Jefferson County Board of Health
Regular Meeting Agenda

Friday, December 12, 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 November 14, 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*

Executive Session- Personnel Issues

Fiscal Report:
- Financial Update- CoxHollidaYoung -Review of October Final Financial Report and November 2025 Preliminary Financial Reports - Discussion/Action

Unfinished Business
- Status of IT services switch over.

New Business
- Discussion on updating Environmental Health Fees for Fiscal Year 27.
- Agency Activity Report - Discussion
  - Environmental Activity Report
  - Clinical Activity Report
  - Health Officer Report
  - Health Administrator Report
- Executive Session – Personnel Issues
- Next Meeting – scheduled January 9, 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**
Brandon Blake, Chair	6/30/2027
Karen Bailey-Chapman, Vice Chair	6/30/2026
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.