



**Jones County Health Department**  
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Wesley P. Smith  
Health Director

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**Jones County Board of Health Meeting Minutes**  
**Wednesday, January 24, 2018**

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

Staff: Wesley P. Smith, Health Director; Ann Pike, PH Nursing Supervisor I; Jennifer Thomas, Administrative Officer I

Absent: Myron Meadows

Call to Order

The meeting was called to order by Dr. Steve Stelma, Board Chair, at 6:05 p.m.

Invocation

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

Discussion/Adjustments/Approval of Agenda

Dr. Stelma, made an amendment to the agenda, under New Business, adding New Business b., under New Business a., which recommends the reappointment of Wayne Hurley, Public Member, to the Board of Health. *A motion was made by Shivon Cannon to approve the agenda, as amended. Motion was seconded by Rev. Dunn. There was no additional discussion. Motion carried.*

Approval of Minutes from Previous Meeting

*A motion was made by Robert Jolly to approve the minutes from November 17, 2017. Motion was seconded by Cannon. There was no additional discussion. Motion carried.*

### Public Comment

The floor was opened for public comment. There were two additional employees of the Health Department present, but neither had any comment.

### Old Business

Health Director Wesley P. Smith reviewed the actions of the Board of Commissioners. The revised fee scale that was approved by the Board of Health on November 17, 2017 was presented to the Board of Commissioners and approved, effective August 31, 2017. The Commissioners also approved the reappointments of Robert Jolly and Beth Meadows. Beth will attend the next meeting in March.

### Reports

For standing reports, Smith presented and reviewed the Health Department's Monthly Summary Report for November and December 2017. The Dangerous Dog Subcommittee had been put on notice for the possibility of an appeal from the owner of a dog that was deemed to be potentially dangerous. The appeal was not submitted within the timeframe required, so the subcommittee did not have to meet. Cannon thanked Smith for his assistance with an animal issue for a person that she had referred to him. There have been 13 animal bite incidents through December, which has exceeded all of last year's total. Private well numbers are down, which depend of the number of applications. Dr. Stelma stated that he arrived early for the Board of Health meeting and took a tour of the facility during normal business hours. He enjoyed seeing everyone and observing the day-to-day operations.

For a financial update, Smith presented and reviewed the Monthly Spending and Revenue Reports for the period ending December 31, 2017. Year to date, expenditures are in line by about 8%. The budget for BCCCP is slightly over, because the amount received to enroll women into the program is lower than the actual cost to provide services to clients. Bioterrorism/Public Health Preparedness and Food & Lodging are slightly over budget.

For revenues, Smith reminded the board that State program funding appears to lag behind due to only being able to draw down 1/12 each month. At the end of the year, if there is any remaining State funds and there are expenses, the remaining funds will be drawn down. The Health

Department has been receiving CAP Program revenue that is not reflected on the revenue report. Due to the time limitations with getting approved to bill for CAP services, the Health Department was only able to bill Medicaid back to November 28, 2016. Services provided during the period of November 28, 2016 thru November 28, 2017 have all been billed at this point, which is ahead of schedule. Staff is following up on the denials for this period. Statements have been sent out to clients. The next statements will be send on March 5<sup>th</sup>. HIV testing money will come, just waiting to receive it.

Finally, Smith provided a review of Budget Amendments submitted to the finance office period to date. The approved budget for FY 2017-18 has decreased by around \$14,000 due to State funds being cut. Staff have cut back on expenses to reflect the change.

The Rabies Vaccination Clinic took place on November 18, 2017. There were 85 vaccinations administered. It was a successful clinic with a good turnout and staff participation. Based on observations at the clinic, some minor changes will be made at the next clinic to streamline the process. Jolly noted the amount of vaccinations administered have increased each year.

Smith reviewed Client Satisfaction Survey Results for the survey period of October 25, 2017 to November 24, 2017. Several programs, including Child Health and Family Planning, require client input for Accreditation, therefore 30-day period surveys are being conducted twice per year. There were 58 surveys completed with positive comments overall. Clients would like a regular provider. At this time, the number of clients being served is in proportion to the amount of time the provider is available. Dr. Stelma noted that he has never seen such positive comments on a survey and congratulated everyone. He questioned if most clients have insurance. Smith explained that most of our clients are covered by Medicaid, but that the Health Department serves as a safety net provider for those without insurance. Smith plans on doing a presentation in the future to the Board of Health regarding the impact of Medicaid reform on Public Health.

