



**Jefferson County Board of Health**  
**Regular Meeting Minutes: April 14th, 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  
Ann Smith

Board Members Absent:

Brandon Blake  
Clare Ath (Ex Officio, County Commissioner)

Also Present: Dr. Terrence Reidy (Health Officer), Gino Sisco (Administrator), Gillian Beach (Environmental Health Manager), Savannah Hare (Sanitarian), Charli Heilmann (CoxHollidaYoung), Nathan Cochran (Jefferson County Prosecuting Attorney, remote), Caleb Soptelean (Spirit of Jefferson), Sally (Community Member)

**Call to Order:**

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

Reviewed minutes from March 10, 2023 regular meeting. Ann Smith made a motion to approve the March 10, 2023 regular meeting minutes, seconded by Elliot Simon and carried unanimously (4-0)

**Public Comment:**

- None
- There was difficulty with the Zoom web address and some people were unable to connect remotely. A repeat opportunity for public comment when the opportunity was again opened at 10:04 AM. for those who joined late but there were no requests.

**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 stated that the board members were provided documentation on the proposed clinical fee increases.

Ann Smith made a motion to accept the increase in clinical service fees as listed, Elliott Simon seconded, motion passes unanimously (4-0).

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

#### Review of Financial Reports

- February 2023 Final Financial Report- The Unreconciled Bank Balance of \$373,575 which is \$12,893 below the Conservative Reserve requirement. There is an unreconciled bank balance with many small transactions awaiting entry into QuickBooks and accounts receivable \$252,000. The total revenue for February was \$108,000, reduced by salaries and wages of \$82,000 and operating expenses of \$16,000. This led to a surplus of approximately \$10,800 for the month. For the fiscal year to date, total revenue is \$740,000, reduced by salaries and wages of \$671,000 and operating expenses of \$232,000, which leads to a total deficit of \$163,000. Total revenue to date is around 18% below budgeted amounts, salaries and wages are 11% below and operating expenses are 20% above budgeted amounts.
- Elliott Simon made a motion to approve the February 2023 Financial Report as presented, Ann Smith seconded, motion passes (3-0) with Anh Nguyen abstaining.
- March 2023 Preliminary Financial Report- Were presented and discussed by the Board. The Unreconciled Bank Balance of \$369,187 which is \$4,500 below the Conservative Reserve requirement. Accounts receivable are \$475,999 and surplus year-to-date of \$6,800.

#### Agency Activity Reports:

- Environmental Activity Report- Ms. Beach said that 139 inspections, site visits and plan reviews were completed in the past month. She said that Savannah took a CPO (Certified Pool Operator) course and a course on self-assessment verification audit (SAVA) for the Voluntary National Retail Food Program Standards. She will be working on the standards with Ms. Beach. She said that there is a new 2022 version of the FDA food code which will replace the older 2013 food code once it moves through the legislature in the next legislative session.
- Threat Preparedness Report- Threat Prep Coordinator was not available to provide report\
- Clinical Activity Report- Was provided to the Board members.
- Epidemiologist Report- Dr. Reidy said that there has not been a second wave of influenza for this influenza season. Influenza, RSV and Covid numbers have remained low. The number of hospitalized cases of Covid have decreased in the past month.
- Health Officer Report- Dr. Reidy said he was working with community partners to get the opioid referral program going. He discussed (PFAS), which are a group of chemicals found in everyday items such as clothes, stain repellent. The U.S Geological Survey tested water sources of water treatment facilities and found higher levels of PFAS in the eastern panhandle. Recently passed West Virginia legislation PFAS and possible EPA grant were discussed.
- Health Administrator Report- Mr. Sisco stated that the new broadband internet is up and running. He said the office is now running at 100 mb per second.

#### Third Version of FY 24 Budget Proposal Discussion

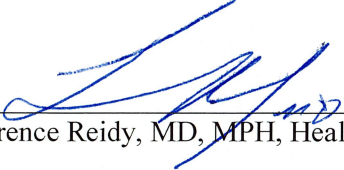
Mr. Sisco provided an updated budget proposal for fiscal year 2024. He discussed how revenue is largely cyclical, and how the environmental department is the largest source of income for the health department. Mr. Simon asked about the restoration of county funding for the health department. Mr. Sisco reported that the total funding provided by the county commission will be \$106,186.00 for the upcoming fiscal year.

Ann Smith made a motion to adjourn the meeting, Elliott Simon seconded, and the motion passes unanimously (4-0)

- Next Meeting- Scheduled for May 12, 2023, @ 9:00 am

**Meeting adjourned 10:07 AM.**

Respectfully submitted,

  
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Terrence Reidy, MD, MPH, Health Officer

5/12/2023