



**Jefferson County Board of Health
Regular Meeting Minutes: September 13th, 2024, at 9:00am
Virtual Meeting via Zoom**

Board Members Present:

Karen Bailey-Chapman (Chair)
Brandon Blake (Vice Chair)
Ann Smith
Elliot Simon (Virtual)
Dan Caprio (not yet sworn in)

Board Members Absent:

Vacant (Ex-Officio Member, County Commissioner)

Also Present: Dr. Terrence Reidy (Health Officer), Gino Sisco (Administrator), Lincy Gregory (Nurse Director), Alexis Davy (Environmental Health Manager), Charli Heilmann (CoxHollidaYoung)

Call to Order:

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

Reviewed minutes from July 2024 and August 2024 regular meeting. The previously approved minutes from the July meeting had typographical error and should state that the June minutes (not the May minutes) were reviewed and approved. Ann Smith made a motion to accept the July 2024 amended meeting minutes and the August 2024 meeting minutes, Brandon Blake seconded, motion passes (4-0).

Public Comment: None

Unfinished Business

- Introduction of New Board Members – Mr. Caprio was introduced as the new member of the Board of Health.
- Election of Officers – Discussion/Action: With the addition of a new Board of Health member the Election of Officers took place on September 13th, 2024.

Ann Smith made a motion to have Karen Bailey-Chapman remain as Chair of the Board of Health, Brandon Blake seconded, motion passes (4-0).

Karen Bailey-Chapman made a motion to have Brandon Blake remain as Vice Chair of the Board of Health, Ann Smith seconded, motion passes (4-0).

New Business

CoxHollidaYoung Update- Charli Heilmann provided an overview of the revised June 2024 finalized financial report, the finalized July 2024 financial report, and the preliminary August 2024 Financial Report.

June 2024 Final Financial Report- The reconciled bank balance of \$483,000 is \$51,000 above the conservative reserve requirement.

Fiscal year-to-date deficit of \$33,500. Accounts receivable \$358,000 with \$257,000 is related to WV Treasury.

Karen Bailey-Chapman made a motion to accept the June 2024 Final Financial Report, Ann Smith seconded, motion passes (4-0)

July 2024 Final Financial Report- The unreconciled bank balance of \$435,000 is \$3,443 above the conservative reserve requirement. Total revenue for June was \$141,000, reduced by salaries and wages of \$103,000 and operating expenses of \$7,700. This led to a surplus for the month of June of \$30,000. Accounts receivable \$430,000 with \$347,000 (81%) is related to WV Treasury.

Ann Smith made a motion to accept the July 2024 Final Financial Report, Brandon Blake seconded, motion passes (4-0).

August 2024 Preliminary Financial Report- The unreconciled bank balance of \$573,600 is \$156,000 above the conservative reserve requirement. Total revenue for August was \$102,000, reduced by salaries and wages of \$96,000 and operating expenses of \$8,000. This led to a deficit for the month of August of \$1,177. Fiscal year to date total revenue is \$243,00, reduced by salaries and wages of \$200,000 and operating expenses of \$15,400, which leads to a year-to-date surplus of \$29,000. Accounts receivable \$287,600 with \$180,000 (63%) is related to WV Treasury.

Agency Activity Reports:

- Environmental Activity Report- Ms. Davy reported that the sanitarian staff completed a total of 117 inspections in the month of August. The sanitarians worked multiple events such as the Jefferson County Fair and the African American Festival in the month of August. There was enforcement closure of one food establishment which has reopened after improvements.
- Threat Preparedness Report- Mr. Wonder was at a Jefferson County Threat Preparedness activity and not present for the Board Meeting. Mr. Sisco discussed the August Active Shooter Training. Dr. Reidy had attended a 2-day training for Point of Distribution in an Emergency.
- Clinical Activity Report- The clinical visit numbers for July and August were provided for the Board. Dr. Gregory noted they continue to provide many vaccinations for students who going back to school. Increased COVID and influenza vaccinations are expected in

the coming months. The Health Department has been administering some vaccinations at the Jefferson County Community Ministries.

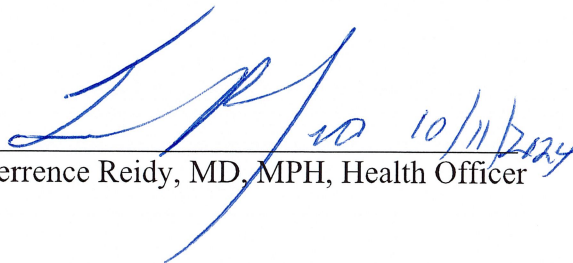
- Health Officer Report- Dr. Reidy mentioned that the Jefferson County Health Department and the Jefferson County Community Ministries are collaborating to request funds to expand the substance abuse programs.
- Health Administrator Report- Mr. Sisco reported that the Quick Response Team (QRT) team had about \$166,000 in total expenses for FY 24. The expenses included staff time, travel expenses, and outreach efforts. The expenses are all billable to the QRT Grant.

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

Next Meeting- Scheduled for October 11th, 2024, at 9:00 am

Meeting adjourned 09:55 AM.

Respectfully submitted,


Terrence Reidy, MD, MPH, Health Officer