



**Jefferson County Board of Health
Regular Meeting Minutes: January 19, 2024 at 9:00am
Virtual Meeting via Zoom**

Board Members Present: Karen Bailey-Chapman (Chair), Brandon Blake (Vice Chair), Ann Smith, Jennifer Krouse (County Commissioner, Ex Officio)

Board Members Absent: Elliot Simon, Anh Nguyen

Also Present: Dr. Terrence Reidy (Health Officer), Gino Sisco (Administrator), Gillian Olsen (Environmental Health Manager), Mason Weikle (Threat Prep Coordinator), Lincy Gregory (Nurse Director), Charli Heilmann (CoxHollidaYoung), Amber Taylor (CoxHollidaYoung),

Call to Order:

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

Reviewed minutes from November 2023 regular meeting. Ann Smith made a motion to accept the November 17, 2023 meeting minutes. Brandon Blake seconded; motion passed unanimously (3-0).

Public Comment: None

Unfinished Business: None

New Business

CoxHollidaYoung Update- Charli Heilmann provided an overview of the October 2023 finalized financial report, the November 2023 preliminary financial report and the preliminary December 2023 financial report.

October 2023 Final Financial Report- The unreconciled bank balance of \$557,000 is \$177,000 above the conservative reserve requirement. Total revenue for October was \$69,000 reduced by salaries and wages of \$84,000 and operating expenses of \$20,000. This led to a deficit for the month of October of \$36,000. Fiscal year to date total revenue is \$403,000, reduced by salaries and wages of \$386,000 and operating expenses of \$99,000, which leads to a year-to-date deficit of \$82,000. Total revenue for the fiscal year was 6% below the budgeted amounts, salaries and wages were 1.3% above and operating expenses were 1% above the budgeted amount.

Ann Smith made a motion to approve the October 2023 Financial Report as presented; Brandon Blake seconded, motion passed unanimously (3-0).

November 2023 Preliminary Financial Report- The unreconciled bank balance of \$423,000 is \$42,000 above the conservative reserve requirement. Total revenue for November was \$58,000, reduced by salaries and wages of \$128,000 and operating expenses of \$20,000. This led to a deficit for the month of November of \$90,000. Fiscal year to date total revenue is \$461,000, reduced by salaries and wages of \$514,000 and operating expenses of \$119,000, which leads to a year-to-date deficit of \$172,000. Total

revenue for the fiscal year was 10% below the budgeted amounts, salaries and wages were 5% above, and operating expenses were 4% above the budgeted amount.

December 2023 Preliminary Financial Report- The unreconciled bank balance of \$399,000 is \$32,000 above the conservative reserve requirement. Total revenue for December was \$276,000, reduced by salaries and wages of \$13,000 and operating expenses of \$32,000. This led to a surplus for the month of December of \$231,000. Fiscal year to date total revenue is \$738,000, reduced by salaries and wages of \$528,000 and operating expenses of \$151,000, which leads to a year-to-date surplus of \$59,000. Total revenue, salaries and wages and operating expenses were in line with budgeted amounts.

Agency Activity Reports:

- Environmental Activity Report- Ms. Olsen reported that the sanitarian staff completed a total of 139 inspections in November and a total of 104 inspections in December. She announced the environmental department has been awarded an additional \$49,625 in National Environmental Health Association (NEHA) grant funding for the calendar year of 2024. This is in addition to the previous \$76,000 the department has been awarded.
- Threat Preparedness Report- Mr. Weikle reported that he attended the International Association of Emergency Managers (IAEM) conference a couple weeks ago in Long Beach.
- Clinical Activity Report- Ms. Gregory said the Family Planning Program had 36 patient encounters, one Breast and Cervical Cancer Screening Program patient, and a total of 225 vaccinations in November. In December, she reported that the Family Planning program had 40 patient encounters and the Breast and Cervical Screening Program had a total of 5 patient encounters. She said outreach and the benefit of having a translator on staff has helped tremendously with reaching out to the Hispanic community. She reported that the Quick Response Team (QRT) program has been going very well. In the last fiscal year, the program was able to place 3 patients into a Medication Assisted Program (MAP) program, and two patients had graduated into sober living.
- Epidemiologist Report- No epidemiology report for the month
- Health Officer Report- Dr. Reidy said having continuity in staff has helped build programs at the health department. He is hoping within the next month or two our new nurse practitioner for Family Planning will be approved to provide care for patients with private insurance. He mentioned that West Virginia has had the highest rates of Hepatitis B and Hepatitis C in the nation for years. Advances in treatment improved the cure rate to over 95% for Hepatitis C and we are now providing care for people with Hepatitis C. The health department staff participated with a marketing firm and other community partners in an outreach event to the Hispanic community.
- Health Administrator Report- Mr. Sisco stated that the health department is hiring two permanent full-time positions: The Threat Preparedness Coordinator and an Office Assistant on the environmental side of the health department. He said from September to November 2023, the Quick Response Team incurred a total cost of \$58,000.

Ann Smith made a motion to adjourn the meeting, Brandon Blake seconded, the motion passed unanimously (3-0).

Next Meeting- Scheduled for February 9, 2024, at 9:00 am

Meeting adjourned 9:41 AM.

Respectfully submitted,


Terrence Reidy, MD, MPH, Health Officer