



**Jefferson County Board of Health
Regular Meeting Minutes: May 14, 2021 9:00am
Virtual Meeting via Zoom**

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

Board Members Absent: None

Also Present: Nathan Cochran (Assistant County Prosecuting Attorney), Dr. Terrence Reidy (Health Officer), Stephanie Grove (County Administrator), Marty Freeman, Jonathan Cochran Tim Cook, Dawn Hatzler, Chris Marshall

Call to Order:

The meeting was called to order at 9:01 AM by Chairman Bresland. The agenda for today's meeting was presented and accepted.

Approval of March 9, 2021 Regular Meeting Minutes and April 23rd Special Meeting Minutes:

Judith Jones made a motion to approve the April 9, 2021 regular meeting minutes as presented. Motion was seconded and carried unanimously. Ms. Jones made a motion to approve the April 23, 2021 Special Meeting minutes. Motion was seconded and carried unanimously.

Public Comment:

None

Unfinished Business:

Health Administrator Vacancy and related issues

- Dr. Reidy said the positions have all been posted, however, the Division of Personnel has not yet made them available to the public to apply. He said that Ms. Beach has requested they be made public and was told they should be visible to the public this afternoon.
- There were more discussions related to creating our own personnel policies following the county or state policies and administering them through the Board of Health. Mr. Cochran stated that Chapter 16 2-11 of the State code gives the Board of Health authority to adopt their own personnel policies and system. This would allow the Board to use their own pay scale. Mr. Cochran said that being part of the state system, our employees are covered by the Administrative Rule of the State which gives employees protections they may not have if we adopt our own personnel system.

Budget Memo and related issues:

- Ms. Freeman stated that she has been working on the program plan and 2022 Fiscal Year Budget but has not received the official amount we will receive from the State allocation. She stated that it is very likely the health department will end up in the black for this fiscal year.

Total Income area of budget reviewed by Marty Freeman.

- The Jefferson County Commission previously contributed \$242,000 annually to the Board of Health but this ended 2015, apparently because the Board of Health had accumulated a \$1,500,000 surplus.
- State Allocation for FY 2022 to be \$368,090.
- Immunization grant of \$15,000 and then need to generate more revenue. Immunizations are a major source of revenue.
- Environmental Fee permits and Environmental Fee Services. Maximum fees are set by the State.
- Federal Funding -Threat Preparedness Grant.
- Miscellaneous:
 - in the past 2 years NACCHO (National Association of County and City Health Officials) Grants
 - in the past year some COVID-19 emergency grants.
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The reserve has been decreasing since 2015. Reserve required by state is to equal 3 months of average expenditures which is \$275,000 for this Health Department. The Jefferson County Board of Health previously added additional \$50,000 requirement so our Reserve needs to be \$325,000.

Discussion regarding how to raise revenue in clinical or environmental areas.

Discussed unfunded mandates for which we cannot charge fees or cannot charge fees that cover the cost and that many people for clinical services to health department are uninsured or underinsured.

Mr. Lutman discussed **Credit card charges** to health department by credit card companies and whether health department can charge a “convenience fee”. Marty Freeman said State prohibits State entities from charging clients extra to use credit cards. Nathan Cochran will review this. Apparently other entities do charge this extra fee to clients. Surcharge versus convenience fee. Could there be reduction in fee for cash payment?

New Business:

Grant funds for COVID-19 Relief

- American Rescue Act for Jefferson County \$11,000,000 information from Senator Machin. County Commission to discuss June 3 to arrange a public meeting to discuss how to spend the money. Staff of County Commission meeting with Senator Manchin this morning.
- FEMA Grant
- ELC Grants

COVID-19 Activity

38% of Jefferson County residents have had at least 1 vaccination. Most of the population is still not vaccinated. The combined county drive through vaccination clinics have ended and Jefferson County

Health Department will still do drive-through vaccinations at the Casino Parking Garage Tuesday and Thursday 11:00 AM – 4:00 PM for the next 4 weeks.

Despite changing mask requirements there is still a risk of infection and transmission of infection. Recommendation to continue physical distancing, masks reviewed.

Clearly fewer cases of COVID-19 than in January and better than 2 weeks ago. Large number of the positive cases in Jefferson County are COVID variants.

Opening Offices to the public – Increasing services as COVID responsibilities decrease. There are plans to increase services. Discussion regarding unlocking door so that customers can come in without ringing the bell or needing to schedule an appointment. Need for continued COVID-19 restrictions reviewed.

Agency Activity Reports

Gradual resumption of usual clinical activities reviewed.

Septic and Well inspections continue to be busy. Food Service inspections for complaints are being done promptly but with limited sanitarian availability routine inspections are still not being done.

Increase of Well and Septic Information Request Fees from \$10 to \$25 discussed.

Motion by David Lutman “To put Well and Septic Information Request Fee increase-out for public comment.” Seconded by Ann Smith. Motion passed.

April Financial Reports-

Finance committee to be arranged about May 18-20 David Lutman, Anh Nguyen, Gillian Beach, Terrence Reidy, Marty Freeman, Jonathan Cochran.

Mr. Lutman made a **motion “To have a Special Meeting** to complete the **FY 2022 Budget** on May 26 at 9 AM.” Motion seconded by Ann Smith Motion Passed unanimously.

Dr. Reidy is directed to request the private accounting firms of CoxHollida and Eric Lewis to review our financial processes and provide suggestions of what **financial services** could be offered and what their fees would be.

April Financial Reports were discussed. April Projected budget had not reached all Board Members and will be sent to them.

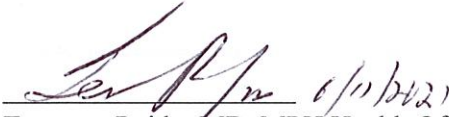
Mr. Lutman motioned and Ann Smith seconded motion to approve April Financial reports. Motion Passed

Motion to adjourn meeting by Ann Smith and second by David Lutman. Motion carried unanimously.

Adjournment:

Meeting adjourned at 11:51 AM

Respectfully submitted,


Terrence Reidy, MD, MPH Health Officer

Approved by Board June 13, 2021

