



**Jones County Health Department**  
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Wesley P. Smith  
Health Director

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**Jones County Board of Health Meeting Minutes**  
**Thursday, July 28, 2016**

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

Staff: Wesley P. Smith, Health Director; George Corbett, Accounting Technician III

Absent: April Aycock, Frank Emory, Danielle Koslowski, Whitney Mitchell

Call to Order

The meeting was opened by Bob Jolly, Board Chair.

Invocation

The invocation was given by Rev. Charlie Dunn.

New Employee Introduction

The Board was introduced to George Corbett, the new Accounting Technician III for the Health Department. Corbett was hired as a part-time employee in May 2016. It was approved with the new budget to have the position transitioned to full-time. Wesley Smith explained to the Board that part of Corbett's duties as a full-time employee will include assistance with fielding phone calls to the main Health Department line and coordination of client's upon entering the facility.

The Board was also introduced to Mandy Marshburn, CNM, MSN. Marshburn is currently working on her Doctorate of Nursing Practice degree at UNC-Chapel Hill. As part of a healthcare finance class, she worked with a group to develop a business plan to assist the Jones County Health Department in restoring Maternal Health Services. She approached Smith in May of 2016 about getting the Health Department's assistance in

completing this project. Marshburn is attending the meeting to present the Board with her final project.

Smith informed the Board that Lee Anne Sorto, DNPc, APRN, FNP-C, was originally scheduled to present her DNP Scholarly Project “Preparing for Accreditation through Quality Improvement: Addressing Contributing Risk Factors Affecting Low Birth Weight in a Rural Health Department.” However, she had prior obligations that caused her to be unavailable. Smith recommended tabling the issue until the November 2016 meeting, at which time she would present her project.

#### Discussion/Adjustments/Approval of Agenda

*A motion was made by Shvion Cannon to approve the agenda as presented. Motion was seconded by Wayne Hurley. Motion carried.*

#### Approval of Minutes from

*A motion was made by Cannon to approve the minutes from May 26, 2016 as recorded. Motion was seconded by Dunn. Motion carried.*

#### Public Comment

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

#### Old Business

#### Update on Law Legalizing Syringe Exchange Programs in North Carolina

Smith informed the Board that the resolution the Board adopted at the last meeting supporting the legalization of syringe exchange programs in North Carolina was in reference to Senate Bill 794. That bill was sent to the Rules Committee and never voted on. The language was then amended and presented under House Bill 972. The Bill was written so that no public funds could be utilized for the purchase of needles or other supplies. House Bill 972 was approved and signed by the Governor. Cannon questioned what the restriction of public funds would mean. Smith explained that in order to fund the program, other funds would have to be secured, such as grants. Smith informed the Board that the NC Harm Reduction Coalition has offered to provide counties with 600 free needles. Smith noted that the DPH attorney has advised Health Departments to take the issue back to the County Commissioners to obtain their approval before accepting and

receiving donations for this program. Smith suggested that Jones County observe how the process works in larger, more progressive counties before considering a needle exchange program in Jones County.

Update on the Amendment to “Regulation of Tobacco Products in Local Government Buildings” Rule adopted December 10, 2008

Smith reminded the Board of the presentation given at the March 2016 meeting by Moneka Midgett, Tobacco Prevention Coordinator. Smith stated that he was under the impression that the Healthy Communities goal was to get the amendment completed and added this fiscal year. After discussing the topic further with Midgett, it was determined that it is best to not rush through the process. Smith advised that it is best to educate the Commissioners and the community before amending the rule. Smith recommended the Board table the amendment until further research can be done and education can be provided. Smith reported that a survey completed by the County employees did show an interest in the changes to the current rule. Beth Meadows inquired if this amendment would include e-cigarettes. Smith stated that it would and that the current rule does not address tobacco use in County owned/leased vehicles, but the amendment would add them to the restriction.

Reports

Smith provided the Board with the reports showing the vital statistics, Environmental Health numbers, and daily patient counts for the Health Department for the months of May and June 2016. In reference to the daily patient count, Smith informed the Board that the current medical provider is on faculty with ECU’s College of Nursing. There are periods of time that she is required to be on campus, which limits her availability to the Health Department. This in turn limits the amount of clients the clinic is able to see. Bob Jolly questioned which days she is in house and how many days per week. Smith responded that effective July 1, 2016, she will be working under an individual contract with the Health Department. Previously, her contract was through ECU which limited her to one day per week. Jolly further inquired if the Health Department knows in advance which days she will be in house and Smith responded that she provides the Health Department with her schedule in advance, typically Monday and/or Wednesday. Smith added that the Medical Director, Dr. Ricky Watson, is in house once a month.

