



Jones County Health Department
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Wesley P. Smith
Health Director

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Jones County Board of Health Meeting Minutes
Monday, October 22, 2018

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

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

Absent: None

Call to Order

The meeting was called to order at 6:04 p.m. Dr. Steve Stelma welcomed everyone to the meeting.

Invocation

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

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 Beth Meadows to approve the agenda as presented. Motion was seconded by Frank Emory. There was no additional discussion. Motion carried unanimously.*

Approval of Minutes from Previous Meeting

There were no comments or questions for the minutes from July's meeting. *A motion was made by Beth Meadows to approve the minutes from July 23, 2018. Motion was seconded by April 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 began the meeting with a brief overview of the Public Health Response for Hurricane Florence. The week before Florence hit, the Health Department met and reviewed policies and procedures and discussed responsibilities of

various staff members. A few days later the County had a Control Group meeting at the Emergency Operations Center (EOC). On Tuesday, another Control Group meeting occurred at the EOC. At that time, Florence was forecast to make landfall as a Category 4 hurricane. The decision of evacuation versus sheltering in place was based on discussions of anticipated impact to the County from a Category 4 hurricane. The decision was made for a mandatory evacuation. A location was identified for Jones County residents to evacuate to. Buses were prepared to take them to either the regular shelter or the special needs shelter. Smith was not in the EOC during the storm, but was available and in constant contact by phone. Ann Pike was present in the EOC for the Health Department. Everything was going fine until they lost power Thursday night. On Friday they lost phone service and internet access, with sporadic cell phone service. The County then lost water and there was very limited communication with the radios. Numerous rescue calls were taking place. Some of the rescued citizens ended up in the Civic Center temporarily until other arrangements could be made. By Sunday afternoon all were relocated to a shelter out of the county. On Sunday night, a State overhead team came in to assist County EOC staff, at which time communications was restored and operations leveled out.

Smith volunteered to assist with donations management. Other Health Department staff got involved in donations/supplies. There was an outpouring of supplies, support and water. After approximately two (2) weeks of Health Department involvement in donations, Smith notified the County that his staff needed to get back to normal operations. A shelter was opened by the Red Cross which eliminated the need for the Health Department and DSS to be involved in shelter operations. Beth Meadows mentioned that Ann did an amazing job distributing tetanus shots following the storm. There will be an after action report done at some point. Smith requested that the report be conducted by a neutral party. Bob Jolly mentioned the benefit of the report being done and how the County can learn from what took place and improve in the future. Beth stated that she felt that Public Health did an amazing job during Hurricane Florence. Smith reminded the Board that with Emergency Management under the Health Department, during a State of Emergency the EM Coordinator position is under the County Manager and the Board of Commissioners. The Health Department functioned in its role and Emergency Management functioned in its own role.

Dr. Stelma discussed Smith's annual review. The process went according to the Board's directive. Stelma stated that he signed a memorandum stating that the performance review was done according to protocol and that the Health Director has received his evaluation. The memo was emailed to Board members earlier today. ***A motion was made by Jolly to approve the performance evaluation for the Health Director for 2018. Motion was seconded by Mandy Marshburn. There was no additional discussion. Motion carried unanimously.***

Reports

For standing reports, Smith presented and reviewed the Health Departments Monthly Summary Report for July & August 2018. Smith noted that the September report will be presented in November in order to stay on schedule. There were several animal bite incidents in July. In the span of two (2) months, seven (7) car seats have been distributed. Having an additional two (2) people trained to install car seats, as well as the Board's direction to remove the income restrictions for car seats, has led to an increase in the number distributed.

For a financial update, Smith reviewed the Monthly Spending Report for the period ending August 31, 2018. The department is within budget for spending, currently 3.1% under budget. Immunization Action is slightly over due to replacement private vaccines. Environmental Health is slightly over. Year to date it generally stays in line. For the Revenue Report ending August 31, 2018, the department is under by 6.3%. There is always a two (2) to three (3) month lag. State funds have been received but have not been processed and reflected in our month-end financials. A list of Budget Amendments that have been submitted to the finance department were supplied to the Board. There was an additional \$1,000 received for WIC funding. Other changes include a carry-over for the in-home asthma assessment program of \$1,636, additional MDPP funds of \$685, and mosquito abatement funds received for Hurricane Florence of \$17,639. Onslow County has started spraying for the mosquitos. The State, not the County, will seek reimbursement for the mosquito spraying from FEMA.

Smith notified the Board of the upcoming Rabies Vaccination Clinic. It will take place at the Health Department on Saturday, November 17, 2018 from 9:00 am until noon. Both one (1) and three (3) year rabies vaccinations will be provided. Stelma commented that he felt the poster wasn't clear where the clinic would be held. Tamara stated that the poster that is posted on the Health Department's Facebook page is in a different format.

New Business

Smith explained that Public Health Accreditation requires the Board of Health handbook be updated every year. Board members had been encouraged to bring their handbook for employees to update their book during the meeting. There were detailed instructions included with the updated pages provided to the members who did not bring their handbook. Updated items included BOH Operating Procedures & Bylaws, Health Department Organizational Chart, BOH Member Directory, Health Department Employee Directory, 2018 SOTCH Report, BOH Training Roles and Responsibilities, and the Strategic Plan for FY 2018-19.

