



Jones County Health Department

P. O. Box 216
Trenton, NC 28585

Phone: (252) 448-9111

Wesley P. Smith
Health Director

Fax: (252) 448-1443

**Jones County Board of Health Meeting Minutes
Thursday, September 24, 2015**

In Attendance: Don Campbell – Veterinarian
Frank Emory – County Commissioner Representative
Wayne Hurley – Public Member
Bob Jolly – Public Member
Beth Meadows – Nurse
Whitney Mitchell – Dentist

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

Absent: April Aycock – Public Member/Board Vice-Chair
Shivon Cannon – Public Member
John Eddy – Engineer/Board Chair
Danielle Koslowski – Pharmacist

Call to Order

A motion was made by Wayne Hurley to allow Beth Meadows to chair the September and November Board of Health Meetings in the absence of Board Chair, John Eddy. Motion was seconded by Don Campbell. Motion carried. The meeting was opened by Beth Meadows.

Invocation

The invocation was given by Bob Jolly.

Discussion/Adjustments/Approval of Agenda

A motion was made by Bob Jolly to approve the agenda as presented. Motion was seconded by Hurley. Motion carried.

Approval of Minutes from May 7, 2015

A motion was made by Hurley to approve the minutes from July 9, 2015 as presented.

Motion was seconded by Whitney Mitchell. Motion carried.

Public Comment

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

Old Business

Wesley Smith informed the Board that effective August 10, 2015 Janet Cobb was hired to fill the vacant part-time Accounting Technician III position. Janet is currently working part-time at the Ava Gardner museum and is working towards her Master's Degree in Governmental Accounting. She will work no more than 19 hours per week and is currently working Tuesdays, Wednesdays, and Fridays.

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 June, July, and August.

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 explained to the Board that he anticipates the WIC numbers increasing in January 2016. The WIC Director is currently working a reduced schedule until December 2015 in order to complete her Master's Degree in Nutrition Science. Patient numbers are steadily increasing and the reinstatement of Child Health services in 2016 will help this trend continue.

The Board was presented with the Monthly Spending Report for the Health Department through August 31, 2015 as well as the budget amendments that have been submitted to date for FY 2016. Smith explained to the Board that the report indicated the CC4C and Family Planning programs are over the spending limit threshold for the period to date. The Health Department is still contracting with Fran Harris, retired Care Coordinator, to assist in the CC4C casework and in training our CC4C Care Manager, Catherine Smith. Smith further explained to the Board that once the final invoice for Fran Harris' services has been paid, he will complete a budget amendment to offset the overage in this

program. CC4C program reserve funds will be used to provide the additional funding for CC4C.

Smith informed the Board that there are still some unrelated programs running through the Health Department. The Community Transformation Grant (CTG) is a program running through the Jones County Extension Office, with prior grant funding that is still available. This will be the last year they have to use unspent funding. In addition, the Juvenile Crime Prevention Council (JCPC) program is also still running through the Health Department but does not reflect the accurate funding that is available.

Theresa Carpenter, Public Health Nurse I, is currently being trained as an Enhanced Role Registered Nurse for Child Health (ERRN-CH). The use of Child Health funding for this purpose was approved in the Agreement Addendum for FY 2015-16 and will be reflected by a budget amendment that has been submitted. Budget amendments for the current fiscal year (2015-16) will not be reflected on the budget report until the County audit for the prior fiscal year (2014-15) has been completed.

Sabrina informed the Board that effective October 1, 2015, the Health Department will be switching from ICD-9 to ICD-10 coding. Sabrina explained to the Board that the Health Department can expect a delay in payments for insurance claims and that State consultants are expecting an increase in insurance denials of 200%. She explained that State consultants advised billing staff to inform Boards of Health that reimbursement for insurance is expected to take a year or longer to start regularly flowing to the Health Department as normal.

The Board was presented with a copy of the press release for WIC services. Smith informed the staff that while working on the self audit for the WIC program, Deidra Wood, WIC Director, realized that one of our requirements as an agency is to promote WIC services, which is the purpose of the press release.

