



Jones County Health Department
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Jones County Board of Health Meeting Minutes
Monday, May 21, 2018

In Attendance: Candace Andrews; April Aycock; Rev. Charlie Dunn, Jr.; Wayne Hurley; Mandy Marshburn; Beth Meadows; Myron Meadows and Dr. Steve Stelma

Staff: Wesley P. Smith, Health Director; Tamara Jones, Public Health Educator II; Rodesha Crouell, ECU Intern; Melissa Lamb, Accounting Technician III; Jennifer Thomas, Administrative Officer I

Absent: Frank Emory, Robert Jolly

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 opening statement and welcomed everyone. Health Director Wesley Smith notified the Board that the agenda that had been provided prior to the meeting was revised. Updated Agendas were given to everyone for review and approval. ***A motion was made by Beth Meadows to approve the agenda. Motion was seconded by April Aycock. There was no additional discussion. Motion carried unanimously.***

Presentation by Rodesha Crouell, ECU Intern, at the Health Department

Ms. Crouell completed a 14 week internship at the Health Department. She praised her wonderful mentor, Tamara Jones, who kept her busy. The staff inspired her while making her feel welcome and a part of the team. She would love to come back to work at the Health Department and did not want to leave. As a member of the community it made her feel good to see how everyone cares so deeply about the welfare of the community. Ms. Crouell summarized the various activities that she participated in by reviewing her presentation board to the Board of Health. Dr. Stelma asked which event or activity that she was involved in stood out the most to her. She replied that Breast Cancer Awareness was the most impactful to her. She was able to

complete a lot of the work for it and enjoyed educating the community. Dr. Stelma congratulated her on her graduation and making the Chancellor's List, and thanked the staff for helping her internship be successful.

Approval of Minutes from Previous Meeting

There were no comments or questions for the minutes from March's meeting. *A motion was made by Beth Meadows to approve the minutes from March 26, 2018. Motion was seconded by Wayne Hurley. There was no additional discussion. Motion carried unanimously.*

Public Comment

The floor was opened for public comment. Beth Meadows reviewed her son's 6th grade science fair project, which was to test soil samples. When he tested the soil from the elementary school, all three (3) samples tested positive for lead. Beth notified Smith of the test results, who contacted our Environmental Health Program Supervisor, Garry Freeman. Freeman consulted with State and Regional EH staff, who went out to conduct further testing. It should take approximately six (6) weeks to get the test results.

Old Business

Smith provided an update on the 2017 State of the County Health (SOTCH) report. Jones has submitted the report to the State for approval, and we are waiting to hear from them. Jones is currently working to collect surveys and collect data for the 2018 Community Health Assessment (CHA). Jones County is collaborating with Craven County and Carolina East Medical Center to do the CHA together. After this year everyone will be on the same schedule and the CHA will be completed every three (3) years.

Smith informed the Board that our medical provider, Jan Tillman, has submitted her resignation which is effective the end of June. Smith discussed the steps he was taking to find her replacement, including placing an ad in the local papers, contacting staffing agencies, putting the vacancy on our agency website and Facebook, and other avenues to find a replacement. Hurley asked how often Jan is scheduled. Smith explained that originally it was once a week but the provider has had variations in her schedule, due to commitments from her position on faculty with ECU, which resulted in her being available less than that. There were various discussions by Board members on the cost to obtain a Nurse Practitioner, and whether the Health Department was paying an adequate amount for a provider. Smith will provide an update at the next meeting.

Reports

For standing reports, Mr. Smith presented and reviewed the Health Departments Monthly Summary Report for March & April 2018. He asked if there were any questions about the reports. There were no questions. There has been one potential rabies exposure. The Department was informed of an incident where a dog had killed a raccoon. The raccoon was collected to send off to Raleigh for testing, at which time the vet discovered the raccoon had been shot in the head with buckshot. Report from the State lab indicated the test was

