



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

Karen Bailey-Chapman (Chair)
Elliot Simon (Vice Chair)
Anh Nguyen (remote)
Ann Smith
Brandon Blake

Board Members Absent:

Claire Ath (County Commissioner, ex officio)

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, remote) \

Call to Order:

The meeting was called to order at 9:00 am by Karen Bailey-Chapman.

Reviewed minutes from February 10, 2023 regular meeting. Ann Smith made a motion to approve the February 10, 2023 regular meeting minutes, seconded by Elliot Simon and carried (4-0) with Karen Bailey-Chapman abstaining.

Public Comment:

- None

Unfinished Business

- Update on Vacancies
 - Social Worker - Mr. Sisco stated that the position has been posted on the DOP website
 - Peer Recovery Coach- Mr. Sisco stated that the position has been posted on the DOP website

New Business

Proposed Increase of Clinical Fees Discussion

Mr. Sisco was made aware that a considerable amount of time was being spent by clinical staff providing services such as screening letters and blood pressure checks free of charge. Mr. Sisco proposes raising the blood pressure check and head lice check from no charge to \$5. He also proposes raising the tuberculosis screening letter from no charge to \$10. Dr. Reidy says that often a blood pressure check can become a lifestyle management discussion by a nurse. These services can be billed to patients or insurances if they is done under certain guidelines. Dr. Reidy says that if we provide treatment, the person must be enrolled as a patient, there must be a medical record established for the patient and documentation of the evaluation and the service provided.

CoxHollidaYoung Update- Charli Heilmann provided an overview of the final January 2023 financial report and the preliminary February 2023 financial report.

Review of January 2023 Final Financial Report and February 2023 Preliminary Financial Report-

- The final financial report for January shows that we are in compliance with the reserve requirements by \$75,000. The total accounts receivable for January was \$171,000, with \$111,000 of that due to West Virginia treasury.
- Ms. Heilmann said the total revenue for January was \$132,000, reduced by salaries and wages of \$85,000 and operating expenses of \$38,000. This led to a surplus of approximately \$8,900 for the month.
- For the fiscal year to date, total revenue is \$623,000, reduced by salaries and wages of \$589,000 and operating expenses of \$216,000, which leads to a total deficit of \$182,000.
- Preliminary numbers for February appear to show that we are no longer in compliance with the reserve requirements, however Ms. Heilmann said that the bank balance is \$422,000. She said this is likely a timing issue with checks arriving.
- Ms. Heilmann said that total revenue was \$104,000, reduced by salaries and wages of \$82,000 and operating expenses of \$5,000, leading to a surplus of \$17,500.
- For the fiscal year to date, total revenue through February is \$727,000, reduced by salaries and wages of \$671,000 and operating expenses of \$221,000. The total deficit through February now stands at \$165,000.

Ann Smith made a motion to approve the January 2023 Financial Report, Brandon Blake seconded, motion passes (4-0) with Anh Nguyen abstaining.

Second Version of FY 24 Budget Proposal Discussion

Mr. Sisco provided updated budget numbers for fiscal year 2024. He is currently projecting a \$130,000 deficit for the upcoming year, with a total personnel budget of around \$1.06 million. He reviewed anticipated grants to cover Threat Preparedness and Epidemiology positions and reviewed how the state allocates aid through demographic metrics such as age, health, total population. The WV Legislature is currently discussing an across the board raise for staff. Mr. Simon asked about how the Health Department survived the large cumulative deficit for previous fiscal years. Mr. Sisco reviewed that after FY 2010 the Board of Health had over a million dollars in the bank.

Agency Activity Reports:

- Environmental Activity Report- Ms. Beach said that 144 inspections and soil evaluations were completed in the past month. She said the environmental staff participated in a mock foodborne illness outbreak investigation with partners from local industries, the sanitarians, the FDA, and CDC.
One new sanitarian is about halfway through his training, and one of the other sanitarians just completed a certified pool operator course. Her division is working on updating the webpage and applications to account for the new online payment system. She discussed the staff response to the boil water advisory in Charles Town and Ranson. There was a lot of confusion from the impacted customers about who was affected and many food establishments in the impacted area had not been notified by the utility. The environmental staff called all of the restaurants in Charles Town and Ranson to provide guidance and to field any questions about the advisory. Information was also posted on the Facebook page and sent out via email.
- Threat Preparedness Report- Mr. Weikle discussed participating in regional Healthcare Coalition (HCC) and LEPC (Local Emergency Planning Committee) meetings. He spoke

about attending an upcoming Public Information Officer (PIO) training at the Emergency Management Institute in Emmitsburg, Maryland next week.

- Clinical Activity Report- Mr. Sisco said the clinical report shows we are running close to the three month average for services. He said the nursing staff has been more involved in getting out to the community. Dr. Reidy said that the staff provided naloxone training to local police departments and the local emergency planning committee.
- Epidemiologist Report- Ms. Keiter provided an overview of respiratory pathogens including Covid, influenza and other respiratory diseases. She said that there was a spike in influenza cases earlier this winter but now the levels are low. For Covid, the total community level remains low. Hospitalization with Covid have been stable for several months. Ms. Bailey-Chapman asked about the large number of Lyme disease cases. Dr. Reidy explained that the cases may have occurred sooner but were not reported to the health department.
- Health Officer Report- Dr. Reidy discussed substance use disorders with the Board. He talked about the harm reduction and syringe exchange programs. The data show that the number of patients with Hepatitis C from a substance use disorder has increased dramatically over the past few years. The 2015 HIV outbreak in intravenous drug users in rural Scott County Indiana was described. Subsequent analysis suggested that 28 counties in WV were among 220 US counties most susceptible to similar HIV outbreaks. In the past few years ago Cabell and Kanawha counties have had HIV outbreaks related to drug use. Jefferson County is also at risk. Harm Reduction and Syringe Exchange Program can decrease the spread of bloodborne pathogens. These programs were discussed.
- Health Administrator Report- Mr. Sisco reported that he noticed a decrease in wait time for environmental services. He would like to give credit to Ms. Beach as the acting administrator for leading the health department through FY 21. He said the clinical department is becoming more comfortable with the insurance billing process. He contracted with a billing company to help ensure payments are made to Medicare on time. Mr. Sisco said that he hopes to have the online payment link on the health department website by the end of the day. All online payments will have a 3.99% processing fee.

Brandon Blake made a motion to adjourn the meeting, Ann Smith seconded, and the motion passes unanimously (5-0)

Meeting adjourned 10:45 AM.

Next meeting April 14, 2023 at 9:00 AM

Respectfully submitted,



Terrence Reidy, MD, MPH, Health Officer

4/19/2023