



**Jones County Health Department**  
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Interim Health Director

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Wednesday, July 23, 2014

**In attendance:**

John Eddy – Engineer/Chair  
Bob Jolly – Public Member  
Don Campbell – Veterinarian  
Shivon Cannon – Public Member  
Frank Emory – County Commissioner  
Beth Meadows – Nurse  
Danielle Koslowski – Pharmacist

**Staff:** Angela Lee, Interim Director, Eileen Dove, Sabrina Smith, Angelica Hall

**Absent:** April Aycock – Public Member/Vice Chair; Whitney Mitchell – Dentist

**Invocation**

Shivon Cannon provided the invocation.

**Discussion/Adjustments/Approval of Agenda\***

Mr. Eddy introduced Angela Lee, Interim Health Director for Jones County Health Department. Ms. Lee is currently serving in this capacity for up to 90 days via an agreement with Onslow County, where Ms. Lee is the full time Health Director. Ms. Lee will be providing information during the meeting tonight for the board to address various areas as listed on the agenda.

Shivon Cannon moved to approve the agenda, Frankie Emory seconded the motion. Motion carried

**Review/Approval of Minutes from May 21, 2014**

The board was provided the opportunity to review the minutes from May 21, 2014. Shivon Cannon motioned to approve the minutes and Don Campbell seconded the motion. Motion carried.

The minutes for the BOH emergency meeting on June 7, 2014 will be brought before the board at the next meeting.

**Public Comment**

There were no public comments.

**Administrative Report**

## 1. Vital Statistics, Environmental Health, and Program Reports

Eileen Dove, Recreation Program Director reported on programs for youth, ages 4-12, and programs for summer. Programs include Math and Reading children 3rd-6<sup>th</sup> grade, traveling basketball team for boys, back to school basketball tournament 8/23, cheerleading, the fall program will be soccer. All coaches are volunteers. They are trained and some are certified to train others. All receive background checks. Currently, there are good working relationships with schools. Children participating in programs are as follows: 60 soccer, 130 basketball, 50 T-ball, 40 C-Pitch and 25 cheer. Eileen delivers registration forms to children at each school. We have a trust account for donations. To ensure that adults are included, there is an adult golf program, however, the golf course has been sold so attempts are being made to locate another venue for the tournament. The Recreation Committee holds meetings, and the minutes are provided to the commissioners.

Storage for equipment has been at the school, but the County allowed for the purchase of a storage unit for future use in this budget year.

Angela Lee, announced that there will be a Health & Fitness Day August 16, 2014 from 9-2pm. This event will take place at Jones Senior High School. This will be an indoor/outdoor event. Information booths, health professionals, demo's, snacks, cheerleaders and other community resources. Anyone interested in participating with this event should contact James Frank, WIC Director, at the Jones County Health Department.

General comments regarding the program report data were made by Ms. Lee. Most specifically she noted the patient counts, the agency's efforts to increase patient flow in the clinics, the need to increase revenue, and evaluating how best to do that while continuing to provide quality services. She hopes numbers will increase while not jeopardizing patient care.

Mr. John Eddy commented he would like to see trends, as opposed to single month data. He requested that data be provided for a period of time of in comparison to last year.

Ms. Beth Meadows asked questions about what services we are providing. Angela gave a brief answer and said she would be providing more info on this in the update of our Health Department, later in the agenda. Angela did discuss the need to advertise that various clinics are open to bring our citizens back in.

Sabrina explained that staff had noticed a distinct relationship between how not providing one service impacts the number of clients seen in others. e.g., no maternal health appointments, impacts the number of patients that come in for WIC.

### Old Business

1. **Summary & Review of the SOTCH** - Mr. Eddy reviewed the SOTCH. He expressed the importance of properly documenting in the minutes what things have been done. Raw numbers may be more accurate than where we stand in the state. We are a small county, so we cannot measure that way. He adequately covered the purpose of the report. Talked about trends and using them to make decisions and provide prevention services. Anything we do towards prevention saves us in the future. He covered the SOTCH with the Board of Commissioners and provided this information to them as well. This report was drafted in Dec 2013. There are some updates to it. Reviewed the following; 2010 est. pop 10,153; per capita income is 76% of state average (low). In 2012, 89 births to 127 deaths. Heart disease, cancer and stroke 75% of deaths in county. We need to incorporate this information into the CHA and Strategic Plan. Teen pregnancy is listed as a priority in the 2012 CHA. Amy Crompton is doing the Teen Prep program.
2. **Review Operating Procedures and By-Laws** - Angela Lee reviewed board operating procedures, reminded the board that the procedures have to be reviewed every year.

