



**Jefferson County Board of Health
Regular Meeting Minutes: June 11, 2021, 9:00am
Virtual Meeting via Zoom**

Board Members Present: John Bresland (Chair), Ann Smith (Vice-Chair), Judith Jones, Anh Nguyen, David Lutman, Caleb Hudson (Member At Large)

Board Members Absent: None

Also Present: Nathan Cochran (Assistant County Prosecuting Attorney), Dr. Terrence Reidy (Health Officer), Stephanie Grove (County Administrator), Jonathan Cochran, Chris Marshall, Steve Pearson, Frank Johnson, Charlotte Ainsworth, Renny Smith, Kathleen Stratton

Call to Order:

The meeting was called to order at 9:00 AM by Chairman Bresland.
The agenda for the meeting was presented and accepted.

Reviewed minutes from May 14, 2021 and May 28, 2021 meetings. Ann Smith moved to approve the minutes for both meetings. Second by Anh Nguyen, no discussion, 4 yea (only 4 present) motion carries
David Lutman joins meeting

Public Comment – none

Old Business

Recruitment – still no names received from Division of Personnel for open positions Administrator, Threat Preparedness Coordinator and Nursing Director

Recruitment difficulties including salary limits by West Virginia Division of Personnel (DOP), PEIA Health insurance benefits, greater salaries and benefits in adjoining Virginia counties and possibility of having the Health Department personnel merit system through the Jefferson County Commission rather than DOP were discussed. The Health Officer reviewed the steps in the current process of hiring.

Grants

ELC Grant covers COVID-19 related expenses since July 1, 2021, and costs have been submitted for the first 3 quarters of this period. Earlier opinion that any COVID-19 related expenses could be charged to this Grant have been clarified in past week. Any costs associated with the COVID-19 vaccination effort will not be covered by this specific Grant and our prior charges to this Grant will need to be adjusted. A **new version of the ELC grant** covering expenses from 1/15/2021 should cover the vaccination related costs but we only received information about the Grant in the past 2v weeks.

Threat Preparedness yearly Federal Grant does provide some money that also covers some of our COVID response activities.

FEMA grant through the County. Not presently involved.

American Rescue Plan grant also through the County Commission. We must be careful that any cost that was charged to one Grant is not charged to another Grant as well. The Staff and members of the Board will. Ann Smith mentioned that Karen Bailey-Chapman will be helping us with our presentation to the County Commission on June 23. We may ask for loss of revenue from services that were closed and for COVID-19 vaccine administration fee that was unable to be billed.

Chairman Bresland discussed the need for a specialist in understanding and following up on grants.

Septic Information Request Fee increase notification has not yet been placed in the newspaper for public comment.

Financial Consultant

Review of our financial processes by 2 Accounting firms *CoxHollida Young, PLLC* (Clyde Young) and *Ours, Lawyer, Lewis & Company, PLLC* (Eric Lewis). Both firms recommended outsourcing payroll to a third party such as ADP or myPay and changing our QuickBooks software to a cloud-based version which would allow easier access to our financial data by a consulting accounting firm. Final recommendations, their role as consultant and fees are not finalized.

New Business

COVID-19 cases have decreased in Jefferson County now only 2-3 new cases a day detected. Most of the cases are likely COVID-19 variant strains. Vaccination percentages have increased in Jefferson County to about 43% of population having received at least one COVID-19 vaccination. Earlier we were lowest county and are now at the State average. Vaccinations are widely available. The Health Department is continuing to administer vaccinations. Yesterday was the last day the Health Department administered vaccinations at the Hollywood Casino parking Garage.

Staff will provide COVID vaccines at the Health Department 5 days a week from 10 AM until 2 PM.

Vaccinations have also been administered at different community venues and home visits.

Agency Activity Report- Discussion

Clinical Services has resumed regular scheduling of childhood vaccines, family planning, tuberculosis skin testing and other activities.

Environmental Services - The 2 sanitarians are primarily doing septic system and well services. Pool inspections. The sanitarians continue to answer COVID questions by businesses. Food establishment inspections have not fully resumed but inspections continue for complaints.

Finance Report for May 2021 reviewed. Motion to accept by Judith Jones, second by Ann Smith, motion carried 4-0 with Anh Nguyen abstaining

Annual appointment of Health Officer- Terrence Reidy agreed to serve as Health Officer for Fiscal Year 2022. Motion to appoint by Ann Smith and seconded by Anh Nguyen Motion carried unanimously.

Discussion of **reopening board meetings to in-person**. Healthy Officer stated that COVID levels have decreased sufficiently to have in-person Board Meetings. Decision was made to have hybrid meeting with in-person and the option for members of the public or board to participate remotely by Zoom.

Decision to **move July regular meeting to July 16** Friday 9 AM. John Bresland will be out of town 7/9/2021.

Board Member Term expiring

Judith Jones addressed the Board since it was her last meeting as a Board Member for the term ending 6/30/2021. She discussed the situation of the Board being an advisory board with legal responsibilities. It is unique that it reports to both the County and to the state of West Virginia. There is a need for an onboarding process for new board members. A strategic plan is needed but it is difficult to envision this when the mission as interpreted by the state keeps changing. She is worried about how we will handle new hires with the salary and cost-of-living being much higher than in other parts of West Virginia. Discussed there are two sides of the house. The regulatory side dealing with environmental issues has set fees and the preventive services (clinical) side patients whom it is difficult to charge. She notes that the Health Department has done incredibly well this past year because of volunteers. Hope the Health Department can develop the Medical Reserve Corps. The Board thanked her for her service and regret that she will not apply for a 5-year term.

The County Commission will appoint a person for the vacant Board position.

Next month is the start of new fiscal year and next meeting **Board Officers will need to be elected.**

Motion by Anh Nguyen to go into **Executive Session** to discuss **personnel issue** Grievance Board Docket No. 2021-1041-JefCH. grievance case and obtain **legal advice** from Nathan Cochran. Motion carried 5-0. Went into Executive Session. 10:23 AM

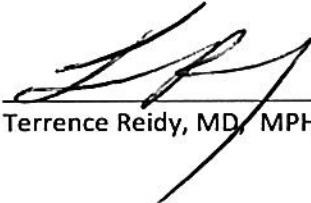
Came out of Executive Session 10:36 AM

No further business.

Motion to adjourn meeting by David Lutman, second by Anh Nguyen, passed unanimously.

Meeting adjourned 10:37 AM.

Respectfully submitted,



Terrence Reidy, MD, MPH, Health Officer