



**Jefferson County Board of Health
Special Meeting Minutes: January 26, 2021 9:00am
Virtual Meeting via Zoom**

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

Board Members Absent: Caleb Hudson (County Commissioner)

Also Present: Nathan Cochran (Assistant County Prosecuting Attorney), Dr. Terrence Reidy (Health Officer), Heather Yost (Registered Nurse), Gillian Beach (Acting Administrator, Sanitarian Supervisor), Stephanie Grove (County Administrator)

Call to Order:

The meeting was called to order at 9:03AM by Chairman Bresland. The agenda for today's meeting was presented and accepted.

Approval of December 11, 2020 Regular Meeting Minutes:

Judy Jones made a motion to approve the December 11, 2020 regular meeting minutes as presented. Motion was seconded and carried unanimously.

Public Comment:

No public comments were made.

Unfinished Business:

There was no unfinished business

COVID-19 Update:

- Dr. Reidy spoke about a decrease in the number of new cases over the last two weeks and showed graphs to demonstrate the decrease in Jefferson County, the state of West Virginia, and the United States
- Dr. Reidy mentioned that Jefferson County has not received as much vaccine to administer because of the regional approach being used by the state for the last few weeks. He said we have the capability to vaccinate larger numbers of people, but we (Jefferson County) are not receiving the vaccine to do it.
- Gillian Beach spoke about the new statewide registration system and the county waitlists. She mentioned that the state has said that county waitlists will be uploaded into their system and will have priority over new registrations in the state system.
- Dr. Reidy mentioned the work staff had put into creating a web form for county residents to register and automatically get added to our waitlist prior to the State creating the statewide

registry. Ms. Beach said the Jefferson County waitlist had over 2,900 times before we stopped adding names to our waitlist at the request of the state.

- Heather Yost spoke about all the volunteers that have been helping with vaccination clinics as well as answering phone calls after the maintenance department installed more phone lines for the exponential increase in call volume the health department has experienced since vaccines have started to be administered throughout the state.

New Business:

Activity Report:

- Health Administrator
 - Mr. Bresland spoke to the need for hiring someone to fill this vacancy
 - Ms. Beach spoke about the WV Division of Personnel hiring process and difficulties with the process
 - Dr. Reidy spoke about the possibility of moving away from using the State Department of Personnel in the future. Discussions ensued about the possibility of using another personnel system to manage and hire employees.
 - Have received several referrals for the Threat Preparedness Coordinator vacancy
 - Ms. Beach stated most of her time has been spent on vaccine planning and coordination as these tasks have been given to County Administrators
- Health Officer
 - Efforts have all been COVID-19 related, but we should be thinking about eventually going back to offering our regular services
- Environmental
 - Septic work continues as well as opening inspections and addressing complaints about businesses not enforcing mask use and social distancing
 - Sanitarians are in an online FDA training course as we continue to work on meeting the FDA Retail Food Program Standards.
 - Our department has been chosen to be a mentor in the NACCHO Mentorship program to help other departments learn how to meet FDA Program Standards
- Clinical
 - Working on scheduling for this week's vaccine clinic
 - Goals for the clinic this week are to vamp up patient load per hour to increase our capacity for vaccinations
 - Ranson Civic Center is being set up similar to Berkeley County 2000 Rec Center for managing vaccine clinics on a larger scale
- Threat Preparedness
 - No report (position vacant)

Request to County Commission for Additional Funding:

Mr. Bresland said he sent a request for two items- funding a new nurse position and funding of additional contact tracers. Stephanie Grove said the County Commission is anticipating a request for funding from the Jefferson County Health Department.

Preparation for Grievance Hearing on February 23, 2021:

Nathan Cochran stated a grievance hearing was filed regarding an employment matter and a hearing was set by the State. He said he will provide a witness list to the State for the hearing.

Approval of December 2020 Financial Reports:

Members received and discussed the financial reports. Mr. Hinck moved to accept the November 2020 Financial Reports as presented. Motion was seconded and carried unanimously.

New Item of Business:

Dr. Reidy announced that he has submitted his resignation to the Berkeley Morgan Board of Health, so now he will only serve as the Health Officer for the Jefferson County Health Department

Adjournment:

Meeting adjourned at 10:37 AM.

Respectfully submitted,



Terrence Reidy, Health Officer