



**Jefferson County Board of Health  
Special Meeting Minutes: March 25, 2016 @ 10:00am**

Present: Thomas Trumble (Chair), Bob Shefner (Member), Willis Nowell (Member), John Bresland (Member), Dr. David Didden (Physician Director/ Health Officer)

Absent: Lorena Nathan (Vice-Chair), Walter Pellish (County Commissioner- Ex. Officio)

**Call to Order:**

The meeting was called to order at 10:07am by Chairman Trumble. The agenda for today's meeting was presented and accepted.

**Public Comment:**

No public comments were made.

**Old Business:**

Response to County Commission Budget Deliberations – Discussion/Action (Didden):  
Members collaborated to improve the draft of the letter to the County Commission.

Scheduling of the April Board of Health Meeting – Discussion/Action (Didden):

Dr. Didden proposed to change the date of the next meeting from April 8<sup>th</sup> to April 15<sup>th</sup> due to a conflict with Health Administrator's meeting. This change was approved by unanimous consent.

**New Business:**

Posting of Position Description for Part-Time Permanent Health Administrator – Discussion/Action (Didden):

The Physician Director is currently sharing administrative and supervisory duties with senior staff, would like to create an official part-time Health Administrator position. JCHD will post according to WVDOP requirements.

Presentation of Fiscal Year 2015 Audit Findings – Discussion (Freeman):

The most recent audit returned no findings. The state no longer considers JCHD an "at-risk" agency.

At the conclusion of the meeting Mr. Trumble announced his resignation as chairman effective March 31, 2016. He will continue to serve as a board member until his term expires on June 30, 2016. Board members thanked Mr. Trumble for all his efforts.

**Adjournment:**

At 11:56am Mr. Shefner moved to adjourn. Motion was seconded and carried unanimously.

**Board of Health Members:**

Tom Trumble, Chairman  
Lorena Nathan, Vice-Chair  
Willis Nowell, Member  
Robert Shefner, Member  
John Bresland, Member  
Walter Pellish, County Commissioner

**Term Expires:**

06/30/16  
06/30/19  
06/30/18  
06/30/17  
06/30/20  
Ex. Officio

**This meeting was noticed as follows:**  
**Public Notice locations: Courthouse and Public Services Building,**  
**online at [www.jchealthdept.org](http://www.jchealthdept.org)**