**Jefferson County Board of Health**

**Regular Meeting Minutes: August 14, 2020 9:00am**

**Virtual Meeting via Zoom**

Board Members Present: John Bresland (Chair), Ann Smith (Vice Chair), Damien Hinck, Anh Nguyen, Judith Jones

Board Members Absent: none

Also Present: Nathan Cochran (Assistant County Prosecuting Attorney), Dr. Terrence Reidy (Health Officer), Gillian Beach (Acting Administrator, Sanitarian Supervisor), Captain Rodney Brown, Robert Custard (Environmental Health Consultant), Charlotte Ainsworth

**Call to Order:**

The meeting was called to order at 9:02 am by Chairman Bresland. The agenda for today’s meeting was presented and accepted. Mr. Bresland welcomed Judy Jones as the newest Board Member and introduced Rodney Brown as the leading candidate for the Administrator position. Mr. Bresland also announced that testing at Shepherd University began today with assistance from health department staff. He also announced that restaurant inspections are now on our web site.

**Public Comment:**

No members of the public were present and no public comment was made.

**Unfinished Business:**

Amendment to Local Rules, Policies, and Procedures to reduce septic reserve area sizing

Ms. Beach gave a background on why we have been working on a proposed change to the policy. There was a discussion about the rationale for changing the minimum reserve area size on new lots from 20,000 to 10,000 square feet to be in line with State rules. Ms. Jones noted that several of the public comments received mentioned our karst terrain and asked what that meant and a brief discussion followed. Ms. Beach stated that we had received a lot of comments (via e-mail) and recommended postponing a decision until the Board Members all had a chance to read through all of the public comments that were received. Mr. Cochran agreed that the Board should postpone making a decision until they were able to review all of the public comments and health department staff replies. The Board agreed to start next month’s regular Board of Health meeting a half an hour early and dedicate the first hour of the meeting to public comment/ public hearing on this issue.

**New Business:**

Activity Report:

* Health Administrator
  + Ms. Beach stated she did not have anything to share
* Health Officer
  + Dr. Reidy said our efforts weren’t as focused on the COVID pandemic in the last month and discussed the current case trends across the State and stated Jefferson’s cases have dropped over the last month
  + He mentioned the new database system being used in the State for tracking cases
  + He said schools are set to open soon and there is a concern that this may not be the right time to reopen schools in our country since we have experienced a recent surge of cases, but we will work with whatever the situation is
  + He mentioned Kaitlin and Heather are both at the testing event at Shepherd University beginning today
  + There are several large outbreaks at nursing homes throughout the State and the Governor has announced that there will be retesting at all nursing homes
  + We have started a Quick Response Team with funds from the grant and we are working hard to provide Naloxone to people who need it
* Environmental
  + Ms. Beach said she continues to work with organizations, schools, and NCTC to help with their reopening plans
  + Sanitarians are conducting scheduled restaurant inspections
  + Web site for restaurant inspections is up and running
  + Have a meeting scheduled next week for the new septic database; company is still working on fine tuning the database to fit our needs
* Clinical
  + Dr. Reidy reported that they are moving forward with offering more clinical services
  + Discussed that our current nurse practitioner will be leaving soon and we will need to replace that position, possibly with a shared position with Berkeley-Morgan Health Department
* Threat Preparedness
  + No report received; Kaitlin is at the testing event for Shepherd University

Discussion and Update Regarding COVID-19 and Related Issues:

Dr. Reidy already discussed COVID-19 during the Health Officer Activity Report

Discussion on Developing and Implementing JCBOH Social Media Policy:

* Mr. Cochran discussed the State of WV’s social media policy for executive branch agencies that should already apply to the staff at the health department.
* Mr. Bresland asked if this policy applies to the County Commission and Mr. Cochran stated that it does not because it is a State policy that would apply to Jefferson County Health Department Staff, but not to county employees.
* Ms. Beach said her interpretation is that because Health Department Staff uses WV Office of Technology equipment, our staff must adhere to the State’s social media policy and if we were to adopt our own policy it would have to be at least as stringent as the State policy.
* Ms. Nguyen said as a Board Member she should be free to express her opinions on social media or to the newspaper and Mr. Cochran said this policy would not affect her ability to express her opinions on social media or to standard media outlets. Mr. Cochran just cautioned that any opinions expressed about health department activities or decisions should have the disclaimer that it is that individual’s personal opinion and not the view of the Health Department or the Board of Health.
* Mr. Cochran also stated the Board should be careful with any policy developed that it does not infringe on an individual’s rights to express their opinions.
* After much discussion, the Board asked to see the State’s Social Media Policy to review before making any decisions about possibly adopting a policy.

Update on Hiring a replacement for Health Administrator:

Dr. Reidy stated the position was posted in July and we received ten applicants. Some were not qualified, and two other possible candidates decided they could not move to the area at this time. One candidate has had an in-person interview with social distancing and masks, however, he does not have an application in the State system yet. The candidate is Captain Rodney Brown and Dr. Reidy introduced him and asked him to speak. He spoke briefly about his experience including his recent experience as a Contact Investigator for the Jefferson County Health Department. He serves as Captain for the U.S. Air Force as an Equal Opportunity Director. He was also a Special Education Teacher prior to the pandemic.

Approval of July 2020 Financial Reports:

After reviewing the reports and discussion about a grant reimbursement, Ms. Smith moved to accept the July 2020 financial reports. Motion was seconded and carried unanimously.

Approval of July 17, 2020 Regular Meeting Minutes:

Mr. Bresland asked that we add Jason Frame’s name to the list of people present at the last meeting. Ms. Smith moved to approve the July 17, 2020 regular meeting minutes with the addition of Mr. Frame’s name. The motion was seconded and carried unanimously.

Additional Comments:

* Mr. Bresland asked if all Board Members had received a copy of the letter that was signed and sent to Mr. Frame.
* Mr. Bresland asked if the meeting for Mr. Lutman’s appeal had been rescheduled. Mr. Cochran mentioned that Mr. Lutman’s lawyer had requested to postpone the meeting for at least 90 days in the letter he sent. Ms. Beach stated it had not yet been rescheduled.
* Ms. Jones asked if there was an orientation process for new Board Members and new hires.
* Mr. Bresland asked if we should consider having in-person Board Meetings anytime soon. Dr. Reidy responded that we should not resume in-person Board Meetings yet.

**Adjournment:**

Meeting adjourned at 11:11 AM.

Respectfully submitted,

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Terrence Reidy, Health Officer