



Jones County Health Department
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Health Director

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Jones County Board of Health Meeting Minutes
Thursday, July 27, 2017

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

Staff: Wesley P. Smith, Health Director; Sabrina Smith, Administrative Officer; Melissa Lamb, Accounting Technician III; Chris Harrison, RS, Contract EH Specialist

Absent: April Aycock, Frank Emory, 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.

Introduction of Guests

Health Director Wesley Smith introduced Melissa Lamb, recently hired Accounting Technician III, and Chris Harrison, Contract Environmental Health Specialist.

Discussion/Adjustments/Approval of Agenda

A motion was made by Shivon Cannon to approve the agenda as presented. Motion was seconded by Wayne Hurley. Motion carried.

Approval of Minutes from May 25, 2017

A motion was made by Cannon to approve the minutes from May 25, 2017 as recorded. Motion was seconded by Mandy Marshburn. Motion carried.

Public Comment

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

Old Business

Smith provided an update on action from the previous Board meeting that was considered by the Jones County Board of Commissioners. The first action was the proposed budget and fee schedule for FY 2017-18. At their meeting on June 5, 2017 the Board of Commissioners approved the County's budget ordinance and fee schedule for FY 2017-18. There were no changes to the budget submitted by the Health Department.

The second action was the recommendation by the Board of Health to create a three-person subcommittee to handle dangerous dog appeals in lieu of the entire Board hearing appeals. At their meeting on June 5, 2017 the Board of Commissioners approved the Board of Health's Chairperson to appoint an ad hoc subcommittee to hear appeals from determinations made as to whether a dog is potentially dangerous. The Veterinarian on the Board of Health will be the first Board member contacted.

At the last meeting, the Board of Health tabled action on the revised Environmental Health Fee Schedule for FY 2017-18, primarily because they had a lot of questions about the new fee for Engineered Option Permit (EOP) Authorizations, as well as the increase in the existing septic system with expansion fee. The Board requested Chris Harrison, contract Environmental Health Specialist for the Health Department, to come to the next meeting and educate Board members on the Engineered Option Permit Authorization Process. Harrison began by informing Board members that, in order to understand the new fees being proposed, they needed to understand the process. Up to this point, individuals could only get their septic permit through Environmental Health. They were required to pay a fee and the local Health Department EH Specialist would evaluate the site. They would draw up the permit and give it to the owner/developer. The owner/developer would choose the contractor, and contact the Health Department when the septic system gets installed. The EH Specialist would return to the site for the final evaluation. Under the EOP authorization process, the engineer has a licensed scientist on retainer. The engineer will fill out the application. The EH Specialist cannot override what engineer decides, and cannot dispute any soil work. If anything takes place, the local Health Department is not held liable with this type of permit. The fee for the Notice of Intent for the EOP is \$200 per application. The State limits the local Health Department to a charge of no more than 30% of current permit fee, or \$60.00. The EH Specialist still has to review all the paperwork as they previously did, and has the option