Smith presented the Board with a new Rabies Exposure Response Protocol he developed to streamline the process when dealing with Rabies and Animal Bite cases. He discussed an issue he is currently dealing with, in collaboration with Animal Crime Investigator Tom Labuda with the Jones County Sheriff's Department. An elderly lady in the Maysville community has 13 dogs and 9 cats living in or on her property. In the past, she

has been bitten by both one of the dogs and one of the cats. Currently, her nephew has Power of Attorney and had requested that the animals be removed. Smith spoke with the Health Directors from Craven County and Lenoir County, and they worked out a deal with the Animal Shelters in each county to each take half of the animals; however, there was a transportation issue and no further action has been taken at this time. These types of issues will continue to occur, as there is currently no Animal Control Ordinance for Jones County. Smith wanted the Board to be aware of animal control issues being reported to the Health Department, and pointed out that a good option would be to subcontract with other counties since Jones County does not have the population to warrant its own shelter

Smith provided an update to the Board on the transfer of the CAP program from DSS to the Health Department. He presented Board members with a letter from the County Manager recommending that the Health Department become the lead agency. However, because of the steps that have to be taken, it will be the end of March before any action is taken.

Smith provided the Board with the draft of an implementation plan for the resumption of Child Health Services. Currently, January 2016 is the goal to reinstate the program in-house. Our current Medical Director, Dr. Holly Warren, is an Internist; therefore, in order to resume Child Health services, the Health Department would need to contract with a Medical Director who specializes in Pediatrics. Smith reported he is currently in communications with ECU Family Practice to help secure a new Medical Director before January 1, 2016.

Amy Crompton, Health Educator II, provided the Board with an update on Highly Pathogenic Avian Influenza (HPAI). She informed the Board that currently, Kentucky is the closest state that has any confirmed cases of HPAI. Due to the wild bird migration, HPAI is expected to hit the Eastern region at a time coinciding with the regular seasonal flu. It will be difficult for patients to differentiate between HPAI and seasonal flu symptoms. The approved process for disposal has been updated from burning the carcasses to composting. The process will be to use firefighting foam to suffocate the birds. A carbon source will then be used to cover the birds which will speed up decomposition. Another option would be to remove the birds to be buried in an approved

site. The burial site must be approved prior to the first case being reported for the farm. One positive case of HPAI in a bird house requires the entire house to be depopulated. Egg laying birds can take up to two years to be back in production. The USDA will reimburse the owner of the birds and not the farmer. The request must be made through Emergency Management.

New Business

Crompton presented the Board with Action Plans for two of three health priorities identified in the 2014 Community Health Assessment (CHA). The action plans will focus on childhood obesity and unintentional medication/drug overdose. The goal for childhood obesity is to decrease the number of children in Jones County who are overweight or obese by 2% per age category. Crompton provided the Active Routes to School program as an example of a strategy to be implemented to meet this goal. Smith mentioned that he had attended a regional meeting in August 2015, and is working with Stefanie Keen, ARS Coordinator, and Jones County Public Schools to facilitate implementation of the program. The objective for unintentional medication/drug overdose was to reduce accidental poisoning related to medications from 14 to 12; and to decrease by 1% per year the percent of 9-12 graders reporting drug use in Jones County. Crompton stated that she did not develop an Action Plan for Mental Health priority area, since it was closely tied to the Substance Abuse initiatives. She discussed a community-wide meeting hosted by CarolinaEast Medical Center in August that she and Smith attended, focusing on managing special challenges with behavioral health needs in our region. She mentioned that substance abuse disorders are often identified as behavioral health needs. *A motion was made by Meadows to accept and approve the Action Plans for the 2014 CHA as presented. Motion was seconded by Emory. Motion carried.*

Smith provided the Board with the Additions to Clinic Services Fee Schedule. He explained that our new provider, Jan Tillman, is able to provide new services in Family Planning. The new fees are based on the acquisition cost which is currently at the 340B price. He requested that the new fees for Family Planning Services be approved at the acquisition cost so that if the 340B price changes, it will not require further Board approval. The Board discussed the fee for the Rabies Titer. After looking into the lab fee charged to the Health Department and staff time put into the process, the Board decided to remove the rabies titer until further research can be done. *A motion was made by Jolly*

to approve the Additions to Clinic Services Fee Schedule as presented, with the exclusion of the rabies titer. Motion was seconded by Hurley. Motion carried.

