri-state area

Brief Description of Activity/Project

This project is a collaborative partnership. The Mineral County Health Department is a key partner in the Mountain Health Alliance (MHA), which is an existing network of rural health stakeholders including: Allegany College of MD, Allegany County Health Department, Allegany Health Right, Garrett County Health Department, Healthy Mineral County Coalition, Hyndman Area Health Center, Mineral County Family Resource Network, Mineral County Health Department, Mountain Laurel Health Center, Tri-State Community Health Center, Washington County Health Department, Western Maryland Area Health Education Center, and the Western Maryland Health System. These stakeholders are working to increase access to oral health care in the region. A working goal of the MHA is to perform renovations to the Mineral LHD that will allow capacity for a three chair clinic to become operational and serve adults and children daily from Mineral County and surrounding areas (Allegany, Hampshire and Grant). The MHA was awarded a Health Resources and Services Administration (HRSA) Grant in the amount of \$72,000 and utilized the funds to purchase the necessary equipment for the clinic to become operational. MHA partner, Allegany Health Right will contribute funding for adults to be served at the clinic. In addition, the clinic will serve as a site for one day per month free clinics modeled after Mission of Mercy (MOM) free dental clinics held over the past two years

Full Program Plan Report

Mineral County Health Department

2016 Reporting Year

in Western Maryland. The clinics will be staffed by private providers who will volunteer their services. This clinic is a critical component of increasing access to oral health care services for this Appalachian region.

Impact/Outcome

The overall objective of the project is to improve the oral health status of low-income/uninsured residents. The sustainable impact of the project will be better futures for low-income/uninsured/underinsured persons treated under the project, as the impact of poor oral health, particularly missing teeth, includes social stigma and job discrimination. Not only the target population, but nearly all residents of the rural Region will benefit, as most have friends or family members who suffer with poor oral health and lack of access to care.

The socioeconomic impact of rehabilitating diseased mouths includes better employability and quality of life for persons whose teeth and gums have been neglected. Relieving the pain, stigma, and detrimental health effects of poor oral health will translate into greater productivity, quality of life, and care-giving capacity for persons who currently have no or little access to affordable dental care. This, in turn, positively affects the entire community.

Promising Practice #3

Topic Area

- | | |
|--|--|
| <input checked="" type="checkbox"/> Community Health Assessment/Surveillance | <input checked="" type="checkbox"/> Administrative |
| <input checked="" type="checkbox"/> Communicable Disease Prevention/Control | <input type="checkbox"/> Emergency Preparedness |
| <input checked="" type="checkbox"/> Chronic Disease Prevention | <input checked="" type="checkbox"/> Other |
| <input type="checkbox"/> Environmental Health Protection | |

Specific Issue Addressed

Overall health and well being of Mineral County.

Brief Description of Activity/Project

The Mineral LHD has seen a need for a wellness center for the county and has initiated this project. The Health Department has partnered with Potomac State College of WVU to undertake this project. Various locations and needs are being discussed. The goal is to have a center that is open to both students as well as the community.

Impact/Outcome

The impact of this project will be a positive one. Mineral County falls in the "high risk" categories for several things such as heart disease, obesity, cancer, smoking, etc. It will also have positive economic impacts for the county.