



**Jones County Health Department**  
418 Hwy 58 North, Unit C  
Trenton, NC 28585

Phone: (252) 448-9111

Wesley P. Smith  
Health Director

Fax: (252) 448-1670

**Jones County Board of Health Meeting Minutes**  
**Monday, January 29, 2019**

**In Attendance:** April Aycock; Rev. Charlie Dunn, Jr.; Wayne Hurley; Bob Jolly; Beth Meadows; Myron Meadows and Dr. Steve Stelma

**Staff:** Wesley P. Smith, Health Director; Diana Vetter Craft, Public Health Educator II; Ann Pike, PH Nursing Supervisor I; Jennifer Thomas, Administrative Officer I

**Absent:** Candace Andrews; Mandy Marshburn

**Public:** No members of the public were present.

Call to Order

The meeting was called to order at 6:00 p.m. by Dr. Steve Stelma. He welcomed everyone to the meeting and introduced the newest Health Department staff member, Diana Craft, Public Health Educator II, to the Board. Craft introduced herself and gave a brief overview of her career prior to joining Jones County Health Department. All the members of the Board stated their name and position on the Board of Health.

Invocation

The invocation and blessing for the 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 Bob Jolly to approve the agenda as presented. Motion was seconded by Rev. Charlie Dunn, Jr. There was no additional discussion. Motion carried unanimously.***

Approval of Minutes from Previous Meeting

There was no discussion or questions for the minutes from November's meeting. ***A motion was made by April Aycock to approve the minutes from November 26, 2018. Motion was seconded by Beth Meadows. There was no additional discussion. Motion carried unanimously.***

Public Comment

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

## Old Business

Health Director Wesley Smith opened up the meeting with discussion of April Aycock's reappointment to her third term in the Registered Nurse slot on the Board of Health. Smith also provided an update on the Grant Application with the NC Office of Rural Health. Craft hit the ground running, working hard to complete the grant application prior to its deadline on Thursday. She provided a brief overview of the grant, and mentioned that the NC Office of Rural Health had approached the Health Department about applying for the grant. There is a great need in the community for health services. A survey was completed by 177 respondents with the majority stating that they would like to see adult primary care offered. The grant would give the Health Department the opportunity to expand provider services from one day a week to five days. Funding of \$150,000 would support having a full time Provider as well as hiring a new Processing Assistant to be able to work at the reception area, checking patients in and out.

## Reports

For standing reports, Smith presented and reviewed the Health Departments Monthly Summary Reports for November & December 2018. There were no animal bites reported during that time. He reminded the Board of the subcommittee that was formed earlier in the year to draft an animal control ordinance for Jones County. An email newsletter was sent to the Board of Health members about Hurricane Florence response from the State lab. Five individuals submitted samples from private wells and all of the samples were negative for E. coli, and three were negative for total chloroform. Information for well testing was mailed to everyone the Health Department had on record for well applications. Year to date, twenty five car seats have been distributed.

Financial Reports were presented and discussed with the Board. For the Spending Report ending December 31, 2018 the Health Department was 3% under budget. The Revenue Report for the period ending December 31, 2018 was behind by 7.4%. There is a lag in posting of State funds that have been drawn down. The Health Department has been receiving Medicaid revenue. Budget Amendments completed since the last meeting were presented. There was an additional \$134.00 in funds received for Child Health. Smith is anticipating additional funds for mosquito abatement and plans are for using it to establish a surveillance program in the County. This plan will be presented to the Board of Commissioners. The State has a Maternal & Child Health mini grant that the Health Department has applied for. It would be for various projects to help reduce infant mortality and health disparities.

