



## Jones County Health Department

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Interim Health Director

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Wednesday, August 13, 2014

In Attendance: Don Campbell – Veterinarian  
Shivon Cannon – Public Member  
John Eddy – Engineer/Board Chair  
Bob Jolly – Public Member  
Beth Meadows – Nurse  
Whitney Mitchell – Dentist

Staff: Angela Lee, Angelica Hall, Sabrina Smith

Absent: Frank Emory – County Commissioner  
Danielle Koslowski – Pharmacist  
April Aycock – Public Member/Board Vice-Chair

### Call to Order

### Invocation

The invocation was given by Shivon Cannon.

### Discussion/Adjustments/Approval of Agenda

A motion was made by Beth Meadows to approve the agenda for August 13, 2014 with no adjustments. The motion was seconded by Whitney Mitchell. Motion carried.

### Review/Approval of Minutes from July 7, 2014 and July 23, 2014

A motion was made by Beth Meadows to approve the minutes from July 23, 2014 with the addition of the date at the beginning. The motion was seconded by Bob Jolly. Motion carried.

### Public Comment

There were no public comments.

### Administrative Report

Angela Lee provided an update on the Health & Fitness Day, scheduled for August 16, 2014. She explained that one of the doctors scheduled to attend the event had a death in the family and would not be able to attend. James Franks, WIC Director who is organizing the event, is in the process of seeking a replacement. Angela went on to

explain that there were concerns regarding the venue. The event is tentatively being rescheduled for September 6, 2014. James Franks will be meeting with the school superintendent on August 14, 2014, to finalize details. Angela stated she would provide the Board the information once all details have been worked out as well as email a flyer.

The daily patient count was reviewed by the Board. In addition to the count for July 2014, the Board was provided with the counts from June 2014 and July 2013 for comparison. Angela explained to the Board that she expressed to the health department staff that while the Board is supportive of all the employees, it is an imperative that patient counts improve. While the clinic is slow Angela is trying to ensure that all clinic staff is receiving their required trainings. Costs are being cut by having staff attend trainings together. To increase numbers, staff have suggested placing a memo on county water bills and reaching out to the public schools.

There was one Environmental Health complaint for the month which concerned an individual not wearing a hair net while serving food.

#### Old Business

Angela provided the Board with an update on Accreditation. She expressed to the Board that the Health Department continues to make significant accomplishments towards Accreditation. To date, 18 of the missed items have been corrected. Angela explained that the goal is to successfully correct as many activities as possible prior to submission. She did explain that there was a minor setback with the SOTCH report that was previously accepted by the accreditation team. A letter was received by the Health Department stating that one area of information had not been changed / corrected over the past three years. The latter letter must replace the original letter of approval. Beth Meadows explained that the SOTCH is difficult to complete. She stated that there is quite a bit of data from various data sources, which can be difficult to find.

Angela gave an example of how a positive STI case this week at the health department which required control measures, allowed the agency to meet a previously missed accreditation activity. The date to re-submit all required accreditation activities is September 30, 2014. The Accreditation Board is set to meet tentatively on December 12, 2014. The Health Department will submit all information electronically; however we remain unsure whether the site visit team will choose to return for another visit. Currently, the Health Department is not only working on previously missed benchmarks from the previous Accreditation, but also working towards reaccreditation.

Angela provided the Board with an agency update. The Health Department is currently fully staffed. The new PHN, Dawn Green, shadowed the CC4C/PCM program at Onslow County and will be utilized to work those programs for Jones County. Not only will this be beneficially to the county but will also provide additional funding for the Health Department. This could also potentially help to keep the extra staff for the lab. The Board was notified at the previous meeting that the STD clinic would be suspended until certain policies were corrected. Angela explained the suspension only lasted for a day or two. At the July meeting the Board was notified of the concern due to the lack of family planning training and experience of the current Medical Director. A physician from Onslow County will be stepping in temporarily as Medical Director for just those services until Dr. Bobbitt can be fully trained.

## New Business

The July 7, 2014 emergency meeting was not posted per requirements. The Board reviewed the minutes and discussed what took place during the meeting. The County attorney was consulted on how to remedy the error. Beth Meadows made a motion to accept the July 7, 2014 board minutes and Don Campbell seconded the motion. Motion carried. Shivon Cannon made a motion to make the termination of Kimberly Hill-Barrow retroactive and effective July 9, 2014 and to appoint Angela Lee as Interim Health Director as of July 11, 2014. Whitney Mitchell seconded the motion. Motion carried.

