



**Jefferson County Board of Health
Regular Meeting Minutes: March 11th, 2022 at 9:00am
In Person at WVU Extension Office at 1948 Wiltshire Rd, Kearneysville, WV 25430
and Virtual Meeting via Zoom**

Board Members Present: Karen Bailey-Chapman (Chair), Anh Nguyen (Vice Chair), Ann Smith, Elliot Simon, David Lutman

Board Members Absent:

Also Present: Caleb Hudson (County Commission, ex officio), Dr. Terrence Reidy (Health Officer), Gino Sisco (Administrator), Gillian Beach (Environmental Health Manager), Mason Weikle (TP Coordinator), Charli Heilmann (CoxHollidaYoung), Nathan Cochran (Jefferson County Prosecuting Attorney)

Call to Order:

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

Review of February minutes tabled until the end of the meeting.

Public Comment:

- Ms. Beach read a letter from June Hendricks and Maricella Messner, owner of Chick-Fil- A in support of keeping Robert Custard on staff at the Jefferson County Health Department.
- Elizabeth Ricketts, resident of Charles Town, asked about the County Commission's special session conducted March 7, 2022 and asked if that meeting affected staff at the Health Department

Unfinished Business

Update on Vacancies

- Sanitarian - Mr. Sisco stated that the position has been posted on the DOP website but is not yet public
- Nurse Director- Mr. Sisco reported that one person may be interested in the nurse director position

Grants Update- Minority Outreach Grant and Quick Response Team (QRT) Grant- Dr. Reidy reported that the QRT grant has been approved by the state. He stated that the total would amount to \$158,000. He reported that the health department will be looking for a social worker and other staff to fulfill the responsibilities of the grant. Dr. Reidy also mentioned that we are awaiting the final approval of the Minority Outreach Grant will extend through May 2023.

New Business

CoxHollidaYoung Update- Charli Heilmann reported that the total income for January and the preliminary for February. For January, total year-to-date income was \$545,000. For the February preliminary report, total year-to-date income was \$662,000 and the cash balance was \$392,000.

Review of January 2022 Financial Reports - Elliot made a motion to accept the January 2022 Financial Report, Ann Smith seconded, motion carried 4-1 with Anh Nguyen voting Nay.

Update on COVID-19 Activity and Vaccinations- Dr. Reidy reported a decrease in COVID-19 cases within the past month. He reported that Jefferson County is now in the low-risk area according to the new CDC guidance. Dr. Reidy reported that nearly all the new cases of COVID remain the omicron variant. He spoke about wastewater surveillance as a way that public health is keeping track of COVID cases.

Agency Activity Reports:

- Health Administrator Report- Mr. Sisco reported that he will be reviewing the phone bill policy for staff. He will be looking at other health care industry procedures and policies for similar sized health departments. He reported that he will be removing the Comcast cable and replacing it with a public service slideshow displaying services the health department offers.
- Health Officer Report- Dr. Reidy discussed earlier during the COVID 19 report
- Environmental Activity Report- Ms. Beach reported a total of 95 inspections and 8 plan reviews that the sanitarian staff completed in the last month. She also said the new environmental web page had launched and it is much easier to navigate. Ms. Beach stated that the food safety program grants that she applied for were awarded. She announced \$228,000 over a three-year period, which includes being able to hire a new sanitarian to help with inspections and an additional \$26,522 for this year. Ms. Beach reported that the staff has begun attending the first three webinars for the NEARS grant. She said they also had a food safety advisory council meeting last week and that staff members in the meeting asked the health department to develop a checklist for restaurant inspections. Mr. Custard has already developed the quick food safety self-inspection checklist and it has been sent out to all restaurants we had an email for and will be posted online as well.
- Clinical Activity Report- Dr. Reidy reported an increase in syphilis cases nationally recently. He reported drug use as being a factor in the increase.
- Threat Preparedness Report- Mr. Weikle discussed the conclusion of the vaccine clinics at the Ranson Civic Center. He discussed attending Hospital Incident Command System (HICS) and Public Information Officer (PIO) training in Bridgeport on February 15th. He spoke about working with the Local Emergency Preparedness Committee (LEPC) and other members to try to get staff members trained on the Incident Command System (ICS) 300 course when it becomes available. He discussed working with the Jefferson County Emergency Services Agency (ESA) to set up training for the staff on fire safety and prevention. He also discussed working with community partners in the future to set up an active shooter drill for the health department.
- Preliminary FY 23 Budget report Discussion- Mr. Sisco discussed the budget for FY 23. He discussed personnel costs at around \$1.1-\$1.2 million, with grants helping to offset costs.
- Discussion of Environmental Grants - Grant information was sent out to Board members prior to the meeting and they said they had no questions about the grants.
- Termination of Part-Time Sanitarian -
 - Anh Nguyen made a motion “to move into Executive Session to receive legal liability counsel from counsel”, Elliot Simon seconded, and the motion passed unanimously. Board went into Executive Session and resumed the public meeting after Executive Session.
 - Mr. Sisco read questions from Board members regarding Mr. Custard’s employment, including number of hours worked, contributions from grants that Mr. Custard has secured for the health department. Mr. Custard has not created any policies for staff in the past 12 months. Under Gillian Beach with consultation of Mr. Custard 10 new food safety policies have been established.
 - Mr. Lutman asked Mr. Custard if he had a business license for the state of West Virginia. Mr. Custard maintained that he did not believe he was required to have a business license because he has a sole proprietor LLC, and he does not file a separate tax return. Ms. Beach also stated it was common practice for this office to hire new employees as contractors until the State paperwork for their employment was approved.

- Ms. Beach discussed Mr. Custard’s contributions to the environmental health division.
- Mr. Simon made a motion “That we terminate Mr. Custard’s contract as of the end of the current fiscal year” (June 30, 2022). There was no second, and motion failed.
- Mr. Lutman made a motion that the Board “will terminate Mr. Custard as of June 30 sunsetting with the current budget year and his work will be limited to preparing and fulfilling grants that are not in conflict of this Board of Health.” Elliot Simon seconds. Karen Bailey-Chapman, Anh Nguyen, David Lutman, and Elliot Simon vote yes, Ann Smith votes no. Motion passes 4-1

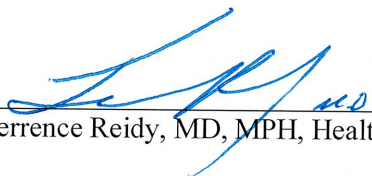
Reviewed minutes from February 11, 2022, regular meeting. Elliot Simon moved to approve the February 11, 2022, regular meeting minutes. Motion was seconded by Ann Smith and carried 5-0.

Anh Nguyen made a motion to adjourn the meeting, Elliot Simon seconds, motion passes unanimously

Next Meeting- Scheduled for April 8, 2022, at 9:00 am

Meeting adjourned 11:45 AM.

Respectfully submitted,



Terrence Reidy, MD, MPH, Health Officer 4/13/2022