



Jones County Health Department
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Health Director

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Jones County Board of Health Meeting Minutes
Monday, July 23, 2018

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

Staff: Wesley P. Smith, Health Director; Leslie Chitwood, RN, FNP-BC; Tamara Jones, Public Health Educator II; Eric Merritt, Human Services Planner/Evaluator I; Ann Pike, PH Nursing Supervisor I; Jennifer Thomas, Administrative Officer I

Absent: Frank Emory, Beth Meadows

Call to Order

The meeting was called to order at 6:02 p.m. Dr. Steve Stelma welcomed everyone to the meeting.

Invocation

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

Introduction of Guests

Dr. Stelma introduced Eric Merritt, Human Services Planner/Evaluator I. Merritt provided a brief summary of his career with Jones County. He has been working with the County for 6 ½ years, with 4 ½ of those as the Emergency Management Coordinator. Merritt is glad to transition over to the Health Department. Dr. Stelma introduced the new provider, Leslie Chitwood, RN, FNP-BC, to the Board. She is a graduate of East Carolina University and currently lives in Maysville. Tuesday thru Friday she works for a Community Health Center in Pamlico County. The Board members introduced themselves to the new staff.

Discussion/Adjustments/Approval of Agenda

Dr. Stelma called attention to the agenda that was before them and called for a motion. ***A motion was made by Bob Jolly to approve the agenda as presented. Motion was seconded by April Aycock. There was no additional discussion. Motion carried unanimously.***

Approval of Minutes from Previous Meeting

There were no comments or questions for the minutes from May's meeting. *A motion was made by Rev. Charlie Dunn to approve the minutes from May 21, 2018. Motion was seconded by Aycock. There was no additional discussion. Motion carried unanimously.*

Public Comment

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

Old Business

Health Director Wesley Smith informed Board members that the Board of Commissioners approved the proposed budget & fees for FY 2018-19 on 6/4/18. The 2017 State of the County Health (SOTCH) report was approved by the State on 5/29/18. Tamara Jones provided an overview of the SOTCH report. It is submitted to the State, who follows a checklist to determine if required items were met or not met. All items were met with no corrective action needed. Every four (4) years, a Community Health Assessment (CHA) must be completed. Since the last CHA was completed in 2014, a new CHA is due in 2018. Priorities will be determined while working with Craven County Health Department and Carolina East as a regional group. Jones has received ninety-four (94) surveys and has conducted several listening sessions. Participants were asked (1) what health needs they see in their County, (2) to prioritize these needs in the County, (3) a list of the County's strengths and weaknesses, and (4) how do they think the Health Department should incorporate the ideas into the strategic plan. After the information was reviewed from the surveys and listening sessions, the group identified concerns similar to those identified during the last Community Health Assessment. This assessment will have similar goals with a much broader range than the last. Jones asked the board if there was anything that they would like to consider adding to the list. Marshburn expressed concern that the questions on the surveys seemed to be biased. Jones explained that the survey was developed by a committee and is used state wide. She stated that there had been discussion of modifying the surveys and that is an option. Jolly asked that when it is time for the next CHA to be completed, that questions be brought before the Board prior to beginning them.

At the previous Board of Health meeting there was discussion of soil samples that had been collected by Beth Meadows' son which indicated the presence of lead at Pollocksville Elementary School. State Environmental Health was contacted, who sent the Regional Soil Scientist to investigate. The State Lab of Public Health conducted the test which showed that the samples were lower than the reporting level for lead. They also did a water sample that came back lower than the reporting level. Tests indicated some presence of lead, which is not uncommon, but the amounts were nowhere close to the level of concern.

Chitwood began working on June 25th as the new Nurse Practitioner for the Health Department. She saw six (6) clients today and has expressed interest of picking up more time working here. A representative from the NC Office of Rural Health is coming next

Monday to discuss funding opportunities for Jones County, which could include grant funds to cover salary and fringe for Ms. Chitwood on a full-time basis.

