



**Jefferson County Board of Health  
Regular Meeting Minutes: June 14, 2024 at 9:00am  
Virtual Meeting via Zoom**

Board Members Present: Karen Bailey-Chapman (Chair), Brandon Blake (Vice Chair), Ann Smith (Virtual), James Cook (Ex-Officio Member, County Commissioner)

Board Members Absent: Anh Nguyen, Elliot Simon

Also Present: Dr. Terrence Reidy (Health Officer), Gino Sisco (Administrator), Gillian Olsen (Environmental Health Manager), Charli Heilmann (CoxHollidaYoung), Amber Taylor (CoxHollidaYoung), Nathan Cochran (Assistant Prosecuting Attorney, Virtual)

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

Reviewed minutes from May 2024 regular meeting. Brandon Blake **made a motion** to accept the May 10, 2024, meeting minutes, Ann Smith seconded, motion passed (3-0).

**Public Comment:** None.

**Unfinished Business**

Appeal Process for Onsite Sewage Disposal Permits: Mr. Cochran contacted the State Department of Health, as well as some attorneys that deal with health issues in the Attorney General's office. The attorney general's office is looking at some of the issues.

Proposed Increase in Environmental Fees for FY25: Ms. Olsen reported that no public comment was received on the proposed Increase.

Ann Smith **made a motion** to approve the proposed Environmental Fees Rule and Fee Schedule. Motion Seconded by Brandon Blake. Ms. Olsen asked to add the fee for Bed & Breakfasts food establishment permits of \$78.00 that had inadvertently been left out of the rule although it was included in the chart showing the current fees vs. proposed fees for public comment. Ann Smith made a motion to amend the rule to include the Bed & Breakfast Food Establishment fee of \$78.00 to the list and to approve the rule with that amendment. Brandon Blake seconded, and motion passed unanimously (3-0). This will be presented to the County Commission at their next meeting for final approval.

**New Business**

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

April 2024 Final Financial Report- The unreconciled bank balance of \$372,000 which is in excess of \$10,000 above the conservative reserve requirement. Total revenue for April was \$184,000, reduced by salaries and wages of \$104,000 and operating expenses of \$9,600. This led to a surplus for the month of April of \$70,000. Fiscal year to date total revenue is \$1,400,000, reduced by salaries and wages of \$995,000 and operating expenses of \$346,000, which leads to a year-to-date surplus of \$75,000. Accounts receivable \$565,000 with West Virginia Treasury accounting 65% of this.

Ann Smith **made a motion** to accept the April 2024 Financial Report, Brandon Blake seconded, motion passed unanimously (3-0).

May 2024 Preliminary Financial Report- The unreconciled bank balance of \$378,000 is \$19,000 above the conservative reserve requirement. Total revenue for May was \$55,000, reduced by salaries and wages of \$151,000 and operating expenses of at little over \$2,000 There were three pay periods in May. This led to a deficit for the month of May of \$99,000. Fiscal year to date total revenue is \$1,470,000, reduced by salaries and wages of \$1,100,000 and operating expenses of \$349,000, which leads to a year-to-date deficit of \$23,000. Accounts receivable \$446,000 with West Virginia Treasury accounting for 70% of that balance.

Health Officer Appointment: In accordance with West Virginia Code (16-2-12) the local health officer is appointed by the local board of health, serves for a term of one-year, and is eligible for reappointment at compensation determined by the local board of health. Dr. Reidy requested reappointment for another year at the FY 2025 budgeted salary, which is unchanged. Motion to reappoint Terrence Reidy as the Local Health officer for another year was made by Ann Smith and seconded by Brandon Blake, Motion passed 3-0.

Proposed Rule for Fencing Around Septic Reserve Areas: Ms. Olsen said she was submitting this for consideration because in the past year there have been at least 4 instances where after a septic reserve area is approved by our office it has been damaged or destroyed during construction of the home, so this is a possible solution to the problem. Ms. Olsen requested the Board approve this proposed amendment to our local rule for public comment. After some discussion the Board said they would like to get the opinion of our attorney and they would like to know if there is precedence for this anywhere else in the state. Discussion and possible action tabled until the next meeting.

#### Agency Activity Reports:

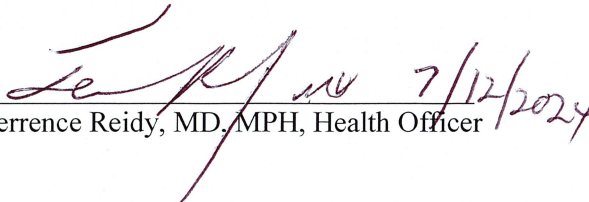
- Environmental Activity Report- Ms. Olsen reported that the sanitarian staff completed a total of 183 inspections and site evaluations in the month of May. Several sanitarians are in a regional meeting today. She reported on the training progress of the sanitarians. Ms. Olsen's last day at the Health Department will be June 18<sup>th</sup>. Two candidates for the Supervisor position have been interviewed.
- Threat Preparedness Report- Mr. Wonder is not present since he is participating in a Homeland Security Exercise in Romney, WV.
- Clinical Activity Report- Dr. Reidy reported that the Health Department has three LPNs. Board members have received the Clinical Services activity report for May. The increased networking of the Quick Response Team activities was discussed.
- Health Officer Report- Dr. Reidy reported that the Health Department will be providing some vaccinations to clients at the Jefferson County Community Ministries. The application to register to operate an office-based, medication assisted program for opioid use disorder has been submitted. to the WV Office of Health Facility Licensure and Certification. Collaboration with Eastridge Health Systems, the Jefferson Day Report Center, and others is being explored.
- Health Administrator Report- Mr. Sisco reported that allocation from the State for local health departments is still uncertain. The Clinical Office Assistant position has been filled.

Next Meeting- Scheduled for July 12th, 2024, at 9:00 am

Ann Smith **made a motion** to adjourn the meeting, Brandon Blake seconded, the motion carried (3-0).

**Meeting adjourned 10:22 AM.**

Respectfully submitted,

  
Terrence Reidy, MD, MPH, Health Officer 7/12/2024