inconclusive for rabies. Hurley asked about an update on the car seat program. Smith explained that there were approximately 65-70 car seats remaining, and only one (1) person with the Sheriff's Department installing car seats. Child Health funding was available to send other individuals for certification as a car seat installer, and two (2) individuals (one from DSS and one from the Health Department) had recently completed training in Asheville and were now certified. They will need to be recertified every two years to maintain their certification. Hurley asked if there had been any thought into expanding the eligibility for the remaining car seats to anyone in Jones County since there was approximately two (2) years left on the seats before they expired. Smith replied that eligibility currently was linked to anyone who is receiving public assistance. There was group discussion by Board members on different approaches to distribute car seats to the community. Concern by the Board was expressed of not being able to distribute all the car seats before they expire. Smith explained the process of attaining a car seat. Clients have several points of contact to receive a car seat, which then has to be installed by certified installers who educate clients on the correct way for seats to be installed. Dr. Stelma proposed to waive the requirement for clients only receiving public assistance and open it to all Jones County residents. ***After discussion, a motion was made by Hurley to remove the income qualifications and open up the cars seats to all Jones County residents. Motion was seconded by Aycock. Motion carried unanimously.***

For a financial update, Smith reviewed the Monthly Spending Report for the period to date through April 30, 2018. The Revenue Report for the same period was also discussed. The items in red are indicative of the lag in posting of revenues received. Beginning with the new State fiscal year in June, the Health Department will pull down State funds according to total expenses in a given month instead of the current method of pulling down 1/12 of State funds every month. Smith discussed this with our Regional Administrative consultant and, considering the size of our Department's State funding, there should be no issues with doing it that way. Smith feels that it will simplify the process and provide a better picture of the revenue stream. Smith reviewed Budget Amendments that have been submitted since the last meeting. It shows an overall net decrease by almost \$10,000 in the Health Department's budget, mostly due to a reduction in grant funding and funding from Region 10.

Smith reminded everyone of the upcoming Rabies Vaccination Clinic that will take place on Saturday, June 9, 2018 from 9:00 am to noon. Information can be found on the Health Department's website and Facebook page. Finally, Smith presented the Jones County Child Fatality Prevention Team (CFPT) annual report for FY 2017-18. The same report was presented to the Board of Commissioners. In summary, there have been four (4) meetings and the team continues to promote the Child Passenger Safety Program as one of their focus areas. There were no child deaths to report, which is a positive thing. ***A motion was made by Beth Meadows to approve the Jones County CFPT annual report for FY 2017-18. Motion was seconded by Mandy Marshburn. There was no additional discussion. Motion carried unanimously.***

New Business

Smith provided printed materials to Board members to review during his power point presentation of the proposed budget and fee schedule for FY 2018-19. He began with the proposed budget of \$979,551. Salary & Fringe is two thirds of the budget which is typical for a Health Department. Smith touched on a couple of key topics and reviewed the various revenue sources anticipated. Budgeted revenue includes funds from the Division of Public Health, Medicaid fees, a grant from Carolina East Medical Center, grants from Region 10 for various programs, and anticipated private fees and insurance. New funding next fiscal year from an Emergency Management grant is anticipated, which will be discussed in further detail. Although the CAP program is transitioning to DSS next fiscal year, he included funding for an agreement with DSS for our nurses to conduct assessments and reassessments for CAP clients.

The budget has increased \$47,562 over last year. The majority of the increase comes from Emergency Management. Smith explained to the Board the purpose for including Emergency Management in the Health Department budget. While reviewing the proposed budget with the County Manager and Finance Director, Smith was asked if the Health Department would consider bringing the current Emergency Management Coordinator, Eric Merritt, under the Health Department. He explained to them that it would not be a simple process transferring the employee because the Health Department falls under the Office of State Human Resources. A classification for the position will need to be identified, and the position will need to be posted and advertised. An Emergency Management Grant (EMPG) would support part of this position and the County Manager asked if we could use the EMPG grant along with the State funding from our Public Health Preparedness program to support the position. He further pointed out that, for the past two (2) years, the Health Department has contracted with Onslow County for Public Health Preparedness. Smith has notified the Onslow County Health Director that we will not be contracting with them for Preparedness in fiscal year 2018-19. This year's budget does not include a contract with Onslow County in anticipation of this new position. Human Services Planner/Evaluator I would be the local government classification for the new position with a working title of Emergency Management/Preparedness Coordinator. Merritt has been the Emergency Management Coordinator for the County for nearly four (4) years.

Employee Salary & Fringe accounts for most of the increases in the budget from last fiscal year. Local appropriations indicate what the County funds towards our budget. We anticipate an increase in revenue from immunizations. The CAP program will move to DSS so there is no funding included for that. The school health nurse program includes a \$50,000 grant from the State for the first nurse's salary/fringe. For the other school health nurse, the County contributes \$25,000 towards her salary/fringe.

