



Jones County Health Department
418 Hwy 58 North, Unit C
Trenton, NC 28585

Phone: (252) 448-9111

Wesley P. Smith
Health Director

Fax: (252) 448-1670

Jones County Board of Health Meeting Minutes
Thursday, November 17, 2016

In Attendance: April Aycock, Shivon Cannon, Charlie Dunn, Jr., Franky Emory,
Wayne Hurley, Bob Jolly, Beth Meadows, Myron Meadows,
Dr. Steve Stelma

Staff: Wesley P. Smith, Health Director; Amy Carter, Health Educator II;
Kimberly Hough, RN, Public Health Nursing Supervisor I; Sabrina
Smith, Administrative Officer I

Guest: Jack Jones, Interim DSS Director

Absent: Danielle Koslowski

Call to Order

The meeting was called to order Bob Jolly, Board Chair.

Invocation

The invocation and blessing for the meal was given by Rev. Charlie Dunn, Jr.

Food and Fellowship

The Board was provided a meal catered by Vel & Mel's.

Discussion/Adjustments/Approval of Agenda

A motion was made by Beth Meadows to approve the agenda as presented. Motion was seconded by Wayne Hurley. Motion carried.

Approval of Minutes from September 22, 2016

A motion was made by Dr. Steve Stelma to approve the minutes from September 22, 2016 as recorded. Motion was seconded by Beth Meadows. Motion carried.

Public Comment

The floor was open for public comment. There were no members of the public present. Wesley Smith took this time to introduce Jack Jones, Interim DSS Director. Smith originally invited the County Manager, Franky Howard, to attend the meeting to discuss consolidation with the Board. Howard was unable to attend due to being in Chapel Hill for a class. Smith reminded the Board that many members had previously met Jones when he served as Interim DSS Director prior to Wes Stewart being hired. Stewart has relocated to Pender County DSS. The topic of consolidation has been on the table for many years and Jones expressed to the County the need to make a final decision. Jones also expressed that in the two years that he has served on and off as Interim Director, both departments have shown much growth and improvement. Jones stated he is willing to assist in transition if that is the route the Commissioners choose to go.

Shivon Cannon inquired if recruiting a new DSS Director is a possibility and if there are any current DSS employees who would be qualified. Jones stated there is only one current employee qualified to be DSS Director but none are qualified to be Health and Human Services Director. The Board voiced that they have made great progress under Smith's leadership and expressed interest in continuing to operate as a separate Board. The Board also stated they didn't believe consolidation was the best fit for Jones County.

The Board requested that a resolution expressing their stance against consolidation be drafted for Jolly to sign and be presented to the Commissioners. The Board also requested for Jones to discuss the resolution with the DSS Board and, if they hold the same stance, for their Board to also present a resolution to the Commissioners. ***A motion was made by Beth Meadows to allow Smith to draft a resolution, to be signed by the Board Chair, stating the Boards stance against consolidation. Motion was seconded by Cannon. Motion carried.***

Old Business

There was no old business for the Board to discuss.

Reports

Smith presented the Board with Monthly Summary Reports for the Health Department for September and October 2016. He explained to the Board that the YTD totals

encompass the period running July 1, 2016 through October 31, 2016. He stated to the Board that the Health Department has been emphasizing distribution of the flu shot in the recent months. The Nurses held clinics throughout the Jones County schools and also visited the NC SECU. An offer was extended to the Sheriff's Department; however, they declined.

Smith notified the Board that to date, the Health Department and its partners have distributed seven (7) car seats through their low-cost child passenger safety seat distribution program. With State funding, 97 child passenger safety seats had been purchased. Smith informed the Board that he was working to get an outside storage building erected to store the car seats. They are currently in an exam room and the clinic needs access to this room.

Smith informed the Board that there was one (1) animal bite report in each respective month. Neither animal was current on their rabies vaccination. He added that there would be a report from the Rabies clinic held at the beginning of November later in the meeting.

Smith provided the Board with a Spending Report and a Revenue Report for the period ending October 31, 2016. The overall spending report shows the Department under budget by 3.4%. He indicated that there are notes at the bottom of the report for individual programs that are over budget. Smith reported to the Board that the revenue report typically lags because agencies are only permitted to draw down state funding in 1/12 increments.

Smith provided the Board with recent Budget Amendments submitted by the Health Department. He explained that the Department has had to move funding around to cover unexpected expenses. He added that some of the amendments were also to add additional funding the department received. In order to be able to utilize the additional funding, Smith must take the information before the Commissioners for approval. Smith informed the Board that the department has received \$31,000 additional Medicaid Cost Settlement funding from the State. He explained that the agency intends to use a portion of the funds to pay for the outside storage, and requested the Board's approval to purchase a new

vehicle for case management. He stated that there has been an increase in home visits by both our nursing staff and our Social Worker since taking on the CAP program. ***Beth Meadows made a motion to approve the use of the funding to purchase a new vehicle for the Health Department. Motion was seconded by April Aycock. Motion carried.***

Smith provided the Board with an update on the Rabies Vaccination Clinic that was held on November 5, 2016 at the Health Department. Smith reported that a total of 99 animals were vaccinated at the clinic. He explained that the cost for either a one-year or three-year vaccination had increased from \$5 to \$7 per animal to be able to cover clinic costs. He added that the Health Department tries to keep the price reasonable to encourage the community to vaccinate their pets.

