



Jones County Health Department
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Health Director

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Jones County Board of Health Meeting Minutes
Thursday, May 26, 2016

In Attendance: Shivon Cannon, Charlie Dunn, Frank Emory, Wayne Hurley, Bob Jolly, Beth Meadows, Myron Meadows, Steve Stelma

Staff: Wesley P. Smith, Health Director; Kimberly Hough, Nursing Supervisor I; Amy Carter, Health Educator II

Absent: April Aycock, Danielle Koslowski, Whitney Mitchell

Call to Order

The meeting was opened by Bob Jolly, Board Chair.

New Member Oath of Office

New Board members Charlie Dunn, Myron Meadows, and Steve Stelma were issued their Oath of Office by Sabrina Smith.

Invocation

The invocation was given by Rev. Charlie Dunn.

Discussion/Adjustments/Approval of Agenda

A motion was made by Beth Meadows to approve the agenda as presented. Motion was seconded by Rev. Charlie Dunn. Motion carried.

Approval of Minutes from

A motion was made by Beth Meadows to approve the minutes from March 24, 2016. Motion was seconded by Shivon Cannon. Motion carried.

Public Comment

The floor was open for public comment. There were no members of the public present.

Old Business

Resolution Legalizing Syringe Exchange – Wesley Smith reminded Board members that per their request, the Resolution in Support of Legalizing Syringe Exchange Programs in North Carolina was tabled at their Board meeting in March to allow them time to review the resolution. The request for County Boards of Health to support the syringe exchange program originally came from the North Carolina Harm Association. Smith emphasized that this does not necessarily mean the Board would be required to advocate for a needle exchange program in Jones County. Cannon inquired about how this information would be presented to County residents if the Board voted in support of the program. Beth Meadows stated that the information would not be formally announced to the public and once implemented, it would become a State controlled program. Smith informed the Board that the syringe exchange program benefits more than just the individuals who use needles, such as Law Enforcement officials. Kimberly Hough stated that Hep C and Hep B can live on a surface for a long period of time without a host. If a syringe is disposed of in a public area, those viruses can be spread to other people, for example children. Steve Stelma reported that his office recently treated a police dog who was present during a drug bust and the police department was worried the dog had ingested heroin. ***Beth Meadows motioned for the Jones County Board of Health to support legalizing syringe exchange programs in North Carolina. Wayne Hurley seconded the motion. Motion carried.***

Reports

The Board was presented with reports showing the vital statistics, Environmental Health numbers, and daily patient counts for the Health Department for the months of March and April 2016. Hurley inquired about the Rabies Exposure (No Bite) incident that was reported under the Rabies numbers. Smith explained that a Deputy with the Jones County Sheriff's Department had discharged his weapon to put down a dog that was suspected of being rabid. The Health Department received the notification three (3) days later, at which time the head was collected and sent to the State Lab of Public Health for rabies testing. The test came back negative. Due to the incident, the Sheriff's Department have revised their protocols to require deputies to file a report any time they discharge their weapon. Smith reported that he would provide a full Rabies Report for the Board at the July 2016 meeting. Smith noted that there is a trend in the County of

residents just not getting their animals vaccinated. He reminded the Board that a Rabies Clinic is held twice a year at the Health Department, typically in May and November.

Smith presented the Board with the monthly Spending and Revenue reports for April 2016. The Health Department is currently about 36% behind on total revenues. Smith explained that there are several reasons for the delay, including a late start to resuming Child Health services and the department is currently finishing a Medicaid payback.

The Board was presented the flyer for the Spring Rabies Clinic. The clinic will be held on Saturday, June 4th from 9:00 a.m. to 12:00 p.m. The cost for a rabies vaccination has been increased from \$5 to \$7 per animal, and both 1 year and 3 year vaccinations will be available.

