



**Jefferson County Board of Health
Regular Meeting Minutes: June 9, 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)
Ann Smith

Board Members Absent:

Brandon Blake
Anh Nguyen
Claire Ath (Ex officio, Jefferson County Commissioner)

Also Present: Dr. Terrence Reidy (Health Officer), Gino Sisco (Administrator), Bevin Keiter (Epidemiologist), Charli Heilmann (CoxHollidaYoung), Nathan Cochran (Jefferson County Prosecuting Attorney, remote), Caleb Soptelean (Spirit of Jefferson)

Call to Order:

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

Reviewed minutes from May 12, 2023 regular meeting. Ann Smith made a motion to approve the May 12, 2023 regular meeting minutes, seconded by Elliot Simon and carried unanimously (3-0)

Public Comment:

- None

Unfinished Business

- Update on Vacancies
 - Social Worker - Mr. Sisco said he is scheduling an interview for a Social Worker 3.
 - Peer Recovery Coach - Mr. Sisco said he finally has approval to post a peer-recovery coach after adding a request to the DOP. Dr. Reidy said he may have two potential peer recovery coaches.

New Business

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

- The final financial report for April 2023 shows a bank balance of \$548,000 and that we are in compliance with the reserve requirements.
- Ms. Heilmann said the total revenue for April was \$100,000; reduced by salaries and wages of \$84,000 and operating expenses of \$26,000. This led to a deficit of approximately \$11,000 for the month.
- For the fiscal year to date, total revenue is \$1,200,000; reduced by salaries and wages of \$842,000 and operating expenses of \$300,000, which leads to a total surplus of \$10,000. Total revenue to date

is around 8% below budgeted amounts, salaries and wages are 13% below and operating expenses are 34% above budgeted amounts.

- Preliminary numbers for May 2023 continue to show that we are in compliance with the reserve requirements by \$159,000.
- Ms. Heilmann said that total revenue was \$74,000; reduced by salaries and wages of \$84,000 and operating expenses of \$20,000, leading to a deficit for May of \$30,000.
- For the fiscal year to date, total revenue through April is \$1,200,000; reduced by salaries and wages of \$926,000 and operating expenses of \$320,000. Preliminary year to date deficit of \$20,000.

Elliott Simon made a motion to approve the April 2023 Financial Report as presented, Ann Smith seconded, motion passes unanimously (3-0).

Appointment of Health Officer and Local Health Administrator Discussion/Action:

Mr. Sisco read the West Virginia Code Chapter 16 requirements for the yearly appointment of the Local Health Officer

Ann Smith made a motion to appoint Dr. Terrence Reidy as the Health Officer for another year with the as in the budget, Elliot Simon seconded, motion passes unanimously (3-0)

The Legislative Rule changed May 2023 and now requires the Board of Health to appoint the Administrator. Mr. Sisco is technically grandfathered in through the DOP (Division of Personnel) but Mr. Sisco and Dr. Reidy suggested the Board should appoint the Local Health Administrator.

Ann Smith made a motion to appoint Gino Sisco as the Local Health Administrator with the budgeted salary, Elliot Simon seconded, motion passes unanimously (3-0).

Agency Activity Reports:

- Environmental Activity Report- Mr. Sisco reviewed the environmental report. He said that pools are now open, and that all of the pool operators were out in the field inspecting the 11 pools in the county. He said we are on track with well and septic permits in the county.
- Threat Preparedness Report- Mr. Sisco said the Threat Preparedness Coordinator was coordinating with the Red Cross on a sheltering exercise.
- Clinical Activity Report- Dr. Reidy noted that there 21 Covid vaccinations were provided in May. The number of cases that require hospitalization remains low.
- Epidemiologist Report- Ms. Keiter provided an overview of respiratory pathogens in Jefferson County. She also discussed food borne illness numbers in Jefferson County and how they relate to Healthy People 2030 objectives. The five diseases highlighted were Campylobacter, Salmonella, E. coli, Hepatitis A, and Shigella. The data show that most of the diseases were below the Healthy People 2030 target. Dr. Reidy and Ms. Keiter noted that many of these cases are underreported, and many people do not seek treatment or lab testing.
- Health Officer Report- Dr. Reidy discussed the air quality issues in Jefferson County in the past week due to wildfires in Canada. Much of the Washington Metropolitan Area was in the “purple” zone where the air quality is considered unhealthy for all groups of people. The ongoing dry weather was also discussed.

Health Administrator Report- Mr. Sisco reminded the Board of the requirements in West Virginia Code 16-2 7 which specifies “No more than two members who reside in the same magisterial may

be appointed and no more than two members may be appointed who are personally licensed or certified in, engaged in, or actively participating in the same business, profession, or occupation. No more than three members of a county board of health may belong to the same political party.” Should this information change for a Board member we need to know to inform the County Commission.

Ann Smith made a motion to adjourn the meeting, Elliott Simon seconded, and the motion passes unanimously (3-0)

- Next Meeting- Scheduled for July 14, 2023, @ 9:00 am

Meeting adjourned 9:30 AM.

Respectfully submitted,


Terrence Reidy, MD, MPH, Health Officer

7/14/2023