Smith informed the Board that there is an expectation for WIC numbers to increase over the next few months.

Smith provided the Board with the spending report for the fiscal year ending June 30, 2016. Smith informed the Board that the report is missing a couple of weeks of FY 15-16 expenditures that are anticipated to be invoiced in July. These expenditures will be accrued back to June once FY 15-16 invoicing has been completed. Smith pointed out that the Health Department came in under budget with a total of 91.9% of the budget expended.

Smith provided the Board with the revenue report for the period ending June 30, 2016. Smith informed the Board that the revenue report does lag due to the fact that the State WIRM report is completed in the month following the month of expenditure. After the report is completed, it takes additional time for the Finance Department to process it. To date, 71.8% of revenue has been accounted for. Smith pointed out that there was State money left on the table at the close of the year. Maternal Health is one program with the most funds not drawn down due to the fact that the Health Department does not provide these services in-house. The original WIC budget was overestimated due to an anticipation of increase funds from an increase in clients. The increase in clients never happened.

#### Maternal Health DNP Project – Mandy Marshburn, CNM, MSN

Marshburn discussed information previously provided to Board members. She explained to the Board that the project was a requirement for her healthcare finance class. The purpose of the class was to come up with a business proposal to implement a service or program at a health care organization. Her group decided to focus on developing a business plan to restore prenatal services in Jones County. She stated that in looking at Jones County, there are many valuable resources that are not being utilized. Her workgroup began by developing a community health needs assessment utilizing information from the past 5 years. Marshburn reported that upon cessation of maternal health services, the infant mortality rate increased from 4% to 18.1%. She also stated that low birth weight in babies increased. She further explained that low birth rates lead to an increased risk of SIDS, neuro delays, and malnutrition. Marshburn stated that the group

next analyzed the current operating budget and current revenues. The project was created with no additional money being accounted for and only utilizing what is in the current maternity budget. Marshburn stated that with the amount of women that are served in the County and the amount of babies born to County residents, a full-time position would not be needed for maternal health care. Marshburn recommended a nurse practitioner or a certified nurse midwife. There are a number of babies born in Craven County from Jones County women who are receiving little to no prenatal care. Marshburn expressed her concern in the extreme delay in care for pregnant women in Jones County. ***Beth Meadows made a motion to accept the project and look into further developments to return maternal health services to the Jones County Health Department. Motion was seconded by Cannon. Motion carried.***

#### Animal Bite/Rabies Exposure Report for FY 2015-16

Smith provided the Board with the Animal Bite/Rabies Exposure Report for FY 2015-16, a report he prepared for the County Commissioners. Smith reminded the Board that the County does not currently have basic animal control services or an animal shelter; however, state law mandates local government action in rabies control and dangerous dogs. The report contains information on the location, type of animal, if the animal was current on its rabies vaccination, if the animal was required to be quarantined and, if so, where. Smith pointed out that of the 28 cases on the report, only 12 were current on their rabies vaccination, which is roughly 40%. This percentage is low considering the Health Department holds a rabies clinic twice a year at a low cost to the citizens of Jones County. Smith has met with the County Manager, Franky Howard, on numerous occasions to discuss the animal control needs of the County. Tom Labuda, Animal Crime Investigator with the Jones County Sheriff's Department, has also expressed concern on the lack of services in Jones County. However he currently only handles crimes against animals. The second document provided to the Board is a more in-depth look at the 28 incidents investigated during the year.

#### Jones County CFPT

Smith provided the Board with a summary of activity for the Jones County Child Fatality Prevention Team for Fiscal Years 14/15 and 15/16. The report reflected only one infant death during that time frame and there was no suspicion surrounding the case.

