



**Jefferson County Board of Health  
Regular Meeting Minutes: August 12, 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)  
Brandon Blake  
Elliot Simon  
Ann Smith  
Caleb Hudson (County Commissioner, ex officio)

Board Members Absent: None

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

**Call to Order:**

The meeting was called to order by Karen Bailey Chapman at 9:01 am

**Introduction of the New JCBOH Member**

Mr. Blake introduced himself to the Board of Health

Reviewed minutes from July 8, 2022 regular meeting. Ann Smith asked for a correction of the minutes to reflect her being in person for the July 8th meeting and Anh Nguyen was remote. Ann Smith made a motion to accept the July 8th meeting minutes, Elliot Simon seconded, motion passed unanimously (5-0)

**Public Comment: None**

**Priority Business**

Election of Jefferson County Board of Health Officers- Chair and Vice-Chair

- Ann Smith **made a motion** to nominate Karen Bailey-Chapman as Chair of the Board of Health, Elliot Simon seconds motion, motion passes 4-0 with Brandon Blake Abstaining.
- Ann Smith **made a motion** to nominate Elliot Simon as Vice-Chair of the Board of Health, Anh Nguyen seconds, motion passes 4-0 with Brandon Blake Abstaining.

## Appointment of County Health Officer

- Ann Smith **made a motion** to nominate Dr. Reidy to continue as Health Officer, Brandon Blake seconds, motion passes unanimously 5-0.

## **Unfinished Business**

### Update on Vacancies:

- Sanitarian: Ms. Beach reported that the last day for one of the sanitarians was last Friday, August 5th. Ms. Beach stated that she had one interview for the vacancy yesterday, with four more candidates being interviewed next week. She stated that whoever is hired will not be able to complete half of this year's sanitarian training course. She said the state informed her that the new sanitarian will be able to do some inspections based on the training that the candidate has received.
- LPN: Mr. Sisco stated that the candidate for LPN will be removed from consideration due to personal reasons. He said that they will be reposting the position.
- Social Worker: Mr. Sisco said that there is a candidate that he is reaching out to for the position and is waiting for a reply.

### Bed and Breakfast Proposed Fee Change Discussion/Action:

- Elliot Simon **made a motion** to post the comments received regarding the Bed & Breakfast fee as part of the record, Anh Nguyen seconded, motion passes 4-0 with Brandon Blake abstaining
- Ms. Beach said that all the comments were in favor of reducing the food establishment fee for the Bed and Breakfast.
- Ms. Beach explained the sanitarian staff is working on getting short-term rentals permitted throughout Jefferson County. She said that Bed and Breakfasts were paying \$60 for a permit fee and \$125 for a food establishment permit because they serve breakfast at their facility, where short-term rentals only had to pay a permit fee of \$125. Ms. Beach explained to Mr. Blake that the Board requested that we waive the plan review fee for 90 days through September 15th, with the hope being that the health department can get as many short-term rentals permitted as possible.
- Mr. Simon explained the concern that Bed and Breakfasts would convert to short-term rentals to avoid the extra fee, and that it may negatively impact tourism which is a top industry in Jefferson County.
- Elliot Simon **made a motion** to reduce the annual food establishment permit fee for Bed and Breakfasts from \$125 to \$65, Anh Nguyen seconded, motion passes 4-0 with Brandon Blake abstaining.

## **New Business**

CoxHollidaYoung Update- Charli Heilmann provided an overview of the June 2022 and July 2022 preliminary financial reports.

### Review of June 2022 Financial Reports:

- Ms. Heilmann stated that the health department ran a surplus of \$62,000 for fiscal year 2022. She said that the bank balance was \$598,000 and the excess reserve was \$325,000 above the reserve requirements. Revenue was 30% above budget, salaries and wages ran 6% above budget, and operating expenses were below budget by 4% budget.
- Ms. Heilmann stated that the preliminary financial report for July shows a bank balance of \$631,000 putting the health department above reserve requirements by \$335,000, the total accounts receivable was \$100,000, and 71% of that is West Virginia Treasury. Ms. Heilmann stated that we had a deficit of \$50,000, revenue \$18,000, salaries and wages were \$62,000. She stated that the total income was currently below budget by 7%, salaries and wages were below budget by 3%, and operating expenses were below budget by 6%.
- Anh Nguyen and Brandon Blake suggest printing out a line item on the financial reports for anything over 10% of accounts receivable

- Anh Nguyen stated that historically the health department ran a deficit of around \$30,000 annually. Mr. Simon stated that revenue was above budget by 30%. Mr. Sisco clarified that fiscal year 21 and fiscal year 22 were running at a surplus, and that fiscal year 23 was predicted to run a surplus.
- Ann Smith **made a motion** to approve the financial reports for June; Elliot Simon seconded; motion passes 4-1 with Anh Nguyen voting No.

Agency Activity Reports:

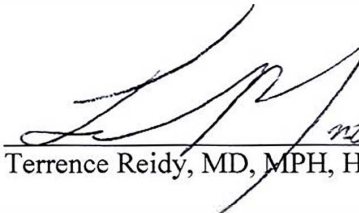
- Health Administrator Report- Mr. Sisco stated that the internet project is advancing as the health department recently received the router.
- Health Officer Report- Ms. Keiter reported on the COVID 19 numbers and trends for Jefferson County. She reported that Jefferson County is currently in the highest level of transmission from the CDC, and that the numbers nationwide are increasing. She stated that due to home testing, the number of actual COVID-19 cases is likely much higher than the data currently shows. She reported that Jefferson County currently has 77.3% of the population with at least one vaccine dose, which is running above the statewide percentage of residents vaccinated at 65.9%. She reviewed the precautions and suggestions with each transmission level to the Board. She also showed hospital trends for COVID-19 in Berkeley and Jefferson counties, which show an increase in hospitalizations due to COVID-19. Dr. Reidy spoke about the upcoming influenza season. He spoke about the recently reported cases of swine flu reported in Jackson County, WV at the County Fair. Dr. Reidy also gave a report on the Novavax vaccine that has been approved to administer as an alternative to mRNA vaccines. Dr. Reidy also spoke in depth about the current Monkeypox situation across the United States.
- Environmental Activity Report- Ms. Beach reported that last month there were a total of 108 total inspections, 16 plan reviews, and 40 animal bite reports, one was sent out for testing which came back negative. Ms. Beach also explained how the percolation rate is used in conjunction with other information to issue or deny septic permits.
- Clinical Activity Report- Mr. Sisco stated that Lincy Gregory will be available to present clinical activities at future board meetings.
- Threat Preparedness Report- Mr. Weikle reported on the active shooter training course that the staff are taking at Summit Point raceway. He also discussed the participation of staff/volunteers at the Jefferson County Fair which will be from August 21- August 27.

Ann Smith **made a motion** to adjourn the meeting, Anh Nguyen seconded, and the motion passed unanimously (5-0)

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

**Meeting adjourned 10:04 AM.**

Respectfully submitted,

  
 Terrence Reidy, MD, MPH, Health Officer 9/9/22

