Jefferson County Board of Health

Minutes of January 9, 2026 Regular Meeting

Board Members Present:
Brandon Blake (Chair) (remote)
Karen Bailey-Chapman (Vice-Chair)
Dan Caprio
Laura Knott
Jack Hefestay (County Commissioner, Ex-Officio Member)

Board Members Absent:
Ann Smith

Also Present:
Terrence Reidy (Health Officer)
Brandon Rhodes (Administrator)
Lincy Gregory (Nurse Director)
Amber Taylor (CoxHollidaYoung) (remote)
Krista Allison (Office Assistant)
Dan Derbes, MD (Harpers Ferry Family Medicine Resident)

Call to Order:
The meeting was called to order by Karen Bailey-Chapman at 9:01 AM

Review of Agenda:
Agenda was not changed.

Approval of Minutes:
Dan Caprio made a motion to approve the minutes from December 12, 2025, seconded by Laura Knotts, approved (3-0).

Dan Caprio made a motion to approve the minutes from December 23, 2025 with the amendment to show that Dan Caprio was present for the meeting, seconded by Laura Knotts, approved (4-0). (Brandon Blake had joined meeting by this time).

Public Comment: None

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

November 2025 Preliminary Financial Report- The unreconciled bank balance of $357,000 is $112,000 below the conservative reserve requirement. Total revenue for November was $67,00, reduced by salaries and wages of $99,000, and operating expenses of $13,000. This led to a deficit for the month of November of $44,000. Fiscal year-to-date revenue of $573,000, salaries and wages $546,000, operating expenses

$150,000 and deficit of $133,000. Accounts receivable was $151,000 with 4% ($6,305) due to the West Virginia Treasury.

December 2025 Preliminary Financial Report- The unreconciled bank balance of $270,000 is $170,000 below the conservative reserve requirement. Total revenue for December was $16,000, reduced by salaries and wages of $6000, and operating expenses of $14,000. This led to a deficit for the month of December of $94,000. Fiscal year-to-date revenue of $590,000, salaries and wages $642,000, operating expenses $175,000 and deficit of $228,000. Accounts receivable was $142,000 with 5% ($6,641) due to the West Virginia Treasury.

Discussion- Increased operating expenses are attributed to cost of changeover to a new information technology company.

Dan Caprio made a motion to accept the November 2025 financial report, seconded by Laura Knott seconded, motion passed (4-0).

Unfinished Business:

- Environmental Fees for FY 27- Fee schedule is not yet completed, discussion postponed until the next meeting.

New Business:

- 2026 Calendar Schedule of Holidays: Presented.

Agency Activity Reports-

- Environmental Report: Brandon Rhodes reviewed the Activity Report for December and a PowerPoint of activities of calendar year 2025 that had been shared with the Board.

- Clinical Activity Report: Presented by Dr. Gregory. December had fewer clinical visits, as has occurred most years. Reasons for tuberculosis encounters were discussed.

- Health Officer Report: Dr. Reidy reviewed charts comparing fees and expenses for FY 2025 and FY 2026 for Environmental Fees and Staffing, Immunizations and Medical Services. Environmental staffing expenses and Fees are similar to last year with most or permitting fees to be invoiced in April. For October, November, and December the Immunization numbers and charges and total Medical Fees are lower than last year. Dr. Reidy was selected as the Vice Chair by the Local Emergency Planning Committee (LEPC). Threat Preparedness is one of the major responsibilities of the Health Department.

- Administrator Report: Bandon Rhodes discussed the change to Tek Advisors for IT management which occurred on December 22, 2025. Mr. Rhodes attended the West Virginia Local Health Association meeting on January 8 at Stonewall. He has continued

to evaluate Human Resources management options. The Threat Preparedness Grant has not yet been approved by the state. The Quick Response Team grant has been approved.

Personnel Issue: Karen Bailey-Chapman made a motion to go into Executive Session to discuss personnel issues, seconded by Dan Caprio, motion approved (4-0).

Recording was stopped and the four voting Board members went into Executive Session at 9:37 AM.

The Board came out of the Executive Session at 10:20 AM.

Karen Bailey-Chapman made a motion to end the meeting, Dan Caprio seconded, motion passed (4-0).

Meeting adjourned at 10:20 AM.

Next Regular Meeting February 13, 2025

Respectfully submitted,

Terrence Reidy, MD, MPH
Health Officer