



Jones County Health Department

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Health Director

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Thursday, January 15, 2015

Board of Health Meeting Minutes

- In Attendance:** April Aycock – Public Member/Board Vice Chair
Shivon Cannon – Public Member
John Eddy – Engineer/Board Chair
Bob Jolly – Public Member
Beth Meadows – Nurse
Whitney Mitchell – Dentist
- Staff:** Wesley Smith, Health Director; Eileen Dove, Parks & Recreation Program Coordinator; Sabrina Smith, Administrative Officer
- Guest:** Ann Moore – Administrative Consultant from DPH
- Absent:** Don Campbell – Veterinarian
Frank Emory – County Commissioner Representative
Wayne Hurley – Public Member
Danielle Koslowski – Pharmacist

Oath of Office

Eileen Dove administered the Oath of Office to all attending Board members, as well as to Wes Smith, Health Director. John Eddy, Board Chair, requested that all Board members take/re-take the Oath of Office, since it could not be confirmed which Board members had and which ones had not taken the oath in the past. Board members not available at this meeting will be requested to stop by the Health Department in the near future to be administered the Oath of Office.

Call to Order

The meeting was called to order by Board Chair, John Eddy.

Invocation

The invocation was given by Bob Jolly.

Discussion/Adjustments/Approval of Agenda

A motion was made to approve the agenda for the January 15, 2015 meeting, as amended to reflect administration of the Oath of Office at the beginning of the meeting, include introductions of new employee and Administrative Consultant, and move the Bad Debt Write-off/Debt Setoff presentation immediately following the introductions. The motion was seconded. Motion carried.

Introduction of New Staff Member and Administrative Consultant

The Board was introduced to Deidra Wood, Nutritionist II/WIC Director. Deidra began working on January 5, 2015. The Board was also introduced to Ann Moore, who is the Regional Administrative Consultant for Jones County Health Department.

Bad Debt Write-off and Debt Setoff (New Business)

The bad debt write-off and debt setoff was presented to the Board by Ann Moore, Regional Administrative Consultant for Jones County. The Board agreed to allow Ms. Moore to present these reports before other agenda items in order to allow her to leave as soon as possible. Ms. Moore explained that typically the reports are prepared at the end of the fiscal year. However, Jones County was under a corrective action plan and one stipulation was to complete the bad debt write-off in order to be in compliance with the agency's policy. Ms. Moore also explained that the bad debt write-off report needed to be approved by the Board, but the debt setoff report did not. Debt setoff just has to be presented to the Board. A motion was made to approve the bad debt write-off report for the period ending May 13, 2014, and accept the debt setoff report for the same period of time. The motion was seconded. Motion carried.

Review/Approval of Minutes from November 12, 2014

A motion was made to accept the minutes from the November 12, 2014 meeting as recorded. The motion was seconded. Motion carried.

Public Comment

The floor was open for public comment. There was no public comment.

Administrative Report

The Vital Statistics Report, Environmental Health Report and Daily Patient County were presented to the Board by Health Director Wes Smith for the months of November and December 2014. Smith reviewed the reports provided to Board members, and highlighted the continued low clinic encounters, with 37 in November (an average of 2.18 per day) and 25 in December (an average of 1.09 per day). Smith also discussed the animal bites (2 in November and 1 in December) and stressed the concerns he had with the lack of animal control in Jones County. The current, part-time Animal Control Officer, Steve Ward Jr., is not responding when contacted. Smith has discussed this with the County Manager, who is in contact with the County Manager for Onslow County to contract for Animal Control services.

Board members were provided a copy of a memorandum from the Tammy DuBrey, Regional Nurse Consultant for Communicable Diseases. Smith explained to the Board that, based on concerns identified during a monitoring visit in December of 2014, the Communicable Disease Branch limited onsite STD services to hours only when a medical provider is present (one day per week at this time), and recommended that oversight of the STD program be removed from the current Nursing Supervisor. As a result of these restrictions, Smith worked with staff to develop guidelines for referring clients to other clinics. The guidelines were approved by various program consultants prior to being putting into place. A copy of the guidelines was provided to the Board for their information.

The Board was also presented with a list of budget amendments that had been submitted to the Finance Office. These amendments reflected changes in state funding since the beginning of the fiscal year. A justification was provided for each amendment. The net increase to the budget for FY 2014/2015 is \$27,194.00. Smith informed the Board that his goal was to provide some type of a financial update at each meeting, either a listing of budget amendments or monthly spending reports.

