



**Jefferson County Board of Health
Regular Meeting Minutes: July 16, 2021, 9:00 a.m.
WVU Extension Office Training Room—Jefferson County Public Services Center and
Virtual Meeting via Zoom**

Board Members Present: John Bresland (Chair), Ann Smith (Vice-Chair), Anh Nguyen, David Lutman, Karen Baily-Chapman

Board Members Absent: Caleb Hudson, County Commissioner

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

Call to Order:

The meeting was called to order at 9:05 a.m. by Chair Bresland.
The agenda for the meeting was presented and accepted with one change in the item order.

The minutes from the June 11, 2021 meeting were reviewed. Ann Smith moved to approve the minutes as distributed, seconded and passed unanimously.

Public Comment: None

Unfinished Business:

Board Vacancy- Karen Bailey-Chapman was introduced as the new member of the Board of Health. She shared information about her background in public relations and advocacy and said she was looking forward to serving the community.

Health Administrator and Other Vacancies- Dr. Reidy said there were currently four staff vacancies including: Health Administrator, Threat Preparedness Coordinator, Nurse Supervisor, and Office Assistant.

He said seven people applied for the most recent Health Administrator vacancy announcement, however, none were qualified. Dawn Hatzler had previously talked with him and the Board about the position and started last week in a temporary status to help Gillian Beach and with the expectation she would meet the position qualifications when her application was reviewed by the state. She has since accepted another job. One other person did contact him about the job and may have applied.

Two people have interviewed for the Threat Preparedness Coordinator position. No candidate has been selected.

One person who interviewed for the Nurse Supervisor job looks promising and he has talked with another person and is waiting for a yes or no decision.

Dr. Reidy said salaries are low in comparison to prevailing wages which is presenting hiring challenges. There was discussion about what can be done to move along the hiring process. Dr. Reidy said they could explore changing from the West Virginia Division of Personnel to the Jefferson County system.

The current system presents a couple of problems:

- 1) Process to hire is involved and lengthy.
- 2) The Health Department has no control over wages.
- 3) Merit system is challenging, for instance when someone is exceeding their current job description and duties it is difficult to increase their salary.

There was discussion about advertising for positions and the inability to provide exact salaries to applicants, only a high and low range. Information was shared about the process used four to five years ago involving a trip to Charleston in an effort to raise the sanitarians wages from a \$20,000 range to \$40,000 range. It was suggested consideration be given to going through a similar process to get the Health Administrator position filled.

Gillian Beach said she had talked to the West Virginia Division of Personnel and a proposal could be done across the board for all positions to raise salaries and also petition to change top salaries. There was discussion on the next deadline for the State Personnel Board meeting where proposals could be submitted for consideration. August 26, 2021 is the next meeting and proposals for staff salary changes would have to be submitted by August 3rd. Gillian Beach suggested doing the review and making the request for all positions. She said she could check with her contact in Charleston to see what approach is most likely to be approved. She said other Health Departments have made requests for their entire staff.

Nathan Cochran said the County Finance Director, Michelle Gordon and County Administrator, Stephanie Grove would be willing to help with the proposal as much as they could. Chair Bresland suggested everyone get together and look at the entire situation including how moving from the state system to the county system would affect benefits, like health insurance and see how things might change. Nathan commented the other end of the process is how to pay for salary increases. Ann Smith suggested writing a letter to the West Virginia Division of Personnel by August 3, 2021 and having a Special Meeting on July 28, 2021.

David Lutman made a motion to draft a proposal for salary increases for the full range of top to bottom for all Health Department personnel by July 28, 2021 and to call a Special Meeting on July 28, 2021 for Board proposal review. The motion was seconded by Ann Smith, 5 yea, motion carries.

Proposed Septic Information Request Fee Increase- Gillian Beach said they were waiting for the public comment period to end. The notices were placed in the Spirit of Jefferson Newspaper and posted on the Health Department website. Then it goes to the Board and the Board can look at public comment prior to voting. This item will be on the next meeting agenda for a vote.

Financial Consultant- Dr. Reidy reviewed the proposals to assist with the Health Department's monthly financials and payroll submitted from two firms, Ours, Lawyer, Lewis & Company, PLLC and CoxHollidaYoung, PLLC. He said both firms suggested using a payroll company like ADP or My Pay for the Health Department payroll and to use QuickBooks Cloud for financial input. Using a Cloud based software would allow the companies to have direct access to the Health Department financials without being on site. Dr. Reidy said the Health Department's mission is not in the financial field, therefore, it makes sense to have an accounting firm handle the financial aspect of the Health Department. He said there would be some upfront work to make the switch. He reviewed the numbers provided by CoxHollidaYoung, PLLC and said extra

assistance would be at an hourly rate and it would be necessary to manage that expense. Since this is not a budgeted item, Dr. Reidy said, it requires the Board's approval.

David Lutman said it was very common for businesses to outsource this part of the finances. Chair Bresland shared a few comments from the Ours, Lawyer, Lewis & Company, PLLC proposal noting the excellent and professional level of accounting work and separation of duties currently being done by the Health Department staff.

Nathan Cochran said he had reviewed the CoxHollidaYoung, PLLC, agreement and was not fond of the arbitration paragraph as the method for handling disputes.

