



**Jefferson County Board of Health
Regular Meeting Minutes: February 10, 2023 at 9:00am
In Person at WVU Extension Office at 1948 Wiltshire Rd, Kearneysville, WV 25430
and Virtual Meeting via Zoom**

Board Members Present:

Elliot Simon (Vice Chair)
Anh Nguyen (remote)
Ann Smith
Brandon Blake

Board Members Absent:

Karen Bailey-Chapman (Chair)
Claire Ath (County Commissioner, ex officio)

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

Call to Order:

The meeting was called to order by Elliot Simon at 9:01 am

Reviewed minutes from the January 13, 2022 regular meeting. Ann Smith made a motion to accept the January 13, 2022 meeting minutes, Brandon Blake seconded, motion passed unanimously (4-0).

Public Comment:

- None

Unfinished Business

Update on Vacancies-

- Sanitarian: Ms. Beach reported that she has offered the position to someone who accepted. He has been hired as a temporary employee but has been able to begin the required Sanitarian training program. Full employment is anticipated after completing the DOP (Division of Personnel) procedures.
- Social Worker: Dr. Reidy said that we are still looking to hire a social worker and peer counselors.

Increase of Clinical Visit Fee Discussion/ Action - Mr. Sisco said that the Board should have received the proposed increase of clinical visit fees. He explained that receive allowable Medicare payments, we have to charge the appropriate amount.

Ann Smith made a motion to increase the clinical visit fees on the two separate line items, Anh Nguyen seconded, motion passes unanimously (4-0).

New Business

CoxHollidaYoung Update- Charli Heilmann provided an overview of the November and December 2022 financials. In addition, she also provided the preliminary financial reports for January 2023.

Review of November and December 2022 Financial Report

- Ms. Heilmann reported the financial report for November 2022 shows a bank balance of \$563,000 putting the health department above reserve requirements by \$230,000. She stated that the total accounts receivable was \$26,000, with \$7,000 of that due to WV Treasury.
- The budget versus actual for the month of November was analyzed. The total revenue was \$26,000, salaries and wages were \$79,000 and operating expenses totaled \$31,700, leading to a monthly deficit of \$84,000.
- The year-to-date budget through November was reviewed by Ms. Heilmann. The total revenue was \$357,000, salaries and wages totaled \$385,000, and operating expenses were \$144,500, leading to a net deficit year-to-date of \$172,000.
- For the December 2022 financial report, Ms. Heilmann reported that the bank balance was \$417,000, in excess of the reserve requirements by \$63,000. The total accounts receivable was \$184,000, with an average of 31 days to pay. \$116,900 was due to WV Treasury
- The budget versus actual for December was analyzed by Ms. Heilmann. The total revenue was \$133,000, salaries and wages were \$119,000 (there were three payroll periods December 2022) and the total operating expenses were \$33,000, leading to a net deficit of \$19,000 for the month of December.
- The year-to-date budget through December was reviewed by Ms. Heilmann. The total revenue was \$490,000, salaries and wages were \$500,000, and operating expenses totaled \$178,000, leading to a year-to-date deficit of \$192,000.

Ann Smith made a motion to accept the financial reports for November and December 2022, Brandon Blake seconded, the motion was approved (3-0-1) with Anh Nguyen abstaining.

Preliminary Financial Reports for January 2023

- For the January 2023 preliminary financial report, Ms. Heilmann said there was a bank balance of \$433,000, which is in compliance with the reserve requirements by \$62,000. She said the total accounts receivable was \$178,000, with \$111,000 of that due to WV Treasury.
- The preliminary budget vs actual for January 2023 was analyzed. Ms. Heilmann said that the total revenue for January was \$122,000, salaries and wages totaled \$85,000 and operating expenses were \$13,000, leading to a monthly surplus of \$24,000.
- A year-to-date budget versus actual through January 2023 was conducted. The total revenue was \$613,000, salaries and wages were \$590,000 and operating expenses totaled \$191,000. leading to a year-to-date deficit of \$168,000.

FY 24 Budget Timeline Discussion- First Version

Mr. Sisco presented a rough estimate of the current projected budget for Fiscal Year 2024.

Agency Activity Reports:

- Environmental Activity Report- Ms. Beach reported that they provided 147 inspections last month. She traveled to Charleston with Mr. Sisco for Public Health Day with the state legislature. She met with the WV Association of Local Health Departments representatives and legislators. She is in favor of continued requirement for food handler's cards since it is good training for the food handlers.
Mr. Simon asked about amnesty for short-term rentals. The fees are no longer waived. Ms. Beach said that approximately 70 short-term rentals took advantage of the amnesty opportunity.

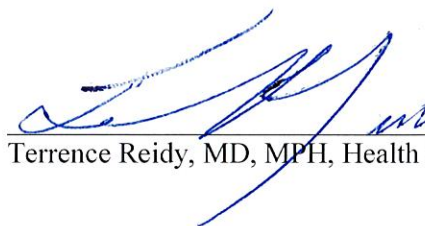
- Threat Preparedness Report- Mr. Weikle reported that he took several staff members to the Jefferson County 911 Center for a tour of the facility. He is in discussions to have staff be trained on the operational usage of radios once required staff have completed the FEMA training requirements. He also reported that he is beginning to develop a volunteer training program for community participation.
- Clinical Activity Report- Dr. Reidy discussed the upcoming retirement of Family Planning nurse midwife Linda Keeling from the health department. Mr. Sisco reported that a new nurse practitioner has been credentialed and will be ready to begin in April.
- Epidemiologist Report- Dr. Reidy reported on ongoing numbers for Covid, influenza, and other reportable diseases in Jefferson County. He continued to emphasize that the data is not complete since many cases of Covid are now detected through the at-home test kits. Dr. Reidy also discussed county-level opioid overdose deaths in Jefferson County over the past 20 years. For the past 5 years, fentanyl has contributed to an average of about 20 overdose deaths per year.
- Health Officer Report- Dr. Reidy discussed participating last month in a homeless count in Jefferson County with Jefferson County Community Ministries. Homelessness is a problem in Jefferson County and he walked through wooded areas and found two people who were living in tents. Dr. Reidy said that he is hopeful to get the opioid response program underway. Our attorney is reviewing the confidentiality laws regarding overdose information sharing by EMS.
- Health Administrator Report- Mr. Sisco stated that on February 15th, the Q2 grant reimbursement billing will occur. He is reconsidering working with the Office of Technology for internet and IT support. He thinks we can increase our internet speed and save money by moving much of our software onto cloud-based software. Mr. Sisco said that the State of West Virginia will be required to receive payment on a line by check transfer or credit card. He said that there will be a tab on the Health Department webpage for all electronic payments.

Ann Smith made a motion to adjourn the meeting, Brandon Blake seconded, and the motion passed unanimously (4-0).

Next Meeting- Scheduled for March 10, 2023, at 9:00 am

Meeting adjourned 10:28 AM.

Respectfully submitted,


 Terrence Reidy, MD, MPH, Health Officer 3/13/2023