Angela explained that the Board should post the agenda for the meetings prior to the date of the meeting. The agenda would be posted on the front door of the Health Department, on the bulletin board in the lobby, and on the Health Department website. A motion was made by Bob Jolly to post the meeting agenda prior to the meeting date. Motion was seconded by Don Campbell. Motion carried. All minutes for Board meetings will be posted on the Board of Health tab on the Health Department's website.

The Community Health Assessment (CHA) was reviewed by the Board. Although the CHA had been previously reviewed by the Board and action plans had been developed, it was outside of the accreditation timeframe and the Board had not voted on the action plans. Angela reviewed the CHA summary, highlighting the purpose, the prevalent problems experienced in Jones County and the correlation between several of the issues. She then reviewed the action plans and admitted that there seemed to be a pattern of once grant funding are exhausted, programs end. Angela provided the Board with an example of an action plan used in Onslow County and explained the importance of keeping up with action plans. Don Campbell suggested the requirement of action plan updates quarterly or semi-annually to help the Board stay apprised of the progress being made on the action plans.

It was noted by Angela that due to the small size of the Health Department, it is beneficial to partner with outside organizations. Beth Meadows made a motion to approve the action plans developed from the 2010 CHA Report. Motion was seconded by Shivon Cannon. Motion carried. John Eddy made a suggestion to include an update of the action plans in the Administrative Report provided at each meeting. A motion was made by Don Campbell to include a report on the action plans quarterly in the Administrative Report following the completion of the 2014 CHA. Motion was seconded by Beth Meadows. Motion carried.

A 2014 Board of Health handbook was reviewed and distributed to each Board member. Each handbook contained an electronic version of all information provided. Main information provided in the handbook include: Board of Health member recall roster, Health Department staff recall roster, CHA summary, SOTCH, general reference to general statues, 2013 BOH training, and an organizational chart.

The Board reviewed applications for the Health Director position. Don Campbell inquired as to why an applicant, who had previously been offered the position, was reapplying. It was explained that the applicant declined job offer due to compensation offered and the relocation requirements. Beth Meadows suggested removing the applicant that was not qualified. John Eddy suggested appointing a committed to review the applications and conduct the interviews. It was determined that the interviews would

be conducted within the next few weeks and the highest two candidates would be brought before the full board.

A subcommittee will conduct the interviews along with Angelica Hall and Angela Lee. Angelica Hall will be attending as the HR representative and not on behalf of the Health Department. The appointment of the subcommittee was as follows: Angela Lee, John Eddy, and Bob Jolly; an invitation will be extended to April Aycock will be extended. The subcommittee will report back to the Board and anticipate seeing candidates at the next board meeting. The Board decided to keep the job posting open until a candidate is selected and has accepted the position. The Board discussed the challenge that the current salary posed for a more experienced applicant and the ability to request additional funds for the position. The Board came to the conclusion that John Eddy should attend a Commissioner's meeting to express the Board's concern of offering an experienced and non-experienced applicant the same rate of pay.

Angela extended an offer to provide the same Board training to the Board of Health that she will provide to the Board of County Commissioners in Onslow County. The topic will be on Methamphetamine Labs. Most recently Jones County was on the news for having several meth lab busts. The Board accepted the training and it will take place during the next meeting, which will consist of training and interviews.

Angela briefed the board on a Letter of Support that was provided to Coastal Carolina Health Care in regards to diabetes education. This opportunity will provide Jones County with a resource for diabetes screening and education, and the Health Department has agreed to offer space for services to take place. In addition to Jones County, Craven and Pamlico County are included in the grant as well. The letter of support also helped the Health Department meet an accreditation activity. A motion as made by Beth Meadows to support the CCHC Diabetes Initiative. Motion was seconded by Don Campbell. Motion carried.

#### Informal Discussion

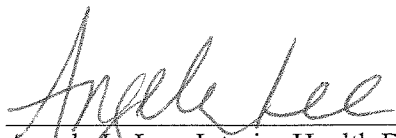
Beth Meadows made an announcement concerning the recent funeral of a retired Health Department employee. Angela stated that flowers were sent to the family on behalf of the Health Department and Board.

#### Adjournment

A motion was made by Beth Meadows to adjourn the meeting. Motion was seconded by Don Campbell. Motion carried.

Next meeting scheduled for September 10, 2014.

Respectfully Submitted,

  
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Angela L. Lee, Interim Health Director