Jefferson County Board of Health
Regular Meeting Minutes: December 13th, 2024, at 9:00 a.m.
Virtual Meeting via Zoom

Board Members Present:

Karen Bailey-Chapman (Chair) (Virtual)
Brandon Blake (Vice Chair) (Remote, arrived late)
Ann Smith
Elliot Simon
Dan Caprio (Virtual)

Board Members Absent:
Vacant (Ex-Officio Member, County Commissioner,)

Also Present: Terrence Reidy (Health Officer), Gino Sisco (Administrator), Alexis Davy (Environmental Health Manager), Charli Heilmann (CoxHollidaYoung), Brandon Wonder (Threat Preparedness Coordinator), Lincy Gregory (Nurse Director), Nathan Cochran (Attorney)

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

Reviewed minutes from November 2024 regular meeting. A grammar mistake was found on the November Meeting Minutes. Elliot Simon made a motion to accept the edited November 2024 meeting minutes, Ann Smith seconded, motion passes (3-0). (Karen Bailey-Chapman abstained, had not attended the November meeting)

Public Comment: None

Unfinished Business None

New Business

Financial Update CoxHollidaYoung – Charli Heilmann provided an overview of the finalized October 2024 financial report, and the preliminary November 2024 Financial Report.

October 2024 Final Financial Report- The unreconciled bank balance of $463,000 was $49,000 above the conservative reserve requirement. Total revenue for October was $215,000, reduced by salaries and wages of $151,000 and operating expenses of $31,000. There was a surplus for the month of October of $32,000. Fiscal year to date total revenue is $485,000, reduced by salaries and wages of $476,000 and operating expenses of $121,000, which leads to a year-to-date deficit of $112,000
Accounts receivable $281,000 with $171,000 related to West Virginia Treasury.

Ann Smith made a motion to accept the October 2024 Final Financial Report, Elliot Simon seconded, motion passes (4-0).

November 2024 Preliminary Financial Report- The unreconciled bank balance of $350,000 is $109,000 below the conservative reserve requirement. (By December 11, 2024, bank balance was $479,000) Total revenue for November was $43,000, reduced by salaries and wages of $110,000 and operating expenses of $21,000. This led to a deficit for the month of November of $88,500. Fiscal year-to-date total revenue is $528,000, reduced by salaries and wages of $586,000 and operating expenses of $142,000, which leads to a year-to-date deficit of $200,000. This was $37,000 better than last year at that time. Accounts receivable $298,000 with $171,000 related to West Virginia Treasury (58% of accounts receivable).

Agency Activity Reports:

- Threat Preparedness Report- Mr. Wonder reported that the IAEM Conference went well and that he was able to make meaningful connections while there. Mr. Wonder also reported that the Health Department is actively applying for a Grant through the Cybersecurity and Infrastructure Security Agency (CISA). Mr. Wonder explained that the goal of the grant is to improve the Health Department's website and other cybersecurity elements required to support everyday operations.

- Environmental Activity Report- Ms. Davy provided the activity report to the Board. The Sanitarian staff completed a total of 32 inspections in the month of November. Ms. Davy also reported that a Sanitarian has left the Health Department in November and that another Sanitarian will be leaving in the month of December as well. The reduction in Sanitarians will lead to some delays. The recruitment for these positions is in process. Ms. Davy reported that the application for the environmental grant has been submitted, the application status will be reported during the February Board meeting.

- Clinical Activity Report- Dr. Gregory provided the November activity report to the Board. The QRT Grant for FY2025 should be about should be about $176,000 which will $50,000 less than requested. Mr. Sisco noted that in the last year the Health Department has spent about $177,000 on the QRT Program and all the expenses were paid through the FY 24 QRT Grant. Dr. Reidy reported that First Foundation had their meeting on December 12th but have not yet released the names of organizations that will receive funding.

- Health Officer Report- Dr. Reidy reported that each year the Jefferson County Emergency Medical Services responds to over 120 suspected drug overdoses. We are working with the county prosecutor to develop a protocol that permits EMS to refer survivors of suspected overdoses to the Quick Response Team for assistance. The protocols need to comply with confidentiality laws.
  The influenza season has started and there have been influenza cases in one of the schools. COVID and RSV continue and this year there is an increase in the number of identified cases of mycoplasma pneumonia (a bacterial infection that can be treated with an antibiotic).
  HIV and Hepatitis C cases related to drug use were described. The role of a syringe exchange program in reducing the transmission of bloodborne pathogens. There is a harm reduction program with syringe exchange in Berkeley County. We are now treating Hepatitis C patients at the Jefferson County Health Department.

- Health Administrator Report- Mr. Sisco reported that he continues to close out the grants from FY24. The West Virginia Treasury still has two outstanding payments which total to $20,000. When compared to last year's finances, the Health Department is currently ahead $47,000.

  Karen Bailey-Chapman made a motion to go into recess until 10 AM, Ann Smith seconded, motion passes (4-0)

Meeting recessed at 9:39 a.m. and resumed at 10:00 a.m. with Brandon Blake and Nathan Cochran in remote attendance.

Karen Bailey-Chapman made a motion to move the Board of Health into an executive session to discuss a personnel issue and receive legal advice pertaining to that issue, Ann Smith seconded, motion passes (5-0)

Personal Issue Sanitarian Retention and Related Matters: The Jefferson County Board of Health entered into executive session at 10 a.m.

Executive session ended and regular meeting resumed.

Ann Smith made a motion to adjourn the meeting, Elliot Simon seconded, motion passes (5-0).

Meeting adjourned 11:30 a.m.

Next Meeting- Scheduled for January 10th, 2025, at 9:00 a.m.

Respectfully submitted,

MD 1/10/2025

Terrence Reidy, MD, MPH
Health Officer