



**Jefferson County Board of Health
Regular Meeting Minutes: March 8, 2024 at 9:00am
Virtual Meeting via Zoom**

Board Members Present: Karen Bailey-Chapman (Chair), Brandon Blake (Vice Chair), Ann Smith, Elliot Simon (virtual- logged on a little late), Anh Nguyen (virtual) Jennifer Krouse (County Commissioner, Ex Officio)

Board Members Absent: None

Also Present: Dr. Terrence Reidy (Health Officer), Gino Sisco (Administrator), Gillian Olsen (Environmental Health Manager), Dr. Lincy Gregory (Nurse Director), Charli Heilmann (CoxHollidaYoung), Sete Groh (Assistant Prosecuting Attorney)

Call to Order:

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

Reviewed minutes from February 9, 2024 regular meeting and February 23, 2024 Special Meeting. Ann Smith **made a motion** to accept both meeting minutes. Brandon Blake seconded, motion passed unanimously (4-0, Elliot had not logged on yet).

Public Comment: None

Unfinished Business:

Adoption of new local rule “Jefferson County Board of Health Environmental Health Fees for Permits and Services”. Ms. Olsen said we had not received any public comments on the proposed rule and it was posted on our website, on the State register, on our Facebook page, at the building entrance, and at the County Commission building from February 23, 2024 to March 7, 2024. Ann Smith **made a motion** to adopt the Jefferson County Board of Health Environmental Health Fees for Permits and Services Rule. Anh Nguyen seconded and the motion carried unanimously (5-0).

New Business

CoxHollidaYoung Update/ Review of Financials:

Charli Heilmann provided revised summary sheets for the November 2023 and December 2023 financial reports. Brandon Blake **made a motion** to accept the revised summary sheets for November 2023 and December 2023 financial reports, Ann Smith seconded, and the motion passed unanimously.

January Financial Report- Ms. Heilmann reported that we are under the minimum reserve requirement by \$53,000 with our bank balance of \$408,000. She said the operating expenses that we had over the last few months drove up the reserve requirement which is based on the previous 3 months’ expenses. She reported that operating expenses were 30% above what we had budgeted due to clinic renovations and vaccine ordering.

February Preliminary Financial Report- Ms. Heilmann said the bank balance is \$378,000 which would put us \$66,000 under the minimum reserve requirement. Board members expressed concerns that we have been out of our minimum reserve requirements for the past 4 months. Ann Smith **made a motion** to accept the January 2024 financial report, Mr. Blake seconded, and the motion passed unanimously.

Appeal Process for Onsite Sewage Disposal Permits- Dr. Reidy expressed concerns that our current local appeal process for onsite sewage disposal permits does not meet the state requirements. Attorney Steve Groh will evaluate this. The board asked that we request an opinion from the West Virginia Attorney General about the local policy for septic appeals.

Preliminary FY25 Budget- Gino Sisco presented a preliminary report that showed a \$180,000-\$200,000 deficit without an increase in State Aid, grants, or funding from the County Commission.

Agency Activity Reports:

- Environmental Activity Report- Ms. Olsen reported that the newest Sanitarian was in his third week of State training. She reported that well and septic permitting and inspections continues to be very busy. She also reported that they had recently hired a new staff member for the Environmental Health front desk.
- Threat Preparedness Report- Mr. Sisco reported that he is currently the Threat Preparedness Coordinator, and he attended the regional threat prep meeting in Keyser. He also reported that he had hired a new Threat Preparedness Coordinator to start on March 11, 2024.
- Clinical Activity Report- Dr. Gregory reported that the numbers for clinical patient encounters and vaccinations have been steady.
- Health Officer Report- Dr. Reidy reported that Covid numbers have gone down and Influenza is still perking along. Guidelines for what to do if you have a respiratory virus have become much more generic, however, guidelines for those in a healthcare setting have not changed. Though we have not had any measles cases here, but we are likely to because fewer people are getting vaccinated even though we know how effective vaccines are in preventing many illnesses. The County Commission is having a Town Hall Meeting next month on the opioid problem and the health department will be presenting at that meeting.
- Health Administrator Report- Mr. Sisco reported that we have hired two new staff members (discussed previously), will be adding a third LPN position and will then recruit a replacement for the Office Assistant position. He and Ms. Olsen went to the County Commission and asked for funding. He reported that Commissioner Jackson did ask about working together with other county agencies and organizations to reduce redundancies and increase efficiencies in the opioid response and treatment programs. He and Ms. Gregory have met with representatives from Harpers Ferry and Bolivar about their Opioid Settlement money and how they planned to spend that money. Mr. Sisco also talked about the need for new/additional office space. He has asked the County Commission to allow the health department to use the old Red Cross office space that is being used by another organization as storage. He also expressed how proud he is of the clinical team and how they have increased their revenue. Mr. Sisco also reported that we have not been having any problems recruiting or retaining staff due to increasing salaries and improving the work environment.

Next Meeting- Scheduled for April 12, 2024 at 9:00 AM

Ann Smith **made a motion** to adjourn the meeting, Brandon Blake seconded, and the motion passed unanimously.

Meeting adjourned 10:20 am.

Respectfully submitted,


Terrence Reidy, MD, MPH, Health Officer 4/12/2024