



**Jefferson County Board of Health
Regular Meeting Minutes: January 13, 2023 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)
Anh Nguyen (remote)
Ann Smith (remote)

Board Members Absent:

Brandon Blake

Also Present: Dr. Terrence Reidy (Health Officer), Gino Sisco (Administrator), Gillian Beach (Environmental Health Manager), Mason Weikle (Threat Prep Coordinator), Bevin Keiter (Epidemiologist), Charli Heilmann (CoxHollidaYoung), Nathan Cochran (Jefferson County Prosecuting Attorney, remote)

Call to Order:

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

Reviewed minutes from November 11, 2022 regular meeting. Elliot Simon made a motion to accept the November 11 meeting minutes, Ann Smith seconded, motion passes (4-0).

Public Comment:

- **None**

Unfinished Business

Discussion of Substance Use Disorder and Regional Opioid Settlement Board

Dr. Reidy discussed the changes seen in unintentional drug overdose deaths in the United States between 1970-2021. Notably, there is an increase in opioid deaths from the non-prescription synthetic opioid fentanyl within the past few years. According to the data, West Virginia and the DC area lead the nation in overall drug overdose deaths. In terms of opioid deaths, West Virginia leads the nation overall. Dr. Reidy said the new Quick Response Team grant has been approved and they are looking to hire staff to reach and assist people who survived an overdose. Mr. Simon said he was under the impression that Jefferson County will be included in the Opioid Settlement Board. There is concern about how much will reach the local Board of Health.

Update on Vacancies-

- Sanitarian: Ms. Beach reported that she will be interviewing several candidates next week for the final vacant sanitarian position.
- Social Worker: Mr. Sisco said that this position will be reposted as a grant funded position. He stated that he has reached out to the Dean of Social Work at Shepherd University looking for May graduates to fill the position.

New Business

Financial Update- Charli Heilmann of CoxHollidaYoung provided an overview of the October 2022 financials. In addition, she also provided the preliminary financial reports for November and December 2022.

- The financial report for **October 2022** shows a bank balance of \$626,000 putting the health department above reserve requirements by \$315,000. She stated that the total accounts receivable was \$74,000, with \$16,000 of that due to WV Treasury.
- The budget versus actual for the month of October was analyzed. The total revenue was \$37,000, salaries and wages were \$78,000 and operating expenses totaled \$30,000, leading to a deficit of \$70,000.
- The year-to-date budget through October was reviewed by Ms. Heilmann. The total revenue was \$312,000, salaries and wages totaled \$306,000, and operating expenses were \$113,000, leading to a net deficit of \$107,000.
- Elliot Simon made a motion to accept the financial reports for October, Karen Bailey-Chapman seconded, the motion was approved (3-0) with Anh Nguyen abstaining.
- For the **November 2022** preliminary financial report, the bank balance was \$545,000, in compliance with the reserve requirements by \$202,000. The total accounts receivable was \$61,000, with \$7,000 of the total due to WV Treasury.
- The preliminary budget versus actual for November was reviewed. The total revenue was \$16,000, salaries and wages were \$79,000 and the total operating expenses were \$32,000, leading to a net deficit of \$95,000 for the month of November
- For the **December 2022** preliminary financial report, there was a bank balance of \$400,000, which is in compliance with the reserve requirements by \$46,000. The total accounts receivable was \$170,000 with \$53,000 from the WV Treasury.
- The preliminary budget vs actual for December 2022 was analyzed. The total revenue for December was \$126,000, salaries and wages totaled \$119,000 and operating expenses were \$29,000, leading to a monthly deficit of \$22,000
- A year-to-date budget versus actual through December 2022 was conducted. The total revenue was \$454,000, salaries and wages were \$504,000 and operating expenses totaled \$174,000. leading to a year-to-date deficit of \$224,000.

FY24 Budget Timeline Discussion

Mr. Sisco stated that he will present preliminary budget numbers during the February 10th Board meeting. He said that much more firm numbers will be presented for the board to review during the March and April Board meetings, with a final goal of approving the FY 24 budget during the May 2023 Board meeting.

Proposed Increase of Doctor's Visit Fee

Mr. Sisco presented the superbill, with all line items used in medical billing. This will be discussed further at the next Board Meeting. Among the items would be an increase of Level 1 Outpatient care visit from \$55 to \$65 and Level 4 visit from \$190 to \$200. Mr. Sisco stated the reimbursement rates from Medicare and private insurance have been increasing, and this will help ensure we capture proper payment amounts.

Agency Activity Reports:

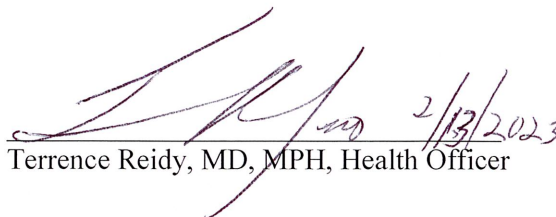
- Environmental Activity Report- Ms. Beach said that she has completed five different grants and will be submitting invoices for a total of \$123,000. She also said she was awarded two additional grants for 2023 totaling \$31,500. Ms. Beach reported the environmental staff completed 2 trainings using grant funds that they were able to coordinate with the State Office of Environmental Health Services to provide virtually for other sanitarians throughout the state.
- Threat Preparedness Report- Mr. Weikle discussed participating in the International Association of Emergency Managers conference in Savannah, Georgia during the month of November. He also discussed working on billing for the Threat Prep Grant.
- Clinical Activity Report- Mr. Sisco discussed changing the formatting for the presentation of clinical information in the activity reports. There was a discussion about changing to a running annualized monthly average of reportable diseases.
- Epidemiologist Report- Ms. Keiter reported on ongoing numbers for respiratory viruses. The reported numbers for Covid infections and hospitalizations with Covid have increased a little in the past 2 months. It should be noted that most cases of Covid detected by home test and are no longer reported. She reported that 80.3% of Jefferson County residents have one dose of the vaccine, 66.8% have two doses, and 31.5% have received a booster shot. Influenza cases started earlier in the season than usual, and the number of cases is decreasing. RSV cases are also decreasing. Mpox (Monkeypox) cases have continued to remain low across the United States. Ms. Keiter discussed the process of reviewing reportable diseases. She discussed the use of surveillance, prevention, and control measures to reduce the risk.
- Health Officer Report- Dr. Reidy pointed out that Covid cases and hospitalizations with Covid have increased some. He said the RSV and Influenza cases have been decreasing generally. We encourage those who have not had influenza vaccination to receive it since the influenza season is not yet over. Dr. Reidy also talked about animal encounters, and recent rabies cases in animals in Jefferson County. He pointed out the importance of vaccinating your pets against rabies.
- Health Administrator Report- Mr. Sisco stated that the annual audit report should arrive soon. He said that the internet project is progressing. Mr. Sisco wanted to thank the board members for their assistance in updating the Board of Health bylaws. He also wanted to thank the board members for contributing food and participating in the staff Christmas party.

Elliott Simon made a motion to adjourn the meeting, Karen Bailey-Chapman seconded, and the motion passed (4-0).

Next Meeting- Scheduled for February 10, 2023 at 9:00 am

Meeting adjourned 10:40 AM.

Respectfully submitted,


Terrence Reidy, MD, MPH, Health Officer