



**Jones County Health Department**

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Health Director

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**Jones County Board of Health Meeting Minutes  
Thursday, July 9, 2015**

**In Attendance:** April Aycock – Public Member/Board Vice-Chair  
Shivon Cannon – Public Member  
Wayne Hurley – Public Member  
Bob Jolly – Public Member  
Beth Meadows – Nurse  
Whitney Mitchell – Dentist

**Staff:** Wesley Smith, Health Director; Amy Crompton, Health Educator II; Sabrina Smith, Administrative Officer I

**Absent:** Don Campbell – Veterinarian  
John Eddy – Engineer/Board Chair  
Frank Emory – County Commissioner Representative  
Danielle Koslowski – Pharmacist

Prior to the meeting being called to order, Wesley Smith and Board of Health members discussed changing the time and day that meetings are held in order to increase the rate of attendance and allow Smith more time to prepare information for Board meetings. A decision was made to wait until the close of the meeting to decide on a new date.

Call to Order

The Board voted to allow Beth Meadows to chair the meeting in the absence of Board Chair, John Eddy. The meeting was opened by Meadows.

Invocation

The invocation was given by Shivon Cannon.

Discussion/Adjustments/Approval of Agenda

*A motion was made by Cannon to approve the agenda as presented. Motion was seconded by April Aycock. Motion carried.*

Approval of Minutes from May 7, 2015

Whitney Mitchell stated that a change needed to be made to the minutes provided for May 7, 2015. The minutes indicated that she seconded the motion to approve the agenda; however, she was absent from that meeting. Smith informed the Board that he would have Sabrina Smith review the original notes from the May 7<sup>th</sup> meeting to determine who actually seconded the motion. *A motion was made by Aycock to approve the minutes from May 7, 2015 with the change requested by Mitchell. Motion was seconded by Mitchell. Motion carried.*

Public Comment

The floor was open for public comment. There was no public comment.

Old Business

Smith provided the Board with an update on the recommendation for Lisa Hager to be appointed to the Board of Health. Eddy had expressed a concern to him about Ms. Hager being a resident of New Hanover County. Smith consulted with Jill Moore, an attorney with the UNC School of Government, who stated that residency is based on the county that an individual is registered to vote in. Smith confirmed with Ms. Hager that she was not registered to vote in Jones County. Therefore, he decided not to take the recommendation to the Board of Commissioners because by those standards, Ms. Hager did not qualify to sit on the Board of Health for Jones County.

Smith informed the Board of some changes made to the FY 15-16 budget. Effective July 1, 2015 Valerie Ward, the Processing Assistant IV who served as the agency's front desk receptionist, was transferred to Jones County DSS. In her new role, Ward will function as the receptionist for both the Health Department and DSS. Since she will be answering the phone for both agencies, an automated phone system will be put in place to distribute the calls for both departments. Additional funds from the State were provided to the

Health Department that were not included in the original budget. The additional funds were: \$20,000 for Ebola Preparedness and Response and \$8,000 for a Breastfeeding Peer Counselor. The County also approved an across-the-board 3% pay increase to all employees, as well as implemented a new progressive pay program.

Smith informed the Board that the two vacant nurse positions have been filled. Catherine Smith, RN was hired effective June 22, 2015 to fill the Public Health Nurse II Case Manager position and Theresa Carpenter, RN was hired effective July 1, 2015 to fill the Public Health Nurse II, Clinic Nurse position. The part-time position for Accounting Technician III was also approved as part of the budget and an ad has been placed to fill that position.

### Reports

The Board was presented with reports showing the vital statistics, Environmental Health numbers, and daily patient count for the Health Department for the months of April and May. Smith also presented the Board with a copy of the press release notifying the public of a raccoon that was confirmed positive for rabies on June 16, 2015 in the Trenton community of Jones County.

The Board was provided reports containing monthly financial information for the month ending May 31, 2015 as well as budget amendments submitted to the Finance Office to close out FY 2014-15.

Smith provided the Board with an update on the transition of the CAP program from DSS to the Health Department. There have been some delays in this process and he has reached an agreement with DSS Director Wes Stewart that DSS will continue to be lead agency for the program until the required DMA application is submitted and approved.

Smith provided the Board with a letter from the Acting Branch Head for the Communicable Disease Branch, notifying him that the limitations placed on the agency December 31, 2014 to for STD services had been lifted, effective June 19, 2015.

Amy Crompton spoke with the Board about a Health Advisory issued by the N. C. Health Alert Network (NC HAN) concerning the highly-pathogenic avian influenza (HPAI). HPAI is set to hit NC by August of this year. No cases have been reported in North Carolina and the closest confirmed case has been in Kentucky. It is mostly affecting commercial chicken and turkey houses. If a single bird is infected, the entire house must be “depopulated” and the remains will be disposed of. While it has not occurred in the U.S., the virus can be spread from bird to person but not from person to person. The only responsibility for the Health Department will be to ensure that any farm that is infected is cleaned properly following the incident. Crompton also presented the Board with a Health Advisory issued by NC HAN for the Ebola virus as well. Ebola is less of an immediate concern but still being monitored.

Crompton reported that the agency is currently planning a full scale SNS (Strategic National Stockpile) exercise for January of 2016. A joint meeting was held on June 22<sup>nd</sup> with partnering agencies to discuss initial planning. The proposed scenario is an E. Coli outbreak due to heavy rains causing farm lagoons to overflow.

The Board was given a copy of the 2015 County Health Rankings. Smith briefed the Board on the data concerning Jones County.

### New Business

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. ***A motion was made by Aycock to accept the letter from Joy Reed as evidence that Smith is qualified to fill the role of 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 stated he made minor revisions to the job description to remove programs no longer provided by the Health Department and to more accurately reflect the number of employees working for the agency. ***A motion was made by Bob Jolly to approve the job description for the Health Director as presented. Motion was seconded by Aycock. 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. He also discussed with the Board that a performance evaluation is not required on him until he has completed his probation period with the County of Jones. Since he had already achieved Career Status through employment with Hyde County Health Department, without a break in service of more than 30 days, he is required to work a nine (9) month probation period before achieving Career Status with Jones County. Since he was employed with Jones County effective November 1, 2014, he will complete his probation period on August 1, 2015. Based on this information, Board members directed the Board Chair to complete Smith's performance evaluation and review the results of the evaluation with them prior to the next regularly scheduled Board of Health meeting in September.

#### Other

The Board continued their discussion on changing the date for regular Board of Health meetings. The Board came to an agreement to change the date and time of regular Board meetings to the 4<sup>th</sup> Thursday of every other month at 6:00 pm, beginning with the September 2015 meeting.

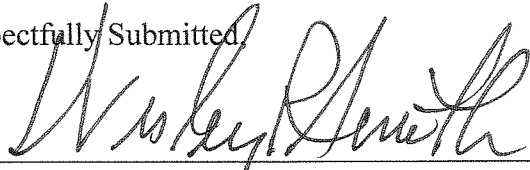
Next Meeting

The next Board of Health meeting is scheduled for September 24, 2015 at 6:00 pm.

Adjournment

*A motion was made by Cannon to adjourn the meeting. Motion was seconded by Aycok. Motion carried.*

Respectfully Submitted,



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Wesley P. Smith, Health Director  
Secretary, Ex Officio

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9/24/15  
Date