



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, January 26, 2017

In Attendance: April Aycock, Charlie Dunn, Jr., Wayne Hurley, Bob Jolly, Beth Meadows, Dr. Steve Stelma

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

Absent: Shivon Cannon, Frank Emory, Danielle Koslowski, Myron Meadows

Call to Order

The meeting was called to order Bob Jolly, Board Chair.

Invocation

The invocation was given by Rev. Charlie Dunn, Jr.

Discussion/Adjustments/Approval of Agenda

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

Approval of Minutes from November 17, 2016

A motion was made by Meadows to approve the minutes from November 17, 2016 as recorded. Motion was seconded by Wayne Hurley. Motion carried.

Public Comment

Stacy Jones introduced herself to the Board. Stacy is currently a student at UNC-Wilmington. She explained that she is required to attend a public meeting and since she is originally from Jones County, she researched public meetings within the County to attend.

Wesley Smith introduced Tamara Jones to the Board. Tamara was hired to fill the vacant Public Health Educator position that became vacant due to Amy Carter's resignation. Tamara lives in New Bern, NC, and has 13 years of experience in public health education, all at Pamlico County Health Department.

Old Business

Smith reported to the Board that the County Commissioners approved and appointed Mandy Marshburn to serve on the Jones County Board of Health in the Physician slot (in lieu of). Beth Meadows, RN, has served on the Board for three consecutive, three year terms and, by statute, she can no longer serve on the Board; therefore, this will be her last meeting. Aycock will transition to fill the RN slot and Hurley will move to the Public Member slot. After a year off the Board, Meadows can request to be reappointed by the Commissioners. Smith presented Meadows with a Certificate of Appreciation.

Smith provided the Board with an update on the Resolution Opposing Consolidation of Health and Human Services. He reminded the Board that, at the November 2016 BOH meeting, the Board directed him to draft a resolution opposing consolidation of the Health Department and DSS. The County Manager, Franky Howard, requested that the presentation of the Resolution be held off until after a joint meeting with the Board of County Commissioners, Board of Health, and DSS Board, at which time Aimee Wall from the UNC School of Government would provide information to the group. That joint meeting was held last night, January 25th. Smith has requested that Resolution be added to the agenda for Board of Commissioners meeting on February 6th at 8:30 AM. Jolly inquired if any Board members have changed their stance on consolidation since attending the joint meeting. The attending Board members unanimously voiced that they had not changed their stance. Smith further reported that the Board of Social Services met briefly after the joint meeting and adopted their own resolution, also to be presented to the Commissioners on February 6th.

Smith informed the Board that the Health Department previously received around \$31,000 in unrestricted funds this fiscal year due to cost settlement. The Health Department currently has one County vehicle, a 2004 Ford Explorer truck. He expressed that since the Health Department has taken over as lead agency for the CAP program in Jones County, the number of home visits has increased and there was a need for a new,

more reliable vehicle. In order to purchase a new vehicle, the Board of Commissioners required the Health Department to release the Ford truck, which had been purchased with Bioterrorism (BT) funding. Smith contacted the PHP&R consultant at the State level for direction on releasing the vehicle. The consultant advised him that if the fair market value of the vehicle was less than \$5,000 then the Health Department was not required to maintain possession of the vehicle. Smith was required to provide them with a statement that the vehicle value was less than \$5,000 and that the vehicle would be transferred to another department. Smith added that the vehicle was transferred to the Jones County Tax Office with the stipulation that if the need arises, the Health Department would have access to the truck to be able to pull the BT Trailer. The new vehicle purchased for the Health Department was a 2014 Ford Escape.

Smith provided the Board with an update on the vacant Health Department positions. He reiterated that Tamara has filled the Public Health Educator II position. She has many years of experience with the Accreditation process and therefore would take over as the Accreditation Coordinator for the upcoming site visit. Effective February 20, 2017, Ann Pike will fill the vacant Public Health Nursing Supervisor I position. Pike is a Jones County resident with significant nursing experience in case management at Lenoir Memorial Hospital. She also has several years' experience in home health, which qualified her for the position.

Reports

Smith presented the Board with Monthly Summary Reports for the Health Department for November and December 2016. There were no animal bite reports for the month of November and only one for December. A couple was walking their dog when they were approached by a stray dog. The dog ran up to the lady and began fighting with her dog. In the process of separating the two dogs, she was bitten. The dog ran off and was never located for quarantine. Because the dog could not be found, the victim was recommended to begin the post-exposure prophylaxis. The victim's dog had recently been vaccinated and was current on the rabies vaccination. Smith stated that he recommended a rabies booster.

