



**Jones County Health Department**  
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**Jones County Board of Health Meeting Minutes**  
**Thursday, November 17, 2017**

**In Attendance:** Candace Andrews; April Aycock; Shivon Cannon; Rev. Charlie Dunn, Jr.; Wayne Hurley; Robert Jolly; Myron Meadows and Dr. Steve Stelma

**Staff:** Wesley P. Smith, Health Director; Theresa Carpenter, PH Nurse II; Cora Chadwick, MOA; Tamara Jones, PH Educator II; Melissa Lamb, Accounting Tech III; Lorraine Moore, PH Nurse II; Ann Pike, PH Nursing Supervisor I; Maria Rodriguez, Processing Assistant IV; and Jennifer Thomas, Administrative Officer I

**Guest:** Ann Moore, DPH Regional Administrative Consultant

**Absent:** Frank Emory; Mandy Marshburn

Call to Order

The meeting was called to order by Bob Jolly, Board Chair, at 6:03 p.m. Jolly welcomed the newest Board member, Candace Andrews, who was administered her Oath to Office prior to the meeting.

Invocation

The invocation and blessing for the meal was given by Rev. Charlie Dunn, Jr.

Introduction of Guests

Health Director Wesley Smith introduced Ann Moore, Regional Administrative Consultant. Health Department staff introduced themselves and their guest.

Discussion/Adjustments/Approval of Agenda

Smith recommended that the Bad Debt Write-off Report for FY Ending June 30, 2017 and the Revisions to Comprehensive Clinical Fee Schedule, both under New Business, be moved ahead of Old Business on the agenda to hear from Ann Moore, Regional Consultant, so she could leave after her presentation. *A motion was made by Shivon*

*Cannon to approve the agenda, as amended. Motion was seconded by April Aycock... There was no additional discussion. Motion carried.*

#### Approval of Minutes from Previous Meeting

Dr. Stelma noted that the minutes were very detailed and expressed concern over having too much information in the minutes. Board members weighed summarizing the discussion versus documenting every detail in the minutes. Aycock suggested the minutes should have enough to satisfy Accreditation requirements. *A motion was made by Cannon to approve the minutes from September 21, 2017. Motion was seconded by Rev. Dunn. There was no additional discussion. Motion carried.*

#### Public Comment

The floor was opened for public comment; while there were several members of the public in attendance, there were no comments from the public.

#### New Business

Administrative Consultant Ann Moore presented the Bad Debt Write-Off Report for the Fiscal Year ending June 30, 2017. In moving forward with the agency's new electronic medical record system, CureMD, Moore stated that outstanding accounts will be carried over. The Health Department is requesting to write off those accounts that meet the agency's Bad Debt Write-Off Policy, and correcting accounts that are collectible. Therefore, the goal is to bring forward only good outstanding accounts to new system.

Accounts up to June 30, 2016 are covered in the Write Off request presented to the Board for approval. Statements were last generated and mailed in September of 2014 by the Health Department. *A motion was made by Cannon to approve the Bad Debt Write-Off Report that covers unpaid accounts through June 30, 2016. Motion was seconded by Aycock. There was no additional discussion. Motion carried.*

Moore then presented information about the NC Debt Set-Off Program. Accounts greater than \$50 and at least 60 days olds can be reported to the Program. The NC Department of Revenue will hold the debt and if the client wins the lottery or is due an income tax refund, the Department will apply those funds to the patient's debt. Moore then requested direction from the Board on accounts not collected for the period of July 1, 2016 through June 30, 2017. At issue was whether to send clients who received services

at the Health Department during that period of time a statement, and turn the account over to Debt Set-Off if not paid, or to go ahead and write the amounts off as bad debt. After much discussion, the Board directed Health Department staff to focus on current accounts from July 1, 2017 forward. ***A motion was then made by Aycock to write off accounts for the period of July 1, 2016 through June 30, 2017. Motion was seconded by Cannon. There was no additional discussion. Motion carried.***

Smith then presented the Revisions to Comprehensive Clinical Fee Schedule to the Board for approval. He reported that a review of our fee schedule revealed that several fees on the schedule were lower than the Medicaid rate. He explained the importance of bringing fees up to the Medicaid rate. ***A motion was made by Cannon to approve the Revised Comprehensive Fee Schedule as presented. Motion was seconded by Aycock. There was no additional discussion. Motion carried.***

Ann Pike, Nursing Supervisor, presented the Local Disease Incidence/Trend Report for the Fiscal Year (FY) ending June 30, 2017. The report compared data from FY 2015/16 to FY 2016/17. Chlamydia cases have doubled. There were no reportable vector-borne diseases. Pike told the Board to expect to see an increase of sexually transmitted diseases in the upcoming fiscal year. ***A motion was made by Cannon to approve the Local Disease Incidence/Trend Report for FY ending June 30, 2017. Motion was seconded by Rev. Dunn. There was no additional discussion. Motion carried.***

At this time, Board Chair Jolly thanked Ann Moore for her information and presentation to the Board, and turned the meeting over to Health Director Smith to do his reports.

#### Old Business

Smith reported on recommendations of the Board of Health from the last meeting. The revised Clinic Fee Schedule was presented to the Board of Commissioners, who approved the revised fee schedule, effective July 1, 2017. The Commissioners also approved the appointment of Candace Andrews to serve in the Licensed Pharmacist slot. Smith also provided an update on Medicaid Cost Settlement payback for FY ending June 30, 2013. As was anticipated, the amount of payback was reduced to \$37,488 based on the “scrubbed” charge report. The NC Division of Medical Assistance (DMA) agreed to the changes that were made to the charge report and provided notice of payment due.

