

## Jones County Health Department

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 Health Director

**Jones County Board of Health Meeting Minutes**

**Thursday, January 28, 2016**

In Attendance: April Aycock, Shivon Cannon, Wayne Hurley, Bob Jolly, Danielle Koslowski, Beth Meadows, Whitney Mitchell

Staff: Wesley P. Smith, Health Director; Amy Carter, Health Educator II; Kimberly Hough, Nursing Supervisor I, Sabrina Smith, Administrative Officer I; Deidra Wood, Nutritionist II/WIC Director; Jeanne Huffman, Medical Office Assistant

Absent: Don Campbell, John Eddy, Frank Emory

Call to Order

The meeting was opened by Bob Jolly, Board Chair. Wesley Smith requested staff in attendance to introduce themselves to the Board members.

Invocation

The invocation was given by Shivon Cannon.

Discussion/Adjustments/Approval of Agenda

Smith explained to the Board that he rearranged the agenda to allow staff members to present their information at the beginning of the meeting and be able to leave after they are done. ***A motion was made by Beth Meadows to approve the revised agenda as presented. Motion was seconded by Shivon Cannon. Motion carried.***

Public Health Quality Improvement 101 Presentation

Members of the Health Department’s Quality Improvement team members provided a brief presentation summarizing the project they facilitated for the PH QI 101 program funded through the former NC Center for Public Health Quality. They identified the main objective of the project: To improve patient and employee satisfaction within the clinic setting by 1) decreasing patient flow rate and 2) improving barriers that hindered clinic efficiency. Over a four-month span, the team members reported they had completed an educational multi-step course that provided them the knowledge and tools to use for a one-week project, called a Kaizen Event. This event, scheduled the last week of October 2015, was to be utilized as a time to practice using their learned knowledge to facilitate the process of reaching the project goals. Although they stated the week-long timeline did not completely achieve the main objectives, many activities were completed within the facility that were intended to sustain continued progress once the Kaizen Event ended. The Health Department benefitted from this week event by mostly organizing and planning the future steps for the arrival of future programs to be reintroduced into the clinic. The QI team members provided a background of the knowledge and tools they received from their education and reported future plans to continue using the tools for completion of this project as well as multiple projects to come.

Rearranged/Added Discussion Items

Update on SNS POD exercise Conducted January 28, 2016 - Amy Carter presented the Board with an update on the SNS POD exercise that was held earlier that day. Amy began by explaining that this was her first full-scale Bioterrorism (BT) exercise, as well as for most of the Health Department staff. The exercise was a learning experience for the whole staff. In the process of preparing for the BT exercise, Amy attended exercises at other Health Departments to observe. Participants in the exercise included staff from the Health Department, Sheriff’s Department, EMS and Preparedness Coordinators from other counties. The scenario used for the exercise was an anthrax outbreak spread throughout the County by a crop duster. Based on the exercise, Amy will revise the current plan and hold more exercises to in the future to practice the plan. Amy expressed that she hopes to have more County assistance in the future. Amy is currently reviewing the feedback given to her and completing an After Action Report (AAR) as required by the State. Amy hopes to hold an Ebola tabletop exercise within the next six months. She also plans to hold another full scale exercise in about a year.

Update on Implementation Plan to Resume Child Health Services – Wesley previously informed the Board at a prior meeting that an implementation plan had been developed, along with the State and Regional Child Health consultants, to resume Child Health services by. Wesley assured the Board that staff has been working diligently to complete the plan. Although the original projected start date was January 1, 2016 Wesley explained that completing all requirements of the implementation plan has been very time consuming and it was ultimately determined that January 1 was just not a feasible goal. The new anticipated start date is March 1, 2016. Kimberly Hough, PH Nursing Supervisor, was present to provide the Board with an update on the work that is being completed. She informed the Board that development of the implementation plan began on September 23, 2015. Some of the tasks that have been completed for the plan are: staff received hearing test training and vision training (October 28, 2015); Sickle Cell training (December 10, 2015); dental varnishing training (December 2, 2015); all equipment was calibrated (January 4, 2016); standing orders have been completed and sent to our Nursing Consultant, Pam Cochran (December 2, 2015), and returned to Health Department Staff; policy and procedures have been completed; a disability assessment of the facility has been completed (October 19, 2015); Theresa completed Enhanced Role Registered Nurse (ERRN) for Child Health training; the bed and scale to accommodate a handicap child have been ordered (January 11, 2016). Kimberly further explained to the Board that some of the problems identified during the disability assessment can be fixed and the Health Department will work to get these tasks completed. However, there are some problems that are unable to be corrected because of the building when first constructed.

