



Jefferson County Board of Health
Regular Meeting Minutes: November 17, 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 (Remote)
Ann Smith (Remote)
Anh Nguyen (Remote)

Board Members Absent:

Brandon Blake (Vice Chair)
Jennifer Krouse (County Commissioner- Ex Officio)

Also Present: Dr. Terrence Reidy (Health Officer), Gino Sisco (Administrator), Gillian Olsen (Environmental Health Manager, remote), Mason Weikle (Threat Prep Coordinator), Lincy Gregory (Nurse Director), Charli Heilmann (CoxHollidaYoung), Nathan Cochran (Jefferson County Assistant Prosecuting Attorney, remote), Caleb Soptelean (Spirit of Jefferson, remote)

Call to Order:

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

Reviewed minutes from October 2023 regular meeting. Ann Smith made a motion to accept the October 13, 2023 meeting minutes, Anh Nguyen seconded, motion passes unanimously (4-0).

Public Comment:

- None

Unfinished Business

- None

New Business

CoxHollidaYoung Update- Charli Heilmann provided an overview of the September 2023 financial report and the preliminary October 2023 financial report.

September 2023 Final Financial Report- The unreconciled bank balance of \$533,000 is \$156,000 above the conservative reserve requirement. Total revenue for September was \$125,000 reduced by salaries and wages of \$95,000 and operating expenses of \$70,000. This led to a surplus for the month of September of \$18,000. Fiscal year to date total revenue is \$330,000, reduced by salaries and wages of \$301,000 and operating expenses of \$70,000, which leads to a year-to-date deficit of \$41,000. Total revenue for the fiscal year was 3% below the budgeted amounts, salaries and wages were 2% below and operating expenses were in line with the budgeted amount.

Elliott Simon made a motion to approve the September 2023 Financial Report as presented, Ann Smith seconded, motion passes unanimously (5-0).

October 2023 Preliminary Financial Report- Preliminary numbers were presented and discussed by the Board. The unreconciled bank balance of \$547,000 is \$176,000 above the conservative reserve requirement. The total deficit year to date is \$70,000.

Agency Activity Reports:

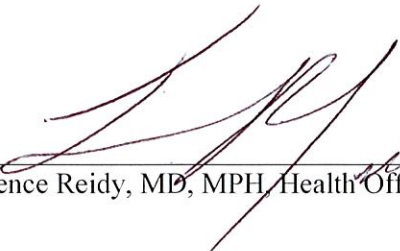
- Environmental Activity Report- Ms. Olsen reported that she will be hiring a new sanitarian. She also said that she is working on standardizing one of the sanitarians, which is a requirement to meet national program standards. Ms. Olsen said she will then work on standardizing the other sanitarians.
- Threat Preparedness Report- Mr. Weikle reported that he attended the IAEM conference a couple weeks ago in Long Beach. He addressed the wildfire smoke situation, which is ongoing across southern Virginia, bringing hazy conditions into Jefferson County.
- Clinical Activity Report- Dr. Gregory reported that the clinical staff continues to do a good job clinical services. The effects are notably seen in the increased number of vaccine administrations: especially in travel vaccines. She reported that the Quick Response team is up and running, with Katie Blunt and Stephanie Stout working to support the efforts.
- Health Officer Report- Dr. Reidy said the clinical staff is giving a larger than expected number of RSV vaccines as patients are being referred from other offices. He reported that the staff continues to also provide Covid and other vaccinations. The Medication Assisted Treatment program will provide an update on the services but not a full report on the finances in January.
- Health Administrator Report- Mr. Sisco stated that the health department had a final surplus of \$72,000 for fiscal year 2023. Thee reported that the state auditor had been in the office and the preliminary report is that no significant issues had been identified. The final auditor's report is anticipated to be in April or May 2024.

Elliott Simon made a motion to adjourn the meeting, Ann Smith seconded, and the motion passed unanimously (4-0).

Next Meeting- Scheduled for January 12, 2024 at 9:00 AM

Meeting adjourned 9:27 AM.

Respectfully submitted,



Terrence Reidy, MD, MPH, Health Officer

1/19/2024