



**Jones County Health Department**  
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**Jones County Board of Health Meeting Minutes**  
**Monday, November 26, 2018**

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

**Staff:** Wesley P. Smith, Health Director; Ann Pike, PH Nursing Supervisor I; Melissa Lamb, Accounting Tech III; Maria Rodriguez, Processing Assistant IV; Theresa Carpenter, Clinic Nurse II; Leslie Chitwood, FNP, B-C

**Absent:** Frank Emory; Wayne Hurley; Bob Jolly; Beth Meadows

**Public:** Timmy Pike; Tito Rodriguez; Layton Lamb Jr; Delana White

Call to Order

The meeting was called to order at 6:00 p.m. Dr. Steve Stelma, Chair, welcomed everyone to the meeting and asked that everyone go around the room to introduce themselves to the Board.

Invocation

The invocation and blessing for the meal was given by Rev. Charlie Dunn, Jr. Board members, staff members, and invited guests were then treated to a special meal catered by Moore's BBQ of New Bern, NC.

Discussion/Adjustments/Approval of Agenda

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

Approval of Minutes from Previous Meeting

There were no comments or questions for the minutes from October's meeting. ***A motion was made by Marshburn to approve the minutes from October 22, 2018. Motion was seconded by Rev. Dunn. There was no additional discussion. Motion carried unanimously.***

### Public Comment

The floor was opened for public comment; no public members in attendance had any concerns.

### Old Business

Health Director Wesley Smith began his report with a brief overview of the Rabies Clinic which took place November 17, 2018. Dr. Stelma stated there were two (2) addition errors on the Recap of Rabies Vaccination Clinics spreadsheet. He pointed out the errors on the spreadsheet, which Smith noted. Smith reported there were 73 rabies vaccinations administered, of which 41 were one year vaccinations and 32 were three year vaccinations. Although the Health Department is only required to coordinate one rabies clinic per year, Smith stated the Health Department will continue to do two rabies clinics per year until a change is necessary.

### Reports

For standing reports, Smith presented and reviewed the Health Departments Monthly Summary Report for September & October 2018. Smith noted that the numbers were very low for the month of September due to the Health Department being closed from September 12<sup>th</sup> through September 24<sup>th</sup> due to Hurricane Florence. Smith stated the numbers did start picking back up in the month of October. Smith reported that a lot of immunizations were administered in the month of October, primarily Tetanus shots given to flood victims. Ann Pike provided a report on Tetanus clinics conducted at the following locations: Pollocksville VFD, Comfort VFD, the Filling Station in Pollocksville, and the Health Department the same day as the Rabies clinic. Smith informed the Board that the WIC numbers were down as well, primarily due to victims still displaced from Hurricane Florence. Dr. Stelma requested that the month and Fiscal Year be included at the top of the reports for clarification.

April Aycock inquired on the status of a cat that was shot in Pollocksville by victim's boyfriend. Smith provided an overview of this situation which took place right after Hurricane Florence. He stated that a lady came into Health Department concerned about potential exposure to rabies. A stray cat was observed exhibiting sickly behavior and had mucus coming from its eyes. An unexpected attack by the cat prompted the lady's boyfriend to shoot the cat. The cat was taken to Craven County Health Department. After their investigation had been completed, it was confirmed through the NC Communicable Disease Branch there was no risk of exposure to rabies for the lady.

Smith provided Board members with recent staffing changes. Tamara Jones, Health Educator, resigned effective November 21, 2018. Jones accepted a supervisory position with Carteret County Health Department. Smith stated he had interviewed three (3) people for the position of Health Educator, and offered the position Diana Craft, who was currently employed with Craven County Health Department. Smith stated the reasons why he felt so strongly about offering Diana the position. Diana comes to Jones County with a background in Public Health Education, and has previous experience as a Preparedness Coordinator. Smith noted that Jones and Craft worked together on the

Community Health Assessment for Craven and Jones Counties. Smith also informed the Board that Diana has experience in grant writing, which will help Jones County tremendously in a grant to increase Provider services in Jones County to a full-time basis in July of 2019. Smith stated Diana's first day with the Health Department will be December 27, 2018.

