



**Jefferson County Board of Health
Regular Meeting Minutes: September 9, 2022 at 9:00am
In Person at WVU Extension Office at 1948 Wiltshire Rd, Kearneysville, WV 25430
and Virtual Meeting via Zoom**

Board Members Present:

Karen Bailey-Chapman (Chair)
Elliot Simon (Vice Chair)
Brandon Blake
Anh Nguyen
Ann Smith
Caleb Hudson (County Commissioner, ex officio)

Board Members Absent:

None

Also Present: Dr. Terrence Reidy (Health Officer), Gino Sisco (Administrator), Gillian Beach (Environmental Health Manager), Bevin Keiter (Epidemiologist), Charli Heilmann (CoxHollidaYoung), Nathan Cochran (Jefferson County Prosecuting Attorney)

Call to Order:

The meeting was called to order by Karen Bailey Chapman at 9:01 am

Reviewed minutes from August 12, 2022 regular meeting. Elliot Simon made a motion to accept the August 12, 2022 meeting minutes, Ann Smith seconded, motion passes unanimously (5-0)

Public Comment:

○ None

Priority Business

- **Medical Cannabis Establishment Site Local Board of Health Approval - Discussion/Action**

Dr. Reidy discussed the background of the issue. This issue was considered in depth by the Jefferson County Board of Health during the July 17, 2020 meeting and the initial applications were approved. One of these dispensaries wants to change their location. The State law Bureau of Public Health to request a written approval from the Board of Health for

the county in which the permit is to be located and operate business. We are not responsible for determination of zoning issues and are not involved in the inspection of the establishment.

Mr. Cochran talked about how the decision regarding the dispensary was made at the state level and so it is out of the hands of the Board of Health to decide its legality.

Ms. Bailey-Chapman read out the letter from the Office of Medical Cannabis of the Bureau of Public Health-or DHHR.

Ann Smith made a motion to approve of the location change of the Medical Cannabis Establishment site acknowledging it is not in the purview of the Board of Health to decide whether it is legal or not and that it is not in the purview of the Board of Health to do any other reviews of the application. Elliot Simon Seconded the motion, motion passes (4-0) with Anh Nguyen abstaining.

Unfinished Business

Update on Vacancies-

- Sanitarian: Ms. Beach reported that she has not hired a replacement sanitarian. She stated that they have decided to hold off on hiring another sanitarian because the required training is almost over for the year. Ms. Beach said she found out that another in-person training may take place in the spring assuming there are enough sanitarians to train.
- LPN: Mr. Sisco said that he will be reposting the position
- Social Worker: Mr. Sisco said that he and Dr. Reidy interviewed a candidate for the social worker position and the Division of Personnel will be opening the application portal for more applicants.

New Business

CoxHollidaYoung Update- Charli Heilmann provided an overview of the July 2022 and August 2022 preliminary financial reports.

Review of July 2022 and August 2022 Preliminary Financial Reports:

- Ms. Heilmann stated that the bank balance for July was \$632,000, within the reserve requirements. She stated that the total accounts receivable was \$104,000 with an average day to pay of 27 days. The total deficit for the month was \$56,500.
- Ms. Heilmann reported that the preliminary financial report for August shows a bank balance of \$652,000 putting the health department within reserve requirements. She stated that the total accounts receivable was \$104,000 and the average days to pay remained 27. She said that the revenue was \$132,000, salaries and wages were \$86,000 and operating expenses were \$3,000. The total surplus for the month was \$43,000.
- Ms. Heilmann gave year-to-date reports on revenue, salaries and wages, and operating expenses. Ms. Heilmann reported that revenue to date was \$151,000, salaries and wages were \$149,000, and operating expenses were \$16,000. The deficit to date is currently \$13,000. Ms. Heilmann reported that income was below budget by 7%, salaries and wages were 4% below budget, and operating expenses were 10% below budget.

Ann Smith made a motion to approve the financial reports for July and the preliminary financial reports for August; Elliot Simon seconded, motion passes (4-1) with Ahn Nguyen voting against.

Review and Discussion of Current Bylaws

The board of health reviewed the current bylaws and discussed tabling any further action or corrections to the next board meeting.

Review of Medication Fees Discussion/Action

Mr. Sisco said the health department is proposing to change the fee structure for the influenza vaccines with an increase in the price of the high-dose influenza vaccine from \$55 to \$76. He said that this is mainly due to inflation of vaccine prices.

Ann Smith made a motion to accept the adjustment of the medications as submitted for the change in the fee structure for the high-dose and regular dose influenza vaccines and to increase the fee for the high-dose influenza vaccine from \$55 to \$76. Anh Nguyen seconded, and the motion passed (4-0) with Elliot Simon abstaining.

Agency Activity Reports:

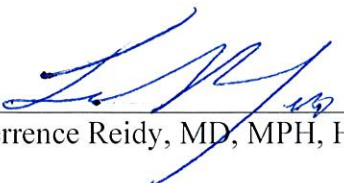
- Health Administrator Report- Mr. Sisco stated that the internet project is advancing as the health department has received all of the equipment.
- Health Officer Report- Ms. Keiter reported on the Covid 19 numbers and trends for Jefferson County. She reported that Jefferson County is currently in the high community level from the CDC. Jefferson County's numbers show a rate of 231 new weekly cases reported per 100,000 residents. Ms. Keiter reported that Jefferson County currently has 77.7% of the population with at least one dose of the vaccine. Dr. Reidy spoke about the current vaccination guidance for Covid boosters and influenza. Also discussed monkeypox testing and vaccination.
- Environmental Activity Report- Ms. Beach reported that last month there were a total of 114 total inspections and 18 plan reviews. She said that there have been 13 new applications this past month for short-term rentals.
- Clinical Activity Report- Mr. Sisco stated that there was a big increase in total vaccinations for kids going back to school. Travel vaccines were discussed.
- Threat Preparedness Report- Mr. Sisco reported that the last active shooter training course that staff will be attending at Summit Point is scheduled for September 21st from 8am-12pm.

Elliott Simon made a motion to adjourn the meeting, Ann Smith seconded, and the motion passed unanimously (5-0)

Next Meeting- Scheduled for October 14, 2022 at 9:00 am

Meeting adjourned 10:04 AM.

Respectfully submitted,



Terrence Reidy, MD, MPH, Health Officer