An update on re-accreditation was provided to the Board by Amy Carter, Public Health Educator for the Health Department. Carter provided the Board with an updated checklist on the activities for re-accreditation that have been completed. She explained that the checklist is the document she works off of to ensure all the activities are covered. She pointed out that the document is color coded based on the mandated timeframe for documentation for each activity to be completed. She reported that a couple of the Board members will need to be available to be interviewed during the site visit. Documentation is due to the State by December 1st and the site visit will be February 2nd and 3rd. Carter informed the Board that if the Health Department received conditional Accreditation, they will have from February until June to submit additional documentation before the next State Accreditation Board Meeting.

New Business

Sabrina Smith, Administrative Officer for the Health Department, presented the Board with the Bad Debt Write-Off Report for Fiscal Year ending June 30, 2016. Sabrina reported that the total amount determined to be eligible for write-off is \$1,844.50. She provided them with a breakdown by program. ***A motion was made by Beth Meadows to approve the Bad Debt Write-Off for FY 2015-16 as presented. Motion was seconded by Cannon. Motion carried.***

Kimberly Hough, RN, Nursing Supervisor for the Health Department, presented the Board with the Local Disease Incidence/Trend Report for fiscal year ending June 30, 2016. Hough explained that the report compared data for FY 2015-16 with FY 2014-15. She stated that based on numbers for this fiscal year so far, an increase in numbers reported at the end of the year should be expected. Hough explained that there were suspected cases of Rocky Mountain Spotted Fever but they were kicked out of NCEDDS because no fever was reported by the patient. ***A motion was made by Beth Meadows to approve the Local Disease Incidence/Trend Report for FY 2015-16 as presented. Motion was seconded by Aycock. Motion carried.***

Smith presented the Board with the Strategic Plan for FY 2016-17. He explained that the plan reduced the number of strategic directions from five (5) to three (3). He stated that the Health Department currently is working on wrapping up the Strategic Plan for FY 2015-16. The updated plan focuses on expanding services, working on the CHA action plans, and converting to electronic health records. ***A motion was made by Beth Meadows to approve the Strategic Plan for FY 2016-17 as presented. Motion was seconded by Cannon. Motion carried.***

Smith notified the Board that Beth Meadows' 3rd term on the Board expires in January 2017. Since Meadows will vacate the Registered Nurse position on the Board, Smith recommended moving April Aycock, RN, from the Public Member position into the Registered Nurse position, then moving Wayne Hurley from the "In Lieu of" Physician position into the public member position. Smith also informed the Board that Mandy Marshburn, CNM, FNP, has expressed interest in joining the Board. With these changes, the only vacant position on the Board would be the Optometrist position. ***A motion was made by Aycock to recommend to the Board of Commissioners the appointment of Marshburn to fill the Physicians position on the Jones County Board of Health. Motion was seconded by Cannon. Motion carried.***

The Board discussed which members they would like to fill the Chair and Vice Chair positions for calendar year 2017. Hurley stated he liked the stability of the Board under Jolly's and Cannon's leadership. The remaining Board members agreed. ***A motion was made by Hurley to allow Bob Jolly and Shivon Cannon to maintain their positions as***

Chair and Vice Chair for the Jones County Board of Health for calendar year 2017.

Motion was seconded by Beth Meadows. Motion carried.

Smith presented the Board with a tentative schedule of Board of Health Meetings for calendar year 2017. ***A motion was made by Beth Meadows to approve the meeting schedule as presented. Motion was seconded by Cannon. Motion carried.***

Other:

Smith provided the Board with an updated attendance report for FY 2016-17.

Smith informed the Board that Carter has resigned from her position as Health Educator effective December 9, 2016. He reported that her position has been posted and the posting will close on November 21st. He has so far received two (2) applications.

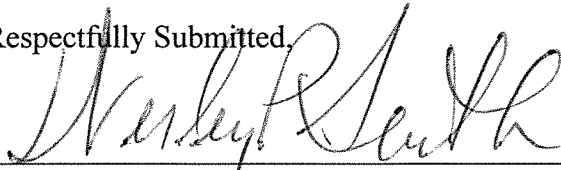
Next Meeting:

Based on the approval of the 2017 Board of Health Meeting Schedule, the next Board of Health meeting is scheduled for January 26, 2017 at 6:00 p.m.

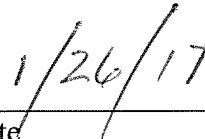
Adjournment:

Beth Meadows motioned to adjourn the meeting. Rev. Dunn seconded the motion. Motion carried.

Respectfully Submitted,



Wesley P. Smith, Health Director
Secretary, Ex Officio



Date