



**Jefferson County Board of Health
Regular Meeting Minutes: May 12, 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), (remote)
Elliot Simon (Vice Chair)
Anh Nguyen (remote)
Ann Smith
Brandon Blake
Clare Ath (Ex officio, Jefferson County Commissioner, remote)

Board Members Absent:

None

Also Present: Dr. Terrence Reidy (Health Officer), Gino Sisco (Administrator), Gillian Beach (Environmental Health Manager), Patti Richardson (OA III), Bevin Keiter (Epidemiology), Mason Weikle (Threat Preparedness Coordinator), Charli Heilmann (CoxHollidaYoung), Steve Groh (Jefferson County Assistant Prosecuting Attorney, remote)

Call to Order:

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

Reviewed minutes from April 14, 2023 regular meeting. **Brandon Blake made a motion to approve the March 10, 2023 regular meeting minutes, seconded by Ann Smith and carried unanimously (4-0).** (Anh Nguyen joined the meeting after the vote.)

Public Comment:

- None

Unfinished Business

- Update on Vacancies
 - Social Worker - Mr. Sisco stated the position is out for public applications.
 - Peer Recovery Coach- This position has been submitted to the WV Division of Personnel (DOP) for posting.

New Business

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

Review of and April 2023 Preliminary Financial Report -

- March 2023 Final Financial Report- The Unreconciled Bank Balance of \$422,813 is \$49,000 above the Conservative Reserve requirement. Total revenue for March was \$278,000, reduced by salaries and wages of \$87,000 and operating expenses of \$42,000. This led to a surplus of approximately \$149,000 for the month. Fiscal year to date, total revenue is \$1,000,000, reduced by salaries and wages of \$758,000 and operating expenses of \$274,000, which leads to a total surplus of \$18,000. Total revenue to date is around 6% below budgeted amounts, salaries and wages are 12% below and operating expenses are 31% above budgeted amounts.

Ann Smith made a motion to approve the March 2023 Financial Report as presented, Elliot Simon seconded, motion passes unanimously (5-0).

- April 2023 Preliminary Financial Report- Preliminary numbers were presented and discussed by the Board. The Unreconciled Bank Balance of \$525,694 which is \$175,736 above the Conservative Reserve requirement. Accounts Receivable are \$289,388. Surplus year-to-date \$23,196.

Proposed Across the Board Raise for Full-time Permanent Staff Discussion/Action

- Mr. Sisco stated that the Governor and State Legislature approved a \$2,300 across the board raise for state and government agencies covered through the Division of Personnel. Due to our independent government agency status as a health department, this action will require Board of Health approval. The state will not provide additional funding for the proposed increase. The need for salary increases and the effect on the budget was discussed.

Ann Smith made a motion to approve the \$2,300 across the board pay increase for all permanent full-time employees of the health department, Brandon Blake Seconded, motion passes unanimously (5-0)

Final Version FY 24 Budget Proposal Discussion/Action

- The Proposed Budget was presented by Mr. Sisco. He noted that PEIA (Public Employees Insurance Agency) costs went up by 15%. He thanked the Jefferson County Commission for restoring funds of \$106,186 for the health department for the coming fiscal year. A CDC Infrastructure Grant will provide additional funding of approximately \$92,000 for each of the next three fiscal years.

Ann Smith made a motion to approve the final budget as proposed by Mr. Sisco, Elliott Simon seconded, and the motion passes unanimously (5-0)

Agency Activity Reports:

- Environmental Activity Report- Ms. Richardson provided a report on Rabies for the Board. Ms. Richardson began by noting that rabies is a fatal, but preventable disease which only affects mammals. She stated that bats are the deadliest transmitter of rabies for humans, and often because the bites are not recognized. Although dogs are not common carriers of rabies, Ms. Richardson noted that a recent case of rabies was noted in a dog within Jefferson County. She discussed preventative measures for rabies, including stressing the importance of pets being vaccinated, and avoiding contact with wildlife. Ms. Beach said that the sanitarians performed 130 inspections and 25 plan reviews. She discussed a new legislative rule which permits dogs in restaurants as long as restaurant owners comply with all stipulations of the rule. Ms. Beach noted she informed all local restaurants of the rule changes. She stated the other legislative rule that passed allows in-state food trucks to get reciprocity permits after they are permitted in their county of residence. Ms. Beach said that next

week the sanitarians will be attending the WV Association of Sanitarians conference in Wheeling, WV.

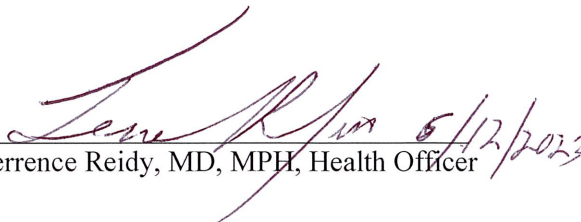
- Threat Preparedness Report- Mr. Weikle discussed his participation in the National Hurricane Conference, which took place in New Orleans, La. He also noted that this past Wednesday, the health department participated in a tabletop exercise involving various government agencies within the eastern panhandle. He discussed the upcoming volunteer appreciation event for volunteers who helped with Covid vaccination clinics, is scheduled for Monday, May 15th from 6:00 pm- 7:15 pm at the health department.
- Clinical Activity Report- Dr. Reidy noted that in April there were 8 patient encounters for family planning, and 9 encounters for sexually transmitted infections. There were 57 vaccinations but only 7 were for COVID. He discussed that the COVID second omicron bivalent booster is now available to all patients over the age of 65 who would like to have it or anyone who has not had their first omicron bivalent booster.
- Epidemiologist Report- Ms. Keiter reported on the decrease of respiratory infections including influenza and Covid across the country and within the state. She then presented opioid overdose trends within Jefferson County. Data on Emergency Medical Services responses to suspected overdoses and Emergency Department visits for overdoses were presented. Opioid overdose death rates in Jefferson and other WV counties were shown.
- Health Officer Report- Dr. Reidy re-emphasized the importance of hiring a peer recovery coach. He discussed the ways in which this person could assist patients suffering from a substance use disorder. Medication assisted treatment with buprenorphine (Suboxone) can help people using opioids. Dr. Reidy has previously received FDA licensure to prescribe buprenorphine, but this is no longer required by the FDA. The State of West Virginia requires a practice to be Registered as an Office-Based Medication-Assisted Treatment Program. Specific approval by the Jefferson County Board of Health may be required.
- Dr Reidy said that in March only 34 lab confirmed cases of Covid were reported for Jefferson County, but the number of actual cases is likely higher but many people with Covid infection who did not seek laboratory testing or medical care. The number of hospitalized patients remains low.
- Health Administrator Report- Mr. Sisco thanked the staff for all their efforts this past fiscal year.

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

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

Meeting adjourned 10:17 AM.

Respectfully submitted,


Terrence Reidy, MD, MPH, Health Officer 5/12/2023