Board members were provided a copy of the Roles and Responsibilities of Board of Health Related to NC Local Health Department Accreditation (NCLHDA). Smith reviewed the two documents that were provided. The first document, Roles and Responsibilities of Board of Health Related to NCLHDA, is to be used as a guide. It breaks the activities down into different sections with detailed information. The second document is a printed copy of the PowerPoint presentation. Training began by

reviewing the purpose of accreditation. It included the topics of finance, community health, health director/staff, rules and ordinances, and board function. Smith provided detailed information during the training. There are 85 Health Departments in North Carolina. Dr. Stelma questioned the number of counties compared to the number of Health Departments listed in the training material. Beth Meadows explained that the discrepancy is due to there being district health departments which are comprised of multiple counties. There are 147 activities and 41 benchmarks in the accreditation program. Reaccreditation is required every four (4) years and begins the day the site visit team exits the agency. Senate Bill 804 required all Health Departments to be accredited by 2014 and to maintain their accreditation.

Medicaid transformation takes place next year. Smith plans to do Medicaid transformation training for the Board of Health in the beginning of next year before the transition takes place. Smith notified the Board that he is preparing for retirement. The earliest he would look at is June of 2020, but would like for them to go ahead and begin thinking about a succession plan for the Health Director. Smith stated that he has encouraged a couple of staff members to consider returning to school in order to qualify for the position. He continued the training with discussing the roles of the Board. The Health Department has been communicating with NC Office of Rural Health and they have expressed interest in funding Jones County. The Health Department will submit a Request for Proposals (RFP) for additional funding to increase the number of days our provider (Leslie Chitwood, FNP) is here from one (1) day per week to either four (4) or five (5) days per week. The focus of the RFP would be to increase Adult Primary Care services in the county. ***A motion was made by Beth Meadows to approve the updates to the Board of Health Handbook. Motion was seconded by Emory. There was no additional discussion. Motion carried unanimously.***

The Strategic Plan for FY 2018-19 was presented to the Board. The Management Team met earlier in the month and reviewed the SWOT analysis (Strengths, Weaknesses, Opportunities and Threats) and revised it. The team then discussed the areas to focus on and developed the FY 2018-19 Strategic Plan. Strategic Direction 1 is to Expand Access to Clinical Services. Goals under this Direction are to enhance/expand provider service hours; identify opportunities to conduct community outreach with clinical programs; and expand substance abuse/mental health services through Pamlico Child & Family Therapy through use of tele-psychiatry. Strategic Direction 2 is to Implement Year 1 of 2018 Community Health Assessment Action Plans. Tamara Jones, Health Educator, provided a brief overview of the CHA process. She is currently reviewing State data and comparing it to local (Jones County) data. Beth Meadows suggested adding questions about preparedness on the next survey that is done. Goals under this Direction include initiating the process for the 2018 CHA and develop Action Plans for 2 of 3 priority health areas. Strategic Direction 3 is Electronic Medical Record (EMR) Imaging. There has been redundancy of documents saved on the agency's server. A Document Management System has been purchased to streamline documentation and free up server space. Goals under this Direction include enhancing staff utilization of the DMS system

and comply with the NC Division of Cultural Resources Guidelines for Management of Electronic Records. ***A motion was made by Jolly to approve the Strategic Plan for FY 2018-19. Motion was seconded by Aycock. There was no additional discussion. Motion carried unanimously.***

Other Business

Board of Health member attendance record was provided. Aycock's second term on the Board of Health expires in November of 2018. She has expressed the desire to continue serving on the board. ***A motion was made by Wayne Hurley to recommend to the Board of Commissioners that April Aycock be appointed to a third term on the Board of Health. Motion was seconded by Marshburn. Stelma asked for clarification of the role Aycock would serve on the Board in the event she wins in the upcoming election. Smith stated that she could continue to serve in the same role on the Board (the RN slot) and there should be no conflict of interest. Motion carried unanimously.*** Smith stated he would check with the UNC School of Government to confirm there would be no conflict of interest, since other Board members were also running for elected offices.

Smith notified the Board that five (5) employees of the Health Department have received training to enable the Health Department to be a drug testing site for the County. The Health Department was approached by the Jones County Sheriff's Department about conducting physicals for reserve officers. Drug testing of reserve officers would also be necessary. Our provider has been approved to do Adult Health Physicals. The training was applicable for both DOT and non-DOT physicals. At this time the Health Department would not doing DOT physicals.

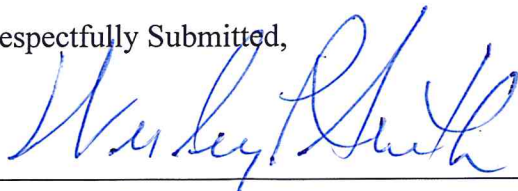
Next Meeting

Dr. Stelma reminded everyone that the next scheduled meeting day is November 26, 2018 at 6:00 pm, which is the first Monday after Thanksgiving. There was discussion of the menu for the next BOH meeting, which typically includes staff members.

Adjournment

A motion was made by Beth Meadows to adjourn the meeting. Motion was seconded by Dr. Stelma. There was no additional discussion. Motion carried unanimously.

Respectfully Submitted,



Wesley P. Smith, Health Director
Secretary, Ex Officio

11/26/2018
Date