



**Jefferson County Board of Health  
Regular Meeting Minutes: November 12, 2021 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), Anh Nguyen (Vice Chair), Ann Smith, Elliot Simon

Board Members Absent: David Lutman

Also Present: Steve Groh (Asst. County Prosecuting Attorney), Dr. Terrence Reidy (Health Officer), Gino Sisco (Administrator), Gillian Beach (Environmental Health Manager), Mason Weikle (TP Coordinator), Charli Heilmann (CoxHollidaYoung),

**Call to Order:**

The meeting was called to order at 9:00 am by Anh Nguyen.

Reviewed minutes from October 8, 2021 regular meeting. Elliot Simon moved to approve the October 8, 2021 regular meeting minutes. Motion was seconded by Ann Smith and carried unanimously.

**Public Comment:**

- Karen Buck asked Dr. Reidy a question about the \$20,000 check that was given to the Jefferson County Health Department from the school excess levy and asked exactly which vaccines the check is for. She also asked if Dr. Reidy has any financial interest in Pfizer, Moderna, or J&J.

**Unfinished Business**

Update on Vacancies- Ms. Beach reported that there is a new vacancy for one Sanitarian position. She mentioned the other OA position also remains vacant. Ms. Bailey-Chapman suggested adding a briefing in the next board meeting to discuss sanitarian duties.

Revised Proposal to State Personnel Board- Ms. Beach stated that on October 28th she received a letter from the director of the WV Division of Personnel in which the State Personnel Board approved our proposal for increases in starting salaries for several positions.

DHHR Grants Update- Mr. Sisco stated that he received confirmation that everything was submitted correctly for a retention and supplementary grant (Public Health Crisis Response Grant) that will be used to provide one time retention incentives for those that are currently on the payroll. He stated that the amount is around \$61,000 to be divided among 11 qualified employees.

Dr. Reidy stated that he was working on a Quick Response Grant that will be used to help with the opioid epidemic in the county. It is designed to help with treatment and harm reduction. He said there is another COVID response grant that we have applied for to address underserved populations.

Employee Time Tracking Software- Mr. Sisco mentioned using MyPay Solutions software or TSheets through QuickBooks. He stated that the cost for My Pay will be \$200 for the initial startup fee, and \$39.60 per pay period. For TSheets, the cost will be \$20 per month, with an additional \$8 per individual which would result in about the same cost as MyPay.

### **New Business**

CoxHollidaYoung Update- Charli Heilmann said that the budget allocation that was presented last month has been entered into QuickBooks and that there were some old outstanding checks that they cleared out of the account which resulted in approximately a \$20,000- \$30,000 increase in cash, but there are also some old deposits that may need to be cleared out as well. She also said that on the balance sheet the employee insurance payable was adjusted to reflect the current balance. She said they have a meeting with Gino later this month to discuss balance sheets and to finalize the October budget report.

### Review of August and September Financial Report:

- Ms.Heilmann stated that there were old checks and deposits that needed to be cleared out of QuickBooks. She stated that the current balance is roughly \$687,000, with a net loss of \$54,000 in October and a total net loss through this Fiscal Year of \$72,000 through October.
- Ms.Heilmann stated that the cash balance for August was roughly \$724,000 with a total income of \$70,000 and a total expense of \$64,000 which gave a net income of \$5,965 for August. For September the cash balance was \$684,000 with a total income of \$121,000 and total expenses of \$112,000 with a net income of \$9,900.
- Mr.Simon asked for a comparison of budget vs actual to fiscal year 2021, which Ms. Heilmann stated that she can review and provide after the meeting. Ms. Bailey Chapman suggested providing a budget vs actual comparison to 2019 as well due to the unforeseen circumstances of 2020.

Anh Nguyen made a motion to approve the financial reports for August and September; Elliot Simon seconded and the motion was carried unanimously.

Update on COVID-19 Activity and Vaccinations- Dr. Reidy said that the number of new cases has been steady over the past week. He stated that there has been an increase in positive Covid cases in Jefferson County over the past few days. He said that a similar trend occurred last year as people began moving indoors for the winter. He mentioned that there is still substantial protection for vaccinated individuals, but booster doses are recommended for those six months out from their initial two doses of Pfizer and Moderna or two months after their first dose of Johnson & Johnson. He said that today and tomorrow we are working with Shepherdstown Pharmacy to provide vaccinations to children ages 5-11 at Covenant Church.

### Agency Activity Reports:

- Health Administrator Report- Mr. Sisco stated backgrounds checks have been completed for all of our recent hires and they all came back clear. He said that we received final approval for the COVID ELC 2 grant which is \$545,000 over the course of 3 years from August 2020 to 2023 and pays out roughly \$54,6000 quarterly. He also stated we will be billing insurance for the cost of administering the COVID vaccines.
- Health Officer Report- Dr. Reidy stated that most of the activity is still COVID related, but Family Planning clinics, childhood vaccinations and flu vaccines are ongoing. He also addressed the question from public comment regarding the check from the school system and stated the school system has in previous years provided funding to the health department to provide vaccinations (usually flu and other childhood vaccinations) and other related services to school age children in the county. Mr. Simon asked if there are financial conflict forms that employees must sign. Dr. Reidy said there are conflict of interest policies employees must follow.



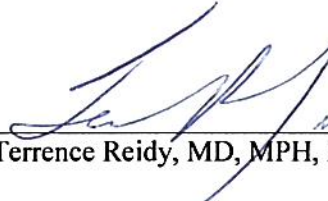
- Environmental Activity Report- Ms. Beach said that our numbers are low for October because we are down to only one Sanitarian able to do inspections. The new Sanitarian has just completed all of her class training and will have a week of on-the-job training with a District Sanitarian to complete before she can go out on her own (scheduled for next week). There were questions and discussion regarding Sanitarian training. Ms. Bailey-Chapman asked if we can contract with someone that is a licensed Sanitarian to do the work as an alternative to hiring a new employee that needs to complete training.
- Clinical Activity Report- Nurse Director was not available to provide a report.
- Threat Preparedness Report- Mr. Weikle stated he has been contacting volunteers to help answer phones at the front desk because we have been receiving a lot of calls from people wanting COVID boosters. He has been having the volunteers use the WV Redi system to sign up. He has been helping with vaccination clinics by collecting insurance information. He has also been meeting with Steve Allen, Director of JCHSEM and Chief Burner, JCES as well as doing ride alongs with the Sheriff's Department and a fire department.

Next Meeting- Scheduled for December 10, 2021 at 9:00 am

Mr. Simon made a motion to adjourn meeting.

**Meeting adjourned 10:26 AM.**

Respectfully submitted,

  
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Terrence Reidy, MD, MPH, Health Officer

12/10/2021