



Jones County Health Department

418 Hwy 58 North, Unit C
Trenton, NC 28585

Phone: (252) 448-9111

Wesley P. Smith
Health Director

Fax: (252) 448-1670

Jones County Board of Health Meeting Minutes Thursday, May 26, 2017

In Attendance: April Aycock, Shivon Cannon, Rev. Charlie Dunn Jr., Frank Emory, Wayne Hurley, Robert Jolly, Mandy Marshburn, Myron Meadows, Dr. Steve Stelma

Staff: Wesley P. Smith, Health Director; Tamara Jones, Public Health Educator; Ann Pike, Public Health Nursing Supervisor; Sabrina Smith, Administrative Officer

Absent: Danielle Koslowski

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 Frank Emory to approve the agenda as presented. Motion was seconded by Shivon Cannon. Motion carried.

Approval of Minutes from March 23, 2017

A motion was made by Cannon to approve the minutes from March 23, 2017 as recorded. Motion was seconded by Emory. Motion carried.

Public Comment

The floor was opened for public comment; no members of the public were present.

Old Business

The 2016 SOTCH was presented to the Board of Health by Tamara Jones, Public Health Educator, at the March 23, 2017 meeting. She then presented the SOTCH to the Board of

County Commissioners at their April 3, 2017 meeting. Jones County received a letter on April 28, 2017 informing the Health Department that all of the requirements on the SOTCH checklist had been completed and verified. The agency was provided with feedback for self-improvement but a corrective action plan was not required. Health Director Wesley Smith added that he included a copy of the SOTCH in the packets that were distributed at the beginning of the meeting.

Smith presented the Board with an update on the Health Department's re-accreditation status. Smith and Jones went before the Accreditation Board on May 19, 2017 and received official notification of re-accreditation. All fifteen Health Departments that were up for re-accreditation were awarded full accreditation. Smith shared a draft of the press release that he intends to release in the near future. The press release will be available on the Jones County Health Department website and will be printed in the Jones Post. The Board expressed their appreciation for all the hard work that went into re-accreditation by the Health Department staff.

Reports

Smith provided and reviewed the Health Department's Monthly Summary Report for March and April, 2017, with the Board. Smith reminded the Board that there should always be an Animal Bite/Rabies Exposure Monthly Tracking Report and a sub-report from Onslow County attached to the monthly summaries. There were no animal bites reported in March or April. Smith added that he intends to compile report totals for the end of the fiscal year for Animal Bites/Rabies Exposure and would compare it to last fiscal year. He stated the comparison would show if there has been any progress in efforts to increase vaccination rates for pets.

Smith provided and reviewed Monthly Spending and Revenue Reports for the period ending April 30, 2017 with the Board. He informed the Board that certain lines in the spending report are reflecting over-spending but the year-to-date balance will even out the overages. He added that Environmental Health and Food & Lodging programs are typically difficult to budget for. For example, with the aftermath of Hurricane Matthew, it required more hours spent in those programs by the Environmental Health Specialists. The overall bottom line on the Spending Report is under budget. On the Revenue Report, Smith reminded the Board that the Health Department is restricted to drawing down State

funding in 1/12 increments. This, at times, can cause an under balance on the revenue anticipated for the year. Sabrina Smith, Administrative Officer, added that Medicaid money has been received but the deposits have not been reconciled by the Finance Office and is, as of now, not reflected on the Revenue Report. The only outstanding issue concerning revenue is CAP billing.

Smith provided an overview of Budget Amendments submitted to the County Finance Office since the last Board of Health meeting. He added that the majority of the budget amendments listed are moving funds around within the budget to fix negative balances. There was additional Food & Lodging funding received that Smith is requesting be added to the budget. The extra funding was received because Jones County has achieved 100% compliance with the Food & Lodging program. Budget Amendment 17-35 and 17-36 is to help purchase equipment for the Health Department's transition to an electronic health record (EHR) system. Two-thirds of the total cost of the equipment will come from General Health funding, and one-third of the total cost will come from the Child Health Program. The Child Health funding was originally budgeted to be spent on direct clinical services to non-Medicaid clients, interpreting services for Child Health, and implementation of the Asthma flag program. A portion of these deliverables did not materialize; therefore, the Health Department requested and was approved to use the funding for assistance with the EHR transition. The Health Department additionally received \$20,000 in funding from the State to assist with expenses associated with purchasing an EHR system. A contract with CureMD has been signed by Smith, CureMD, and the County Finance Officer. A portion of the State funding was used to pre-pay for monthly subscription fees charged by CureMD.

