



**Jefferson County Board of Health
Regular Meeting Minutes: October 8, 2021, 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), Anh Nguyen (Vice Chair), Ann Smith, David Lutman, Elliot Simon

Board Members Absent: Caleb Hudson (Ex-Officio)

Also Present: Steve Groh (Asst. County Prosecuting Attorney), Dr. Terrence Reidy (Health Officer), Gino Sisco (Administrator), Gillian Beach (Environmental Health Manager), Loredana Shepard (Nurse Director), Clyde Young (CoxHollidaYoung), Charli Heilmann (CoxHollidaYoung)

Call to Order:

The meeting was called to order at 9:00 am by Chairman Bailey-Chapman.

The agenda for the meeting was presented and accepted with a change in order of agenda items (Financial Report presented by CoxHollidaYoung right after public comment).

Reviewed minutes from September 10, 2021, 2021 regular meeting. Elliot Simon moved to approve the minutes. Motion was seconded and carried unanimously.

Public Comment:

- Kathy Skinner, President of Jefferson County Board of Education, thanked the health department for our partnership with the Board of Education over the years. She then presented the Jefferson County Board of Health with a \$20,000 check from the school levy after they voted to approve making the health department a beneficiary of funds from the levy. She said the Jefferson County Health Department will receive the same amount annually for the next 5 years.

Financial Report from CoxHollidaYoung

- Mr. Young reported on what they have done so far with the payroll transition to MyPay. He mentioned that PERS (retirement) will still need to be paid and reported by a JCHD employee. He reported that currently there is no payroll function with PEIA since no employees have a spouse or family member covered at this time, however, in the future there may be a need for Gino to learn how to complete PEIA reports and payments. He said that Wendi Ballou is still entering all staff hours and staff is still using excel spreadsheets to report their hours. He mentioned that there is a software program they sell that would allow staff to clock in and out using their phones and the hours would automatically be tracked which could lessen Ms. Ballou's workload.
- Mr. Young said that QuickBooks is the system they use for financial information and invoicing and that we were still trying to determine how many users need access to QuickBooks. He said we need to have the State IT support come out and set up a VPN so they will have access to QuickBooks.
- Ms. Heilmann went over the financial reports that she had sent out yesterday. She asked the BOH members to review it and make sure everything was correct on the June 30, 2021 budget report. She

said there was a discrepancy in the reports she received (the salary allocation that was entered in QuickBooks was \$20,000 lower than the previous report) so she sent two different versions of her report.

- Mr. Young said they just received the bank statement this week, which makes it difficult to reconcile everything for the previous month by the BOH meeting on the second Friday of the month. The Board discussed that we can allow the financial reports to be reviewed and approved at the following month's BOH meeting to allow at least 30 days to reconcile the financials, but rough numbers could still be presented at the BOH meeting immediately after the month end.

Unfinished Business

Update on Vacancies- The new Local Health Administrator, Gino Sisco, introduced himself to the Board members. Ms. Beach reported that she just made an offer that was accepted for one of the front desk positions (Office Assistant) and the other OA position is still vacant.

Revised Proposal to State Personnel Board- Ms. Beach presented the latest proposal for special hiring rates and retention incentives for several of our positions to the State Personnel Board that will be considered at their meeting later this month. She said the DOP said they could not help to increase the top of the salary range for any of our positions, but they could help to get increased starting salaries.

DHHR Grants Update- Ms. Beach said there is another grant opportunity that we are applying for that will allow for retention incentives to existing employees for COVID related work. She also said we are waiting final approval on the ELC-2 (EDE) grant and the immunization grant. We have only received final approval for our threat prep grant. Personnel issues at the State DHHR office have slowed review and approval of grants.

New Business

Attorney General Letter to Berkeley County Prosecutors- Letter states that the Health Officer does not have authority on his own to promulgate a rule or order. Ms. Beach stated we were already aware that any rules that we promulgate must be approved by the Board of Health and approved by the County Commission.

Update on COVID-19 Activity and Vaccinations- Dr. Reidy said that the number of new cases has decreased over the past week. He said now we are waiting to see if the decrease will continue or if we should expect another surge in the near future. He said between Berkeley and Jefferson Medical Centers they had 45 COVID patients hospitalized. He said overall the number of new cases that are breakthrough cases are very low.

Agency Activity Reports-

- Health Officer Report- Dr. Reidy spoke about the COVID contact tracing efforts and booster dose vaccination efforts.
- Health Administrator Report- Ms. Beach reported that we had hired a new administrator, hired a new office assistant, worked on the proposal to the state personnel board, and worked on DHHR grant revisions. Mr. Sisco said he sat at the front desk for an afternoon and identified some process improvements he would like to work on: having an electronic database for clinical files and forms and streamlining the process for billing insurance. Dr. Reidy and Ms. Beach also reported on a phone line issue that the office has been experiencing for a month now. She reported the county maintenance and IT departments said they would have a temporary fix in place by the following Tuesday.
- Environmental Activity Report- Ms. Beach reported that we are still doing a majority of septic inspections and less food establishment and other inspections. She said that now that she is back to only being the EH Manager, she should be able to help with some inspections.


- Medical Activity Report- Dr. Reidy said we need to work on increasing numbers of clinical services provided.
- Financial Reports- Discussed previously. Mr. Simon made a motion to move approvals of August and September financial reports to next month's meeting. Motion was seconded and carried unanimously.

Next Meeting- Scheduled for November 12, 2021 at 9:00 am

Motion to adjourn meeting by Ann Smith, seconded and carried unanimously.

Meeting adjourned 10:48 AM.

Respectfully submitted,


Terrence Reidy, MD, MPH, Health Officer 11/12/21