



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

Board Members Present:

Karen Bailey-Chapman (Chair)
Brandon Blake (Vice Chair)
Elliot Simon
Ann Smith (Virtual)
Anh Nguyen (Virtual)

Board Members Absent:

James Cook (Ex-Officio Member, County Commissioner)

Also Present: Dr. Terrence Reidy (Health Officer), Gino Sisco (Administrator), Alexis Davy (Environmental Health Manager), Brandon Wonder (Threat Prep Coordinator), Charli Heilmann (CoxHollidaYoung), Nathan Cochran (Assistant Prosecuting Attorney, remote)

Call to Order:

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

Reviewed minutes from May 2024 regular meeting, corrections to the attendee list and footer date were requested. Brandon Blake made a motion to accept the May 2024 meeting minutes with necessary changes made, Ann Smith seconded, motion passes with two abstentions (3-0).

Public Comment: None

Unfinished Business

- Appeal Process for Onsite Sewage Disposal Permits: Jefferson County Health Department rule on the appeal of a denial of an onsite sewage disposal permit that is different than the State rules. It has been unclear how the State Administrative Procedures and Code of Rules are to be applied to a local Board of Health. Nathan Cochran had reviewed this with attorneys for the State Department of Health and the WV Attorney General's Office and they have indicated we need to follow the State rule. They have approved four procedural steps that are the key parts of the appeal process. The Board discussed this determination, the appeal process, and that since the local rule does not follow the State Code it needs to be withdrawn.

Elliot Simon made a motion to withdraw the Local Onsite Sewage Disposal Rule (Jefferson County Board of Health Appeal Process for Onsite Sewage Disposal), Brandon Blake Seconded, motion passes unanimously (5-0).

- Proposed Rule for Fencing Around Septic Reserve Areas: The new Sanitarian Supervisor, Alexis Davy and the Board discussed the problem of disturbance of the septic reserve area soils. There is no current State rule regarding a requirement of temporary fencing around septic reserve areas. Other approaches to decrease risk of damage to septic reserve areas will be considered.

New Business

Financial Report

Charli Heilmann from CoxHollidaYoung provided an overview of the May 2024 finalized financial report and the preliminary June 2024 financial report.

May 2024 Final Financial Report- The unreconciled bank balance of \$360,000 is \$12,000 below the conservative reserve requirement. Total revenue for May was \$58,500, reduced by salaries and wages of \$162,000 and operating expenses of \$2,500. This led to a deficit for the month of May of \$106,000. Fiscal year to date total revenue is almost \$1500,0, reduced by salaries and wages of \$1,170,000 and operating expenses of \$349,000, which leads to a year-to-date deficit of \$42,000. Accounts receivable \$448,000 with West Virginia Treasury accounting for 71% of this deficit.

June 2024 Preliminary Financial Report- The unreconciled bank balance of \$486,000 is \$82,000 above the conservative reserve requirement. Total revenue for June was \$54,000, reduced by salaries and wages of almost \$94,000 and operating expenses of \$28,000. This led to a deficit for the month of June of \$68,000. Fiscal year to date total revenue is \$1,500,000, reduced by salaries and wages of \$1,260,000 and operating expenses of \$377,000, which leads to a year-to-date deficit of \$110,000. Accounts receivable \$274,000 with West Virginia Treasury accounting for 63% of this deficit.

Elliot Simon made a motion to accept the May 2024 Financial Report as presented, Brandon Blake seconded, motion passes unanimously (5-0).

Election of Officers- Karen Bailey-Chapman proposed that the elections be deferred to August. The other Board members agreed with this proposal. The election has been moved to August.

Agency Activity Reports:

- Environmental Activity Report- Ms. Davy reported that the sanitarian staff completed a total of 65 inspections in May and a total of 65 inspections in June.
- Threat Preparedness Report- Mr. Wonder reported that he and Dr. Reidy attended the Regional Tabletop and Functional Exercise, along with the Jefferson County Emergency Management office, Sheriff's Department, and staff from other County agencies. The exercise was based on a scenario of flooding and chemical spill event, The Health Department will be conducting active shooter training and exercise on August 9, 2024.
- Clinical Activity Report- Dr. Reidy reported clinical activity volume for June. Dr. Reidy also reported that the quick response team continues to be active in the community and has 1-2 new participants a week.
- Health Officer Report- Dr. Reidy reported that the opioid settlement money is on hold because of a Supreme Court ruling and delays in the process. The Health Department has submitted for the Opioid Treatment Program (Office Based Medication Assisted Treatment Program) to the Office of Healthcare Facility Licensure OHFLAC). Once they review the Health Department's existing policies, they could license us to see patients. OHFLAC staff will then conduct a site visit.

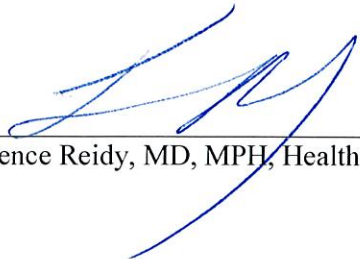
- Health Administrator Report- Mr. Sisco reported the new Sanitarian Supervisor hire. He also reported that the County Commission approved the new Environmental Services Fees, it is projected that these increased fees will add about \$54,000 to the total budget.

Elliott Simon made a motion to adjourn the meeting, Brandon Blake seconded, and the motion passed unanimously (5-0).

Next Meeting- Scheduled for August 9th, 2024, at 9:00 am

Meeting adjourned 10:10 AM.

Respectfully submitted,



Terrence Reidy, MD, MPH, Health Officer