Jefferson County Board of Health

Minutes of June 13, 2025 Regular Meeting

Board Members Present:

Karen Bailey-Chapman (Chair)
Brandon Blake (Vice Chair)
Ann Smith
Dan Caprio (Virtual)
Jack Hefestay (County Commissioner, Ex-Officio Member)

Board Members Absent:

Elliot Simon

Also Present:

Terrence Reidy (Health Officer),
Alexis Davy (Sanitarian Supervisor)
Amber Taylor (CoxHollidaYoung)
Krista Allison (Office Assistant)

Call to Order:
The meeting was called to order by Karen Bailey-Chapman at 9:03 AM

Review of Agenda:
No items were added.

Approval of Minutes:
The regular meeting minutes from May 9, 2025 were reviewed. Ann Smith made a motion to accept the May 9, 2025 minutes, Brandon Blake seconded, motion passes (3-0). (Mr. Caprio had not yet joined.)

Public Comment: **None**

Unfinished Business:
Program Plan for Fiscal Year 2026 – The Program Plan for FY 2026 was reformatted and revised to add the participation in the Jefferson County Water Advisory Board to which Alexis Davy had been appointed by the County Commission last week. The Assessment of the Jefferson County Health Department by the Bureau of Public Health in March was reviewed. The purposed of the Annual Program Plan that was discussed. Some members of the Board have not fully reviewed the Program Plan and requested for approval to be delayed until next month.

New Business
Appointment of the Health Officer – The WV Code requires the Board to appoint a Health Officer each year. Karen Bailey-Chapman made a motion to appoint Terrence Reidy as Health Officer for another year, the motion was seconded by Ann Smith and approved (4-0).

Financial Update CoxHollidaYoung – Amber Taylor provided an overview of the financial reports.

April 2025 Final Financial Report- The unreconciled bank balance of $499,626 was $101,253 above the conservative reserve requirement. Total revenue for April was $395.000, reduced by salaries and

wages of $88.000 and operating expenses of $36,000. There was a surplus for the month of April of $270,984. The fiscal year to date total revenue was $1,250,007, reduced by salaries and wages of $1,085,716 and operating expenses of $313,932, which leads to a year-to-date deficit of $149,641. Accounts receivable at $213.188 with no receivable accounting for more than 10%. The 0-30 days receivables had increased greatly to $121,000 due to the annual billing for Environmental Health permits.

May 2025 Preliminary Financial Report- The unreconciled bank balance of $382,998 is $16,167 above the conservative reserve requirement. Total revenue for May was $70,107, reduced by salaries and wages of $162,124 and operating expenses of $28.178. (There were 3 payrolls and 2 health insurance payments in May) This led to a deficit for the month of May of $120,195. Fiscal year-to-date total revenue is $1,320.114, reduced by salaries and wages of $1,247,840 and operating expenses of $342,110, which leads to a year-to-date deficit of $260,836. Accounts receivable $176.030. The increased receivables aged 31-60 days are largely due to the annual environmental permits billed in April. The greater than 90 days receivables were discussed. The anticipated deficit for the year, probably over $100,000, was discussed. The Board requested a revised budget for Fiscal Year 2026 to be presented next month.

Brandon Blake made a motion to accept the April 2025 Final Financial Report, Ann Smith seconded, motion passed (4-0).

Agency Activity Reports:

- Environmental Activity Report- Alexis Davy discussed the progress of the sanitarians-in-training and it is anticipated that by the end of June they will all be approved to do well and septic inspections. We are still below our goals in meeting the number of inspections.
- Threat Preparedness Report- Alexis Davy presented that the position will be split between several staff members. This will allow us to meet the State's preparedness expectations and increase the Staff for the Environmental Services section. Mr. Rhodes and Brandon Wonder attended a Threat Preparedness meeting in Charleston last month and Mr. Rhodes attended a Threat Preparedness meeting in Washington, D.C. Mr. Rhodes and Dr. Reidy attended as 9 county Regional Tabletop Exercise regarding a drought disaster scenario in Augusta, WV earlier this week.
- Health Administrator Report- Ms. Davy reported that Mr. Rhodes had an initial meeting with the architect for the proposed space for the health department in the future county services building. He and other staff met with a billing company to address the accounts receivable. All staff participated in a tabletop exercise involving a power failure scenario. There has been an upgrade of the internet contract and contactless technology for receiving credit card payments has been added. We anticipate that we will soon be able to use additional office space in this building.
- Clinical Activity Report- Ms. Davy presented the report from the Nursing Director. Vaccine administrations numbers are as expected this time of the year. Additional vaccine clinics are being scheduled prior to the start of the next school year. We have difficulties with specimens not being delivered by the commercial carrier in a timely manner to the Department of Health laboratory in Charleston, WV.
- Health Officer Report- Dr. Reidy discussed that there is still uncertainty regarding which grants will continue for the 2026 Fiscal Year. The Threat Preparedness grant is over $100,000. It covers about half of the time a staff member spends doing surveillance and connecting people to care on diseases that are required to be reported to the health department. This includes animal bites, food borne illnesses, tuberculosis.

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

Meeting adjourned 10:16 AM

Next Meeting- Scheduled for July 11, 2025, at 9:00 AM.

Respectfully submitted,

7/11/2025

Terrence Reidy, MD, MPH
Health Officer