Reviewed good practice and accreditation requirements. Discussion about the procedures vs. the bylaws and current discrepancies. Mr. Jolly made a motion to change the Bylaws to reflect accurate NC General Statutes verbiage for majority-section 3. The bylaws should read "the majority of filled membership shall constitute a quorum", and remove 50%. Also part of his motion was to change this verbiage in the Operating Procedures. The motion was seconded by Don Campbell, motion carried. Also, Sabrina will correct a typo currently in the By-laws. It is correct in the previously recorded and approved minutes. It was agreed by the board that the correction can be made without board action.

3. **Review Health Director Job Description-** Angela Lee thoroughly covered the requirements for recruiting, and selection and hiring of a new health director. The job description was provided to the BOH for review and approval. There was discussion about the addition of the requirement for the newly selected Health Director to live within 35 miles of Jones County. Also suggested adding a caveat that the candidate be provided time to move to the area. A motion was made by Don Campbell to change the language to living 35 miles from Jones County (instead of 35 miles from the Health Department), and add a duration from date of hire to relocation in 8 months. Beth Meadows seconded the motion, motion carried. Beth Meadows motioned and Don Campbell seconded to approve the job description. Motion Carried.

There was additional discussion by the board that they appreciated reviewing items again, as it helped solidify the information for them. Revisiting core principles and values is a good thing. Chairman Eddy suggested continuing monthly meetings for the foreseeable future to continue moving forward.

4. **Review Qualifications (KSAs) for Health Director** - Angela covered the knowledge, skills and abilities per G. S. 130A-40 required for a Health Director. The Local Board of Health can appoint local health director with a Medical Doctorate or MPA with experience, or MPH discipline with experience, Masters in a field related to PH with experience. There was discussion about what types of other related fields might be qualified. If we do not have a successful candidate by the time we submit our accreditation package, we will have to provide documentation showing that we have recruited for a qualified health director that meets all requirements. In continuation of the previous discussion regarding the job description, Angela Lee and Angelica Hall discussed some specific ways to recruit that also meet accreditation guidelines. The currently approved job description will be sent to colleges/universities, to include minority colleges, posted on the NCPHA, public health leaders and Health Director's Listserv. Also it will be posted with the Employment Security Commission and other county sites. This will provide a broad net, and offer those in public health that may be waiting for an opportunity to move up, a chance to apply. The BOH was in agreement with the planned sites for advertising the position.

5. **Accreditation Update** Angela Lee provided the following update:

April 2013 Jones County Health Department (JCHD) was received Conditional Accreditation status. This provided 2 years to complete accreditation. However, due to the accreditation board schedule, and the need to become accredited prior to April 2015, JCHD will be on December 2014 Accreditation Bd. Agenda. Activities must be submitted by Sept 30, 2014. Corrections and self assessment must be in by 9/30/14. The accreditation board reserves the right to make another site visit.

Angela Lee conducted a staff meeting last Friday and reviewed the entire accreditation process, assignments, and procedures with staff. Mr. Jeff Sieber, AAC for Onslow County assisted. Angela reviewed the checklist with the BOH and what was missed and stressed the importance of the BOH participation. Angela discussed with the board a plan to identify things that the agency cannot correct, and focus on those things that are able to

be corrected. Angela thanked the Board for their attention to various items on the agenda and informed them that by conducting business tonight, several accreditation activities are being addressed. She attempted to express the importance of their participation and attendance in moving forward. Explained how staff from Onslow County has come to provide assistance, e.g., Accreditation Coordinator provided in-service and helped with assignments. Pamela Cochran, nurse consultant has been working with us to help as well. Staff are working diligently to make this happen.

It is not only imperative that the agency have the required policies, but also ensure implementation of the policies. JCHD has to make corrections to pass current accreditation, but continue to prepare for 2017 accreditation. All staff have been working hard, however, Sabrina has been especially helpful. Don Campbell asked about other items that the health department is missing and how we can work towards them. Angela listed several activities that were addressed with items from this evening. To include: 34.1 procedures- now met that with reviewed and newly approved operating procedures.

