



**Jefferson County Board of Health  
Regular Meeting Minutes: December 10, 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, Elliot Simon, 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), Clyde Young (CoxHollidaYoung),

**Call to Order:**

- The meeting was called to order at 9:01 am by Karen Bailey-Chapman
- Approval of November 12, 2021 minutes: Ann Smith moved to approve the minutes, Elliot seconded, and motion carried unanimously.

**Public Comment:**

- No comments

**Unfinished Business**

Update on Vacancies- Ms. Beach reported that she would soon begin interviewing candidates for the sanitarian position.

DHHR Grants Update- Mr. Sisco reported that the system for award management cannot be viewed by the public. He reported having a 403 Error in the system through the federal government and that he is working to try to resolve the issue as quickly as possible.

**New Business**

Cox HollidaYoung Update- Clyde Young gave a detailed financial report for October and November. He spoke about the “AR (accounts receivable) state allocation”, deferred income, and why the accounts payable was negative.

Note: The connection was lost with the zoom meeting around 9:45 am and returned at approximately 10:13 am

Update on COVID-19 Activity and Vaccinations- Dr. Reidy stated that the case rates for Covid in Jefferson County have been steadily increasing during the past 10 days. He reported that there were about 16 or 17

hospitalized cases in Jefferson County and around 40 in Berkeley County. He stated that there was a lot of speculation regarding the emergence of the Omicron Variant. He mentioned that there is still substantial protection for vaccinated individuals and recommended booster doses for those six months out from their initial two doses of Pfizer and Moderna. He reported that there will continue to be free testing in Jefferson County six days a week from WV Laboratories.

Agency Activity Reports-

- Health Officer Report- Dr. Reidy spoke about the COVID contact tracing efforts, initializing vaccine clinics for pediatric Pfizer and booster dose vaccination efforts. He answered a question regarding quarantine and isolation procedures.
- Health Administrator Report- Mr. Sisco reported that there is a new vacancy in the Nursing Director position. He reported that the search for a candidate to fill the role will begin shortly but maintained that there will be patience in finding the right fit for the role. He stated that he is working towards developing the new timekeeping system that will be used by health department employees. He stated that he will begin billing the Medicare insurance with a consultant.

- Environmental Activity Report-

What does a Sanitarian Do and can we hire licensed consultants? - Briefing:

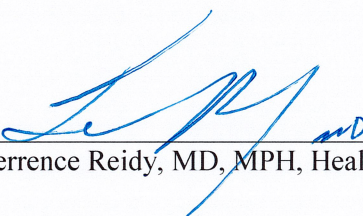
Ms. Beach discussed the education and training required to become a licensed Sanitarian in WV. She mentioned she had sent out the rule for these requirements as well as most of the rules enforced by Sanitarians to all Board Members prior to the meeting. She discussed how and why Sanitarians evaluate lots and soils before issuing well and septic permits. Ms. Beach also provided information on the permitting of Airbnbs in Jefferson County.

- Threat Preparedness Report- Mr. Weikle reported that he continues to participate in logistics operations for Covid vaccination clinics. He stated that he and Dr. Reidy will be reviewing the All-Hazards Plan created by the health department next week and submitting proper documentation to the state.
- Financial Reports- Elliot made a motion to accept the financial reports, Ann seconded, motion carried
- Next Meeting- Scheduled for January 21,2022 at 9:00 am

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

**Meeting adjourned at 11:21 AM.**

Respectfully submitted,

  
Terrence Reidy, MD, MPH, Health Officer