Because Theresa is now certified as an ERRN for Child Health, child services for well visits can be provided five (5) days a week. There has been some remodeling done to the exam rooms. Any supplies that were located in the lower cabinets and drawers had to be moved to higher locations to prevent children from having access to them. The patient encounter form used for billing and coding has been revised but has not yet been piloted with staff. Child Health consultants will be back in-house on February 2, 2016 to discuss progress on the implementation plan.

Approval of Child Health Fee Schedule - The current Child Health fees for the Health Department have been assessed and revised. Wesley explained to the Board that he took the primary Child Health fees that will be used for services and compared the current fee for Jones County, if available, to the fees set for Lenoir and Craven County Health Departments. Also included in the comparison was the Medicaid reimbursement rate. Wesley provided the Board with a list of the Child Health fees that he requested be approved. He also provided the Board with the spreadsheet containing the comparison that was used to assist in setting the fees. Wesley expressed that he will analyze all the Health Department fees and update as needed; however, the need at this time is to have the new Child Health fees approved before those services can be provided again. ***A motion was made by Beth Meadows to approve the Additions/Revisions to Clinic Services Fee Schedule (Child Health) as presented. Motion was seconded by Whitney Mitchell. Motion carried.***

At this time, Wesley invited Health Department staff that was present to stay for the rest of the Board meeting but gave them the option to leave.

Approval of Minutes from

***A motion was made by Shivon Cannon to approve the minutes from November 19, 2015. Motion was seconded by Wayne Hurley. Motion carried.***

Public Comment

The floor was open for public comment. Wayne Hurley suggested that the Health Department partner with the Board of Elections to hold a “Vote and Vax” event for voting this year. The benefit is that this is a Presidential election year and there will be more citizens out voting. Hurley stated that if the Health Department decided to hold the event, the Board of Elections would need to vote on it to see if they approve. Jones County currently has seven (7) polling locations.

Old Business

Update on Request for Increase in Contract Rate for EH Specialists – Wesley notified the Board that he took the Board’s recommendation to increase the pay rate for the contracted Environmental Health Specialists. It was approved by the Commissioner’s at one of the January meetings. It will be analyzed if it is more cost efficient to hire a full time staff member versus having the part-time employees and contracted staff.

Update on Request for Reappointment of April Aycock to Board of Health – Wesley informed the Board that the Commissioner’s approved the reappointment of April Aycock to the Board of Health. He further informed the Board that Don Campbell (Veterinarian) has chosen to retire and plans to travel with his wife. Therefore he has decided to resign from the Board of Health. Don recommended that Dr. Steve Stelma is a veterinarian who currently works with Don’s old practice but lives in Jones County. Wesley notified the staff that he will reach out to Dr. Stelma about joining the Board. Wesley reminded the Board that there are two other position currently vacant on the Board. The Optometrist position is vacant; it can be filled by a public member since an ophthalmologist is not available in the County. The Engineer position also needs to be filled, since John Eddy has expressed a need to come off of the Board due to his work preventing him from attending meetings.

Reports

The Board was presented with reports showing the vital statistics, Environmental Health numbers, and daily patient count for the Health Department for the months of for November and December 2015. The patient count is still low but Wesley explained that was to be expected with a provider one day per week. Whitney pointed out that WIC numbers increased in December 2015. Wesley explained to the Board that November and December are holiday months and clinic numbers are historically low for those months every year.

Wesley pointed out an animal bite/exposure report that took place in December 2015. The location of the incident was Maysville and it concerned an elderly woman with 12 dogs and 4 to 5 cats. There were previous reports of a dog and cat bite at this same property. Craven Pamlico Animal Shelter assisted Jones County with the situation and worked to ensure that the animals were picked up and placed with other people. Wesley informed the Board that he wanted to bring this incident to the Board’s attention to remind them that the County still has a major problem with animal control. The only responsibility for the Health Department is for cases concerning rabies. The Health Department still receives a large amount of calls for nuisance animal issues.