A breakdown of the additional \$87,000 funds requested in General Health compared to last year's budget was reviewed. The first thing affected is salary from the transition of CAP to DSS, resulting in an increase of \$63,700. There is a Medicaid payback of \$37,488 which we have been approved to payback over a twenty four (24) month period. This year's budget includes \$19,976 of that payback. We have been notified that we will be receiving \$55,460 for the

Medicaid Cost Settlement. This money could be used to complete the Medicaid payback with any additional money being used as a buffer if needed to support the new provider. Computer repair has been added to our budget which is an expense we have not been required to cover in the past. There is a refund of private pay money from when the Health Department was providing primary care that was never refunded to clients. Initial estimates were around \$5,000 but we are expecting the total to be closer to \$4,000. Our IT provider has informed us that we are in need of a new server, which has been budgeted at \$5,000. CureMD requires monthly subscription fees for twelve (12) months. These differences come to a total increase of \$106,000. Smith was able to reduce other lines in General Health by \$19,000 which produces a net increase of \$87,145.

Smith then discussed the breakdown of staff time allocated in the different programs. He discussed additional information on the budget. He informed Board members that he would like for one of their areas of focus in the upcoming year to be developing an Animal Control Ordinance for the County that they could recommend to the Board of Commissioners. Other Services is mainly comprised of TB Skin Tests. We have one of the lowest charges in the area for TB skin tests but are still able to cover our costs, which enables us to draw people from other areas that otherwise would not come to this location. Smith completed his presentation of the budget to the Board. ***Beth Meadows made a motion to approve the budget and fee schedule. Motion was seconded by Reverend Dunn. There was no additional discussion. Motion carried unanimously.***

After voting, Marshburn voiced reservations about the Emergency Management transition. Questions were asked of what would happen if the Board of Health did not approve the budget, to which Smith replied that the budget process would move forward with the County Manager then presenting the budget to the Commissioners for approval. The only requirement for accreditation purposes is for the Board of Health vote on the budget. After further discussions, Dr. Stelma determined that there had been inadequate time for discussion. ***He then made a motion to reconsider the vote and review the decision. Motion was seconded by Hurley. There was no additional discussion. Motion carried unanimously.***

Additional discussion took place regarding the addition of a position to the Health Department and how it affects the Department as a whole. Board members emphasized the importance of the new position being posted and handled properly. Dr. Stelma asked everyone if they had been given adequate time to discuss their concerns and everyone was satisfied. ***Hurley made a motion to approve the budget and fee schedule as presented. Motion was seconded by Beth Meadows. Motion carried on a vote of 5-3 in favor. Aycock, Marshburn and Myron Meadows opposed.***

The final item on the agenda for the Board was to approve is a revision to the Fees, Eligibility and Billing Policy. Ann Moore, Regional Administrative consultant, gave us recommendations to improve the policy. Jennifer Thomas, Administrative Officer, presented a summary of changes that were made to the policy. Hurley asked about the scope of the policy, feeling it was

strongly worded to include disciplinary action for noncompliance. Smith explained how some programs are very strict and therefore it is imperative that policies are followed exactly. *Aycock made a motion to approve the revised Fees, Eligibility and Billing Policy. Motion was seconded by Hurley. There was no additional discussion. Motion carried unanimously.*

Other Business

The Board was provided a copy of the Board of Health Member Attendance.

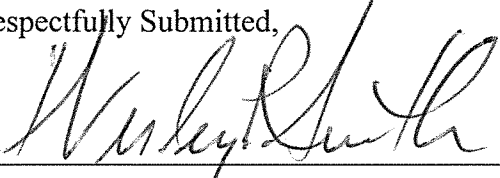
Next Meeting

Dr. Stelma reminded everyone that the next scheduled meeting is on July 23, 2018 at 6:00 pm.

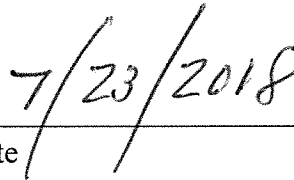
Adjournment

A motion was made by Beth Meadows to adjourn the meeting. Motion was seconded by Aycock. Motion carried unanimously.

Respectfully Submitted,



Wesley P. Smith, Health Director
Secretary, Ex Officio



Date