New Business

Revised Environmental Health Fee Schedule

Smith provide a cost study he had completed to determine if the fee we were charging was in line with other counties and covering our costs. The Board of Commissioners were adamant about keeping the price low, and supported the recommended increase. Smith reminded the Board that normally, the Board of Health would approve a fee increase before it is taken to the Commissioners; however, the time constraint due to the date of the Rabies Clinic caused him to take it before the Commissioner's first. ***Cannon motioned to increase the fee for a rabies vaccination from \$5 to \$7, to include both one-year and three-year vaccinations. Stelma seconded the motion. Motion carried.***

Appointment of Jan Tillman, FNP to Jones County Child Fatality Prevention Team

There is currently a vacancy on the Jones County Child Fatality Prevention Team (CFPT) for a local health care provider. The current medical provider at the Health Department, Jan Tillman, has agreed to fill the vacant slot on the team. ***Beth Meadows motioned to appoint Jan Tillman to fill the local health care provider slot on the Jones County Child Fatality Prevention Team. Cannon seconded the motion. Motion carried.***

New/Revised Policies

The agency's Policy on Policies requires that all financial and personnel policies be taken before the Board of Health for approval. Smith presented three (3) policies that need Board approval. The Fees, Eligibility, and Billing Policy has been updated with minor changes to grammar and wording. The only significant change is the removal of the portion that requires the Health Department to reactivate bad debt if a client returns. The Debt Setoff policy is new; there was no policy in place previously although it was referred to in the Fees, Eligibility, and Billing Policy. Debt Setoff through the NC Debt Setoff Program serves as a collection agency for state and local government agencies. The Health Department currently participates in the program, but needed to develop a separate policy since it was referred to in the Fees, Eligibility and Billing Policy. The Attendance Policy is new. Smith explained to the Board that there is no specific event that created a need for an attendance policy; however, he felt it was beneficial to have one in place so staff knew what was expected from them regarding attendance. ***Beth Meadows motioned to approve the Fees, Eligibility, and Billing Policy; the Debt Setoff Policy; and the Attendance Policy as presented. Cannon seconded the motion. Motion carried.***

Presentation of Health Department Budget for FY 2016-17

Smith presented a power point presentation to Board members on the proposed budget for FY 2016-17. He started with an overall pictures of the budget showing total anticipated expenditures, to include Salary and Fringe and Operating, and total anticipated revenues. Smith explained to the Board that the overall budget is very conservative and he tried his best to not overestimate. He followed with a graph detailing this information. The proposed budget consists of approximately 65% salary and fringe and 35% operating costs. The Board was presented a comparison of the proposed budget for FY 16/17 with FY 15/16. A comparison of the anticipated State funding for FY 16/17 with funding received in FY 15/16 shows a decrease in numerous programs. Smith pointed out that over the past few years, WIC has experienced a severe decrease in numbers which has resulted in a decrease in funding each year. Smith explained that for FY 16/17, the vacant Nutritionist position will not be budgeted, and WIC duties will be filled by a Nurse who also works in case management. Smith pointed out that some of the decrease in program funding is a result of one year funding. For example, the MCH

Grant was a one-time funding opportunity. The funding was utilized for staff to attend a mandatory planning meeting and to implement a low-cost car safety seat program for the County. He pointed out an additional \$1,500 in funding the health department would be receiving from DPH to address prescription drug overdose. He and Amy Carter are involved in the Jones County CCSAP Task Force, a coalition that is currently engaged in implementing strategies to reduce prescription drug overdose. The goal is to enter into an agreement with CCSAP to meet funding requirements. Smith was able to work the budget to request less from the County in comparison to what was requested the previous fiscal year. Donna Brown will retire June 30, 2016 and her position as the Medical Lab Technologist will be left on our County's Salary Plan, but unfilled/unbudgeted until the need arises. The part-time Accounting Technician III and Social Worker II will be budgeted as full-time for the new fiscal year. Smith closed the proposed budget presentation with individual break-downs of each program and the respective Salary and Fringe, Expenditures, and Revenues. ***Beth Meadows made a motion to approve the proposed budget for fiscal year 16/17 as presented. Hurley seconded the motion. Motion carried.***

Other:

Smith reminded the Board that annual training and orientation for the new Board members will take place at the next meeting on September 22nd and will be provided by the North Carolina Institute of Public Health.

Smith provided the Board with an Attendance Report for FY 2015-2016.

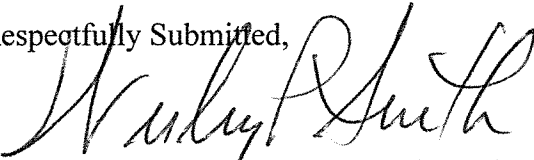
Next Meeting:

The next Board of Health meeting is scheduled for July 28, 2016 at 6:00 p.m.

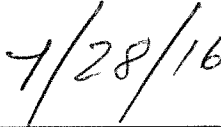
Adjournment:

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

Respectfully Submitted,



Wesley P. Smith, Health Director
Secretary, Ex Officio



Date