American Rescue Plan Act of 2021 and other COVID-19 Grants- Gillian Beach gave a brief overview of the \$500,000 ELC grant to be used over a two month, 30 ½ month period, January 15, 2021 – July 21, 2023. She said the ELC grant proposes using the money to hire some positions and to get new equipment. The positions include an epidemiologist, sanitarian, and office assistant. She said the Health Department can bill for current staff if they were working on grant approved activities like contract tracing and vaccinations.

Dr. Reidy said currently one half the eligible people in Jefferson County have been vaccinated. Dr. Reidy said one problem was there were several overlapping grants and it is a challenge not to "double-dip". He said several other grants were due by the end of the month.

Dr. Reidy said he did go to the County Commission about the American Rescue Plan Act of 2021 funds. He requested funds for vaccine administration fees. He said the County finance people said it did not fit the grant criteria. He said he also asked for funds for a community outreach worker for several years. He said he is working with the County finance people to come up with some grant request funding options.

Karen Bailey-Chapman asked if the State would have grant funds through the American Rescue Plan Act of 2021 for local health departments. Dr. Reidy said usually there were not five to six grant opportunities. He said most funds are through the Centers for Disease Control and Prevention (CDC), but the funds go first to the State and then they make it available to local health departments. He said the greatest Health Department need was for staffing and for sustaining those positions. He said most funding was for only one year.

New Business:

Update on COVID-19 Activity and Vaccinations- Dr. Reidy said cases had dropped dramatically over the last two months. He said he was seeing one or two cases a day in Jefferson County. Two Covid-19 Delta virus specimens had been identified in the County. Nationwide 50 percent of infection is the Delta variant which spreads more easily.

Dr. Reidy said the assistance of the National Guard with contact tracing ends at the end of July. He said he plans to bring on a few additional people to help with contact tracing as he is anticipating a surge in new cases.

He said the big vaccine events are over and typically they are giving five vaccinations a day at the Health Department. Dr. Reidy reviewed protocols for vaccinated and unvaccinated individuals regarding quarantines.

There were questions about the need for a booster shot. Dr. Reidy said there probably will be a need for a booster sometime, but not right now. Studies are being conducted he said. He said people exposed to a variant strain are being asked to quarantine. There are certain instances where quarantines are suggested even for vaccinated individuals. He said some people are ignoring quarantine protocols.

He also reviewed testing taking place in the County. He said testing at the Hollywood Casino at Charles Town Races was free because they were under a contract with the state. At the moment they are doing 10 or less tests per day at the Casino.

Agency Activity Report:

Review of June 2021 Financial Reports- Chair Bresland reviewed the June 30, 2021 Financial Statements. He said the Fiscal Year 2021 Expenses were 1.04 million with income of 1.44 million and a net surplus of \$99,457 for the year. The surplus was mostly due to grants he said. For the month of June income was \$176,000 with expenses of \$69,000 and a \$107,000 surplus. The Health Department had \$76,000 cash in hand at the end of June 2021, a small increase over May 2021. Chair Bresland suggested everyone “dig” into the report a bit more and said he was hopeful, with the assistance of an outside accounting firm, there could be some analysis added to the reports.

Health Administrator Report—Dr. Reidy said environmental and clinical services are now reopened and operating as before the pandemic. He said several weeks before schools open they will likely see an increase people needing back to school shots. Covid-19 vaccinations will also be available. Dr. Reidy said TB and Family Planning services were getting back on schedule.

Health Officer Report—Covered in prior reports.

Environmental Activity Report—Dr. Reidy said the Board had the numbers before them and briefly reviewed the report. He also said routine food inspections would be starting soon. Gillian Beach said she would love to have another sanitarian and was hoping to be able to hire one through the next grant.

Medical Activity Report—Already covered in prior reports.

Financial Consultant—David Lutman said he heard back from CoxHollidaYoung, PLLC and they agreed to remove reference to arbitration for settling disputes from the Agreement.

A motion was made by Ann Smith to accept the Agreement presented by CoxHollidaYoung, minus reference to arbitration, to handle Health Department finances as outlined and move forward to have the Agreement signed. Seconded by David Lutman, 5 yeas, the motion passed 5-0.

Board Election—This item was moved to the end of the agenda. Nathan Cochran addressed the election of the Board and officers. He said the current bylaws they were using were adopted 2/13/2015, however, he does not have a signed copy of those bylaws. He recommended the Board revisit the bylaws and make any updates necessary.

Nathan Cochran suggested the Board wait until August to do their election as the most recent signed copy of the bylaws requires elections be held in August. He suggested the Vice President start the August 2021 meeting and preside over it.

David Lutman made a motion to move the special meeting to discuss the Division of Personnel request to August 2nd and at that meeting also select the Chair and Vice Chair. Karen Bailey-Chapman seconded the motion. There were four yeas with Chair Bresland abstaining, the motion carried with four affirmative votes.

Nathan Cochran said going forward Steve Groh would be the attorney contact for the Health Department.

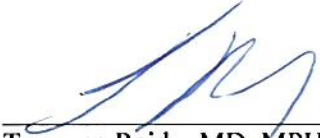
Next Meeting—The next regular meeting will be held on Friday, August 13, 2021 at 9:00 a.m. and a Special Meeting is scheduled for Monday, August 2nd at 9:00 a.m.

No further business.

There was a motion to Adjourn the meeting by Ann Smith, seconded by Karen Bailey-Chapman, five yeas, the motion passed unanimously.

The meeting adjourned at 11:14 a.m.

Respectfully submitted,



Terrence Reidy, MD, MPH, Health Officer
approved by board
8/13/21 *8/13/2021*