## New Business

### CureMD Electronic Health Record Proposal

Smith informed the Board that the Affordable Care Act required all health care facilities to convert from paper documentation to electronic health records (EHR). Agencies who participate in Medicare and/or Medicaid that do not convert will face a penalty for claims submitted. Medicaid currently offers an incentive to help providers with the cost of conversion. The agency must be able to show that during a 90 day period, 30% of their clients were Medicaid recipients. Jones County is one of 18 counties who chose to stay with HIS/Avatar, the EHR system being developed for the State. Millions of dollars spent on developing the system; however, it is still not working as it was intended to. Smith discussed this issue with Franky Howard and Brenda Reece, Finance Officer, as a conversion to a private vendor would require an upfront payment. Howard and Reece have agreed to allow the Health Department to proceed with CureMD as the private EHR vendor for the Health Department, utilizing Medicaid fund balance to cover the upfront costs. Once the Health Department is able to show a 30% Medicaid utilization over a 90 day period of time, we can attest and begin receiving incentives from Medicaid. ***Cannon made a motion for the Health Department to switch from HIS/Avatar to CureMD, utilizing funds in Medicaid fund balance. Motion was seconded by Meadows. Motion carried.***

### Accreditation Requirements

Smith presented three (3) Accreditation benchmarks the Board of Health is required to meet on an annual basis. These benchmarks are (1) 37.3 – describe and define the knowledge, skills, and abilities that must be met by the local health director, consistent with the requirements in G.S. 130A-40; (2) 37.4 – review and approve the job description of the local health director; and (3) 37.5 – conduct an annual performance review of the health director.

For benchmark 37.3, Smith provided the Board a copy of a memorandum dated December 18, 2008 from Joy Reed, Head of the Local Technical Assistance and Training Branch, to the Chair of Hyde County's Board of Health. This memorandum confirmed that Smith was qualified to be appointed as a local Health Director under N.C.G.S. 130A-

40. Smith also provided a copy of G.S. 130A-40, Appointment of local health director. ***Beth Meadows motioned to accept the documentation provided by Smith demonstrating his qualifications as a local Health Director. Motion was seconded by Cannon. Motion carried.***

For benchmark 37.4, the Board was provided with a copy of the job description for the Local Health Director. Smith pointed out that no changes had been made to the job description since the Board approved it last year. ***Cannon made a motion to accept the current job description for the Local Health Director as presented. Motion was seconded by Beth Meadows. Motion carried.***

For benchmark 37.5, Smith provided the Board with a blank copy of the Performance Evaluation form to be used for Jones County Health Department employees. Bob Jolly provided all Board members with information to be completed and returned to him within one week. Once all the information is returned, Jolly will meet with Board Co-Chair, Cannon, to analyze the feedback from the Board and complete the evaluation on Smith. ***Cannon made a motion to approve the process presented by Jolly. Motion was seconded by Beth Meadows. Motion carried.***

Other:

Smith reminded the Board that the annual Board training will be held on September 22, 2016. The training will be given by the NC Institute for Public Health.

Smith provided the Board with the attendance report for FY 2015-2016.

Smith reminded the Board about the Public Hearing on August 22, 2016 to discuss the consolidation of the Health Department and Department of Social Services. Smith urged Board members to attend the meeting if they had any questions or concerns about consolidation.

Smith shared a memo with the Board from Carl Williams, State Public Health Veterinarian. The memo detailed changes to the current post-exposure management of dogs and cats. The memo urged Local Boards of Health to adopt the rule which shortens quarantine periods from six months to four months and allow a 45-day home quarantine

for animals who have documentation of previous vaccinations but have allowed them to lapse. The adopted rules would result in fewer dogs and cats being euthanized. Dr. Stelma added that it also allows for testing if the owner claims the animal has been vaccinated but cannot prove it. Smith informed the Board he would be posting the proposed rule as required in the NC General Statutes. He would report back to the Board at their next meeting in September, at which time they could vote on the proposed rule.

Next Meeting:

The next Board of Health meeting is scheduled for September 22, 2016 at 6:00 pm

Adjournment:

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



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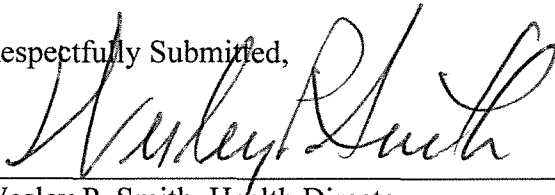
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Adjournment:

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

Respectfully Submitted,



Wesley P. Smith, Health Director  
Secretary, Ex Officio

9/22/16  
Date