to monitor installation. He now has fifteen (15) days to complete a review of the paperwork. There was a question about a “perk test”. According to Harrison, in the past the EH Specialist would dig a hole, put water in, come back at a later time to see how far the water had gone down. The State has done away with term of perk test. Now it is called a soil and site evaluation. The Soil Scientist can cost the owner/developer a lot more than the permit fee. Harrison prefers to be on site when the system is installed. It is not required but it is his preference. A post-construction meeting is held with every party involved at which time any concerns are addressed. At this time the process is complete and a final operations permit is awarded. The Soil Scientist is required to provide the EH Specialist with any information he has seen on-site. Harrison shared pros and cons with the EOP authorization. The new process does affect local Health Department funding. At a fee of \$60.00, there is a loss of \$140.00 to the Health Department, and staff still have to be involved throughout the entire process. The EOP is beneficial to larger counties. EH Specialists in larger counties typically have more site evaluations than they could handle. The only option to the agency is to either go with the EOP or hire more employees. Smith asked how the new process affect our contract EH Specialists. Would they still be putting in the same amount of time? Harrison replied it would depend on whether or not he chose to go on site when the system is installed. He said he would not go if Smith doesn’t want him to. Most counties are seeing this only account for 1 to 3% of their permits. Harrison then discussed the recommended increase in the existing system with expansion fee. Jones County currently charges \$200.00 for an initial septic system application. For a current system, an expansion permit currently is \$100.00. For example, you want to increase the number of bedrooms in your house. Any time you do this you have to have your septic system reevaluated. You have to maintain setbacks with your addition. You may be required to reevaluate your soil. There is a lot more work. The recommended new fee for expansion of a system is \$200.00, which is the same in Lenoir County. Onslow County charges around \$500.00 to \$600.00. Dr. Stelma commended that you have to weigh the income versus the expense. Even at \$200.00 you still have to pay for the EH Specialist’s contract fees and mileage. Per Harrison, it takes about two (2) hours on site, and around 15 to 20 minutes for paperwork. The 30% EOP fee is state law. You cannot go higher unless initial permit fee is increased. Jolly asked how many permits they do in a year. Smith stated that period to date, they have completed 241 lot site visits. The Board thanked Harrison for his time and information

on the new EOP process, and turned their attention to the revised Environmental Health fee schedule. *A motion was made by Cannon to approve the revised Environmental Health fee schedule for Fiscal Year 2017-18 as presented. Motion was seconded by Dr. Stelma. Motion carried.*

The final action under old business was for Smith to review significant changes to North Carolina's Rabies Law. He reminded the Board that in 2016 they passed a local law to adopt the rule for post-exposure management of dogs and cats recommended by the NC Division of Public Health (DPH). At that time, the NC General Assembly was considering legislation to follow the recommendations of the National Association of State Public Health Veterinarians (NASPHV) in their 2016 edition of the Compendium of Animal Rabies Prevention and Control. However, there was no action taken by the General Assembly, which is why DPH recommended local Boards of Health to adopt the model rule. Smith now reminded Board members that the General Assembly has acted on the recommendations of the NASPHV and it is now State law. Local Boards of Health now have the option to repeal the local rule if they adopted it in 2016. Smith stated that his understanding was, since the rule adopted by Jones County Board of Health was based on the recommendations of the NASPHV, there was no requirement to repeal the rule. Boards of Health that adopted a rule that was different than the model rule proposed by DPH would need to repeal their local rule. Based on this information, the Board took no action to repeal the rule adopted in 2016.

Reports

Smith provided and reviewed the Health Department's Monthly Summary Report for May and June of 2017 with the Board. He informed the Board he was considering a new process for next Fiscal Year. Rather than provide the summary reports on a monthly basis, he would provide it on a quarterly basis. He is currently working on a comparison between FY 2015-16 and FY 2016-17, and will provide information to the Board once it has been complete. It is taking a little time, since the data included in FY 2015-16 was different than what was included in FY 2016-17. Smith noted that there were three (3) rabies cases in June. One was a report of a possible rabid raccoon that was found in a ditch in Maysville. The raccoon was acting strange, so the Maysville Police Department was dispatched to observe the raccoon. When they arrived, the raccoon had already died, apparently after being struck by a vehicle. The decision was made not to test the raccoon

for rabies, rather to dispose of the body. The second involved a dog-on-dog attack in Pollocksville. The owner of the dog reported to the Sheriff's Department that his neighbor's dogs ran onto his property and attacked his dog. He further reported that the neighbor was not properly taking care of the dogs, so Animal Crime Investigator Tom LaBuda was dispatched to investigate the situation. While LaBuda was speaking with the owner, the neighbor's dogs came onto the property again and bit both LaBuda and the owner. The dogs were picked up by Paul Ingram and quarantined at Riverbank Animal Hospital. The third bite involved a cat that bit his owner. Since the cat was current on its rabies vaccination, Smith allowed the owner to quarantine the cat on her property. Marshburn question if reporting bites was mandatory. Dr. Stelma replied that it was State law.