Reports

For standing reports, Smith presented and reviewed the Health Departments Monthly Summary Report for May & June 2018. He also provided a summary of services provided for FY 2017-18 compared to FY 2016-17. Most services provided were down compared to the previous year, with TB as an exception. This was most likely due to our provider (Jan Tillman) working 110 hours less in FY 2017-18 than the previous fiscal year. Smith anticipates service numbers in upcoming fiscal year to be better than last due to having a consistent provider available to offer services to clients.

There was an increase in animal bites over the previous year. The number of private well inspections is down due to the low number of well applications. There was a decrease in car seats distributed through the car seat program; however, we are expecting an increase with the removal of income qualifications as directed by the Board of Health and with two (2) new certified car seat installers. Jones explained the process for a client to receive a car seat. Smith is trying to schedule a meeting with all four (4) certified car seat installers in the county. For other reports, Smith provided an Economic Snapshot for Jones County dated May of 2018. After additional discussion there were questions regarding the accuracy of the information included in the snapshot.

For a financial update, Smith reviewed the Monthly Spending Report for the fiscal year ending June 30, 2018. Agency spending was 6.8% below budget. There were additional expenses that were not anticipated but Smith stated the staff did well to adjust their budgets for the difference. The Revenue Report showed the agency to be twenty percent (20%) under budget, but figures do lag behind by two (2) to three (3) months. For the upcoming fiscal year the Health Department will begin pulling down money as the expenses occur, and no longer follow the 1/12 method as before. This new method should provide a more accurate financial picture. The Health Department has begun to receive Medicaid revenue from billing. A report of budget amendments was provided and reviewed for FY 2017/18.

Effective July 1, 2018 there will be no mileage paid to Board of Health members. In April of 2016, the Board of Commissioners adjusted the stipend to fifty dollars (\$50) for regular Board members, and seventy-five dollars (\$75) for the Board Chair. At that time, the intent was to remove the mileage; however, there was a breakdown in communication and staff was not made aware to stop paying mileage. The Health Department received their check for Medicaid Cost Settlement for FY 2016/17. It was enough to completely pay off the Medicaid payback for FY 2012-13, with the remainder of the funds going back into the County's general fund.

The Health Department was awarded the Mother Baby Award for Outpatient Healthcare Clinics by the NC Breastfeeding Coalition. The press release has been placed on the department's website and Facebook page. Kathy Atchison, who needed hours to

complete her Master's Degree, took this on as her own project. She rearranged the breastfeeding room that is located in DSS, created breastfeeding friendly policies, made a power point presentation, and organized everything to qualify for the award. The WIC Director, Lorraine Moore, is a Certified Lactation Educator. Maria Rodriguez, Processing Assistant IV/Interpreter, is our Breastfeeding Peer Counselor. There are only two (2) other health departments in the state that have received the award.

For annual reports, Smith presented the Animal Bite/Rabies Exposure Report for FY 2017/18. There were 12 incidents in FY 2016/17, which increased to 23 in FY 2017/18. Most of the incidents were due to bites and the majority involved dogs. Ten (10) of the animals were current on their vaccinations. If a bite occurred, State law requires the animal to be quarantined for ten (10) days, even if the animal is current on the rabies vaccination. Jones County is reportedly the only county in North Carolina that does not have an animal control ordinance or provide animal control services.

The FY 2017/18 school immunization compliance report was reviewed for Jones County. All schools were compliant. The kindergarten immunization report for Comfort showed that 6.3% of students did not have the required immunizations, which was equivalent to one student.

Jones provided an overview of the recent Client Satisfaction Surveys collected. Surveys are completed twice a year and for thirty (30) day period of time. Participation is completely voluntary and provides beneficial feedback from our clients. Overall, there were very good comments from everyone other than a couple of clients who would like improved signage to help them find their way around the department. Clients like the staff and feel like they get good service. They would recommend the Health Department to friends and family.

