



**Jefferson County Board of Health
Regular Meeting Minutes: January 21, 2022 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, David Lutman

Board Members Absent: None

Also Present: Dr. Terrence Reidy (Health Officer), Gino Sisco (Administrator), Mason Weikle (TP Coordinator), Charli Heilmann (CoxHollidaYoung),

Call to Order:

The meeting was called to order at 9:03 am by Anh Nguyen.

Reviewed minutes from December 10, 2021 regular meeting. Ann Smith moved to approve the December 10th meeting minutes. Motion was seconded by Elliot Simon and carried unanimously.

Public Comment:

- None

Unfinished Business

Update on Vacancies-

- Sanitarian: Mr. Sisco reported that the final two candidates for one of the Sanitarian positions were just interviewed.
- Nurse Director: Mr. Sisco stated that the Nursing Director position was just recently posted within the last day and that an update will be given at a later date.

DHHR Grants Update- Mr. Sisco stated that he received confirmation that everything was submitted correctly for a retention grant that will be used to provide one time retention incentives for Full-Time employees that are currently on the payroll. He stated that the amount per individual will be around \$5,200.

Dr. Reidy stated that a Quick Response Team Grant has been submitted and is pending approval by the state. This will be used to work with survivors of opioid overdoses. A grant to address healthcare disparities regarding COVID response for minority populations in Jefferson County (African American, Hispanic and Asian) is also pending approval.

System for Award Management Update- Mr. Sisco reported that the System for Award Management was up and running effectively. He reported that the incentive grant was delayed several months while the Federal Government corrected the system.

Timekeeping/Payroll Software: Mr. Sisco reported that the timekeeping software was running effectively. Mr. Lutman asked about the security features associated with the software and Mr. Sisco reported that the software has multi-factor authentication.

New Business

CoxHollidaYoung Update- Charli Heilmann said that the budget allocation for November and the preliminary report for December has been finalized.

Review of November 2021 Financial Reports:

- Ms.Heilmann stated that the current balance is roughly \$611,000, total income was \$460,000, expenses were \$465,000 with a net loss of \$5,000 in November.
- Ms.Heilmann stated that the preliminary cash balance for December was roughly \$432,000 with a total income of \$499,000 and a total expense of \$632,000. Ms. Heilmann reported that she did expect to see some changes due to paid time off taken during the holidays.

Ann Smith made a motion to approve the financial reports for November; David Lutman seconded, and the motion was carried unanimously.

Update on COVID-19 Activity and Vaccinations- Dr. Reidy said that the number of cases has rapidly increased since December 1st. He reported that 42% of all the cases during the duration of the pandemic have occurred since December 1st. He said that at the present time, the Omicron variant was about 99% of the new cases in US. Hospitalizations of people with severe COVID are again high. Most of the seriously ill are elderly and most are unvaccinated.

Agency Activity Reports:

- Health Administrator Report- Mr. Sisco reported that the health department is still looking to fill the second office assistant position. He also reported that the health department is looking to take advantage of the high-speed internet system that is already in place. He reported that a lot of the applications that employees use is cloud based and having the high-speed internet system will greatly improve cell communications between office assistants and patients.
- 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.
- Environmental Activity Report- Environmental Manager not available to provide report
- Clinical Activity Report- Nurse Director was not available to provide a report.
- Threat Preparedness Report- Mr. Weikle reported that a lot of people have been calling the health department regarding Covid Test results. He stated that he has helped other staff members sign up to have access to the WV Labs system. Mr. Weikle also stated he has been helping collect insurance and billing information during Covid Vaccine clinics at the Ranson Civic Center, currently running Monday, Wednesday, and Friday from 2pm-6pm.

Review of Jefferson County Board of Education Letters:

David Lutman made a motion that any board of health staff, prior to meeting with any other government agency on the board that involves Jefferson County, calls the Board of Health to discuss the contents of the recommendations.

David Lutman, Karen Bailey-Chapman, Elliott Simon, Anh Nguyen vote Yes. Ann Smith votes No. Motion carries 4-1.

Karen Bailey-Chapman makes a motion to “Create a letter of communication to the Board of Education on behalf of this board of which a draft will be shown to this board in advance. Second that in concert with Dr. Reidy and coordinated with staff to be sure that the language is accurate to send that to the Board of Education to re-clarify the positions of this board and requesting that they share that with all staff.”

Motion Amended: David Lutman amends previous motion “adding the additional language the restriction only applies to staff if it is another Jefferson County West Virginia Board meeting that proper public notice was provided.” Elliot Simon seconds, motion passes 4-0. Ann Smith abstains.

Karen Bailey-Chapman makes a motion to go into Executive Session at 10:50 am, the motion was seconded and carried unanimously.

The Board came out of Executive Session at 11:13am.

Karen Bailey-Chapman makes motion to thank Dr. Reidy for his leadership and his ongoing ability to manage multiple challenges at the health department and for serving his community to the best of his ability, Ann Smith seconds, and the motion passes unanimously.

David Lutman makes a motion to terminate the employment of Robert Custard effective sixty days from today, Anh Nguyen seconded. Ann Smith asked it to be put on next month’s agenda. Karen Bailey-Chapman asked that it be postponed for 30 days to allow administrative staff to prepare comment. Lutman, Simon, Nguyen vote yes, Bailey-Chapman and Ann Smith vote no, motion passes 3-2.

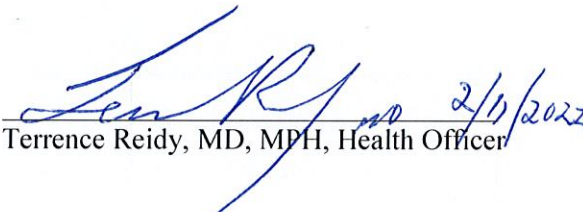
Next Meeting- Scheduled for February 11, 2021, at 9:00 AM

Mr. Simon made a motion to adjourn meeting.

Meeting adjourned 11:16 AM.

To view previous meetings on YouTube, go to the [JeffCoBOH WV](#) channel.

Respectfully submitted,


Terrence Reidy, MD, MPH, Health Officer