



Jefferson County Board of Health
Regular Meeting Minutes: July 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 (remote)
Ann Smith

Board Members Absent:

None

Also Present: Terrence Reidy, MD (Health Officer), Gino Sisco (Administrator), Gillian Beach (Environmental Health Manager), Lincy Gregory (Nurse Director), Mason Weikle (Threat Preparedness Coordinator)

Call to Order:

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

Reviewed minutes from June 10, 2022, regular meeting. Ann Smith made a motion to accept the June 10th meeting minutes, Anh Nguyen seconded, motion passed unanimously (5-0)

Public Comment:

- o None

Unfinished Business

Update on Vacancies-

- o Sanitarian: Ms. Beach stated that she made an offer to one of the candidates for the Sanitarian position. The offer was accepted, and the new sanitarian will start on July 25th. Ms. Beach also stated that one of the sanitarians will be leaving on August 5th and that a replacement position would be posted.
- o Licensed Practical Nurse: Mr. Sisco stated that he received one applicant for the LPN position but did not think the individual would be a good fit. He said that they will be reposting the position.
- o Social Worker: Mr. Sisco said that the social worker position will also be reposted. Mr. Sisco mentioned potentially hiring a temporary part-time social worker.

Lincy Gregory, RN, the new Nurse Director, introduced herself to the Board.

Bed and Breakfast Proposed Fee Change Update

Ms. Beach said that the advertisement for the proposed fee change is in the Spirit of Jefferson and posted on the Jefferson County Health Department website. It will be open for public comment until August 5th.

New Business

CoxHollidaYoung Update- Charli Heilmann and Clyde Young were both unavailable to provide the report. Mr. Sisco reviewed some of the financial reports for May and preliminary numbers for June.

Review of May 2022 Financial Reports:

- Mr. Sisco stated that the cash is above by 8%, total income is 20% above budget, salaries and wages were up by 4%, and operating expenses were below budget by 2%
- Mr. Sisco stated that the preliminary financial report for June will show that the health department is running around 24% above expected income, salaries and wages will be about 6% above expected and operating expenses will be below budget by around 7%.

Ann Smith made a motion to approve the financial reports for May; David Lutman seconded; motion passes unanimously 5-0.

Agency Activity Reports:

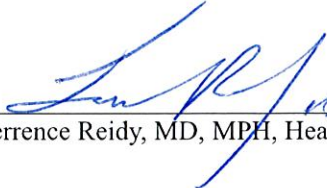
- Health Administrator Report- Mr. Sisco stated that the new phone stipend system has been up and running. Mr. Sisco also reported that he is working on updating the internet system for the health department. He is hoping to have the system up and running by the September or October timeframe.
- Health Officer Report- Dr. Reidy reported on the changes in COVID-19 case numbers from June to July, locally and nationwide. Dr. Reidy also talked about the different omicron variants that are spreading in the community. He walked through the prevention steps provided by the CDC for the different levels of COVID-19 community transmission. Dr. Reidy noted that Monkeypox cases are gradually increasing around the DC area. He said that the vaccine for Monkeypox is not currently available to the public in West Virginia. Dr. Reidy stated that we still have a lot to learn about the new strain of Monkeypox.
- Environmental Activity Report- Ms. Beach said that the sanitarian staff completed 137 site inspections and 12 plan reviews. She said that two of the sanitarians will begin the state sanitarian training in August and will run through October. Ms. Beach also stated that she helped present at the NEHA (National Environmental Health Association) conference that she attended last week on regional program standards. She finishes a 12-month leadership academy training which she dedicated around 8 hours a month for the past year. She reported that one of the sanitarians will be leaving in August. She said that the new sanitarian will be working primarily on food inspections
- Clinical Activity Report- Mr. Sisco stated that Lincy Gregory will be available to present clinical activities at future board meetings.
- Threat Preparedness Report- Mr. Weikle reported that he gave staff training on Continuity of Operations on Wednesday. He stated that the goal is to train staff on roles they would be responsible for in an emergency situation where there would be staff absences. He also discussed getting involved with Hospice of the Panhandle to conduct an active shooter training with health department staff in groups over the next few months.

Ann Smith made a motion to adjourn the meeting, David Lutman seconded, and the motion passed unanimously (5-0)

Next Meeting- Scheduled for August 12, 2022 at 9:00 am

Meeting adjourned 9:34 AM.

Respectfully submitted,


Terrence Reidy, MD, MPH, Health Officer 8/12/22