Smith requested a payment plan for 24 months, and is waiting to hear from DMA regarding that request.

Smith reported that Jennifer Thomas was hired on October 16, 2017 as the Administrative Officer and Cora Chadwick was hired on October 2, 2017 as the Medical Office Assistant. He also recognized Lorraine Moore, Public Health Nurse II, who was hired in August of 2017. Smith added that the Health Department is now fully staffed with 11 employees.

### Reports

For standing reports, Smith presented and reviewed the Health Department's Monthly Summary reports for September and October of 2017. The number of rabies cases was not unusually high, as compared to the number reported during the last Board meeting. There were a couple of bites in each month.

For a financial update, Smith presented and reviewed the Monthly Spending and Revenue reports for the period ending October 31, 2017. For expenditures, all programs were under budget with the exception of Immunizations and Bioterrorism. Immunizations is over due to the initial purchase of flu vaccine. Bioterrorism is over because the Health Department is pre-paying one month in advance for broadband service through Cabarrus Health Alliance.

For revenues, Smith reminded Board members that the Health Department can only draw down 1/12<sup>th</sup> of State funds. Jones County Schools has invoiced the Health Department for the School Nurse, so \$19,569 has been drawn down from the State. He also reported that CarolinaEast Medical Center has sent a check for \$30,000 to support the Health Department's contract for a medical provider. Pitt County Health Department has sent half of the \$12,796 for the Minority Diabetes Prevention Program. Smith discussed the ongoing issues with billing for the CAP services. Although the application has been submitted, NC Tracks does not recognize the Health Department as the CAP provider for this county. Staff has billed for several months, but there continue to be problems with our agency NPI number for CAP services. Clearing this up has been made a top priority with staff.

Finally, Smith provided a review of Budget Amendment Amendments submitted to the Finance Office so far in FY 2017/18. Overall, there has been a reduction of \$14,608 in revenue to the Health Department's budget for FY 2017/18, primarily due to a reduction in MDPP program and Maternal & Child Health funded programs.

Smith reminded the Board that the next rabies vaccination clinic will take place on Saturday, November 18<sup>th</sup> from 9:00 am – noon. The price will be \$7 per animal vaccinated, whether a 1-year or a 3-year vaccination. A veterinarian from Riverbank Animal Hospital will be administering vaccinations, with assistance from several staff members.

Smith closed out his reports with an update on the Health Department's transition to an electronic health records system. According to staff, thorough improvement has been noted due to implementation of the new CureMD system.

#### New Business (Continued)

Board Chair Jolly opened the floor for nominations for Chair and Vice Chair for 2018. He thanked the Board for allowing him to serve the past two years as Chair, but stated he wanted to step down from that position. Various members were asked if they would consider taking the Chair position on the Board. After discussion, Jolly stated that if Dr. Stelma would take the Chair position, he would agree to serve as Vice Chair. Dr. Stelma agreed to that suggestion, and the following motions were made: *(1) a motion was made by Jolly to nominate Dr. Stelma as Chair of the Jones County Board of Health for 2018; motion was seconded by Aycock; with no additional discussion, the motion carried; and (2) a motion was made by Rev. Dunn to nominate Bob Jolly as Vice Chair of the Jones County Board of Health for 2018; motion was seconded by Wayne Hurley; there was no additional discussion; the motion carried.*

Smith provided Board members with the proposed meeting schedule for 2018. Prior to the members voting on the schedule, Smith pointed out a conflict with the meeting on January 25, 2018 due to a need for him and other staff members to attend Incident Command System (ICS) training locally. Board members discussed other days the meeting could be held in January. *After discussion, a motion was made by Hurley to approve the proposed schedule for 2018, with a change in January from Thursday the*

*25<sup>th</sup> to Wednesday the 24<sup>th</sup>. Motion was seconded by Cannon. There was no additional discussion. Motion carried.*

The Board then discussed upcoming terms that were expiring for two members. Cannon's third, three year term on the Board ends in January of 2018, while Jolly's second, three year term on the Board also ends in January of 2018. Jolly thanked Cannon for her service on the Jones County Board of Health. Smith asked Board members to consider individuals for a recommendation to the Board of Commissioners to fill Cannon's position. Former Board member Beth Meadows, RN, was discussed as a possible replacement. Smith stated that Meadows could rejoin the Board as long as she had been off of the Board for at least one (1) year. *A motion was made by Hurley to recommend Beth Meadows to replace Shivon Cannon on the Board of Health, with the stipulation Meadows has been off the Board for at least one year. Motion was seconded by Aycock. There was no additional discussion. Motion carried.*

Smith stated he would verify that Meadows has been off the Board for at least one year, and see if she was willing to serve on the Board again. Jolly then confirmed that he was willing to serve a third term on the Board of Health. *A motion was made by Cannon to recommend Jolly's reappointment to the Board for his third term. Motion was seconded by Aycock. There was no additional discussion. Motion carried.*

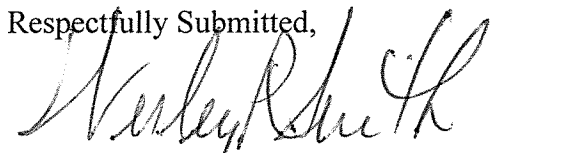
Next meeting:

Jolly reminded everyone that the next meeting would be Wednesday, January 24, 2018 at 6:00 pm.

Adjournment:

*A motion was made by Aycock to adjourn the meeting. Cannon seconded the motion. Motion carried.*

Respectfully Submitted,



Wesley P. Smith, Health Director  
Secretary, Ex Officio

1/24/18  
Date