



**Jefferson County Board of Health
Regular Meeting Minutes: April 8, 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 (Remote)
David Lutman
Elliot Simon
Ann Smith (Remote)

Board Members Absent:

None

Also Present: Dr. Terrence Reidy (Health Officer), Gino Sisco (Administrator), Mason Weikle (Threat Preparedness Coordinator), Charli Heilmann (CoxHollidaYoung), Caleb Hudson (County Commissioner)

Call to Order:

The meeting was called to order at 9:02 am by Karen Bailey-Chapman.

Reviewed minutes from March 11, 2022 regular meeting. Elliot Simon made a motion to approve the minutes. Motion was seconded by Anh Nguyen and carried unanimously.

Public Comment:

o None

Unfinished Business

Update on Vacancies-

- o Sanitarian: Mr. Sisco reported that he did not receive a list of candidates for the Sanitarian position.
- o Nurse Director: Mr. Sisco stated that there is one candidate for the Nursing Director position who will be interviewed.

New Business

CoxHollidaYoung Update- Charli Heilmann said that the financial statements for February 2022 have been finalized.

Review of February 2022 Financial Reports:

- Ms. Heilmann stated that the cash balance is roughly \$392,000. She stated that there was a net deficit of \$236,000. Income and operating expenses were reported slightly below target. Salaries and wages were above projection by 7% before the retention incentive.
- Mr. Sisco explained the delays at the state level to pay out on quarterly grant payments and the retention grant.
- Ms. Heilmann stated that the preliminary cash balance for March showed a net loss of \$36,000. She stated the revenue was below the projected amount, but the expenses were on target.

Elliot Simon made a motion to accept the financial reports for February; David Lutman seconded, motion passes.

Discussion of Increased State Aid- Mr. Sisco stated that, due to our status as local health department employees, we are not eligible for the statewide 5% pay increase proposed by the West Virginia Legislature. However, he stated there was an addendum that passed later in the special meeting that budgeted \$1.2 million for local health departments. More information regarding the rules about the distribution of this money will be presented when available.

Discussion of Account/Cash Reserve- Prior Board had passed a rule regarding the minimum cash reserve of the Health Department. Discussion whether to amend the Rule or the Bylaws. Will continue at next meeting.

Preliminary FY 23 Budget Report Discussion- Mr. Sisco stated that there will be an increase of around \$300,000 in personnel costs. He stated the overall budget will remain largely the same for next fiscal year.

Ms. Bailey-Chapman asked a question about an increase in PEIA (Public Employees Insurance Agency) expense by 5%. Mr. Sisco stated that he has not seen that proposal yet, but he has seen a decrease in PERS (Public Employees Retirement System) from 10% to 9% for next fiscal year.

Mr. Lutman stated that well and septic permits will likely be down drastically for this upcoming year, but restaurant inspections can make up some of the deficit. Mr. Lutman stated that he would budget for 20% less in well and septic permits.

Ms. Smith stated that there is no fee for the regular inspection unless you have defaulted on something and must be re-inspected. She said the inspection is part of the restaurant permit process. She also states that she pays a separate ABC license fee for her restaurant.

Mr. Sisco stated that typically the budget should be finalized and signed by the Board of Health turned into the state by the beginning of June.

Mr. Sisco stated that he expects to hire at least one sanitarian for next fiscal year. He stated that there are certain positions that are explicitly outlined in grants awarded to the health department. Some of the positions outlined include Social Worker and Outreach Coordinator. Dr. Reidy said that most of the positions will be part-time temporary employees. Dr. Reidy said that he hopes to continue to find grants to fund the Social Worker position to make the role a permanent position.

Ms. Nguyen asked that the \$258,000 in grants be listed with the recipients so that she could better understand where the money is coming from.

Mr. Lutman asked Dr. Reidy about the purpose of hiring a Nursing Director. Dr. Reidy stated that one of the roles of the Nurse Director will be to expand services to the community.

Agency Activity Reports:

- Health Administrator Report- Mr. Sisco stated that Verizon would be here next week to upgrade the internet for the DHHR offices. He is also looking towards using the new internet to improve clinical billing.

- Health Officer Report- Dr. Reidy stated that COVID cases remain low in Jefferson County. He stated the guidance remains to stay up to date on COVID vaccinations and get tested if you have symptoms. He stated the hospital cases in the region have continued to decrease since the last meeting. He said the Omicron BA 2 Variant is now the dominant strain nationwide. He provided an overview of vaccination rates and case numbers for COVID world-wide and spoke about local influenza numbers within Jefferson County.
Approval has been received for the COVID Health Disparities Grant
- Environmental Activity Report- Environmental Manager not available to provide report. Written report had been provided to the Board Members.
- Clinical Activity Report- Nurse Director was not available to provide a report. Written report had been provided to the Board Members.
- Threat Preparedness Report- Mr. Weikle reported that he has been involved with the recent Bovine Emergency Response Training program that was provided by the Jefferson County Office of Emergency Management and Homeland Security. He stated that the fire drill has been rescheduled for later in April.

David Lutman made a motion to adjourn the meeting, Elliot Simon seconded, and the motion carried unanimously.

Next Meeting- Scheduled for May 13, 2022, at 9:00 am

Meeting adjourned 10:55 AM.

Respectfully submitted,


Terrence Reidy, MD, MPH, Health Officer

5/13/22