Smith provided and reviewed Monthly Spending and Revenue Reports for the period ending June 30, 2017 with the Board. He informed the Board that the reports reflected both expenditures and revenue for FY 2016/17. Jolly asked for clarification on the Minority Diabetes Prevention Program (MDPP), why so much was left unspent in that program budget. Smith replied that we did not receive the entire amount budgeted, but that it was available to us to request based on what we spent monthly. He also stated that the Coordinator of the MDPP program was finding it difficult to recruit individuals to participate in the program. With regards to the revenue report, Smith reminded Board members that not all Aid-to-County funding has been reported.

Smith provided an overview of Budget Amendments submitted to the County Finance Office for the fiscal year ending June 30, 2017. He explained that the initial budget approved for the Health Department is based on revenues we know is coming in. Additional funding typically is received throughout the fiscal year, which is reflected on the report. In addition, he pointed out that funds may be moved from one line to another line, or between some programs, to cover expenses throughout the year.

The Board was presented with the Animal Bite/Rabies Exposure Report for FY 2016-17. During FY 2016-17, we investigated 12 reports. Seven (7) dogs, two (2) cats, and three (3) other, i.e. raccoon. Eleven of the cases involved bites, while one was rabies exposure. Two (2) of the animals involved were currently vaccinated against rabies, while six (6) were not. Four (4) of the animals' vaccination status was unknown. Nine (9) of the

animals were quarantined – five (5) were authorized by the Health Director on the owner's property and three (3) were quarantined at Riverbank Animal Hospital. One (1) of the animals was unable to be located. Smith reminded the Board that dogs, cats and ferrets four (4) months or older must be vaccinated. An owner can be charged with a misdemeanor for not vaccinating; however, resources are limited in Jones County to canvas the county to enforce that law.

New Business

Smith presented three (3) Accreditation benchmarks the Board of Health is required to meet on an annual basis. These benchmarks are (1) 37.3 – describe and define the knowledge, skills, and abilities that must be met by the local health director, consistent with the requirements in G.S. 130A-40; (2) 37.4 – review and approve the job description of the local health director; and (3) 37.5 – conduct an annual performance review of the health director.

For benchmark 37.3, Smith informed the Board that the new requirements for this benchmark now state that if the local health director has been in place since the previous site visit, the Board only needs to provide a statement that the local health director has been in his position “xx” number of years and the Board does not have to define the knowledge, skills and abilities of the health director. Since Smith was unsure how to document this in year one of re-accreditation, to be safe he provided the Board a copy of a memorandum dated December 18, 2008 from Joy Reed, Head of the Local Technical Assistance and Training Branch, to the Chair of Hyde County's Board of Health. This memorandum confirmed that Smith was qualified to be appointed as a local Health Director under N.C.G.S. 130A-40. Smith also provided a copy of G.S. 130A-40, Appointment of local health director. ***Rev. Dunn motioned to accept the documentation provided by Smith demonstrating his qualifications as a local Health Director. Motion was seconded by Cannon. Motion carried.***

For benchmark 37.4, the Board was provided with a copy of the job description for the Local Health Director. Smith pointed out that no changes had been made to the job description since the Board approved it last year. He also noted that the agency did not meet this activity benchmark during their re-accreditation site visit in February, since one of his job descriptions had not been signed by him and the Board Chairperson. He stated

he was under the impression that a new job description did not need to be signed if there were no changes to the previous job description. From now on, a new job description will be signed to ensure the agency meets this benchmark. ***Dr. Stelma made a motion to approve the current job description for the Local Health Director as presented. Motion was seconded by Rev. Dunn. Motion carried.***