34.2- met. LHD shall provide handbook for Board of Health. Staff will have the handbook available at the next meeting. Chairman Eddy requested the handbook be sent out prior to the meeting so members can review prior to the meeting. Reviewing the SOTCH and documenting the review and discussion in the minutes clears another item.

Activity 38.2- CHA, completed, as Lisa Davis reviewed the CHA and STD report at the last meeting. LBH will take action to foster community input in public health issues. Bob Jolly said we should have documentation of putting brochures in the schools, sending out information with county bills etc. There was discussion regarding any correspondence between the Board of Health and Commissioners regarding support for retention and enactment of laws and rules. The Board discussed passing a resolution at the next meeting to request the Board of Commissioners pass a rule on e-cigarettes.

6. **Strategic Plan** - Chairman Eddy spoke on the strategic plan that is currently in place. It was signed April 10, 2013. This met the accreditation activity, however, we there is work to do regarding adherence to the plan, revision and development of a new plan. We will be working with Pam on updating the strategic plan going forward. Angela has talked with Steve Orton about helping begin preplanning for a strategic plan and begin development upon the hiring of the new health director.

## **New Business**

1. **Approval of FY 15 Budget** - Sabrina covered the FY15 budget. Commissioners have already approved this budget, but we need to as well. Sabrina covered revenues and expenses, reimbursements, and state aid. Decreases reflect reductions in state funding available to counties.

Beth Meadows moved and Don Campbell seconded to approve the budget. Discussion ensued about why it wasn't seen before commissioners voted on it. Chairman Eddy said it was available; however there was not a quorum to approve it. Motion carried.

Chairman Eddy then asked for a decision about the future meetings. The BOH agreed that meetings will be held on the 2nd Wednesday of each month, next being August 13, 2014. It is in agreement with policy and there was board consensus on that.

2. **Board Membership/Vacancies** - Chairman Eddy reviewed requirements and options when specific positions are not able to be filled. Read from the General Statutes and explained that public members are able to be appointed when a physician, optometrist and other positions are not filled. However, when those positions are able to be filled by the original profession, the position should be returned to that position. Mr. Eddy requested that all board members be involved in the recruiting effort.

3. **Status of JCHD** - Angela covered conversations with staff and board about taking responsibility for moving forward. Staff have to show up and take ownership, and she requested that the Board do that also. Angela explained how critical the next several months are, but that it also must continue on when the new Director is hired. Staff must see the Board being supportive of the Director and the department. Staff are frustrated and have not had stable leadership, which has resulted in a lack of accountability.

Discussed accountability and the changes that would be made within the health department. People are adjusting and now know that it will require teamwork and that everyone is expected to assume multiple roles.

Angela shared a current issue that arose today, Dr. Bobbitt, who currently serves in the role of Medical Director for the agency. Public health Agreement Addenda's require that he have specific training- Title X and Contraceptive or Reproductive Health. Currently we are in the process of getting clarification of his completion of said training. Also, he must meet with Christy Rogers, the JCHD PA, and it must be documented monthly. Due to a lack of documentation provided to the consultant and concerns over whether we were meeting some requirements, STD clinic was stopped today. These items are being addressed immediately. It is imperative that both staff and the board agree to move forward, let go of blame and work towards accreditation and quality service provision.

4. **Board of Health training** - Each year the BOH needs to be trained. Last year, you received formal training. Angela offered to bring Onslow County's annual board training to Jones County to help provide training. The Board of Health was very pleased with this. Unsure at this time what that training will be, but will notify the board as soon as it is decided.

**Informal Discussion** - Chairman John Eddy is having surgery next week. Mr. Eddy hopes to be back in time for the next meeting. He has informed April and Frank of this also. Danielle brought up Wayne County's advanced practice paramedics that might be a good program for Jones County. Frank said there is discussion ongoing now with the Board of Commissioners regarding this topic.

**Adjournment** -Beth Meadows made a motion to adjourn and that was seconded by Frank Emory. Motion carried.  
Meeting adjourned at 8:23pm.

**Next Meeting August 13, 2014 at 6:00pm.**

Respectfully Submitted,



Angela L. Lee, Interim Health Director