Jefferson County Board of Health

Minutes of November 14, 2025 Regular Meeting

Board Members Present:

Brandon Blake (Chair)
Karen Bailey-Chapman (Vice-Chair) (remote
Ann Smith
Laura Knott
Jack Hefestay (County Commissioner, Ex-Officio Member)

Board Members Absent:

Dan Caprio

Also Present:

Joe Funkhauser (Delegate)
Terrence Reidy (Health Officer),
Brandon Rhodes (Administrator)
Alexis Davy (Sanitarian Supervisor)
Lincy Gregory (Nurse Director)
Amber Taylor (CoxHollidaYoung) (remote)
Krista Allison (Office Assistant)
Jonathan Liebaeu (Sanitarian)

Call to Order:
The meeting was called to order by Brandon Blake at 9:00 AM

Review of Agenda:
Agenda was not changed.

Approval of Minutes:
Ann Smith made a motion to approve the Minutes of the October 10, 2025 Regular Meeting and the October 20, 2025 Special Meeting with the addition that Mr. Hefestay was absent from the October 20 meeting due to conflict with another meeting. Karen Bailey-Chapman seconded, and the motion passed (4-0)

Public Comment: None

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

August 2025 Final Financial Report- The unreconciled bank balance of $445,000 was $1,500 above the conservative reserve requirement. Total revenue for August was $82,000, reduced by salaries and wages of $99,000 and operating expenses of $40,000. There was a deficit for the month of August of $37,800. Fiscal year-to-date revenue of $251,000, salaries and wages $210,000, operating expenses $55,000, and deficit of $14,000. Accounts receivable at $215,000 with 36% due to the West Virginia Treasury.

Ann Smith made a motion was made by to accept the August 2025 financial report seconded by Laura Knott and passed (4-0).

September 2025 Preliminary Financial Report- The unreconciled bank balance of $391,000 is $5,600 above the conservative reserve requirement. Total revenue for September was $89,000, reduced by salaries and wages of $83,000, and operating expenses of $67,000. This led to a deficit for the month of September of $62,000. Fiscal year-to-date revenue of $340,000, salaries and wages $293,000, operating expenses $123,000 and deficit of $76,000. Accounts receivable was $226,000 with 34% ($76,468) due to West Virginia Treasury.

October 2025 Preliminary Financial Report- The unreconciled bank balance of $419,000 is $2,700 above the conservative reserve requirement. Total revenue for October was $156,000, reduced by salaries and wages of $140,000, and operating expenses of $24,000. (There were 3 payrolls in October). This led to a deficit for the month of September of $8,000. Fiscal year-to-date revenue of $497,000, salaries and wages $434,000, operating expenses $148,000 and deficit of $85,000. Accounts receivable was $170,000 with 6% ($76,468) due to West Virginia Treasury. Opera ting Expenses were increased in August and September due to an Audit expense
Discussion- The Threat Preparedness Grant was not billed in October ($24,000) since the grant contract has not yet been finalized by the State. Operating Expenses were increased in August and September due to an Audit expense and increased vaccine expenses due to replenishing the vaccine our stock.

Ann Smith made a motion was made by to accept the September 2025 financial report, seconded by Laura Knott, and passed (4-0).

Unfinished Business:

- The change to rule 4.2 of Board of Health Policy, Rules, and Procedures was presented to the Jefferson County Commission on 11/6/2025. This will be in effect 12/1/2025.
- A contract has been signed with WV Medical Management Solutions to provide medical billing services. They assist with outstanding accounts and future billing.

New Business:

- Increase of Sanitarian base pay. An increase in the base pay of the Sanitarian 1 position from 45,000 to $50,000 is requested to make it equal to the recently increased pay rate for the Berkeley-Morgan County Health Department. Salary is one of the factors that affect sanitarian recruitment and retention. This is still below the salaries in Maryland and Virginia. (The WV Division of Personnel has Special Pay Rates or sanitarians in Jefferson, Berkeley and Morgan County compared to the rest of WV). After Board of Health approves the base-pay increase we then need to request an increase from the Board of the WV Division of Personnel.
  Motion was made by Karen Bailey-Chapman to increase the Base-Pay for Sanitarian 1 position to $55,000. Motion seconded by Ann Smth and passed (4-0).

- Purchasing of IT server equipment. Mr. Rhodes presented a cost comparison of options to have Tek Advisors take over the Information Technology or have the WV Office of Technology continue to provide the services. An initial cost of $10,526.02 is needed to replace the servers

and other hardware that is owned by WVOT. Ultimately a yearly savings in expenses and improved services by a local group is anticipated. After discussion,

Ann Smith made a motion to contract with Tek Advisors, motion seconded by Laura Knott and passed (4-0). a motion was made.

Agency Activity Reports-

- Environmental Activity Report- Sanitarian Supervisor Alexis Davy noted that in response to the lapse of SNAP food benefits in November the JC Health Department has placed a small free pantry in the lobby (food and hygiene items) supported by staff donations. We are collaborating with other community partners. We have hired a new sanitarian. The WV Board of Sanitarians is discussing the training requirements in their meetings. We have discussed with the Charles Town Utility Board extending sewer lines to the Fox Glen subdivision. This is an older development with some septic systems near 50 years of age. The Environmental staff will be providing further educational events for homeowners with septic systems.

- Health Officer Report- Dr. Reidy further discussed that there is concern that more of the older septic systems in the county could fail. These will especially cause problems in areas where the septic systems were installed before reserve areas for septic drainfield replacement were required.
  We continue to send alerts to local practitioners of unusual health risks. In the past week there was a nationwide recall of an infant formula due to botulism poisoning of 12 infants.

- Clinical Activity Report- Nursing Director Lincy Gregory reviewed the October activity. The number of vaccinations has increased as is typical for this time of year. They have provided vaccination clinics to several organizations.

- Health Administrator Report: Administrator Brandon Rhodes noted we will be meeting with the architect to further review the floor plan for Health Department space in the county office building in Charles Town. A new Regional Epidemiologist for the WV Bureau of Public Health has been hired. The Quick Response Team staff will be recognized by the County Commission. The Audit for Fiscal Year 2025 has been completed but we have not yet received the report. Other options for employee insurance coverage continue to be explored.

Next Regular Meeting- Scheduled for December 12, 2025, at 9:00 AM.

Ann Smith made a motion to adjourn the meeting, Karen Bailey-Chapman seconded, and the motion passed (4-0).

Meeting adjourned 10:41 A.M.

Respectfully submitted,

12/12/2025

Terrence Reidy, MD, MPH
Health Officer