



**Jefferson County Board of Health  
Regular Meeting Minutes: July 14, 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  
Brandon Blake

Board Members Absent:

Anh Nguyen  
County Commissioner (ex officio) position vacant

Also Present: Dr. Terrence Reidy (Health Officer), Gino Sisco (Administrator), Gillian Beach (Environmental Health Manager, remote), Bevin Keiter (Epidemiologist), 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 Karen Bailey-Chapman at 9:00 am

Reviewed minutes from June 9, 2023 regular meeting. Ann Smith made a motion to accept the June 9, 2023 meeting minutes, Elliot Simon seconded, motion passes unanimously (4-0).

**Public Comment:**

- None

**Unfinished Business**

Update on Vacancies-

- Social Worker: Mr. Sisco said the position closes today. Mr. Sisco said he will receive the internal applicant listing today, with the external applicants arriving later.
- Peer Recovery Coach: Mr. Sisco said that the new peer recovery coach will start on Monday and will start as a temporary appointment before transitioning into a full time DOP position. Mr. Sisco says that the employees of the QRT program are aware that if the grant funding goes away, their positions will as well.

## New Business

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

May 2023 Final Financial Report- The unreconciled bank balance of \$509,000 is \$197,000 above the conservative reserve requirement. Total revenue for May was \$74,000, reduced by salaries and wages of \$82,000 and operating expenses of \$18,000. This led to a deficit for the month of May of \$27,000. Fiscal year to date total revenue is \$1.2 million dollars, reduced by salaries and wages of \$925,000 and operating expenses of \$319,000, which leads to a year-to-date deficit of \$11,700. Total revenue to date is 11% below the budgeted amounts, salaries and wages are 16% below and operating expenses are 31% above budgeted amounts.

Ann Smith made a motion to approve the May 2023 Financial Report as presented, Elliot Simon seconded, motion passes unanimously (4-0)

June 2023 Preliminary Financial Report- Preliminary numbers were presented and discussed by the Board. The unreconciled bank balance of \$488,000 is \$147,000 above the conservative reserve requirement. The total deficit year to date is \$3,300.

### Agency Activity Reports:

- Environmental Activity Report- Ms. Beach reported that a previously hired sanitarian did not work out and the position is being readvertised on the DOP website. Ms. Beach said the new training begins in September. She said the sanitarians completed 226 site evaluations and 80 routine food inspections. Ms. Beach said that two of the sanitarians will be traveling to the National Environmental Health Association Conference in New Orleans at the end of July and beginning of August. The Health Department is participating in the Jefferson County Hazard Mitigation Planning.
- Threat Preparedness Report- Mr. Weikle reported on a gasoline spill incident which took place outside the Health Department on July 6, 2023. Staff were evacuated and that the Maintenance Department was contacted to evaluate the scene and clean up the spill. The staff have practiced setting up a 15 x 15-foot tent to be utilized for the Health Department booth during the Jefferson County Fair from August 20 - August 26, 2023. Mr. Weikle will attend the International Association of Emergency Managers conference in Long Beach, California in November.
- Clinical Activity Report- Mr. Sisco said that clinical services have remained steady for the past month. He noted that a lot of travel vaccines have been provided. We have a new Nurse Practitioner for the Family Planning and Breast and Cervical Cancer Screening Programs. We are getting her credentialed with private insurance companies so that she can also see insured people. Extended hours are being offered for back-to-school vaccinations.
- Epidemiologist Report- Ms. Keiter reported on some cases of multi-drug resistant bacteria. She said that this is an emerging issue in public health. Dr. Reidy said that any microorganisms can become resistant to drugs. Foodborne illnesses were discussed.
- Health Officer Report- Dr. Reidy said the opioid issue remains prominent. The regional local governments have selected a member to the Board of the West First Foundation which is responsible for distribution of the money from the settlement of the opioid related lawsuits against pharmaceutical companies. This month two Peer Recovery Specialists will start for Quick Response Team. The Health Department will need to formalize referral agreements with the Jefferson County Emergency Services Agency, Sheriff's Office and 911 Center. Laws restricting sharing of personal health information (HIPAA and other medical confidentiality laws) affect medical providers

including EMS and the Health Department. The goal of the Quick Response Team is to reach the survivors of an overdose and refer them for treatment and other services as needed and accepted. The Jefferson County Health Department will have the capacity to provide treatment for substance use disorders, including medication. This service will require special registration and approval by the State and Dr. Reidy will discuss this further at the Board next meeting.

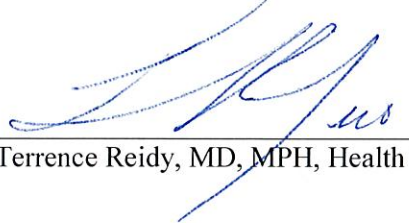
- Health Administrator Report- Mr. Sisco stated that he was discussing increasing the uniform stipend with the sanitarian staff per person. Mr. Sisco said he has no update on who will be the new ex officio County Commissioner for the Board of Health.

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

Next Meeting- Scheduled for August 11, 2023, at 9:00 am

**Meeting adjourned 9:52 AM.**

Respectfully submitted,

  
Terrence Reidy, MD, MPH, Health Officer 8/11/2023