



**Jefferson County Board of Health
Special Meeting Minutes: April 23, 2021 9:00am
Virtual Meeting via Zoom**

Board Members Present: John Bresland (Chair), Ann Smith (Vice-Chair), Judith Jones, Anh Nguyen, David Lutman

Board Members Absent: None

Also Present: Nathan Cochran (Assistant County Prosecuting Attorney), Dr. Terrence Reidy (Health Officer), Gillian Beach (Acting Administrator, Sanitarian Supervisor), Stephanie Grove (County Administrator)

Call to Order:

The meeting was called to order at 9:04 AM by Chairman Bresland. Mr. Lutman introduced himself to the other Board members. The agenda for today's meeting was presented and accepted.

Other Discussions: The Board Members had a discussion about salaries for administrators in surrounding areas and comparable salaries for similar positions in Jefferson County. There was also a discussion involving the budget including discussions about the past contributions to the health department from the County Commission. Ms. Grove said it is common for counties to provide direct funding to their local health departments. Dr Reidy mentioned that other health departments receive a bond/levy in their counties, much like the school levies.

Public Comment:

None

New Business:

Outsourcing financial operations and related matters:

Dr. Reidy spoke about the part-time temporary position we have hired to help bill grants, oversee payroll, and assist with other financial matters. He said it would be beneficial to outsource some of the financial responsibilities if we are not able to find an administrator with a strong financial background. Discussions ensued about hiring an outside contractor for financial consulting work to help at least while we don't have anyone else qualified to handle the financials. Mr. Lutman suggested creating a special finance committee to review financials, research outsourcing financials, and advise the board. Mr. Lutman made a motion to get two volunteers to be on a special committee from the Board of Health to work with health department employees to include Gillian Beach, Dr. Reidy, Wendi Ballou and any other staff that has relevant advice and other county employees willing and able to help to research outsourcing financials. Ms. Nguyen seconded and motion was carried unanimously.

Difference between part-time temporary employee, contract employee, and full-time permanent employees and related matters:

Mr. Bresland asked what the status was of hiring an administrator either full-time, part-time, or contracted. Mr. Reidy said there is a candidate that has been interviewed by 4 of the Board members, but no decision has been made in what role the candidate would serve if hired. Discussions ensued about creating bonuses or giving raises to staff. Board members asked to add discussion of bonuses/raises to the agenda for next month's meeting.

Ms. Beach said that part-time temporary employees cannot have any administrative duties. Mr. Cochran said according to the code that a Board can contract with someone to be an administrator. Dr. Reidy asked what the liability coverage would be for a contract employee. Mr. Cochran said the Board's liability insurance should or would have to cover a contract employee.

Mr. Lutman made a motion to authorize Ms. Beach and Dr. Reidy to advertise the administrator position in an attempt to hire someone as early as possible and ensure all potential candidates are given an equal opportunity. Motion was seconded and carried unanimously.

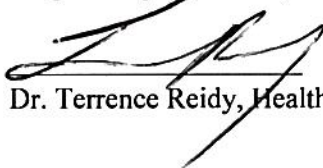
New job description and title for Local Health Administrator Vacancy and related matters:

Ann Smith made a motion to go into executive session to discuss hiring an administrator and receive legal advice. Motion was seconded and carried.

Adjournment:

Meeting adjourned at 11:24 am

Respectfully submitted,



Dr. Terrence Reidy, Health Officer