



**Jefferson County Board of Health
Special Meeting Minutes: February 23, 2024 at 9:00am
Virtual Meeting via Zoom**

Board Members Present: Karen Bailey-Chapman (Chair), Elliot Simon (Remote), Ann Smith (Remote), Anh Nguyen (Remote)

Board Members Absent: Brandon Blake (Vice Chair)

Also Present: Dr. Terrence Reidy (Health Officer), Gino Sisco (Administrator), Gillian Olsen (Environmental Health Manager), Steve Groh (Jefferson County Prosecuting Attorney), Elizabeth Ricketts (Charles Town resident)

Call to Order:

The meeting was called to order by Karen Bailey-Chapman at 9:12 am

Public Comment: None

New Business:

Adoption of New local rule regarding Environmental Health Fees for Permits and Services:

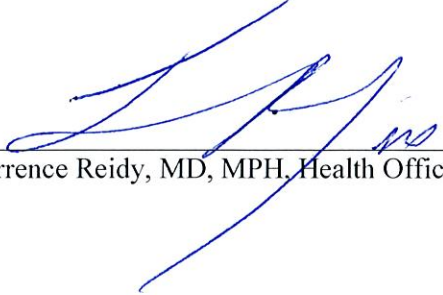
- Gillian Olsen said the reason for the special meeting was because the WV Legislature is expected to pass SB 17 in April and part of that bill will repeal the state rule 64 CSR 30 that provides definitions and fees that our current fee schedule is based on. It will also remove all mention of Local Boards of Health from the State rule 64 CSR 51 where our authority for charging fees for environmental services is currently derived. Therefore, we need to adopt our own local rule for Environmental Health Fees for Permits and Services prior to these legislative changes.
- Ms. Olsen said our authority for creating a rule with our own fee schedule is in WV State Code 16-2-11. She described the procedures we have to follow per WV 16-2-11 in order to adopt a rule and fee schedule. She stated that she created a local rule with Environmental Health Fees for Permits and Services based on guidance documents provided by the Association of Local Health Departments. She said that she created two rules- one with our current fee schedule and one with a fee schedule that is about 20% higher than our current fee schedule.
- Ms. Olsen also described the revenue that Environmental Health Fees for Permits and services brought in last fiscal year was \$408,000 or about 28% of the total revenue for the health department. If we can't implement our own rule so we can charge fees we have the potential to lose a lot of revenue.
- The Board discussed both fee schedules and after much discussion Ann Smith **made a motion** to put out for public comment the Jefferson County Board of Health Environmental

Health Fees for Permits and Services Rule with the current fee structure with the amendment to mass gatherings to take out the incorrect amount and to change “modified” to “amended” in Section 4.2 and that we put that out for public comment until March 7, 2024 at 5:00 pm. Anh Nguyen seconded the motion. Motion carried unanimously.

Next Meeting- Scheduled for March 8, 2024 at 9:00 am

Meeting adjourned 9:45 AM.

Respectfully submitted,



Terrence Reidy, MD, MPH, Health Officer