



**Jefferson County Board of Health**  
**Regular Meeting Minutes: October 14, 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)  
Elliot Simon (Vice Chair)  
Brandon Blake  
Anh Nguyen  
Ann Smith

Caleb Hudson (County Commissioner, ex officio)

Board Members Absent:

None

Also Present: Dr. Terrence Reidy (Health Officer), Gino Sisco (Administrator), Mason Weikle (Threat Prep Coordinator), Bevin Keiter (Epidemiologist), Charli Heilmann (CoxHollidaYoung), Steve Groh (Jefferson County Prosecuting Attorney, Remote)

**Call to Order:**

The meeting was called to order by Karen Bailey Chapman at 9:01 am

Reviewed minutes from September 9th regular meeting. Anh Nguyen made a motion to accept the September 9, 2022 meeting minutes, Brandon Blake seconded, motion passes unanimously (3-0) Elliot Simon and Ann Smith arrived after vote.

**Public Comment:**

- **None**

**Unfinished Business**

Update on Vacancies-

- LPN: Mr. Sisco reported that the position has been filled.
- Social Worker: Mr. Sisco said that this position is posted and is fully funded through a grant.

**New Business**

CoxHollidaYoung Update- Charli Heilmann provided an overview of the August 2022 and September 2022 preliminary financial reports.

Review of August 2022 and September 2022 Preliminary Financial Reports:

- Ms. Heilmann reported the preliminary financial report for August shows a bank balance of \$690,000 putting the health department within reserve requirements. She stated that the total accounts receivable was \$108,000 with 67% of the accounts receivable in West Virginia treasury. She said that the revenue was \$155,000, salaries and wages were \$149,000 and operating expenses were \$26,000.
- For September, Ms. Heilmann reported that the bank balance stands at \$604,000. She said the accounts receivable increased to \$162,000 and 75% of the accounts receivable were West Virginia treasury. Ms. Heilmann reported that revenue for September was \$118,000, salaries and wages were \$79,000, and operating expenses were \$42,000. She stated that the deficit for the month was \$2,800.
- Ms. Heilmann said that year to date revenue was \$273,000, salaries and wages are \$228,000, and operating expenses are \$68,000. This gives a deficit of \$23,000. She said that the total revenue was below budget by 7%, salaries and wages were below budget by 6% and total operating expenses were below budget by 5%.

Elliot Simon made a motion to approve the financial reports for August and the preliminary financial reports for September; Ann Smith seconded, motion passes (4-0) with Anh Nguyen abstaining.

Agency Activity Reports:

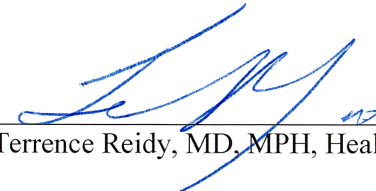
- Health Administrator Report- Mr. Sisco stated that the internet project is advancing as the health department has received all of the equipment.
- Health Officer Report- Ms. Keiter reported on the Covid-19 numbers and trends for Jefferson County. She reported that Jefferson County, and much of the state is currently in the lowest transmission level from the CDC. Jefferson County's numbers show that there are 131.2 new weekly cases reported per 100,000 residents. Ms. Keiter reported that Jefferson County currently has 78.3% of the population with at least one dose of the vaccine. She said that 5.2% of staffed inpatient hospital beds were in use by patients with confirmed COVID. Dr. Reidy spoke about the current influenza and monkeypox infections in the United States.
- Environmental Activity Report- The Environmental Health Director was not available to provide a report. The Administrator answered questions about Environmental Health Staffing, Short Term Rental permits and Mass Gathering Permits
- Clinical Activity Report- Board Members were given the Clinical Activity Report. The Nurse Director was not available to provide a discussion.
- Threat Preparedness Report- Mr. Weikle reported on the Smoking Mountains functional exercise that he and health department staff participated in on October 4th.

Ann Smith made a motion to adjourn the meeting, Karen Bailey-Chapman seconded, and the motion passed unanimously (5-0)

Next Meeting- Scheduled for November 18, 2022, at 9:00 am

**Meeting adjourned 9:42 AM.**

Respectfully submitted,

  
Terrence Reidy, MD, MPH, Health Officer

11/18/22