



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

Phone: (252) 448-9111

Phillip Tarte  
Health Director

Fax: (252) 448-1670

**Jones County Board of Health Meeting Minutes**  
**Tuesday, March 22, 2022**

In Attendance: April Aycock; Shivon Cannon; Ken Dillahunt; Rev. Charlie Dunn, Jr.; Wayne Hurley; and Dr. Steve Stelma

Staff: Phillip Tarte, Health Director; Adrian Smith, Public Health Education Specialist, Ann Pike, Nursing Supervisor, and D'Amba Fulmore Administrative Officer

Absent: Candace Andrews, Beth Meadows, Michele Scott

Public: No members of the public were present.

Call to Order

The meeting was called to order at 6:02 p.m. by Dr. Steve Stelma. He welcomed everyone to the March meeting.

Invocation

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

Discussion/Adjustments/Approval of Agenda

***A motion was made by Dr. Stelma to approve the agenda. Motion was seconded by Shivon Cannon. There was no additional discussion. Motion carried unanimously.***

Approval of Minutes

***A motion was made by Dr. Stelma to approve the minutes from January 25, 2022. Motion was seconded by Cannon. There was no additional discussion. Motion carried unanimously.*** December 8<sup>th</sup> minutes were tabled until the next meeting.

Public Comment

The floor was opened for public comment; there were no members of the public present.

Old Business

Phillip Tarte began the meeting with an update on Health Department staff. The open Administrative Officer position will be filled by D'Amba Fulmore on March 21, 2022.

There is another position that is vacant, for a Social Worker/Case Manager and Accounting Tech III.

Pike gave an update in the on-going Health Department response to COVID-19. There was only one active case. That one case is expected to be at zero as of March 28, 2022.

Pike presented the Bad Debt Write-off report for the fiscal year ending 6/30/21. Self-pay Bad Debt Write-off totals were \$62.28 and Insurance Bad Debt Write-off totals were \$389.55. Eight different clients were turned over to the state for garnishments. ***A motion was made by Dr. Stelma to approve the Bad Debt Write-off for the fiscal year ending 6/30/21. Motion was second by Rev. Dunn. There was no additional discussion. Motion carried unanimously.***

#### Reports

Dr. Stelma made a motion to change the agenda for Deb Yarbrough. Deb gave a brief summary of what her grant will be used for and its benefits to the county. The grant will cover some of her personnel cost, supplies, travel, etc. The goal of this grant is to provide funding to state, local, tribal and territorial food regulatory agencies as they work to be in compliance with the new Food Code.

#### New Business

The Budget Report for Fiscal Year 2022-22 was tabled until the next meeting. Adrian Smith discussed the changing of the tobacco rule. The change is scheduled to become effective December 1, 2022. Smith has asked Tiffany Thigpen, Region 10 Tobacco Prevention Coordinator, to give a presentation to the Board about the change.

#### Other Business

Board of Health Member Attendance information was provided.

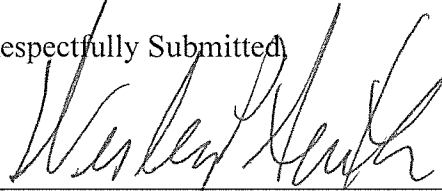
#### Next Meeting

The next meeting is scheduled for May 24, 2022 at 6:00 pm.

#### Adjournment

***A motion was made by April Aycock to adjourn the regular meeting and move into closed session. Motion was seconded by Rev. Dunn. There was no additional discussion. Motion carried unanimously.***

Respectfully Submitted

  
\_\_\_\_\_  
Phillip Tarte, Health Director  
Secretary, Ex Officio

  
\_\_\_\_\_  
Date