In discussing the low-cost car seat program, Smith informed the Board that a storage building had recently been purchased with the same money that was used to purchase the new vehicle. The car seats that were purchased for the program are currently being housed in an exam room, which is beginning to become a problem within the clinic. The storage building has been completed and the Health Department staff are set to move the car seats this upcoming Friday, January 27th. Smith informed the Board that case management numbers are lower than average due to the vacancy in the nursing supervisor position. Currently CC4C is being handled by Shakema Spruill, Social Worker II, who also coordinates the CAP program.

Smith provided the Board with the department spending and revenue reports for the month ending December 31, 2016. He added that overall, the spending is coming in under budget. Hurley remarked that under Smith, the Health Department has done well with keeping in line with the agency's budget. Smith stated that the Health Department is still working on correcting its Medicaid billing and getting credentialed with BlueCross BlueShield as an immunizing clinic.

Smith provided the Board with a report of the budget amendments submitted to the Finance Office since the last Board meeting. Smith added that the reports and information he provides is what was being provided to the Board when he became Health Director. He requested that if there is additional information they want to see, or if they would like to be presented in a different format, just to let him know.

Smith provided the Board with an update on the Family Planning (FP) funding application. The health department submitted their application on time, and received notification that they were approved for FP funding for a three year period, through May 31, 2020.

Smith provided the Board with the schedule for the upcoming Accreditation Site Visit. The dates of the site visit are February 2nd and 3rd. Board members Bob Jolly and Shivon Cannon are being interviewed by the site visit team.

New Business

Smith reminded the Board that they had previously appointed provider Janet Tillman to serve on the Child Fatality Prevention Team (CFPT). When the CFPT group meets, they meet jointly with the Community Child Protection Team (CCPT). CCPT typically reviews child abuse cases within the County. Social Services has requested that the Board of Health appoint Tillman to also serve on the CCPT. Smith added that he has already spoken to Tillman about this and she has agreed to serve on CCPT if the Board appoints her. ***A motion was made by Meadows to appoint Janet Tillman to serve on the Community Child Protection Team. Motion was seconded by Dunn. Motion carried.***

Smith reminded the Board that they have to annually review and accept the Jones County Board of Health Operating Procedures and Bylaws. In preparation for this, Smith provided the information via email prior to the meeting so that each Board member would have adequate amount of time to review the information. Smith inquired if any Board member had any questions or concerns and the Board responded that they did not. ***A motion was made by Meadows to approve the Jones County Board of Health Operating Procedures and Bylaws as presented. Motion was seconded by Aycock. Motion carried.***

Smith reiterated that all Board members were previously provided with a Jones County Board of Health Handbook. The handbook contained a section on the Board's governing policies. Currently, there are no changes to these policies to report. Due to a change in the State Personnel Act (now known as the Office of State Human Resources), at some point there will be changes to the Reduction in Force Policy and the Appeals Policy. The bulk of the information contained in these two policies is still relevant; however, Smith stated he would be working on getting the policies updated as soon as possible. He hopes to have them updated and available for review at this same time next year. ***A motion was made by Meadows to approve the Jones County Board of Health Governing Policies and Procedures as presented.***

Other:

Smith provided the Board with an Attendance Report for FY 2016-17 for review.

Smith held an informal discussion with the Board on the changes to the Affordable Care Act (ACA). Prior to the implementation of the ACA, separate funds were designated for public health prevention. After implementation, these public health prevention funds were placed under the ACA. Prevention funding was distributed to the State and filtered down to each County. In the event that the ACA is repealed, there is no guarantee that these prevention funds will be reinstated to local health departments. Smith added Senator Richard Burr is on the Health Committee and he intends to reach out to him on this issue.

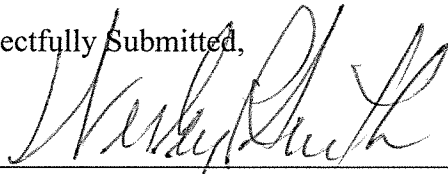
Next Meeting:

The next Board of Health meeting is scheduled for Thursday, March 23, 2017 at 6:00 PM.

Adjournment:

Meadows motioned to adjourn the meeting. Aycock seconded the motion. Motion carried.

Respectfully Submitted,



Wesley P. Smith, Health Director
Secretary, Ex Officio

3/23/17

Date