



**Jefferson County Board of Health
Regular Meeting Minutes: November 18, 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 (remote)

Board Members Absent:

Caleb Hudson (County Commissioner, ex officio)

Also Present: Dr. Terrence Reidy (Health Officer), Gino Sisco (Administrator), Gillian Beach (Environmental Health Manager), Mason Weikle (Threat Prep Coordinator), Bevin Keiter (Epidemiologist), Charli Heilmann (CoxHollidaYoung)

Call to Order:

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

Reviewed minutes from October 14, 2022 regular meeting. Elliot Simon made a motion to accept the October 14, 2022 meeting minutes, Anh Nguyen seconded, motion passes unanimously (5-0).

Public Comment:

- None

Unfinished Business

Review and Update of Current Bylaws- Discussion/Action

Rules regarding public comment were discussed by staff and members of the BOH. Mr. Sisco confirms that participants must identify themselves as pursuant to the current bylaws.

Brandon Blake made a motion to accept changes to the bylaws as amended, Elliot Simon seconded, motion passes unanimously (5-0).

Update on Vacancies-

- Social Worker: Mr. Sisco said that this position remains vacant. He stated that he has reached out to the Dean of Social Work at Shepherd University looking for December graduates to

fill the position. There was discussion regarding Opioid response funding and the Chair requested this be added as an agenda item for next meeting.

- Sanitarian: Ms. Beach reported that the Sanitarian position was reposted. She said the food and septic state training is slated to begin in February and March. Other training will be available virtually for the candidate to work on.

New Business

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

Review of August 2022 and September 2022 Preliminary Financial Reports:

- The financial report for September shows a bank balance of \$604,000 putting the health department within reserve requirements. She stated that the total accounts receivable was \$163,000 with an average day to pay of 29 days. For September there was \$122,000 in West Virginia treasury, mainly due to Threat Prep.
- For the October preliminary financial report, the bank balance stands at \$626,000 putting the health department within reserve requirements. She said that there was a significant decrease in the accounts receivable for October. The number decreased to \$69,000, with only \$16,000 due to West Virginia treasury. The total revenue for October was \$35,000, salaries and wages were \$78,000, and operating expenses were \$30,000, giving a deficit of around \$73,000.
- Ms. Heilmann read out the year to date numbers. The total revenue to date was \$309,000, salaries and wages were \$306,000, and operating expenses were \$113,000, leading to a year to date deficit of \$109,000. The total revenue was below the budgeted amount by 13%, salaries and wages were below budget by 8%, and operating expenses were above budget by 11%.

Elliot Simon made a motion to approve the financial reports for September 2022 and the preliminary financial reports for October; Brandon Blake seconded, motion passes (4-0) with Anh Nguyen abstaining.

Agency Activity Reports:

- Health Administrator Report-
 - Mr. Sisco stated that he is waiting on a switch to upgrade the internet towards a cloud computing system.
 - He stated that an annual audit was performed on the Jefferson County Health Department, with preliminary verbal report of no negative marks given.
 - Mr. Sisco discussed an after-hours vaccination clinic that was for students who were not up-to-date with their updated required school immunizations.
- Health Officer Report-
 - Epidemiologist Ms. Keiter and Dr. Reidy reported on the respiratory pathogens circulating in Jefferson County. RVS and Influenza infections are much higher than 1 year ago. Influenza vaccination rates reviewed.
 - COVID cases have decreased since Community transmission levels are low in the county, with a rate of 63.9 cases reported per 100,000 (down from 231 one month ago). Five percent of hospital beds in Jefferson County were occupied by persons with COVID infection. COVID vaccination and Wastewater analysis data was shown.
 - Monkeypox situation is continuing to improve across the U.S.
 - Ms. Keiter showed West Virginia opioid overdose data. West Virginia has the highest overdose mortality rate from opioids in the U.S. Questions were asked by Board members regarding the opioid problem. More detailed information on the opioid crisis will be presented at next Board meeting.

- Environmental Activity Report- Ms. Beach reported that 117 inspections and 13 plan reviews were completed during the month. She reviewed the training progress of the two most recently hired sanitarians.
- Clinical Activity Report- The Nurse Director was not available to provide a verbal report. Written data was submitted to the Board.
- Threat Preparedness Report- Mr. Weikle discussed participating in the International Association of Emergency Managers conference in Savannah, Georgia during the past week.

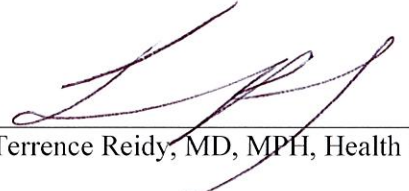
Elliot Simon made a motion to push the next board meeting until January, Anh Nguyen seconded, and the motion passed unanimously (5-0)

Brandon Blake made a motion to adjourn the meeting, Anh Nguyen seconded, and the motion passed unanimously (5-0)

Next Meeting- Scheduled for January 13, 2023 at 9:00 am

Meeting adjourned 10:03 AM.

Respectfully submitted,


Terrence Reidy, MD, MPH, Health Officer 4/17/2023