



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, March 23, 2017

In Attendance: April Aycock, Shivon Cannon, Rev. Charlie Dunn, Frank Emory, Wayne Hurley, Bob Jolly, Mandy Marshburn, Myron Meadows, Dr. Steve Stelma

Staff: Wesley P. Smith, Health Director; Ann Pike, Public Health Nursing Supervisor; Tamara Jones, Health Educator II; Sabrina Smith, Administrative Officer I

Absent: Danielle Koslowski

Call to Order

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

Invocation

The invocation was given by Rev. Charlie Dunn, Jr.

Introductions

The Board was introduced to the new Public Health Nursing Supervisor, Ann Pike. She began working at the Health Department on February 20, 2017. Ann informed the Board that she has primarily spent the majority of her time so far completing all the required trainings and orientations for her new role.

Oath to Office

New Board member Mandy Marshburn was administered an Oath of Office by Sabrina Smith.

Discussion/Adjustments/Approval of Agenda

A motion was made by Dunn to approve the agenda as presented. Motion was seconded by Shivon Cannon. Motion carried.

Approval of Minutes from January 26, 2017

A motion was made by Wayne Hurley to approve the minutes from January 26, 2017 as recorded. Motion was seconded by Cannon. Motion carried.

Public Comment

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

Old Business

Wesley Smith informed the Board that a final vote on Consolidation was made by the Board of County Commissioners. The Commissioners voted against consolidating the Department of Social Services and the Health Department into a Consolidated Health and Human Services Agency, voting unanimously to maintain the current Board structure. Smith stated that this decision came as a relief to the employees in both departments. Employees from both departments believe significant improvement has taken place on both sides, and most wanted to maintain the current structure. Smith added that while this topic is considered to be put to rest for the time being, it can be brought up and voted on again in the future as new Commissioners become elected.

Smith informed the Board that, following the Health Department's site visit for Accreditation, he received an email from the Accreditation Board notifying him that the site visit team recommended Jones County Health Department for full re-accreditation. The email included the re-accreditation Site Visit Report and Suggestions for Quality Improvement. This information was forwarded on to all Board Members for them to review. Smith added that one member of the site visit team commented that she could see all of the hard work that has taken place within the agency, and that it was evident just how far the agency has come since the last site visit in 2013. Smith went on to explain that these results are unofficial until the next Accreditation Board meeting, which will be held in Raleigh on May 19, 2017. Following the official results, Smith stated that he intends to place the information in the local newspaper and hopes to hold a celebration for all employees and Board members. Jolly reminded the Board that the re-accreditation process covered a four-year period, and that Smith has only been employed with the Health Department for a little over half of that time. There has been much improvement since Smith has been Health Director and Jolly expressed no doubt that the next re-

accreditation cycle will be much more organized and planned out. The Board congratulated the Health Department on their hard work and efforts.

Smith reviewed with Board members a copy of a letter signed by Jolly and sent to Senator Richard Burr, which conveyed the Board's concern about the effects of appealing the Affordable Care Act (ACA) on funding to public health. Smith reminded the Board that at the previous meeting, it was discussed how funding previously allocated to public health for preventative efforts was reallocated through the ACA once it was approved. The letter expressed concerns that public health prevention funding would not be reallocated back to public health if there was restructuring done at the State and Federal level. A copy of the signed letter was provided to all Board members.

Reports

Smith provided and reviewed with Board members the Monthly Summary Report for January and February, 2017. There were no cases of animal bites/exposure in January; however, there were two (2) incidents in February. Smith added these two incidents were also discussed at the Board of Commissioners meeting. One case involved an individual who has previous been discussed by the Board of Health, surrounding a court-ordered surrender of multiple unvaccinated dogs and cats from her home. During the time period since the court case, this woman's daughter acquired another unvaccinated dog. The dog bit a neighbor when he reached over the fence to hand the dog's owner cigarettes. Since the dog was unvaccinated, it was transferred to Riverbank Animal Hospital in Kinston for the mandatory ten (10) day quarantine. Smith initiated an investigation on behalf of the County Manager to see if the dog should be declared a "potentially dangerous dog"; however, it was determined not to meet the criteria based on the fact that the incident happened on the owner's property. The owner never retrieved the dog and therefore the dog was turned over to the SPCA in Lenoir County for adoption. The second case in February occurred when a deputy was serving civil papers on an individual. The deputy was getting back into his patrol car while still on the property, and the dog ran up and bit him on his leg. This dog was also quarantined at Riverbank for ten (10) days; the owner paid the fees and reclaimed the animal. Smith reminded the Board that when animals have to be quarantined at Riverbank, they are required to reimburse the Health Department for boarding and vaccination fees, plus an additional \$35 reclamation fee. Smith expressed that he hoped these fees would serve as a deterrent to pet owners and

encourage them to vaccinate their animals against rabies. Smith also added that he requested information on the process for handling dangerous dogs when he came to the Health Department in 2014. He learned that the County Manager was designated by the Board of Commissioners as the individual to determine if a dog was potentially dangerous, and there was a three-person Dangerous Dog Appellate Board appointed to hear any appeals to dogs deemed to be potentially dangerous. Since the Veterinarian previously appointed to the Appellate Board was no longer serving on the Board of Health, Smith communicated via email with Dr. Steve Stelma about serving on the Dangerous Dog Appellate Board.

Smith added that there is an additional report included with February's Monthly Summary Report. The Health Department has entered into an agreement with Onslow County to ensure Jones County meets Preparedness Capabilities. Michael Pratt is the Onslow County Preparedness Coordinator (PC) and Pamela Brown is the Onslow County Public Information Officer (PIO). Both individuals attended the Epi Team meeting in March. They will send a report to Smith each month detailing preparedness activity currently being worked on for Jones County. Smith informed the Board that he would add their report to the monthly summary reports each month.

