# Jefferson County Board of Health
# Regular Meeting Agenda

**Friday, October 10, 2025, at 9:00 AM**

**Location:** Jefferson County Public Services Center Training Room
1948 Wiltshire Rd, Suite 2
Kearneysville, WV 25430

**Virtual: video Zoom-**click below:
**https://us02web.zoom.us/j/87314440147?pwd=dW55WHNaeUd4OGhwSU5BZmR1K2FEZz09**
**or call** 301-715-8592; Meeting ID: 884 1568 6614; Passcode: 122949

**Call to Order**

- Review of Agenda
- Approval of September 12, 2025, Meeting Minutes

**Public Comment**

- *Public comment period will be limited to a maximum of 30 minutes. Individuals may speak for up to 3 minutes and must sign up prior to the start of the meeting. Call or email Jefferson County Health Department to be included in the public comment period. Phone: (304) 728-8416 Email: JeffersonBOH@wv.gov*

**Unfinished Business**

- Sanitarian training and licensure in the State of WV
- New Payroll Software

**New Business**

- New BOH Member – Laura Knott
- Save A life Day Event Update- QRT Team
- Financial Update- CoxHollidaYoung -Review of July 2025 Final Financial Report and August 2025 Preliminary Financial Reports - Discussion/Action
- Agency Activity Report - Discussion
  - Environmental Activity Report
  - Clinical Activity Report
  - Health Officer Report
  - Health Administrator Report
- Next Meeting – scheduled November 14, 2025, @ 09:00 AM

*The agenda is subject to change without notice. This means agenda items may be discussed in a different order in which they are listed here. No items may be added to the agenda.*

| **Board of Health Members** | **Term Expires** |
|---|---|
| Karen Bailey-Chapman, Chair | 6/30/2026 |
| Brandon Blake, Vice Chair | 6/30/2027 |
| Laura Knott, Member | 8/30/2030 |
| Ann Smith, Member | 6/30/2028 |
| Dan Caprio, Member | 6/30/2029 |
| Jack Hefestay, County Commissioner | Ex Officio |

To request an item to be placed on the next Board of Health Agenda, email JeffersonBOH@wv.gov

**This meeting was noticed as follows:**
Public Notice Locations: Jefferson County Health Department and online.
Individual Notice: A good faith effort will be made to contact individuals who are placed on the agenda, either by name or by position, at the time the agenda is posted publicly.
Online at www.jchdwv.org

To view previous meetings on YouTube, go to the JeffCoBOH WV channel.