



**Jefferson County Board of Health
Regular Meeting Minutes: May 10, 2024 at 9:00am
Virtual Meeting via Zoom**

Board Members Present: Karen Bailey-Chapman (Chair, Virtual), Brandon Blake (Vice Chair), Ann Smith, Elliot Simon (Virtual)

Board Members Absent: Anh Nguyen

Also Present: Dr. Terrence Reidy (Health Officer), Gino Sisco (Administrator), Gillian Olsen (Environmental Health Manager), Lincy Gregory (Nurse Director), Charli Heilmann (CoxHollidaYoung), Amber Taylor (CoxHollidaYoung), Nathan Cochran (Assistant Prosecuting Attorney, Virtual)

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

Reviewed minutes from April 2024 regular meeting. Brandon Blake **made a motion** to accept the April 12th, 2024 meeting minutes, Karen Bailey-Chapman seconded, motion passed (2-0). Elliot Simon abstained since he had not attended the April meeting. (Ann Smith arrived after the vote)

Public Comment: None.

Unfinished Business

Proposed Increase in Environmental Fees for FY25: Ms. Olsen provided the Board with the current Environmental Fees and the proposed Environmental Fees for FY25 to show what changes are being made. Ms. Olsen explained that a 20% increase last occurred on November 1st, 2020. Since November 1st, 2020, staff salaries have increased and the Environmental Health Department has added one sanitarian position, the additional sanitarian position will no longer be funded by the NEHA Grant by the end of the 2024 calendar year.

Ms. Olsen's presentation showed that Environmental Health salaries (including benefits) totaled \$325,000 in 2020; current Environmental Health salaries (including benefits) total \$389,000, this number is likely to go up by FY 2025. Total milage reimbursement for FY 23 was \$10,485, this number is expected to increase for FY 24 and FY 25. Revenue from Environmental Health fees for permits and services was \$307,000 in FY 23, based on the budget estimate for FY 25 the proposed increase in fees can bring a new revenue amount of about \$365,000.

The NEHA Grant has paid out its \$228,000 or \$76,000 a year funding in FY 24, so the Department will no longer receive money from the grant. The Mentorship Grant will be paid when it is completed in FY 2025, the \$24,000 grant will be paid after the end of the calendar year. Environmental Health also received the Travel and Training Grant in the amount of \$5,500 and the Special Project grant in the amount of \$20,000 which will be paid after work is completed in FY 25. It is unknown what grants will be awarded in 2025; however, it is unlikely the Environmental Health Department will receive another sizable grant payment. By the end of this year, we will meet 7 of the 9 Voluntary National Retail Food Safety Program Standards and we should meet all 9 standards by the end of 2025.

By the end of this year Environmental Health salaries will only be paid out of the general fund. It is estimated that a sanitarian spends about 5 hours on well and septic inspections and about 3 hours on food

and general inspections. Without additional funding from the State or the County and anticipating less Grant funding in FY 25, increasing fees is a way to increase our revenue and help keep the Health Department from operating at a deficit and having to cut staff positions. Therefore, Ms. Olsen is asking the Board of Health to approve that the proposed fee increases be put out for public comment.

Brandon Blake **made a motion** to approve the request that the proposed Environmental Fees be put out for public comment, Ann Smith seconded, motion passed unanimously (4-0).

Appeal Process for Onsite Sewage Disposal Permits: Mr. Cochran contacted the State Board of Health, as well as some attorneys that deal with health issues in the Attorney General's office. The attorney general's office is looking at some of the issues. He advised we can continue with our local policy until we have an opinion from the attorney general's office.

New Business

Medical Cannabis Establishment Local BOH Approval- Received a letter from the Medical Cannabis Department in the State Department of Health. A medical cannabis firm that previously requested an address change for a grower's permit, which was approved by the Health Department, is now requesting a processor permit in the same location.

Brandon Blake **made a motion** to approve the processor permit for the medical cannabis firm adding that "Approval means that there are no Jefferson County Board of Health regulations that are being violated by the entity's existence. The Board makes no determination or representation about the entity's conformance or compliance with any other local, state, or federal law, regulation, or ordinance." Ann Smith seconded, motion passed (4-0)

CoxHollidaYoung Update- Charli Heilmann provided an overview of the March 2024 finalized financial report and the preliminary April 2024 financial report.

March 2024 Final Financial Report- The unreconciled bank balance of \$308,000 is \$91,000 below the conservative reserve requirement. Total revenue for March was \$247,000, reduced by salaries and wages of \$86,000 and operating expenses of \$15,000. This led to a surplus for the month of March of \$145,700. Fiscal year to date total revenue is \$1,200,000, reduced by salaries and wages of \$891,000 and operating expenses of \$312,000, which leads to a year-to-date surplus of \$29,976. Accounts receivable \$602,000 with West Virginia Treasury accounting for \$525,000 of this. Total revenue for the fiscal year was 8% above the budgeted amounts, salaries and wages were 5% above and operating expenses were 33% above the budgeted amount.

