



**Jefferson County Board of Health
Minutes: December 1, 2017 10:00am**

Board Members Present: John Bresland (Chair), Carmela Cesare (Vice-Chair), Lorena Nathan, Ann Smith, Damien Hinck

Board Members Absent: Caleb Hudson (County Commissioner- Ex. Officio)

Also Present: Dr. David Didden (Health Officer), Kaitlin Lacey (Office Assistant)

Call to Order:

The meeting was called to order at 10:16am by Chairman Bresland. The agenda for today's meeting was presented and accepted.

Public Comment:

No public comments were made.

Old Business:

None.

New Business:

Agency Activity Report:

Administrator

- Accepted Audit bids for 2017, 2018, 2019
- Attended EPHRT Sharepoint Training by Amy Atkins of WV Center for Threat Preparedness
- Attended Berkeley County Health Department regionalization meeting

Health Officer

- Attended BCHD meeting with representation from Jefferson and Morgan Counties. Berkeley and Morgan County Health Departments submitted a plan to merge by July 1 2018. Board members discussed the combination of boards and health departments.
- Board of Education presented certificates of appreciation to JCHD staff for their efforts during back-to-school immunization clinics, also thanked for student mental health services.

Threat Preparedness

- Contacted Center for Threat Preparedness for help with DCIPHER system

Clinical Services

- Upcoming naloxone training Wednesday December 13 at 6:00pm – training is open to the public and attendees will receive free naloxone rescue kits.

Recruiting a full-time nurse:

Nursing Director Julie Bauserman has accepted another position and will be leaving JCHD at the beginning of January. This will leave us with only one full-time nurse. Would like to hire part-time contractor until full-time replacement can be found. Approved by unanimous consent.

Proposed 1% Salary Increase:

Members discussed implementing a salary increase for all staff in 2018. Ms. Nathan moved to accept Marty Freeman's proposal for a 1% raise in January 2018. Motion seconded and carried unanimously.

November 28, 2017 Berkeley County Board of Health Meeting:

This was discussed under Health Officer Activity Report.

State Personnel Board Decision on Sanitarian Salary:

State Personnel Board approved JCHD's incremental raises for Sanitarians. Ms. Smith moved to implement the sanitarian salary increase plan. Motion seconded and carried unanimously.

Approval of November 10, 2017 regular meeting minutes:

Ms. Nathan moved to accept the minutes of the November 10, 2017 regular meeting as presented. Motion was seconded and carried unanimously.

Approval of November 10, 2017 strategic planning minutes:

Ms. Smith moved to accept the minutes of the November 10, 2017 strategic planning session as presented. Motion seconded and carried unanimously.

Adjournment:

Meeting adjourned at 11:53am.