Finally, Smith shared an email for an event that the Health Department is participating in. Pierre Lafeur, Industrial Hygiene Consultant Supervisor with the NC Department of Health and Human Services, is conducting an Opiates & Methamphetamine Exposure Awareness Training on

February 7, 2018, at 10:00 am, at the Jones County Civic Center. The class targets public workers who come into contact with hazardous substances. Everyone is invited to attend.

### New Business

Smith provided the Board members with Operating Procedures for approval. Dr. Stelma surveyed the board with possible meeting days due to schedule conflicts. There was group discussion. ***Jolly made the motion to make a change in the operating procedures to reflect the new meeting day as the fourth Monday, effective March 2018. Motion was seconded by Frank Emory. There was no additional discussion. Motion carried.*** Next meeting will be March 26, 2018. Smith will send all members an updated schedule.

Smith provided Board members with the Bylaws for approval. There were no changes that needed to be made to the Bylaws. ***A motion was made by Jolly to approve the Bylaws. Motion was seconded by Rev. Dunn. There was no additional discussion. Motion carried.***

Board Governing Policies & Procedures were reviewed by the Board. Smith stated there were no recommended changes. ***Cannon made a motion to approve the Board Governing Policies & Procedures without any changes. Emory seconded the motion. There was no additional discussion. Motion carried.***

Smith presented the revised Fees, Eligibility and Billing Policy to all Board of Health members. Per the agency's Policy on Policies, the Department must get approval from the Board of Health with for any personnel or fiscal policy changes. The proposed policy mirrors recommendations from Ann Moore, Regional Administrative Consultant, that were discussed with him and Jennifer. The bulk of changes involve updating the procedures due to the transition from HIS to the current EMR system, CureMD. ***Cannon made a motion to approve the revised Fees, Eligibility and Billing Policy. Motion was seconded by Emory... There was no additional discussion. Motion carried.***

Smith reviewed details of the November Board of Health meeting regarding the bad debt write-off that was presented by Ann Moore. The Board had approved the write-off for the July 1, 2015 thru June 30, 2016 bad debt. Moore had sought the Board's direction for the bad debt for the period of July 1, 2016 thru June 30, 2017. The board had voted to write them off ensuring only

accurate, current outstanding balances were carried over to the new EMR system. Section 2 includes debt that doesn't meet the criteria for bad debt but are the remainder of current outstanding debts. ***Jolly made a motion to accept both bad debt write-offs. Motion was seconded by Cannon. There was no further discussion. Motion carried.*** April Aycock questioned if there is a minimum account balances for statements to be sent. Smith explained that there is no minimum for statements. Debt Setoff requires a \$50 minimum account balance that is at least sixty (60) days old.

Smith stated he had overlooked the fact that Wayne Hurley's first term on the Board of Health expired in December of 2017. Hurley had agreed to serve another term if appointed. ***Jolly made a motion to recommend the Board of Commissioners reappoint Hurley to serve a second term on the Board of Health. Motion was seconded by Cannon. There was no further discussion. Motion carried.***

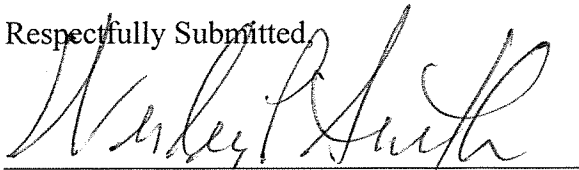
Next Meeting

Dr. Stelma reminded everyone that the next meeting will be on Monday, March 26, 2018. Since this was her last Board of Health meeting, Cannon was presented with a certificate of appreciation for her participation.

Adjournment

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

Respectfully Submitted



Wesley P. Smith, Health Director  
Secretary, Ex Officio

3/26/18  
Date