



Jones County Health Department
P. O. Box 216
Trenton, NC 28585

Phone: (252) 448-9111

Angela L. Lee
Interim Health Director

Fax: (252) 448-1443

Wednesday, September 10, 2014

Board of Health Meeting Minutes

In Attendance: Don Campbell – Veterinarian
Shivon Cannon – Public Member
John Eddy – Engineer/Board Chair
Frank Emory – County Commissioner
Bob Jolly – Public Member
Beth Meadows – Nurse
Whitney Mitchell – Dentist
April Aycock – Public Member/Board Vice-Chair

Staff: Angela Lee, Interim Health Director; Angelica Hall, Franky Howard, County Manager; Sabrina Smith

Absent: Danielle Koslowski – Pharmacist

Call to Order

The meeting was called to order by Board Chair, John Eddy.

Invocation

The invocation was given by Bob Jolly.

Discussion/Adjustments/Approval of Agenda

John Eddy explained that to avoid having the candidates wait, the Health Director interviews would be held before anything else on the agenda is handled. A motion was made by Don Campbell to approve the agenda for September 10, 2014. The motion was seconded by Beth Meadows. Motion carried.

Review/Approval of Minutes from August 13, 2014

A motion was made by Beth Meadows to approve the minutes from August 13, 2014 with no corrections. The motion was seconded by April Aycock. Motion carried.

Public Comment

There was no public comment.

Administrative Report

Angela Lee reminded the Board that the Health & Fitness Day would be taking place Saturday, September 13, 2014. She informed the Board that there was a very positive article printed about the Health & Fitness Day in the newspaper.

Angela discussed with the Board the Letter of Support that she had written at the request of Craven County Health Department expressing that the Jones County Health Department supported Craven's request to be a federally qualified health care center (FQHC). She reminded the Board that Craven has been very supportive of Jones County over the past year.

Angela informed the Board of a survey, requesting information about staffing from 2012/2013, that was due to the state in September 2013. The survey was never done however, Angela let the Board know that she completed and submitted the survey.

The Board was given the daily patient count for August. Angela reminded them that over the past couple of month, the Board had not seen the numbers for the clinic that they were expecting. She explained that we will not see these numbers because we do not have the clinics. The Health Department currently does not have a sick clinic, child health clinic, or adult health clinic. She expressed to the Board that the Health Department would be focusing on increasing numbers for services we are providing.

Old Business

The Board was presented with an Accreditation update. The top page of the update showed the original report that was given to the Board upon Angela's arrival. It showed how many benchmarks were met and not met by Jones County when Angela started her

term as Interim Health Director for Jones County. The second page showed that during her time working for Jones County, all but three benchmarks have been corrected. Angela explained that following a management team meeting, scheduled for later in the month, and the recording of the minutes for tonight's meeting, those three benchmarks would be corrected. Angela's plan is to have all the minutes completed by September 26, 2014 and have all documentation ready to be updated on to flash drives to submit to the Accreditation Board by September 30, 2014. Angela explained to the Board that the documentation would be submitted however, there is no way to know for sure if it would be accepted by the Accreditation Board. She let the Board know that the Health Department would be submitting as much information as possible in hopes that an additional site visit would not be required. The Board expressed their appreciation to Angela and her staff in Onslow County for all efforts to assist Jones County.

New Business

The Board held a second round of interviews for the Health Director position. The first round of interviews were conducted by John Eddy, Bob Jolly, Angela Lee, and Angelica Hall. The candidates were narrowed down two; Wesley Smith and David Howard were interviewed by the Board members present for the September 10, 2014 meeting.

Jonh Eddy made a motion to go into closed session. The motion was seconded by Frank Emory. Motion carried.

A motion was made by Don Campbell to return to open session. The motion was seconded by April Aycock. Motion carried.

A motion was made by Bob Jolly to offer the position of Health Director to Wesley Smith at a salary of \$74,735, dependent on County Commissioner approval of starting salary. The motion was seconded by Don Campbell. Motion carried.

Angela discussed with the Board the possibility of electronically storing Board of Health minutes as opposed to Jones County current system of utilizing a bound book kept at the Health Department. Angela explained the current system for storing Board of Health minutes. She explained that once the minutes are approved, they are printed and signed

by the Health Director and then bound in a book. She expressed that the current system contained extra steps that are actually working against the Health Department and created an issue during the initial Accreditation site visit. The main issues were minutes weren't signed and minutes were missing from the book. Angela suggested having a hard copy of the minutes printed and signed by the Board of Health secretary; to use a three-ring binder to more easily maintain them; and scan an electronic version. A motion was made by Frank Emory to begin using the electronic version of maintaining Board of Health Minutes. The motion was seconded by Don Campbell. Motion carried.

The Board was presented information to help them in setting the flu shot fee for the 2014/2015 flu shot season. The Board was given the price the Health Department pays for private flu vaccine and the cost based on time of the Processing Assistant's and Nurse's salary when completing a flu immunization appointment. A motion was made by Beth Meadows to charge \$35 for the flu shot for the upcoming flu season. The motion was seconded by Frank Emory. Motion carried.

Angela informed the Board that she had been notified by Lisa Davis, the PHN Supervisor, that Dr. Bobbitt would tentatively be resigning as Medical Director effective October 1, 2014. His resignation was not official however he explained to Lisa that he would be taking over a staff of 30 individuals in his current position and he didn't feel that he would be able to efficiently fill our Medical Director position. Angela let the Board know she was actively searching to fill the Medical Director position. She explained that what Jones County needed was a general practitioner to fill the position. Previously the Health Department ran into a problem with Dr. Bobbitt not being able to supervise as Medical Director for Family Planning. Jones County was having to utilize a Medical Director from Onslow County for August 2014 and September 2014. The Medical Director only needs to meet once a month with our Physician Assistant (PA) however, they need to be accessible during the open hours of the clinic. The Medical Director is responsible for reviewing policies and standing orders. Angela explained that it is minimal work and ideally a volunteer would be the best option. Currently Jones County pays for this position to be filled. Angela is working to fill this position with a volunteer or at a lower rate than what Jones County is currently paying.

Informal Discussion

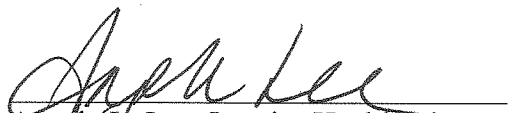
No informal discussion occurred.

Adjournment

A motion was made by Beth Meadows to adjourn the meeting. The motion was seconded by John Eddy. Motion carried.

The next Board meeting is scheduled for October 8, 2014.

Respectfully Submitted,



Angela L. Lee, Interim Health Director