For benchmark 37.5, Smith provided the Board with a blank copy of the Performance Evaluation form that is used for Jones County Health Department employees, as well as a stamped, self-addressed envelope for the evaluation form to be sent by Board members to Jolly once it was completed. Jolly provided Board members with information on the process to be followed, and requested the forms be returned to him by August 12, 2017. Once all the information is returned, Jolly will meet with Board Co-Chair Cannon no later than August 19, 2017 to analyze the feedback from the other Board members and complete the evaluation on Smith. After he and Cannon complete the full evaluation, he will review the evaluation with Smith prior to the next Board meeting. Jolly requested that Smith send the blank evaluation form and envelope to Board members not in attendance. ***Hurley made a motion to approve the process presented by Jolly. Motion was seconded by Marshburn. Motion carried.***

Smith presented the Board with the Strategic Plan for FY 2017-18. Smith reviewed the strategic directions identified for this fiscal year. Under strategic direction #1 (Expand Access to Clinical Services), there are two goals – Enhance/Expand Child Health Services and Initiate Steps to Restore Maternal Health Services. Under strategic direction #2 (Implement Year 3 of 2014 CHA Action Plans), there are two goals – Implement Action Plans for 2 of 3 Priority Areas and Initiate Process for 2018 Community Health Assessment. Under strategic direction #3 (Transition to Electronic Medical Record System), there is one goal – CureMD EMR System. Strategic direction #4 is new – Timely Response to Environmental Health Complaints. This one is added to generate focus on ensuring our contract EH Specialists follow-up on complaints in a timely manner – something that was identified during the recent re-accreditation site visit. Smith pointed out that the agency is working on a plan to review data on our programs during our Management Team meetings, and incorporate that data into our strategic plan. ***A motion was made by Cannon to approve the Strategic Plan for FY 2017-18 as presented. Motion was seconded by Marshburn. Motion carried.***

Other:

Smith provided the Board with an Attendance Report for FY 2016-17 for review. As discussed at the last meeting, Board member Danielle Koslowski's current term ends in August of 2017. She has not responded to Smith regarding her interest to remain on the Board in the pharmacist slot. Jill Corbett, wife of the former Accounting Technician for the Health Department, had expressed interest in serving on the Board and was asked to attend the July 2017 meeting. Since she did not come tonight, there are a couple of options for a pharmacist on the Board. One is our current contract pharmacist, Joey McLaughlin, which could be a conflict of interest. Smith spoke with Jill Moore, Attorney for the UNC School of Government, who stated that the Board could recommend McLaughlin for membership on the Board; however, since he was a contract employee of the Health Department, there would be significant "hoops" the Board would have to jump through in order to have him appointed. Another option is Candace Andrews, a pharmacist with Realo Pharmacy. Candace's mother, Lorraine Moore, has been hired to fill our vacant Public Health Nurse position and will begin work in August.

Smith passed around an award that had been presented to Jones County Health Department at a recent Accreditation Workshop attended by Tamara Jones, Health Educator. The award was titled the "NCLHDA Hard Times Come Again No More", which recognized Jones County for showing the most improvement since being awarded Initial Accreditation.

Smith finished by informing the Board that he had been made aware that the NC Office of Rural Health had funds available. He has been told that all health departments may apply for up to \$150,000.00 in funding; however, the application states the funding is only for health departments that are currently providing Primary Care.

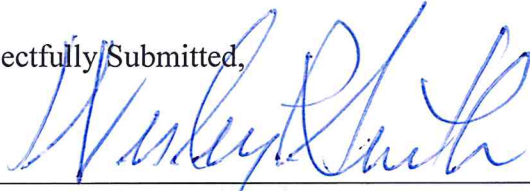
Next Meeting:

The next Board of Health meeting is scheduled for Thursday, September 21, 2017 at 6:00 PM. Smith reminded Board members that this meeting is one week earlier than normal, since he will be attending the NC Public Health Association fall educational conference in Asheville, NC during the week of September 25-29, 2017.

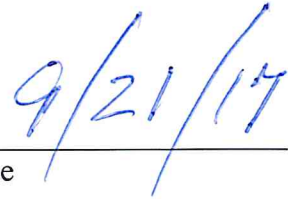
Adjournment:

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

Respectfully Submitted,



Wesley P. Smith, Health Director
Secretary, Ex Officio



Date