The Board was provided reports containing monthly financial information for the month ending December 31, 2015 as well as a listing of budget amendments that have been submitted to the Finance Office to date. He pointed out that the Medicaid revenue listed on the Revenue Report is mostly due to the Medicaid Cost Settlement funds that were received for a previous fiscal year. The Budget Amendments presented to the Board were in reference to additional funding for Healthy Communities (Health Promotions) and new funding for Maternal Child Health (MCH) planning grant. The MCH planning grant requires the Health Department to collaborate with their community partners. One identified need we are looking into is establishing a car seat safety program. County residents struggle to afford reliable, appropriate care seats for their children. The funding will be used to train a couple of county employees to properly install and inspect car seats. It has not been determined which staff will be trained. The car seats will not be given away but will be sold at an affordable price. For the MCH grant, the Health Department will partner with the county public schools and Jones County DSS. There is a larger grant for next fiscal year; however, Jones County does not qualify as a single agency to apply for this funding. The only option that Jones County would have would be to partner with Onslow, Craven, and Pamlico County and these counties have not expressed an interest in applying for the larger grant.

Update on Assumption of Community Alternatives Program (CAP) – Wesley presented the Board with the letter from Olin W. Stewart, DSS Director, to DMA that officially relinquished their role as lead agency for the CAP program in Jones County. As of January 1, 2016 the program has been officially transferred to the Health Department. Miriam Williams, CAP Case Manager, retired from DSS in December of 2015. She agreed to work part-time for the Health Department beginning in January to assist in the transition. Wesley expressed his goal is to include a full-time Social Worker II in the budget for next fiscal year. There has been an increase in the amount of hours that can be billed for each CAP client, which should fund the full-time Social Worker position.

New Business:

Approval of Amendment Extending Dr. Warren’s Contract - Wesley presented the Board with the certified letter officially extending Dr. Warren’s contract as Medical Director through the end of January 2016. Wesley explained that Dr. Warren’s services were needed to cover the Health Department until our new Medical Director contract for Dr. Ricky Watson could be approved through ECU. Since that contract has been approved, new Standing Orders will be delivered to Dr. Watson tomorrow for him to sign. ***A motion was made by April Aycock to approve the extension of Dr. Warren’s contract. Motion was seconded by Whitney Mitchell. Motion carried.***

Items Reviewed and Approved for Accreditation

Board members were provided with several documents that needed to be review and approved for Accreditation. The first document reviewed was the Board of Health Operating Procedures. The Board discussed if they needed to specify a specific date of the month, or if the operating procedures could reflect that the board would meet six days per year. After discussion, it was decided to amend Section 3.a. as follows: “The Board shall hold six (6) regular meetings annually, typically on the **fourth** Thursday of every other month, except that if a regular meeting day is a legal holiday, the meeting shall be held soon afterwards on a date agreed upon by the Board. The meeting shall be held in the **conference room** at the Jones County Health Department and shall begin at 6:00 pm.” ***A motion was made by Whitney Mitchell to approve the Operating Procedures as amended. Motion was seconded by Beth Meadows. Motion carried.***

Board members then reviewed the By Laws of the Board of Health, which did not require any changes. ***A motion was made by Beth Meadows to approve the By Laws as presented without any changes. Motion was seconded by Whitney Mitchell. Motion carried.***

Board members also received the following Board of Health Governing Policies: Adjudication Policy; Appeals Policy; Assumption of Health Director Responsibilities in the Health Director’s Absence; Public Comments Policy; Public Health Laws/Regulations Policy; Reduction-in-Force Policy; and Unlawful Workplace Harassment Policy. ***A motion was made by Beth Meadows to approve the Governing Policies as presented. Motion was seconded by Whitney Mitchell. Motion carried.***

Other:

Smith provided Board members with a report of attendance through the November 2015 meeting. Commissioner Chair Sonya Ipock Riggs requested having a record of attendance when recommending reappoints to the Board of Health. Smith again discussed filling vacant board positions. Myron Meadows has been recommended to take John’s Engineer position on the Board. Beth will contact Myron to see if he is willing to serve. Smith will contact Dr. Steve Stelma. Shivon suggested Rev. Charles Dunn for the Optometrist position, serving “in lieu of” since there were no vacant Public Member slots. ***A motion was made by Beth Meadows for those assigned to make contact with Myron Meadows, Dr. Stelma and Rev. Dunn. Motion was seconded by Wayne Hurley. Motion carried.***

Next Meeting:

The next Board of Health meeting is scheduled for March 24, 2016 at 6:00 pm

Adjournment:

***Meadows motioned to adjourn the meeting. Hurley seconded the motion. Motion carried.***

Respectfully Submitted,

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Wesley P. Smith, Health Director Date

Secretary, Ex Officio