



**Jefferson County Board of Health
Regular Meeting Minutes: September 8, 2023 at 9:00am
In Person at WVU Extension Office at 1948 Wiltshire Rd, Kearneysville, WV 25430
and Virtual Meeting via Zoom**

Board Members Present:

Brandon Blake (Vice-Chair)
Ann Smith
Elliot Simon (remote)
Anh Nguyen (remote)
Jennifer Krouse (County Commissioner, Ex Officio)

Board Members Absent:

Karen Bailey-Chapman (Chair)

Also Present: Dr. Terrence Reidy (Health Officer), Gillian Beach (Environmental Health Manager, remote), Bevin Keiter (Epidemiologist), Mason Weikle (Threat Prep Coordinator), Charli Heilmann (CoxHollidaYoung), Nathan Cochran (Jefferson County Prosecuting Attorney, remote),

Call to Order:

The meeting was called to order by Brandon Blake at 9:01 am

Reviewed minutes from August 11, 2023 regular meeting. Ann Smith made a motion to accept the July 14, 2023 meeting minutes, Anh Nguyen seconded, motion passes unanimously (4-0)

Public Comment:

None

Unfinished Business

Update on Vacancies-

Social Worker: Dr. Reidy said there have been no new candidates for the position.
Sanitarian- Gillian Beach discussed the continued recruitment of one sanitarian,

New Business

CoxHollidaYoung Update- Charli Heilmann provided an overview of the July 2023 financial report and the preliminary August 2023 financial report.

July 2023 Final Financial Report- The unreconciled bank balance of \$620,000 is \$262,000 above the conservative reserve requirement. Total revenue for July was \$137,000, reduced by salaries and wages of \$95,000 and operating expenses of \$21,000. This led to a surplus for the month of July of \$20,000. Because this is the start of the fiscal year, the year-to-date numbers are the same.

Ann Smith made a motion to approve the July 2023 Financial Report as presented, Anh Nguyen seconded, motion passes unanimously (4-0).

August 2023 Preliminary Financial Report- Preliminary numbers were presented and discussed by the Board. The unreconciled bank balance of \$618,000 is \$254,000 above the conservative reserve requirement. Total revenue for August was \$70,000, reduced by salaries and wages of \$103,000 and operating expenses of \$9,000. This led to a deficit for the month of August of \$42,000. Fiscal year to date, revenue is \$207,000 reduced by salaries and wages of \$199,000 and operating expenses of \$30,000. This led to a deficit year-to-date of \$22,000.

Agency Activity Reports:

- Environmental Activity Report- Ms. Beach reported that the sanitarian staff completed 29 routine food inspections and 26 temporary food vendor inspections. Ms. Beach also said that one of the sanitarians completed an Epi-Ready training to identify foodborne illness outbreaks.
- Threat Preparedness Report- Mr. Weikle reported that some health department staff participated in an EPA-sponsored functional exercise in Hampshire County on Wednesday, September 6th. He also reported traveling to Maryland for another flooding tabletop exercise on Thursday, September 7th.
- Clinical Activity Report- Dr. Reidy reported the said that for family planning, the clinical staff had 25 patient encounters. He said that childhood vaccinations were high for the back-to-school rush. He said the health department does not currently have any Covid vaccinations in stock pending authorization the newer vaccines.
- Epidemiologist Report- Ms. Keiter reported that influenza cases remain low but typically begin to appear in the fall and winter months. There are not many current cases at this time. She said that Covid is still prevalent within the community, but hospitalizations remain low. RSV is another respiratory virus that poses a threat to children under the age of five and adults above the age of 65. Ms. Keiter also discussed enteric diseases, which are microorganisms such as viruses and parasites. Some that she noted included campylobacter and salmonella. She emphasized the best prevention for enteric diseases is proper food cooking and handwashing.
- Health Officer Report- Dr. Reidy said that on August 31 we received the announcement of the QRT opioid response grant for FY 2024. This will fund activities for 1 year starting Sept 1, 2023. He said that the processing of the grants is often delayed, and the funding may not be realized for a few more months. The health department staff will be participating in Save-A-Life Day on Thursday, September 14th, an Appalachia-wide outreach event in the community where naloxone will be distributed to those who need it. It was mentioned that the funding Family Planning Program will be changed to a grant process starting next spring.
- Health Administrator Report- Mr. Sisco was not available to provide a report.

Ann Smith made a motion to adjourn the meeting, Brandon Blake seconded, and the motion passed unanimously (4-0).

Next Meeting- Scheduled for August 11, 2023 at 9:00 am

Meeting adjourned 9:48 AM.

Respectfully submitted,


Terrence Reidy, MD, MPH, Health Officer 10/13/2023