



**Jefferson County Board of Health  
Regular Meeting Minutes: May 13, 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 (Remote)  
Anh Nguyen -Vice Chair  
Ann Smith (Remote)  
David Lutman  
Elliot Simon

**Board Members Absent: None**

Also Present: Dr. Terrence Reidy (Health Officer), Gino Sisco (Administrator), Gillian Beach (Environmental Health Manager), Mason Weikle (Threat Preparedness Coordinator), Charli Heilmann (CoxHollidaYoung), Nathan Cochran (County Attorney)

**Call to Order:**

The meeting was called to order at 9:02 am by Karen Bailey-Chapman.

Reviewed minutes from April 8, 2022 regular meeting. Mr. Simon asked to change the words “net loss” under the Review of February 2022 Financial Reports to say “deficit”. Mr. Simon made a motion to approve the April 8<sup>th</sup> minutes with the change. Motion was seconded and carried unanimously.

**Public Comment:** None

**Unfinished Business**

Update on Vacancies-

- Nurse Director: Mr. Sisco stated that he hired a nurse director that will be part time beginning in June 2022 and that by May of next year she should be able to transition to full-time.
- Sanitarian: Ms. Beach reported that she had to readvertise the position because there were no qualified candidates on the previous list. She said the position closed yesterday (May 12, 2022) and she should receive a new list of candidates within the next week or two.
- Office Assistant: Mr. Sisco reported that he had made an offer for the position to a current staff member who had not yet decided to take the position.
- Social Worker: Dr. Reidy said the Social Worker to be hired is a position reimbursed by the Quick Response Team (QRT) grant. We are waiting for the Division of Personnel to Post the position. He also said we plan to bring on board several part-time temporary positions to help with the COVID Health Disparities grant.

**New Business**

CoxHollidaYoung Update/ Review of March 2022 Financial Reports-

- Ms. Heilmann discussed the March and April reports. She said as of March 31, 2022 the cash balance was approximately \$330,000 and the total deficit was \$271,000. She said as of April 30, 2022, the cash balance was approximately \$537,000 and the year-to-date deficit was approximately \$34,000.
- Mr. Lutman asked about the P-card rebate and if more bills/expenses could be paid with P-cards to increase the rebate. Mr. Sisco state that he will continue to work on it.
- Mr. Lutman moved to accept the March financial report. Mr. Simon seconded, and the motion carried unanimously.

Discussion of Cash Reserve:

- Mr. Sisco said that in WV Code 64CSR73 Section 8.3 it states that Boards of Health must keep a cash reserve equal to the previous 3 months expenditures. He stated that would be \$328,436 right now. Board discussed possibly changing the local rule to comply with the State code. Item to be added to next month's agenda.

FY23 Budget Report:

- Gino discussed the State's new formula for distributing funding to local health departments.
- Ms. Beach discussed that current fees for short term rentals were based on the definition they meet of a motel in the general sanitation regulation. She said if the Board wishes to change the permit fee, they may, but it must be advertised for public comment for 30 days, then approved by the Board, then sent to the state, and to the county clerk. Board asked to add an item to next month's agenda with a specific definition for short term rentals.
- State Authorized Across the Board Permanent Staff Raises- After some discussion Mr. Simon made a motion that the Board approve of implementation of a 5% across the board pay raise for permanent staff as legislated by the State. Ms. Nguyen seconded, and the motion carried unanimously.
- After some discussion Ann Smith made a motion to accept the 2023 fiscal year budget. Mr. Simon seconded. Motion passed 4-0 with Anh Nguyen abstaining.

Agency Activity Reports:

- Health Administrator Report: Mr. Sisco said there were a lot of big payments received in the last month and we are expecting an additional \$94,000 in payments soon. He stated after the Threat Prep Activity Report that he had also implemented a new cell phone reimbursement policy that reduces the reimbursement amount as well as the number of staff being reimbursed.
- Health Officer Report: Dr. Reidy provided a COVID-19 update and mentioned that the number of other clinical services provided were about the same as last month.
- Environmental Health Report: Ms. Beach reported that the EH staff conducted a total of 113 inspections and/or evaluations last month and 8 plan reviews. She stated that two staff attended a Certified Pool Operator Course in Morgantown, 3 Sanitarians completed Environmental Assessment training, and that she had attended the WV Association of Sanitarians conference as well as the WV Association of Local Health Department Meeting last month.
- Clinical Report: previously discussed
- Threat Preparedness Report: Mr. Weikle said he attended the Smoking Mountains II threat preparedness exercise and he had completed a hazards vulnerability assessment.

Next Meeting: June 10, 2022

**Meeting adjourned at 10:45 am.**

Respectfully submitted,



Terrence Reidy, MD, MPH, Health Officer