



**Jefferson County Board of Health
Regular Meeting Minutes: June 10th, 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:

Anh Nguyen (Vice Chair)
Elliot Simon
David Lutman
Ann Smith (remote)
Caleb Hudson (County Commissioner, ex officio)

Board Members Absent:

Karen Bailey-Chapman (Chair)

Also Present:

Dr. Terrence Reidy (Health Officer), Gino Sisco (Administrator), Gillian Beach (Environmental Health Manager), Mason Weikle (TP Coordinator), Nathan Cochran (Jefferson County Prosecuting Attorney, remote), Charli Heilmann (CoxHollidaYoung),),

Call to Order:

The meeting was called to order at 9:01 AM by Anh Nguyen.

Reviewed minutes from May 13th, 2022 regular meeting. David Lutman made a motion to approve the minutes, seconded by Elliot Simon. Motion passes 3-0 with Ann Smith abstaining.

Public Comment:

- **None**

Unfinished Business

Update on Vacancies-

- Sanitarian: Ms. Beach stated that she received a list of eleven applicants for the sanitarian position, with five of them responding back. She said that interviews will begin next week. Mr. Lutman inquired about how it we have more candidates now than in the past. Ms. Beach explained how the state processes applications.
- LPN: Mr. Sisco announced that one of the LPN's moved over to the office assistant position and that the front desk is now full. He said he received one application so far for the role and that he will make sure to choose the right candidate.
- Social Worker: Dr. Reidy said that there no applicants for the social worker position. Mr. Sisco stated that he has reached out to Shepherd and James Rumsey to look for potential candidates.

Continued Discussion of Cash Reserve/ Current State Rule W.VA Code R.§64-73-8.3

Mr. Sisco said that he thinks the Board agreed on following the WV code following previous Board meeting discussions on the topic. He provided an overview of the Legislative Rule which stipulates that the health department needs to run a cash reserve equal to the average of the previous three months expenses.

David Lutman made a motion that the board's cash reserve policy be directly in line with W.VA Code R.§64-73-8.3 and be directly in line with the previous three months operating expenses., Ann Smith seconds, motion passes unanimously (4-0).

New Business

CoxHollidaYoung Update- Charli Heilmann said that the financial statements for April 2022 have been finalized..

Review of April 2022 Financial Reports:

- Ms. Heilmann stated that the cash balance is roughly \$540,000. For April alone, there was an income of \$328,000, salaries and wages were \$64,000 and operating expenses were \$25,000. She stated that this gave a surplus of \$239,000 for the month. The overall deficit from July-April last year has now been reduced to \$33,000.
- Ms. Heilmann also provided preliminary numbers for May. She stated that income was \$89,000, salaries and wages were \$65,000 and operating expenses were \$14,000. She said the deficit was further reduced to \$23,000.
- Ms. Heilmann stated that income is above budget by 14% excluding the incentive pay. Salaries and wages are above budget by 4% and operating expenses are below budget by 9%.

Elliot Simon made a motion to accept the financial reports for April; David Lutman seconded, motion passed 3-0 with Anh Nguyen abstaining.

Proposed Airbnb (Short-Term Rentals) Fee Change Discussion/Action:

The board welcomed Annette Gavin, President and CEO of the Convention of the Jefferson County Visitors Bureau, to speak about how she collects tax remittances for the tourism board for short-term rentals and the permitting process.

Ms. Gavin talked about how she promotes tourism to Charles Town, Ranson, Bolivar, Shepherdstown and other communities in Jefferson County. She discussed evolutions of the laws and process for collecting locality and consumer sales taxes for short-term rentals and the benefits of the tax income to the county.

Ms. Gavin also discussed how Jefferson County is a top tourist destination for the entire state of West Virginia. She discussed the economic benefit of short-term rentals and the future revenue projections for the future. She said that just a few weeks ago, a report came out projecting \$100 million in revenue for short-term rentals in West Virginia.

Ms. Beach asked Ms. Gavin about how many short- term rentals there are in Jefferson County. Ms. Gavin stated that she could verify at least 200.

Mr. Lutman asked about the source of data used to collect information on short-term rentals. Ms. Gavin stated that she uses Key Data. She says that she can provide screenshots of the data but cannot share the whole report with the board. Mr. Sisco said he believes he found a section of the bylaws for Airbnb's that states that they must comply with a request by a local government that requires permitting and that they would give us information that they need to make sure they are compliant with the permitting laws.

Mr. Cochran said that he would have to look at the bylaw but he said that this would be their internal rules and not a law. Mr. Cochran stated that if they did not respond to a request for short-term rental information, that some further legal action could be taken to compel them to comply with their own rules.

Mr. Lutman asked about the market saturation rate for short-term rentals. Ms. Gavin stated that she only sees further growth with short-term rentals in Jefferson County.

Ms. Beach clarifies that the discussion in the meeting today is supposed to be whether or not to reduce the food establishment fees for bed and breakfast establishments.

Ann Smith says that we should advocate to get more establishments permitted and that we should waive any application fees and try to get as many as possible on board voluntarily. Ms. Beach stated that she has temporarily waived the plan review fee for all short-term rentals.

Elliot Simon made a motion to adjust the bed and breakfast food establishment fee from \$125 to \$65 and put it out for public comment at the next meeting, David Lutman seconded, and motion carried unanimously (4-0).

David Lutman made a motion to waive the plan review fee for short-term rentals for the next six months. There was no second. After discussion it was agreed that the plan review fee for short-term rentals would continue to be waived for the next three months and evaluated after that time.

Agency Activity Reports:

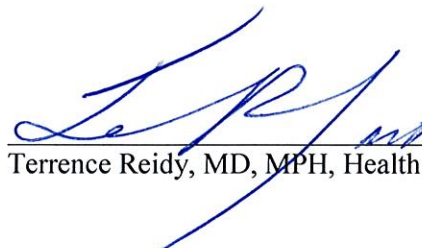
- Health Administrator Report- Mr. Sisco stated that everything he wanted to address was discussed during the meeting.
- Health Officer Report- Dr. Reidy stated that COVID cases in Jefferson County are higher than they have been for several months. He said that we are in the High Community Level according to the CDC. He said the guidance for this range includes wearing a mask indoors, staying up to date on COVID vaccination and getting tested if you have symptoms. He said that overall hospital cases remain low. He discussed wastewater surveillance as a theory in tracking COVID cases but is not presently useful, part because data is not timely. Dr. Reidy also discussed how vaccination rates have leveled off in Jefferson County and across West Virginia. He also discussed influenza transmission rates for the 2021-2022 flu season.
- Environmental Activity Report- Ms. Beach reported that one of the sanitarians will be leaving in August. She said that the new sanitarian will be working primarily on food inspections
- Clinical Activity Report- Mr. Sisco stated that the nursing staff increased their COVID vaccination totals. Mr. Sisco and Dr. Reidy said that the goal is to increase our clinical services and the number of patients served.
- Threat Preparedness Report- Mr. Weikle reported that he will be learning about the billing processes and procedures and will be taking over responsibility of the threat prep grant for the next fiscal year.

David Lutman made a motion to adjourn the meeting, Elliot Simon seconded, and the motion carried 3-0 with Ann Smith abstaining.

Next Meeting- Scheduled for July 8, 2022 at 9:00 am

Meeting adjourned 10:55 AM.

Respectfully submitted,



Terrence Reidy, MD, MPH, Health Officer