



**Jefferson County Board of Health  
Regular Meeting Minutes: February 9, 2024, 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)  
Brandon Blake (Vice-Chair)  
Ann Smith  
Anh Nguyen (remote)  
Elliot Simon (remote)  
Jennifer Krouse (County Commissioner, Ex-Officio)

Board Members Absent: None

Also Present: Terrence Reidy (Health Officer), Gino Sisco (Administrator), Gillian Olsen (Environmental Health Manager), Lincy Gregory (Nurse Director), Charli Heilmann (CoxHollidaYoung), Amber Taylor (CoxHollidaYoung), Steve Groh (Jefferson County Assistant Prosecuting Attorney, remote joined 9:24 AM),

**Call to Order 9:05**

Zoom was not able to be connected until 9:41 AM.

**Approval of Minutes**

Motion by Ann Smith to approve minutes as presented. Second by Brandon Blake. Minutes approved 4-0  
Elliot Simon abstained since he was not present at the January meeting.

**Public Comment** -No one present in the room.

**Old Business:** none

**New Business**

Medical Cannabis

A request from the West Virginia Office of Medical Cannabis asking the Board of Health for a medical cannabis grower permit approval.

Discussion of the Board of Health required role and what the Board's response was previously.

Ann Smith made a motion to approve with added clarification that "Approval means that there are no Jefferson County Board of Health regulations that are being violated by the entity's existence. The Board makes no determination or representation about the entity's conformance, or compliance with any other local, state, or federal law, regulation, or ordinance." Seconded by Brandon Blake.

Motion carried 4-0 with Anh Nguyen abstaining.

Financial Report

Charli Heilmann of CoxHollidaYoung presented the financial report for the preceding 3 months.

November 2023 Final Financial Report- The unreconciled bank balance of \$352,000 was \$67,000 below the conservative reserve requirement. Accounts receivable total was \$271,000 with the WV treasury responsible for \$168,000 of the receivables.

December 2023 Final Financial Report- The unreconciled bank balance of \$258,000 was \$178,000 below the conservative reserve requirement. Operating surplus \$154,000 for December and deficit \$86,000 for fiscal year-to-date (50% of fiscal year). Accounts receivable \$506,000 with WV treasury responsible for \$390,000 of the receivables.

Ms. Heilmann noted that there were discrepancies with numbers placed on the summary page which did not match the details. She will correct these and show the corrections at the March Board Meeting

Motion by Ann Smith to approve November and December 2023 finance reports with the discussed corrections. Second by Elliot Simon. Motion passed 3 to 2 with Brandon Blake and Karen Bailey-Chapman voting against.

January 2024 Preliminary Financial Report- The unreconciled bank balance \$409,000. Conservative reserve requirement is \$434,000 with the balance \$23,000 below the conservative reserve requirement. Operating deficit \$71,000 for January and \$185,386 fiscal year-to-date. Accounts receivable \$392,000 with WV treasury responsible for \$271,000 of the receivables.

Agency Activity Reports:

Environmental Activity Report- Ms. Olsen reported the activity numbers of the department. Discussed pending legislation to transfer regulation of the environmental services permit and service fees from the State Legislature to the County Commission. Also discussed HB 4620 that would remove the expiration date from Food Handler's cards.

Threat Preparedness Report- The Threat Preparedness Coordinator has transferred to the Environmental Department and is a Sanitarian-in-Training. A replacement is being recruited.

Clinical Activity Report- Dr. Gregory noted continued Family Planning and Breast and Cervical Cancer Screening visits. Decreased vaccinations during January due to Holidays, snow days and decreased demand for influenza vaccines.

Health Officer Report- Dr. Reidy discussed the opioid issue and the need for increased services. We hope to expand our staff for substance use disorder with another Peer Recovery Specialist and a Social Worker which are covered by the current grant. When we are able to provide substance use disorder treatment will want to add a clinical social worker. Money from the pharmaceutical settlements will soon be available and may be able to fund some of these efforts. We are speaking with other groups regarding improving public knowledge of substance use. The worry of counterfeit pressed pills which contain fentanyl in uncertain amount and can be fatal (One Pill Can Kill).

Proposed legislation to change confidentiality of minor's records was discussed.


Health Administrator Report- Gino Sisco is preparing to submit a request to the County Commission for funding for the next fiscal year. He hopes they will restore the \$242,000 that had been funded prior to 2011. We are now fully staffed with sanitarians. He would like to add another sanitarian with goal to have 1 sanitarian per 10,000- 12,000 population. There was discussion of the need to maintain sanitarian staff with continued building and new wells and septic systems. The need for competitive salaries for recruiting and retention, locality pay, support of infrastructure costs was discussed.

Ann Smith made a motion to adjourn the meeting, Brandon Blake seconded the motion, and the motion passed unanimously (5-0).

Next Meeting- Scheduled for March 8, 2024, at 9:00 AM

**Meeting adjourned 10:24 AM.**

Respectfully submitted,

  
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Terrence Reidy, MD, MPH, Health Officer