



Jefferson County Board of Health
Regular Meeting Minutes: October 13, 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)
Brandon Blake (Vice Chair, remote)
Elliot Simon
Anh Nguyen (remote)

Board Members Absent:

Ann Smith
Jennifer Krouse (County Commissioner- Ex Officio)

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

Call to Order:

The meeting was called to order at 9:04 am by Karen Bailey-Chapman.
Agenda Reviewed

Reviewed minutes from September 8, 2023 regular meeting. Anh Nguyen made a motion to approve the September 8, 2023 regular meeting minutes, seconded by Brandon Blake and carried unanimously (4-0)

Public Comment:

- None

Unfinished Business

- Update on Vacancies
 - Sanitarian - Mr. Sisco stated that the position has been posted on the Division of Personnel (DOP) website.
 - Peer Recovery Coach- The DOP has approved that the Jefferson Health Department hire a permanent full-time person for this position.
 - Social Worker- Still looking to hire for this role.
 - Office Assistant-The was a resignation of a staff member and several strong candidates that will be interviewed.

New Business

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

August 2023 Final Financial Report- The unreconciled bank balance of \$602,000 is \$246,000 above the conservative reserve requirement. Total revenue for August was \$67,000, reduced by salaries and wages of \$118,000 and operating expenses of \$8,800. This led to an August deficit of approximately \$60,000. Fiscal

year to date revenue is \$205,000, reduced by salaries and wages of \$206,000 and operating expenses of \$30,000, which leads to a year-to-date deficit of approximately \$30,000. The total revenue is currently 3% below the projected budget amount, total salaries and wages are 2% above the projected budget, and operating expenses are 5% below the budgeted amounts.

Elliot Simon made a motion to approve the August 2023 Financial Report as presented, Brandon Blake seconded, and the motion passed unanimously (4-0).

September 2023 Preliminary Financial Report- Preliminary numbers for September 2023 were presented to the board.

The unreconciled bank balances of \$554,000 is \$207,000 above the conservative reserve requirement. The total preliminary revenue for September is \$124,000, reduced by salaries and wages of \$95,000 and operating expenses of \$11,000. The preliminary surplus total for September is \$18,000.

Agency Activity Reports:

- Environmental Activity Report- Mr. Sisco said the staff is continuing to catch up on uninspected restaurants.
- Threat Preparedness Report- Mr. Weikle reported on attending a radiation workshop at the West Virginia Public Health Association Conference.
- Clinical Activity Report- Dr. Reidy said that school vaccines are continuing. He said giving a fair amount of influenza vaccines. The RSV vaccine is now available here and new COVID vaccines should be available next week.
- Epidemiologist Report- Ms. Keiter said there is not much going on in Jefferson County currently. She said that enteric diseases, which are viruses, parasites, and bacteria that are linked to foodborne and waterborne illnesses are continuing to come in at expected rates.
- Health Officer Report- Dr. Reidy said the staff continues to build the opioid response program with the Quick Response Team (QRT). He said the opioid medically assisted treatment program is in the development stage currently. We await the Office of Healthcare Facilities Management confirmation that we do not need a certificate of need.
- Health Administrator Report- Mr. Sisco said the front waiting room looks very different and encouraged the board to check it out. He said the plan is to update the clinic rooms.

Possible Reschedule of JCBOH Monthly Meeting: Discussion/Possible Action

The next board meeting would be scheduled for the second Friday of the month, November 10, 2023, which is Observed Veterans Day. The bylaws state that the following Friday November 17, will be the next meeting date.

Elliot Simon made a motion to forgo the December Board of Health Meeting, Karen Bailey-Chapman seconded, motion passes unanimously (4-0)

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

- Next Meeting- Scheduled for November 17, 2023, @ 9:00 am

Meeting adjourned 9:37 AM.

Respectfully submitted,



Terrence Reidy, MD, MPH, Health Officer