The Board was presented with a report from the Rabies Vaccination Clinic that was held on Saturday, May 6, 2017 from 9 am until noon. In total, 120 animals were vaccinated. This is the largest number of vaccinations administered at one clinic. Smith reminded the Board that the fee for Rabies Vaccinations was increased last year, from \$5.00 to \$7.00. Based on the information gathered, this increase allowed the Health Department to cover the cost of the clinic. To promote the clinic, the Health Department utilized different avenues to reach the public and collected data to see which method(s) worked best. From the information reported by the clients, 81 reported receiving information for the clinic via the flyers that were distributed throughout the County; 14 reported postcards, 11

reported face-to-face referral, 11 reported Facebook or Health Department website, and 3 reported newspaper. To run a newspaper ad in the Kinston Free Press and Jones Post costs the Health Department approximately \$167 per clinic. Smith added that the method of advertising to be used for future clinics will be based on these results. Smith discussed with the Board that while the last clinic was successful, it was reported that the clinic was very chaotic. The normal Veterinarian who assists with the clinic (Dr. Julie Garren, was not available and the Veterinarian who replaced her had not previously worked a rabies clinic with the Health Department. Smith is looking into different options to help the clinic to run more smoothly in the future. One option is requesting that Mike Sutton, Certified Rabies Vaccinator (CRV), assist with administering the vaccinations. As a CRV, Mr. Sutton is can only administer one-year vaccinations. Three-year vaccinations can only be administered by a licenses Veterinarian. Dr. Steve Stelma, Veterinarian on the Board, added that he would be willing to assist in the future if the Health Department should need it.

Smith provided the Board with the annual Child Fatality Prevention Team (CFPT) report of activity for fiscal year 2016-17. There were no childhood fatalities that required investigation during the current fiscal year. Smith added that the Health Department has a low-cost car seat initiative program for Jones County residents. Smith emphasized the car seats are not free but are provided at a significantly lower cost than retail stores and also requires the participant to receive educational training on child car seat safety and installation.

Smith provided the Board with the current County Health Rankings report. Jones County ranked 68 out of 100 counties in Health Outcomes and 38 out of 100 in Health Factors. Smith added that in these reports the lower the ranking is, the better the County's score is.

New Business

Smith presented the Board with a PowerPoint presentation of the proposed Health Department budget for FY 2017-18. The Board was presented with a summary of the proposed total expenditures and revenues. Smith reminded the Board that expenditures and revenues have to balance. The total proposed budget for FY 2017-18 is \$931,989.00. The Board was presented with a pie chart that represented the total expenditures broken out between Salary & Fringe vs. Operating. A second pie chart showed the different

percentages based on revenue funding sources. Additionally, the presentation provided the Board with the following information: chart comparison of the Budget for FY 2016-17 and FY 2017-18 (depicting increases, decreases, and stability in each Health Department program); a comparison of Department of Public Health (DPH) funding for the last five budget years; a comparison of local funding appropriations for FY 2016-17 and FY 2017-18; payroll percentage breakdowns by program for each budgeted health department position; a slide for each program within the Health Department budget showing total expenditures (broken down between salary and fringe and operating) and total revenues (broken down by funding source). *A motion was made by Dr. Stelma to approve the proposed budget for Fiscal Year 2017-18 as presented. Motion was seconded by Cannon. Motion carried.*