April 2024 Preliminary Financial Report- The unreconciled bank balance of \$379,000 is \$42,578 above the conservative reserve requirement. Total revenue for April was \$186,000, reduced by salaries and wages of \$104,000 and operating expenses of \$10,000. This led to a surplus for the month of April of \$72,000. Fiscal year to date total revenue is \$1,400,000, reduced by salaries and wages of \$995,000 and operating expenses of \$321,000, which leads to a year-to-date surplus of \$102,000. Total revenue for the fiscal year was 12% above the budgeted amounts, salaries and wages were 6% above and operating expenses were 28% above the budgeted amount. Accounts receivable \$574,000 with West Virginia Treasury accounting for \$370,000

Ann Smith **made a motion** to accept the March 2024 Financial Report, Brandon Blake seconded, motion passed unanimously (4-0).

Agency Activity Reports:

- Environmental Activity Report- Ms. Olsen will be moving out of state in June, her last day at the Health Department will be June 18th. Ms. Olsen reported that the sanitarian staff completed a total of 73 inspections and site evaluations in the month of April. Ms. Olsen and some of her staff will be attending the West Virginia Association of Sanitarians conference next week.

- Threat Preparedness Report- Mr. Wonder is absent from the meeting. Mr. Sisco reported that Mr. Wonder has updated the Health Department with the required FEMA Training Courses. Mr. Sisco also reported that a line-item change for the Threat Preparedness Grant is being requested.
- Clinical Activity Report- Dr. Gregory reported that the Health Department now has three LPNs, and they are doing training so they can be familiar with all Health Department clinical tasks. Dr. Gregory also reported that the Quick Response Team has made some progress networking and meeting community agencies in Charles Town and Shepherdstown.
- Health Officer Report- Dr. Reidy reported that the Health Department continues to work on private insurance billing for Family Planning patients, this process requires approval by each insurance company for each provider. There have been several discussions with the Jefferson County Community Ministries about participation in some of their events by the Peer Recovery Coaches and nurses. We are working with community partners to develop an opioid recovery program and await guidance from the County Commission on the timeline and application process for funding by the opioid settlement funds.
- Health Administrator Report- Mr. Sisco reported that the Health Department is currently looking for a new office assistant after Spring Stillions transferred from the Office Assistant position to an LPN position. The sanitarian supervisor position is being advertised through the Division of Personnel (DOP) and the potential start date is late June or early July. The Health Department continues to retain employees which contributes to increased services Environmental and Clinical services but also causes increased personnel expenses.

FY25 Budget Presentation: The Proposed Budget was presented by Mr. Sisco. Mr. Sisco explained that a fifth sanitarian (which includes the Sanitarian Supervisor) is now working in the Health Department as of January 2024, the Environmental Health Department is now fully staffed. The Clinical Department added a third Licensed Practical Nurse, this addition was a result of the increased demand for clinical services such as immunizations and medical tests. The Epidemiologist position has been removed from the Health Department; the amount of work required for a county this size does not warrant a full-time position. A pie chart diagram was presented showing the breaking down the proposed budget revenue distribution for the Health Department in FY25; the proposed State Revenue share for FY25 is 32%, Federal Grant Threat Prep is 8%, Clinical Services is 26%, Environmental Permits is 18%, Environmental Fee Services is 4%, QRT Grant is 7%, and 5% in other revenue shares. Mr. Sisco proposed a FY25 budget for 18 full-time employees that will be at a deficit of \$15,711. From the revenue side this assumes no environmental permit fee increase, a flat contribution from state aid, no funds from the county commission, the clinical services revenue will not increase, and there will be no further NEHA grants. On the expense side there will be a 14% increase in health insurance cost from PEIA (Public Employees Insurance Agency) and a 5% cost of living increase.

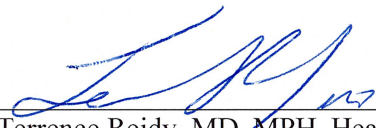
Ann Smith **made a motion** to approve the FY25 Budget Proposal with a \$15,711 deficit, Brandon Blake seconded, and the motion passed (4-0).

Next Meeting- Scheduled for June 14th, 2024, at 9:00 am

Ann Smith **made a motion** to adjourn the meeting, Brandon Blake seconded, the motion carried (4-0).

Meeting adjourned 10:22 AM.

Respectfully submitted,


 Terrence Reidy, MD, MPH, Health Officer