Smith then presented the Monthly Spending and Revenue report for December. He informed the Board that Emergency Management is no longer under the Health Department, but will now be placed under Emergency Services. He stated that Timmy Pike, EMS Director, is now acting coordinator for Emergency Management. Aycock inquired on the role Lenoir County EM Director Roger Dail played in this decision. Ann Pike replied that Roger Dail will be retiring at the end of December 2018. Marshburn inquired on the status of Eric Merritt, EM & Preparedness Coordinator. Smith informed the Board that he is no longer with Jones County. Smith reminded the Board that during a declared state of emergency, Emergency Management would fall under the direction of the County Manager and the Board of Commissioners. He then stated that any action that took place, took place under that scenario. Marshburn and Aycock inquired on the budget for Emergency Management. Smith stated the budget for Emergency Management would be reflected under the Health Department for the month of November, but no longer beginning in December.

Smith notified the Board that due to little to no billing in Fiscal Year 2016-2017, there was no cost settlement for Medicaid in that fiscal year. Smith then stated that the agency had a tremendous turnaround for Fiscal Year 2017-2018. He discussed the totals shown on the Cost Report Attestation paperwork for that fiscal year, which reflect a total settlement of \$110,263. Smith stressed that the improvement from one fiscal year to the next was primarily due to improved billing by new staff. He stated that these figures are based on paid Medicaid claims. Marshburn asked if the cost settlement money would go to the Health Department. Smith explained that that money would go into the County's general fund. Smith reminded the Board that it is completely legal for the County to do so, because it is considered local revenue. Smith also stated that most counties do the same thing, because the county contributes a significant portion of funding to the Health Department's annual budget.

#### New Business

Smith brought before the Board the Bad Debt Write-Off report for Fiscal Years 2010-2013 to be approved. He explained that Ann Moore, the regional Administrative Consultant who retired in July, prepared the report. However, she could not break the numbers down by program, so Smith printed a spreadsheet to show the different amounts to be written off. Smith further explained that these amounts qualified for debt setoff, so the figures were transferred from Patient pay to Debt Set off in the HIS accounting system. At some point in the past, a decision was made not to send the debts to the debt setoff program. During that period of time, there were several changes in the Health Director position, and nothing was done with the amounts in debt setoff. The figures

should have been transferred back to Patient Pay, but were not. Therefore, when staff were clearing out old accounts in HIS prior to transitioning to our new electronic medical record system, the balances were identified. Smith stated had these figures been transferred back to Patient Pay as they should have been, the Board would have already been written off as uncollectible. Smith informed this would clear out all old balances, and requested the Board to approve writing off these accounts as bad debt. ***A motion was made by Dr. Stelma to approve the bad debt write off report. Motion was seconded by Rev. Dunn. There was no additional discussion. Motion carried unanimously.***

Smith discussed the Local Disease Incidence/Trend Report for FY 2017-18, which is an annual accreditation requirement. The report presented data for FY 2017-18 on one side, and a comparison between FY 2016-2017 and Fiscal Year 2017-2018 on the reverse. Smith stated for the Fiscal year 2017-2018 there 8 communicable diseases that were investigated. Out of these, 6 were confirmed. There was 1 Strep infection group A confirmed, 2 salmonellosis confirmed, 2 Campylobacter confirmed, and 1 Influenza death 18 years of age or over in Jones County. Smith moved on to the sexually transmitted diseases which included the following investigated and confirmed: 56 Chlamydia, 15 Gonorrhea, and 2 Non-gonococcal Urethritis, for a total of 73. Smith stated there were no vaccine preventable diseases. There were 4 Rocky Mounted Spotted Fever cases that were investigated, but none were confirmed. Rev. Dunn asked if the disease was reported in another county but they live in Jones County, would that be included in the report. Smith confirmed yes because the report is based on county of residence. Smith provided a comparison between the two fiscal years; we did not have any of the Haemophilus influenza so we were down 2, Campylobacter we increased by 1, and we had the 1 death which was an increase there were none the year before. There was an increase of Chlamydia by 3, which was offset by the 3 decreases in Gonorrhea and 1 increase in the Non-gonococcal Urethritis. ***A motion was made by Aycock to approve the Local Disease Incidence/Trend Report for FY 2017-18. Motion was seconded by Marshburn. There was no additional discussion. Motion carried unanimously.***

