



**Jefferson County Board of Health
Regular Meeting Minutes: April 12, 2024 at 9:00am
Virtual Meeting via Zoom**

Board Members Present: Karen Bailey-Chapman (Chair), Brandon Blake (Vice Chair), Ann Smith, Anh Nguyen (Remote), Jennifer Krouse (Member At Large, County Commissioner)

Board Members Absent: Elliot Simon

Also Present: Dr. Terrence Reidy (Health Officer, Remote), Gino Sisco (Administrator), Gillian Olsen (Environmental Health Manager), Brandon Wonder (Threat Prep Coordinator), Lincy Gregory (Nurse Director), Charli Heilmann (CoxHollidaYoung), Nathan Cochran (Assistant Prosecuting Attorney)

Call to Order:

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

Reviewed minutes from March 2024 regular meeting. Ann Smith **made a motion** to accept the November 17, 2023, meeting minutes, Brandon Blake seconded, motion passes unanimously (4-0).

Public Comment: None

Unfinished Business:

Appeal Process for Onsite Sewage Disposal Permits: Dr. Reidy spoke with the our attorney and contacted the Commissioner of Health office and spoke to the council. It was agreed that question about the differences between the Jefferson County Board of Health and the WV Department of Health should be referred to the West Virginia Attorney General. Nathan Cochran said he has so far been unable to make the connection and would like to postpone the discussion until next month.

New Business:

CoxHollidaYoung Update- Charli Heilmann provided an overview of the February 2024 finalized financial report and the preliminary March 2024 financial report.

February 2024 Final Financial Report- The unreconciled bank balance of \$350,000 is \$108,000 below the conservative reserve requirement. Total revenue for February was \$218,000, reduced by salaries and wages of \$99,000 and operating expenses of \$21,000. This led to a surplus for the month of February of \$98,000. Fiscal year to date total revenue is \$986,000, reduced by salaries and wages of \$805,000 and operating expenses of \$297,000, which leads to a year-to-date deficit of \$116,000. Accounts receivable \$410,000 of which 333,500 are related to WV Treasury.

Total revenue for the fiscal year was even with the budgeted amounts, salaries and wages were 5% above and operating expenses were 35% above the budgeted amount. Mr. Blake noted that February 2024 was the 4th month that we were operating at a deficit.

Ann Smith **made a motion** to approve the February 2024 Financial Report as presented, Brandon Blake seconded, motion passes unanimously (4-0).

March 2024 Preliminary Financial Report- The unreconciled bank balance of \$300,000 is \$99,000 below the conservative reserve requirement. Total revenue for March was \$246,000, reduced by salaries and wages of \$86,000 and operating expenses of \$15,000. This led to a surplus for the month of March of \$145,000. Fiscal year to date total revenue is \$1,200,000, reduced by salaries and wages of \$891,000 and operating expenses of \$311,000, which leads to a year-to-date surplus of \$30,000. Total revenue for the fiscal year was 18% below the budgeted amounts, salaries and wages were 5% above and operating expenses were 33% above the budgeted amount.

Preliminary FY25 Budget- Gino Sisco explained that no changes were made from last month's preliminary report. Last month's report showed a \$180,000-\$200,000 deficit without an increase in State Aid, grants, or funding from the County Commission.

Proposed Increase in Environmental Health Fees for FY2025- Ms. Olsen proposed a 20% increase in Environmental Health Fees for FY25. The proposed start date would be July 11th, 2024. The Board asked the staff to provide more information on justifications and past Environmental Health fees. The discussion was tabled until next month.

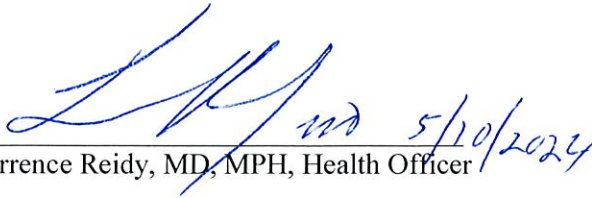
Agency Activity Reports:

- Environmental Activity Report- Ms. Olsen's report showed the sanitarian staff completed a total of 151 inspections and site visits in March.
- Threat Preparedness Report- Mr. Wonder introduced himself as the new Threat Preparedness Coordinator.
- Clinical Activity Report- Dr. Gregory said the family planning program had 36 patient encounters, 4 breast and cervical cancer screening program patient encounters, 15 STI patient encounters, 63 vaccinations, and 9 Tuberculosis patient encounters in the month of March. Dr. Gregory also explained that for family planning services will be billing insurances, rather than the state Family Planning Program, for those with insurance.
- Health Officer Report- Dr. Reidy reported that HIV cases are increasing in the West Virginia due to drug use. A goal of the Jefferson County Health Department is to increase HIV testing. We continue to advertise outreach to residents who have drug addictions to promote Health Department services. Discussions continue with the Jefferson County Community Ministries to collaborate on services and possibly provide some Health Department services at their facility in Charles Town. We have also reached out to the administration at the Eastern Regional Jail to provide services for individuals who are released and have substance use disorders. A Sliding Fee policy for uninsured persons is being developed to discuss with the Board. The County Commission is holding a public opioid workshop April 15 at 6:00 PM and Dr. Reidy will describe current information on opioids in Jefferson County.
- Health Administrator Report- Mr. Sisco reported that the State of West Virginia Grants Department had a major turnover in staff, giving the Health Department a new grants representative. Mr. Sisco also reported that he has sent a request for a new Office Assistant to the Division of Personnel.

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

Next Meeting- Scheduled for May 10th, 2024, at 9:00 am
Meeting adjourned 9:55 AM.

Respectfully submitted,


Terrence Reidy, MD, MPH, Health Officer