Smith provided and reviewed with the Board a Monthly Spending Report and a Monthly Revenue Report for the period ending February 28, 2017. The overall spending percent used to date is 57.4% and the overall revenue collected is 47.5%. The current threshold for both spending and revenue collected is 66.7%. Smith reminded the Board that State funding can only be pulled down in 1/12 increments regardless of how much was spent in expenses for that period. Smith also informed the Board that following a period of Medicaid payback, the agency has experienced multiple issues with Medicaid billing setup that Sabrina Smith, Administrative Officer, is working to get resolved. He hopes that these issues will be resolved in the near future. Maternal Health services are not provided in-house but are ensured through Lenoir County Health Department. If Lenoir County does not invoice for those services, Maternal Health funding cannot be drawn down.

Additionally, Smith provided the Board with a summary of the Budget Amendments submitted to the County Finance Office since the last Board meeting. Smith explained to

the Board that most of the amendments are due to the Health Department receiving additional funding that was not included in the current fiscal year budget. The additional funding has to be taken to the Commissioners for approval to be added to the budget. The last column shows the net change to the budget; a positive number indicates new funding and a negative number indicates a decrease in funding.

Smith inquired if the Board members had any questions about the financial reports provided; no questions were asked.

Smith provided the Board with a Legislative update on bills impacting Public Health. The full report shows all bills impacting Public Health but Smith highlighted a few of the bills for the Board. The first bill, HB 91, discusses the requirement of safety helmets for individuals under 21 years of age. The second bill, HB 243, is an act to strengthen opioid misuse prevention. Smith informed the Board that the Sheriff's Department does not currently carry Narcan (Naloxone). The Board previously approved a resolution in support of needle exchange programs in North Carolina, and Jolly added that education on the subject led to the Board's support. Senate Bill 24 discusses the use of outdoor grills in food establishments.

New Business

Tamara Jones, Public Health Educator, presented the Board with the 2016 State of the County Health Report (SOTCH). Jones explained that items required for Accreditation are located on the Table of Contents so that they are easy for the State reviewer to locate and grade. The first requirement is to provide a County overview. The overview contains information on race and ethnicity, the median age, poverty, unemployment, and population and township estimates. Jones informed the Board that in 2014, the Jones County Health Department partnered with the Health Departments in Craven and Pamlico County, as well as CarolinaEast Medical Center, to work together on completing the Community Health Assessments (CHA). The health priorities identified were obesity, mental health, and substance abuse. The next step in the process is to develop objectives and strategies, and incorporate this information into the agency's Strategic Plan. Following the completion of the CHA, the Health Department is required to report on progress to meet the objectives each year in the SOTCH report. The Health Department is only required to work on two (2) of the three (3) priorities. The next

section of the SOTCH discussed emerging issues within the County. The two topics discussed in this section were the consideration for creating a Consolidated Health and Human Service Agency, as well as Hurricane Matthew and the aftermath. The County Health Rankings listed with Jones County at 82 out of 100 for Health Outcomes and 41 out of 100 for Health Factors. The new initiatives discussed in the SOTCH were the implementation of the Minority Diabetes Prevention Program (MDPP) and the implementation of the low cost child safety seat program. The MDPP program targets the pre-diabetic population in the community. Marshburn inquired how the agency reaches out to the community when a new program is instituted. Jones answered that social media (Facebook) is utilized and the Health Department's website is currently being revamped as another tool for reaching the community. The employees also go into the community during events and meetings to inform the public and other organizations of new initiatives. Leading Causes of Death, Birth Outcomes and Statistics, and Morbidity Data are the last components provided in the SOTCH. ***A motion was made by April Aycock to approve the State of the County Health Report as presented. Motion was seconded by Cannon. Motion carried.***

Smith explained to the Board that while reviewing the Local Health Department Records Retention Schedule, it was discovered that there are two amendments to the Retention Schedule that needed to be approved by the Board of Health. The first amendment dated November 7, 2014 references Standard 5) Personnel Records and amends item 21 Employee Eligibility Records (page 38). The second amendment dated March 31, 2015 references Standard 19) Patient Clinical Records and amends item 6 Patient Clinical Records (page 87). Both of these Amendments have to be signed by the Board Chair and sent in to the Department of Cultural Resources. ***A motion was made by Aycock to approve the November 7, 2014 and March 31, 2015 amendments to the Local Health Department Record Retention Schedule, and have the Board Chair, Bob Jolly, sign the amendments. Motion was seconded by Frank Emory. Motion carried.***

Other:

Smith provided the Board with an Attendance Report for FY 2016-17 for review.

Next Meeting:

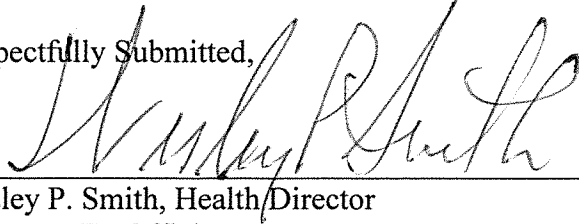
The next Board of Health meeting is scheduled for Thursday, May 25, 2017 at 6:00 PM.

Smith informed the Board that the he will present the proposed budget for Fiscal Year 2017-18 to the Board at the May meeting. The draft budget is due to the Finance Office by March 24, 2017.

Adjournment:

Cannon motioned to adjourn the meeting. Aycock seconded the motion. Motion carried.

Respectfully Submitted,



Wesley P. Smith, Health/Director
Secretary, Ex Officio

5/25/17
Date