Old Business

Smith provided clarification to the Board concerning Wayne Hurley's appointed position on the Board of Health. Initially it was stated that Mr. Hurley would be filling a Public Member position. Upon review, Smith discovered that the Jones County Board of Health

had already filled the allotted number of Public Members (three). Smith stated that Mr. Hurley would be filling the vacant Physician position on the board – “in lieu of”.

Smith presented the Board with a letter from the NC Accreditation Board granting Jones County Health Department with full accreditation status. He explained that the re-accreditation for Jones County would be due in late 2016.

Smith provided the Board an update on vacant and recently filled position at the Health Department. Donna Bass, a Gynecological/Obstetrical Nurse Practitioner, signed a contract effective December 8, 2014. She will treat patients one day a week, beginning December 15, 2014. A contract has also been signed with ECU College of Nursing, effective December 16, 2014. The contract will provide for a Family Nurse Practitioner on their faculty, Jan Tillman, to work at the Health Department one day a week. The Board previously met Deidra Wood, Nutritionist II/WIC Director, who became employed on January 5, 2015. The Public Health Nurse II/Case Manger position is still vacant and is currently being advertised.

New Business

The Board was presented with templates recommended by the NC Accreditation Board, one to use for Board of Health meeting minutes and another to develop a schedule of board governance activities required for accreditation. The accreditation schedule is still being developed to ensure all required benchmarks are included. Smith explained that adopting these documents would be beneficial for meeting accreditation benchmarks. A motion was made to adopt the Board of Health Meeting Minutes template and the Board of Health Annual Accreditation Schedule template. The motion was seconded. Motion carried.

Board members discussed changes proposed to Board of Health By-Laws and Operating Procedures. A motion was made to make the following changes:

By-Laws:

Article 6, Section 1: The Board shall meet six (6) times per year.

Article 7, Section 2: Changes to the Order of Business to reflect accreditation template adopted by Board of Health.

Article 9, Section 1: Remove “In addition to the nominations by the Nominating

Committee.”

Operating Procedures:

3. a.: Revised to reflect that the “Board shall hold six (6) regular meetings, annually, typically on the first Thursday of every other month”. Also revised to reflect that the “meeting shall be held in the multi-purpose training room at the Jones County Health Department and shall begin at 6:00 pm.”

The motion was seconded. Motion carried.

A motion was made for John Eddy to continue as the Board of Health Chair for calendar year 2015. The motion was seconded. Motion carried. A motion was also made for April Aycock to continue as the Board of Health Vice Chair for calendar year 2015. The motion was seconded. Motion carried.

Based on the changes made to the Operating Procedures for the Jones County Board of Health to meet on the first Thursday of every other month, a motion was made to approve the proposed 2015 Meeting Schedule.

The Board discussed changes to the Environmental Health fee schedule. The change in fees stems from a change in fees charged to local health departments by the NC State Laboratory of Public Health for water sample testing. After a lengthy discussion, the Board determined that more information was needed from Environmental Health Specialists that Jones County contracts with in order to be able to approve a revised fee schedule. The Board voted to table the issue until the Health Director and Board of Health Chair are able to collect more information and data. This issue will be voted on at the March meeting.

Smith requested the Board allow him to pursue being granted delegation of authority for qualification determinations by the NC Office of State Human Resources (NCOSHR). He explained he had been trained and granted the same delegation of authority on behalf of Hyde County Health Department. Being granted delegation of authority will expedite the review and approval process for applications. A motion was made to allow the Board Chair to sign the Memorandum of Understanding between NCOSHR and Jones County Health Department allowing Smith to be granted delegation of authority for candidate qualifications. The motion was seconded. Motion carried.

Smith explained to the Board that the Records Retention and Disposition Schedule for local health departments can be found on the NC Department of Cultural Resources website. The schedule has been printed off and placed in a binder in the Health Director's office. The schedule was also emailed to all health department employees. Both Smith and the Board of Health Chair signed off on the schedule.

Smith provided Board members with an attendance report for the current fiscal year. He explained that this was for record keeping purposes only, but felt it was beneficial for Board members to have a visual document to monitor their individual records of attendance/absence.

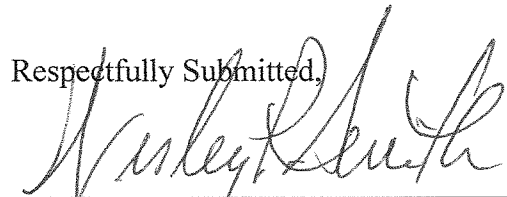
Informal Discussion

No informal discussion took place.

Adjournment

The next Board meeting is scheduled for March 5, 2015 at 6:00 pm in the multi-purpose training room between the Health Department and Department of Social Services.

Respectfully Submitted,



Wesley P. Smith, Health Director

3-5-15

Date