Smith presented the Board with a proposed Rabies Exposure Fee Schedule. The fees included in the schedule are based on an agreement in place with Riverbank Animal Clinic in Kinston. He further suggested that a \$35 reclamation fee be included as an incentive for community members to get their pets vaccinated. Smith pointed out that the \$14 rabies vaccination fee included in this schedule is different from the fee the Health Department currently charges during bi-annual Rabies Clinics (which is \$5 per animal vaccinated). ***A motion was made by Campbell to accept the Rabies Exposure Fee Schedule as presented. Motion was seconded by Mitchell. Motion carried.***

Smith reviewed Accreditation benchmark/activity 36.3 – the local health department shall assure on-going training for board of health members related to the authorities and responsibilities of local boards of health. Various documents were handed out and reviewed with Board members, including a memorandum dated August 28, 2015 titled Assumption of Health Director Responsibilities in the Health Director's Absence; the corresponding policy that was developed to address delegation of authority; GS 130A-39, powers and duties of a local board of health; GS 130A-40, appointment of local health director; and Coates' Canons Blog: Delegating Local Health Director Legal Powers & Duties (Jill Moore, March 30, 2015). He explained the purpose for developing the policy was to ensure that should the Health Director be absent and inaccessible during a public health emergency, there is a process in place identifying primary and secondary persons of contact in the event the powers and duties of the health director need to be enforced.

Smith also passed out and reviewed with Board members the updated Board of Health Handbook and noted the changes and additions included. A new section for Board of Health Governing Policies was discussed, with a brief review of the policies that were placed under that section. Updated items included the Organizational Chart for the health department; Board of Health member directory; Health Department employee directory; and the section for the 2014 Community Health Assessment that was previously approved by the Board. Smith further stated that the section for SOTCH reports is vacant at this point, but will be used for annual updates to the CHA for 2015, 2016 and 2017. He will present the Strategic Plan for FY 2015-16 at the next meeting in November.

Also, at the next meeting in November, the Bad Debt Write-off Report and Communicable Disease report for FY 2014-15 will be presented for approval.

Other

Smith provided Board members with a request he received from two contracted Environmental Health Specialists, TC Beaman and Chris Harrison, asking for an increase in their contracted rate of pay. They currently are paid \$35 an hour and have been at this rate since 2007. Our Environmental Health Programs Coordinator, Garry Freeman, has been receiving rate increases when approved by the Board of Commissioners, due to the fact that he is a part-time employee. In addition to their contracted hourly rate, the EH Specialists also receive mileage. They charge the Health Department starting at the time they enter Jones County. All the work they do for Jones County is on their personal time, after 5:00 pm and on weekends. Board members directed Smith to provide comparison of Environmental Health fees for neighboring counties at the next meeting in November, as well as information on how much has been paid to each contract worker over the past few years in order to determine if a full-time employee would be more cost efficient. ***A motion was made by Jolly to table the request until the next meeting. Motion was seconded by Hurley. Motion carried.***

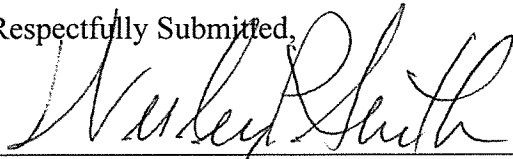
Next Meeting

The next Board of Health meeting is scheduled for November 19, 2015 at 6:00 pm.

Adjournment

A motion was made by Jolly to adjourn the meeting. Motion was seconded by Emory. Motion carried.

Respectfully Submitted,



Wesley P. Smith, Health Director
Secretary, Ex Officio

11/19/15
Date