



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

Board Members Present:

Karen Bailey-Chapman (Chair)(virtual),
Brandon Blake (Vice Chair)
Anh Nguyen (Virtual)
Ann Smith

Board Members Absent:

Elliot Simon
Vacant (Ex-Officio Member, County Commissioner)

Also Present: Dr. Terrence Reidy (Health Officer)
Gino Sisco (Administrator)
Lincy Gregory (Nursing Director)
Alexis Davy (Environmental Health Manager)
Brandon Wonder (Threat Preparedness Coordinator)
Charli Heilmann (CoxHollidaYoung)
Amber Taylor (CoxHollidaYoung),
Alisun Meske

Call to Order: The meeting was called to order by Karen Bailey Chapman at 9:00 AM.

Reviewed minutes from July 12, 2024, regular meeting. Ann Smith made a motion to accept the July 12, 2024, meeting minutes. Bradon Blake seconded, motion passed (4-0).

Public Comment: None.

Unfinished Business

- Election of Officer – Discussion/Action: The County Commission has not yet appointment a new Board Member to fill the expired term of Anh Nguyen.
Karen Bailey-Chapman made a motion to defer the election of officers until the next Board of Health Meeting (September 13th), Ann Smith seconded, motion passes unanimously (4-0).

New Business

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

June 2024 Financial Report- The unreconciled bank balance of \$450,000, which is \$18,600 above the conservative reserve requirement. Total revenue for June was \$168,000, reduced by salaries and wages of \$94,000 and operating expenses of \$39,000. This led to a surplus for the month of June of \$36,000. For the Fiscal year-to-date total revenue was \$1,650,000, reduced by salaries and wages of \$1,260,000 and operating expenses of \$415,000, which leads to a year-to-date deficit of \$31,000. Accounts receivable \$390,000 with West Virginia Treasury accounting for 74% of this.

Karen Bailey-Chapman proposed that the June 2024 Financial Report acceptance be deferred to the next meeting since it is also the final report for fiscal year 2024 and there may be some May billings not yet in the report. The other Board members agreed acceptance of the June 2024 financial report has been moved to September.

July 2024 Preliminary Financial Report- The unreconciled bank balance of \$364,000 which is \$67,874 below the conservative reserve requirement. Total revenue for July was \$140,000, reduced by salaries and wages of \$103,000 and operating expenses of \$7,810. This led to a surplus for the month of July of \$29,475. Accounts receivable \$462,000 with West Virginia Treasury accounting for 80% of that balance.

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Agency Activity Reports:

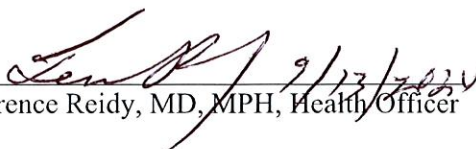
- Environmental Activity Report- Ms. Davy reported that the sanitarian staff completed a total of 132 site visits and inspections in the month of July. Ms. Davy also reported two restaurant fires that required compliance enforcement visit, as well as one power outage event that required about 17 onsite visits in the Charles Town area. Ms. Davy explained that the Environmental Health Department would like to offer a Certified Food Protection Manager course for the public, it is projected to cost around \$125.
 - Food Handler Card Discussion: Jefferson County requires Food Handler Cards for every person that is handling food. Ms. Davy is proposing to potentially expand and offer a Statewide version of the Food Handler Card. Currently this Health Department is only offering the countywide cards, but does not offer the Statewide version, Ms. Davy would like to see this practice change in the future so Jefferson County can offer both versions of the card.
- Threat Preparedness Report- Mr. Wonder reported that the Health Department will be conducting an Active Shooter Drill at 1 PM. The Drill is designed to test the employee's response during an active shooter situation. The Jefferson County Fair is coming up on Sunday August 18th, the Health Department will be setting up a table there to answer any questions the public may have and advertise to the community what services the Health Department offers.
- Clinical Activity Report- Dr. Gregory reported the patient encounter numbers for June and July 2024. Family planning program nurse practitioner staffing was reviewed.
- Health Officer Report- Dr. Reidy explained that the power outages and fires in the county gives the Health Department a unique learning experience, it also gives the Environmental Health and Threat Preparedness Departments a chance to review policies for such situations. The Commissioner of Health from the State of West Virginia, Dr. Christiansen visited the Health Department last month and the Commissioner asked how the State can help the Health Department. There have been increases of some STI/STD.
- Health Administrator Report- Mr. Sisco reported that he will be updating the budget to include State Aid numbers.

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

Next Meeting- Scheduled for September 13th, 2024, at 9:00 am

Meeting adjourned at 9:45 AM.

Respectfully submitted,


Terrence Reidy, MD, MPH, Health Officer