Jefferson County Board of Health
Regular Meeting Minutes: January 10th, 2025, at 9:00 a.m.
Virtual Meeting via Zoom

Board Members Present:

Karen Bailey-Chapman (Chair)
Brandon Blake (Vice Chair) (Virtual)
Elliot Simon (Virtual
Dan Caprio

Board Members Absent:

Ann Smith
Jack Hefestay (County Commissioner, Ex-Officio Member)

Also Present: Terrence Reidy (Health Officer), Gino Sisco (Administrator), Alexis Davy (Environmental Health Manager, Virtual), Amber Taylor (CoxHollidaYoung), Brandon Wonder (Threat Preparedness Coordinator), Lincy Gregory (Nurse Director), Derek Hodges (Medical Resident)

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

Reviewed minutes from December 13, 2024 regular meeting. Dan Caprio made a motion to accept the December 2024 meeting minutes, Brandon Blake seconded, motion passes (4-0).

Public Comment: None

Unfinished Business None

New Business

Financial Update CoxHollidaYoung – Amber Taylor provided an overview of the finalized November 2024 financial report, and the preliminary December 2024 Financial Report.

November 2024 Final Financial Report- The unreconciled bank balance of $362,249 was $107,061 below the conservative reserve requirement. Total revenue for November was $48,573, reduced by salaries and wages of $114,859 and operating expenses of $43,859. There was a deficit for the month of November of $109.842. Fiscal year to date total revenue was $535,088, reduced by salaries and wages of $591,009 and operating expenses of $174,240, which leads to a year-to-date deficit of $230,160. Accounts receivable $283,589 with $170,561 related to West Virginia Treasury.

December 2024 Preliminary Financial Report- The unreconciled bank balance of $402,438 is $114,862 below the conservative reserve requirement. Total revenue for December was $60,111, reduced by salaries and wages of $93,954 and operating expenses of $6,130. This led to a deficit for the month of December of $39,973. Fiscal year-to-date total revenue is $595,199, reduced by salaries and wages of $684,963 and operating expenses of $180,369, which leads to a year-to-date deficit of $270,133. Accounts receivable $171,881 with $60,728 related to West Virginia Treasury (35% of accounts receivable).

Dan Caprio made a motion to accept the November 2024 Final Financial Report, Brandon Blake seconded, motion passes (4-0).

Agency Activity Reports:

- Threat Preparedness Report- Mr. Wonder reported he will start Sanitarian training the first week of February. He will continue his Threat Preparedness duties, but this will allow him to become a licensed Sanitarian which will help the Environmental Health Department.
- Environmental Activity Report- Ms. Davy provided the activity report to the Board. The Sanitarian staff completed a total of 31 inspections in the month of December.
  The hiring process for the two vacant sanitarian positions is ongoing.
  The projected decrease in septic inspections during the winter months has not occurred, therefore one sanitarian is assigned full-time septic duties to keep up with the inspection requests. Five complaints were received during the month of December, which is more than usual months. These were investigated and some temporary closures were needed until the deficiency was corrected.
- Clinical Activity Report- Dr. Gregory provided the December activity report to the Board. Katie Blunt, Peer Recovery Support Specialist on the Quick Response Team (QRT), described an example of a person who has been helped. The Team also provides education to individuals and groups on how to respond to a suspected overdose including the use and supply of naloxone (Narcan). Other outreach activities were described.
- Health Officer Report- Dr. Reidy reported that the county is experiencing an increase in influenza and COVID continues. There have been has seen some cases of Norovirus here as well. The West Virginia First Foundation Grant did not award a grant on their first cycle to the Jefferson County Community Ministries (JCCM) with whom the Health Department is collaborating. JCCM is reapplying.
- Health Administrator Report- Mr. Sisco reported that in January the Health Department will receive quarterly State Aid, QRT Grant money, and the second quarter of Threat Prep grant funding. Mr. Sisco also reported that he will be resigning as an administrator on January 17th, 2025.

Dan Caprio made a motion to adjourn the meeting, Brandon Blake seconded, motion passed (5-0).

Meeting adjourned 9:40 a.m.

Next Meeting- Scheduled for February 14th, 2025, at 9:00 a.m.

Respectfully submitted,

Terrence Reidy, MD, MPH
Health Officer