A couple of months ago there was a planned power outage during a weekday. During that outage one of the immunization refrigerators did not power back on so the Department started looking at alarms to install in case of it happening again. The refrigerators are on the backup generator, but the surge tripped the refrigerator and it did not come back on. Before the alarms were ordered, there was another outage on the weekend and the vaccination refrigerator did not power back on and approximately three thousand (\$3,000) dollars in vaccines were lost. Alarms have now been purchased to alert staff when the temperature is out of range. Surge protectors and battery backups for all of the computers were also purchased and installed. Smith reached out to the Craven County Health Director to inquire about purchasing a small number of vaccines instead of having to purchase in quantities some vaccines we use infrequently.

New Business

There was discussion of appointing Leslie Chitwood, FNP-BC, to the Jones County Child Fatality Prevention Team (CFPT) and moving the meeting to Mondays to accommodate her schedule. Marshburn expressed interest in serving on the CFPT. ***A motion was made by Jolly to appoint Marshburn to the Jones County Child Fatality Prevention***

Team. Motion was seconded by Hurley. Motion is contingent upon the verification that Marshburn meets the qualifications to serve. Motion carried unanimously.

Smith discussed with the Board the difficulties created for the county due to not having an Animal Control Ordinance or Animal Control services. As was discussed with the Board regarding the residents' concerns that were voiced with the listening sessions, there is a concern over lack of animal control by the residents of the County. Smith implored the Board to form a subcommittee to draft an animal control ordinance that would be presented to the Board of Commissioners. The Board discussed appointing members to a subcommittee to work with Jones County Health Department staff.

A motion was made by Jolly to appoint Dr. Steve Stelma, Wayne Hurley, Wes Smith, and Tom Labuda to the subcommittee, with other community members as needed.

Motion was seconded by Aycock. There was no additional discussion. Motion carried unanimously.

Smith discussed Accreditation requirements that must be completely annual by the Board. This includes Activity 37.3, Activity 37.4, and Activity 37.5. For Accreditation Activity 37.3, the Board must authorize the Chair to sign a statement stating that Smith has been the Health Director for "xx" amount of years and there have been no change in the Health Director since the last site visit. ***A motion was made by Marshburn to accept the qualifications of Smith and have the Board Chair, Dr. Stelma, sign the form.***

Motion was seconded by Rev. Dunn. There was no additional discussion. Motion carried unanimously.

For activity 37.4, Board members were provided a copy of the Health Director's Job Description to review. The Board is required to review and approve the job description for the Health Director annually. There has been no change in the job description. The board members reviewed the job description. ***A motion was made by Aycock to approve the Health Director's job description as presented. Motion was seconded by Marshburn. There was no additional discussion. Motion carried unanimously.***

For activity 37.5, Board members were provided a copy of a blank employee annual performance review, along with a stamped self-addressed envelope. Completed evaluations will be mailed to the Dr. Stelma. Dr. Stelma will meet with Jolly to review the evaluations and then the Chair will meet with Smith to discuss the evaluation.

A motion was made by Marshburn to accept the evaluation process for the Health Director. 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 for FY 2017/18. Aycock's second term ends in November. Board training will be done with a power point presentation from the Institute of Public Health during the September meeting.

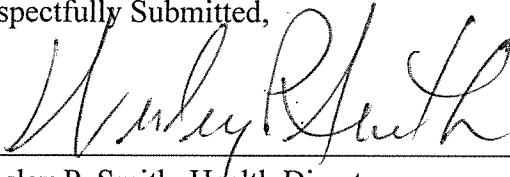
Next Meeting

Dr. Stelma reminded everyone that the next scheduled meeting day is September 24, 2018 at 6:00 pm.

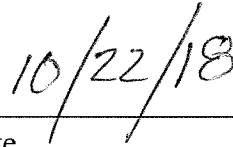
Adjournment

A motion was made by Aycock to adjourn the meeting. Motion was seconded by Hurley. There was no additional discussion. Motion carried unanimously.

Respectfully Submitted,



Wesley P. Smith, Health Director
Secretary, Ex Officio



Date