Smith reminded the Board that any proposed changes in fees have to be brought before the Board and approved before it can be taken to the County Commissioners for approval. Chris Harrison, contracted Environmental Health Specialist, has recommended an increase in two (2) of the fees for Environmental Health. Harrison, who is also the Environmental Health Supervisor for Lenoir County Health Department, has stated that the same amount of work goes into a site visit for an existing system with expansion as for a new system. His recommendation is to increase the price to be equal to the fee for a new site authorization (from \$100.00 to \$200.00). Harrison has also stated that this is what is being done in Lenoir County. The second recommendation is to approve a fee of \$60.00 for an Engineered Option Permit. This is a new permit recently approved by the NC General Assembly. The Board discussed the proposed fees and Emory stated he would like to see a comparison of the Environmental Health fees for both Lenoir County and Jones County. Myron Meadows inquired what the fee for the Engineer Option Permit would go towards and questioned if Harrison or TC Beamon, contracted Environmental Health specialist, would still have to review the evaluation before the permit would be issued. Smith offered to extend an invitation to Harrison to attend the July Board of Health meeting. *A motion was made by Wayne Hurley to table the vote for the recommended change in Environmental Health fees until additional information is provided to the Board of Health. Motion was seconded by Emory. Motion carried.*

The Board was presented with the draft version of a new policy titled Electronic Health Records Policy. This policy is required by the Division of Public Health to be in place before full transition to Electronic Health Records is implemented. A second imaging policy is also required to be approved by the NC Department of Cultural Resources. Smith added that the Electronic Health Records Policy will not be set in stone and that additional changes will need to be made once the CureMD system is implemented. *A motion was made by Cannon to approve the Electronic Health Record Policy as presented. Motion was second by Emory. Motion carried.*

Smith presented a copy of the renewal Interlocal Agreement between Jones County and Onslow County for Public Health Preparedness for FY 2017-18. Per the Onslow County Attorney, the agreement has to be approved by both the Board of Health and the Board of County Commissioners in each County. The cost of the contract decreased from \$2,500 per month to \$2,000. *A motion was made by Emory to approve the new Interlocal Agreement between Jones County and Onslow County for FY 2017-18. Motion was seconded by April Aycock. Motion carried.*

Smith discussed the Dangerous Dog Appellate Committee with the Board. In 2009, the County Manager was appointed as the responsible individual to determine when a dog is potentially dangerous. According to Article 1A, Dangerous Dogs General Statute 67-4.1., the owner has the right to file an appeal should the appointed individual deem their dog to be potentially dangerous. This appeal would then be taken before Dangerous Dog Appellate Board. At one point, the Appellate Board consisted of two County Commissioners and the Veterinarian representative on the Board of Health. At an earlier meeting this year, the Board of Commissioners revised the Dangerous Dog Appellate Board from the three member Appellate Board to the full Board of Health. Board of Health members discussed this decision, and felt that a Dangerous Dog Subcommittee could be utilized within the Board of Health to review appeals on potentially dangerous dog cases. The Board decided that rather than appointing specific Board members to serve on the subcommittee should an appeal come before the Board, all members would be emailed to see which three members would be available to serve. It was added that should the Veterinarian representative of the Board of Health should be included on the subcommittee. If the Veterinarian is not available to serve on the subcommittee, he/she should still be consulted on the case being appealed. *A motion was made by Dr. Stelma*

to recommend that the Board of County Commissioners approve a Dangerous Dog Appellate Committee to consist of three current Board of Health members to review appeals brought before the Dangerous Dog Appellate Board. Motion was seconded by Cannon. Motion carried.

Other:

Smith provided the Board with an Attendance Report for FY 2016-17 for review. Jolly requested that Board members be more consistent in replying to Smith's emails indicating whether they would be in attendance or not. A letter was sent to Board Member Danielle Koslowski in April inquiring if she is still interesting in serving on the Board. Her current term expires in August 2017. If no response is received, the Board will need to consider a new candidate for the Pharmacist position. Jill Corbett, wife of the current Accounting Technician for the Health Department, has expressed interest in serving on the Board. Smith has requested that she attend the July 2017 meeting.

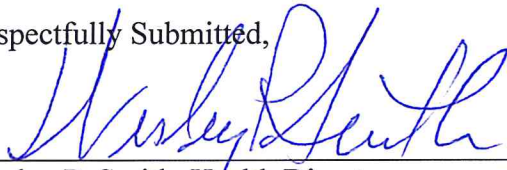
Next Meeting:

The next Board of Health meeting is scheduled for Thursday, July 27, 2017 at 6:00 PM.

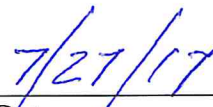
Adjournment:

Cannon motioned to adjourn the meeting. Dunn seconded the motion. Motion carried.

Respectfully Submitted,



Wesley P. Smith, Health Director
Secretary, Ex Officio



Date