Dr. Stelma inquired if anyone would like to be nominated for the Board of Health Chair for 2019. ***A motion was made by Aycock to approve Dr. Stelma for Board Chair for 2019. Motion was seconded by Marshburn. Smith reminded Board members that Dr. Stelma's first term on the Board expires in April 2019. No issues were foreseen, and the motion carried unanimously.***

Dr. Stelma asked if anyone would like to make a nomination for Vice Chair for 2019. Rev. Dunn nominated Robert Jolly. Dr. Stelma pointed out that Jolly was not present at the meeting to accept the nomination. He then stated that a motion could be made to make a nomination in anticipation of acceptance; therefore, should Jolly decline, the issue could be addressed at the next Board meeting. ***A motion was made by Rev. Dunn to approve Jolly as the Vice Chair for 2019. Motion was seconded by Aycock. There was no additional discussion. Motion carried unanimously.***

Dr. Stelma then presented for approval the meeting schedule for 2019. He addressed the concern with Board of Commissioner meetings being held on the 1<sup>st</sup> and 3<sup>rd</sup> Mondays of the month, but noted that Board of Health meetings are held on the 4<sup>th</sup> Monday of every other month. Smith informed the Board of Myron Meadow's decision to not serve on the Board of Health when his first term expired in April of 2019 due to his election to the Jones County Board of Education. There was discussion among members of the Board as to whether Rev. Dunn and Aycock could remain on the Board, since they both were elected to the Board of Commissioners. Smith pointed out that the NC General Statutes allow an individual to serve in one elected position and one appointed position. Being the "Commissioner Appointee" to a Board does not count as one of the appointed positions. Therefore, both Rev. Dunn and Aycock could remain on the Board of Health, as long as one of them was the Commissioner Appointee to the Board. Dr. Stelma then presented the idea of moving the meetings from Monday to another night during the week. ***A motion was made by Marshburn to change Board meetings from the 4<sup>th</sup> Monday of every other month to the 4<sup>th</sup> Tuesday of every other month. Motion as seconded by Dr. Stelma. There was no additional discussion. Motion carried unanimously.***

Ann Pike, Nursing Supervisor, discussed the option for our Health Department to either dispense or distribute Naloxone. Pike stated that to be a dispensing clinic it would require an individual prescription for an individual client. As a distribution clinic, we would have a supply of Naloxone on hand and would distribute it to clients expressing that they or someone they know have a need for the Naloxone. Pike informed the Board that there are some agencies which the Health Department can get the Naloxone without having to purchase it. She stated should the Board decide to approve our agency to distribute Naloxone, only licensed staff would hand out the drug. We would not be required to keep records on who is receiving the Naloxone and who it is for. The only thing we will be asking for is the zip code to identify the location of the individual receiving it. Pike also informed the Board that Dr. Ricky Watson, our Medical Director, was completely on board with the distribution of Naloxone and would sign a Distribution Order for Naloxone. ***A motion was made by Marshburn for licensed staff of the Health Department to be distribute Naloxone. Motion was seconded by Dr. Stelma. There was no additional discussion. Motion carried unanimously.***

Smith completed new business by discussing a grant application the Health Department was interested in applying for through the NC Office of Rural Health, and wanted the Board's approval to apply for the grant. The purpose of the grant would be to increase access of our Provider from one day per week to five days per week. Our current Provider, Leslie Chitwood, FNP, has expressed interest in working here full-time. The grant application is due on January 31, 2019. Smith reminded Board members that this was included in our Strategic Plan for FY 2018-19, and that we would be seeking citizen input on the type of services they would like to see provided by the Health Department if the grant application was successful. ***A motion was made by Aycock to approve the***

***Health Department submitting an application for grant funds through the NC Office of Rural Health. Motion was seconded by Myron Meadows. Motion carried unanimously.***

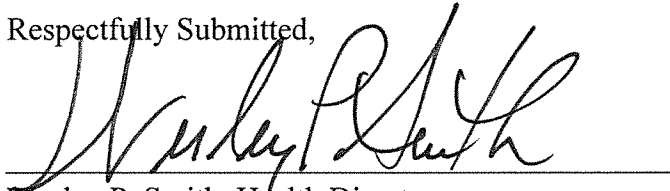
Next Meeting

Dr. Stelma reminded everyone that the next scheduled meeting day is Tuesday, January 29, 2019 at 6:00 pm.

Adjournment

***A motion was made by Myron 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

1/29/19  
Date