Client Satisfaction Surveys were completed from October 15 thru November 14, 2018. Craft presented the survey results to the Board members. Most clients chose the Health Department because of its location. During this time period most people were here for flu shots. There were lots of "excellent" and "good" ratings given. Craft will begin looking for trends when the next survey that is completed. Smith received an email in January from NC Medicaid stating that the Health Department had been selected for a Post-Enrollment Onsite Screening. Both Smith and Jennifer Thomas attempted to get an

explanation for being selected for the screening and both were unsuccessful. The best explanation that was received was due to the Health Department being a high risk provider. One representative came to conduct the screening and asked a variety of questions. The visit took about 45 minutes total and the Health Department passed.

#### New Business

For new business there were items brought before the Board for approval for Accreditation. A revised Board of Health Operating Procedures was presented to the Board for their approval. Smith reviewed the changes to the Operating Procedures, which included changes under Section 2a and b, and 3a, c and d, as well as the addition of Sections 3g and 7. Section 3g addressed Board attendance, while Section 7 addressed Board training – initial and ongoing. ***A motion was made by Bob Jolly to approve the revised BOH Operating Procedures. Motion was seconded by Beth Meadows. There was no additional discussion. Motion carried unanimously.*** Dr. Stelma inquired where to find the link for the Board of Health training that he had previously completed. Craft will send the information to him.

Smith then presented the Board of Health Bylaws for their approval. There were a few changes to Article 6, Sections 1 and 4 of the Bylaws to be consistent with the revised Operating Procedures. ***A motion was made by April Aycock to approve the BOH Bylaws. Motion was seconded by Rev. Charlie Dunn, Jr. There was no additional discussion. Motion carried unanimously.***

Board of Governing Policies and Procedures were presented to the Board of Health with no recommended changes. ***A motion was made by Beth Meadows to approve the Board Governing Policies and Procedures. Motion was seconded by Aycock. There was no additional discussion. Motion carried unanimously.*** Due to the loss Dr. Stelma sustained from Hurricane Florence, he requested a replacement BOH handbook. Smith will put one together for him and have it available at the next meeting.

Finally, Smith presented the revised Purchases and Inventory Policy to the Board for their approval. The only update requires approval by both the Health Director and County Finance Officer for any invoice whose total is over \$100. The prior policy required the Finance Officer's approval for any "single" item whose total was over \$100. ***A motion was made by Beth Meadows to approve the revised Purchases and Inventory Policy. Motion was seconded by Jolly. There was no additional discussion. Motion carried unanimously.***

#### Other Business

Smith called attention to the Board of Health Member attendance report that was included in the meeting information. There are three Board Members whose terms are expiring in April. Rev. Dunn was appointed as the Commissioner Appointee to the Board and doesn't have any set terms. He will serve as long as he is appointed to the Board. Myron and Dr. Stelma's terms expire in April. Myron submitted a letter stating

that he will not continue on the Board after his current term ends. Smith asked that everyone brain storm of any possibilities for the open positions on the Board. April called attention to the Board of Health Member Listing. Some of her information needed to be updated. Rev. Dunn remembered a change that needed to be made to the November minutes that were approved at the beginning of the meeting. The minutes stated that Beth Meadows had made the motion to adjourn the meeting; however, she wasn't present at the last meeting, so it needs to be corrected to reflect that Myron Meadows had made the motion to adjourn Smith will make corrections to the minutes.

A resignation letter was submitted by Lorraine Moore, Public Health Nurse II who serves as the agency's WIC Director. She has agreed to work two days a week until a replacement has been found and trained, but would like to continue working part time if possible. Four applications have been received for the open position and interviews will be scheduled shortly.

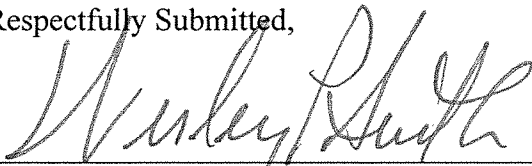
Next Meeting

The next meeting is scheduled for March 26, 2019 at 6:00 pm.

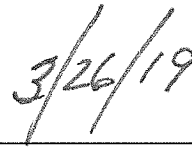
Adjournment

*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



Date