



Jones County Health Department
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Wesley P. Smith
Health Director

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Jones County Board of Health Meeting Minutes
Tuesday, March 26, 2019

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

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

Absent: Myron Meadows

Public: No members of the public were present

Call to Order

The meeting was called to order at 6:05 p.m. by Dr. Steve Stelma. He welcomed everyone to the meeting and introduced the newest Health Department staff member, Amanda Jarman, Public Health Nurse II, to the Board. All Board members took turns introducing themselves and their position on the Board. Jarman then introduced herself and provided an update on her professional background.

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 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 was one amendment for the minutes from November's meeting. A motion to adjourn that meeting was referenced in the minutes as made by Beth Meadows. However, since she was not in attendance, it was corrected to reflect Myron Meadows made the motion to adjourn. *A motion was made by Rev. Charlie Dunn, Jr. to approve the amended minutes from November 26, 2018. Motion was seconded by Wayne Hurley. There was no additional discussion. Motion carried unanimously.* There was

no discussion or questions for the minutes from January's meeting. *A motion was made by Aycock to approve the minutes from January 29, 2019. Motion was seconded by Hurley. 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

There was no old business to discuss.

Reports

Health Director Wesley Smith began the meeting by reviewing standing reports. He started with the Health Department Monthly Summary Reports for January & February 2019. There were no animal bites reported in January, but one was reported in February. The quarantined dog passed away while in custody due to injuries suffered from a fight that took place with another dog that was at the same place. Dr. Stelma questioned whether the dog had been tested for rabies since the dog died while in quarantine. Per Smith, it had not.

Financial Reports were presented and discussed with the Board. For the Spending Report month ending February 28, 2019 the Health Department was 5.1% under budget. Environmental Health had additional expenses related to Hurricane Florence follow-up. Journal entries have been made to account for the storm-related expenses which will show on the next set of reports. The expenses are being moved to a separate account for FEMA reimbursement. The Revenue Report for the period ending February 28, 2019 was behind by 9%. There is approximately a two month lag in showing State funds that have been drawn down. A positive is that the Health Department has been receiving Medicaid revenue. Budget Amendments completed since the last meeting were presented. Most of the net changes are due to receiving additional funding or moving money around in programs.

Smith notified the Board that as of this Friday, there will be an open position for a Medical Office Assistant. Cora Chadwick has resigned to take a position that allows her to work from home. The position has been posted and the Health Department is currently taking applications.

New Business

Several items were brought before the Board for approval for Accreditation. Diana Craft, Health Educator, presented the 2018 Community Health Needs Assessment (CHNA) to the Board as a power point presentation. Dr. Stelma noted the similarities of the CHNA to the SOTCH. Craft explained that the CHNA is required by the State every three to four years while the SOTCH is done every year in between. Board members were provided with the Executive Summary. The top three priorities identified for the CHNA were: 1) Behavioral Health; 2) Access to Care; and 3) Chronic Disease Prevention. Craft emphasized that these were the priorities but they will be expanded and focused on in

much greater detail. She further mentioned that each one of the priorities will be drilled down in the Community Health Improvement Plans to discuss specific interventions and strategies. This will be presented later in the fall to the Board of Health. ***A motion was made by Jolly to approve the top three priorities of the CHNA. Motion was seconded by Beth Meadows. Motion carried unanimously.***

Smith presented the proposed budget and fee schedule for FY 2019-20 to the Board of Health with a power point presentation. Board members had printouts to review while Smith reviewed the budget. He explained that the budget being proposed is dependent upon the Health Department receiving the Community Health Grant from the NC Office of Rural Health (NC ORH), which is a three year grant. The goal is to receive the grant, build up the client base and to secure additional funding. There's no definitive timeframe, but Smith anticipates an answer from NC ORH in either April or May. The budget utilizes historical data for determining expenses and revenues. The Finance Department has asked that the Budget be prepared early in order for them to present it to the Commissioners. With anticipation of receiving the grant, the number of full time employees will increase from ten to twelve to handle the change to providing services full time. New positions added for the FY 2019-20 budget include a Physician Extender II and an additional Processing Assistant. Even with these changes, Smith was able to decrease the requested local appropriations funding by more than the 10 percent that they had requested – to slightly over 13 percent. The proposed fee schedule was reviewed in detail with the Board. There is a proposed increase to the TB skin test charge from \$15.00 to \$20.00. Currently, the Health Department has the lowest price in the area for TB skin tests. There were also a couple of new CPT codes added and discussed with the Board. ***A motion was made by Beth Meadows to approve the budget for FY 2019-20. Motion was seconded by Aycock. There was no additional discussion. Motion carried unanimously. A separate motion was made by Beth Meadows to approve the Fee Schedule for FY 2019-20. Motion was seconded by Rev. Dunn. There was no additional discussion. Motion carried unanimously.***

The Records Retention and Disposition Schedule for Local Health Departments was recently revised and provided to the Board for review and approval. ***A motion was made by Aycock to approve the Revised Records Retention & Disposition Schedule for Health Departments. Motion was seconded by Beth Meadows. 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 was discussion by Board Members regarding recommendations to the Board of Commissioners for appointments/reappointments. Smith pointed out that there were two vacant positions on the Board of Health – Licensed Dentist and Licensed Optometrist. Dr. Stelma and Myron Meadows will complete their first terms on the Board in April. With Myron Meadows opting to leave the Board after his term ends, there will be a third vacancy in the Professional Engineer slot that needs to

be filled. Dr. Stelma expressed interest in being reappointed to the Board. *A motion was made by Aycock to recommend Dr. Stelma for reappointment to the Board of Health for a second term as the Licensed Veterinarian on the Board. Motion was seconded by Jolly. There was no additional discussion. Motion carried unanimously.*

Discussions took place of potential candidates to fill the vacant positions. Former Board member Shivon Cannon has been off the Board for more than a year, and previously expressed interest on being reappointed. *A motion was made by Aycock to recommend Cannon for reappointment to the Board of Health if she is still interested. Motion was seconded by Beth Meadows. There was no additional discussion. Motion carried unanimously.*

Smith notified the Board that the Health Department is being pulled into discussions of condemning houses and investigating mold and mildew complaints. He questioned the Board as to whether they would like for the Health Department to become more involved in these types of complaints. The Health Department does not have any funding to support staff being pulled into these investigations. Board members asked if there is any funding or grants to support this need. Smith replied that, even if funding was available, the Solid Waste Ordinance is out of date and would need to be revised, as well as discussion would need to take place on enforcing the ordinance once it was updated. There were various discussions with no direct answer.

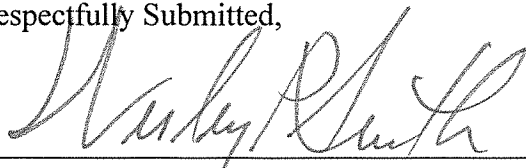
Next Meeting

The next meeting is scheduled for May 28, 2019 at 6:00 pm.

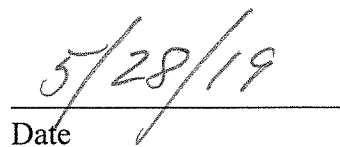
Adjournment

A motion was made by Beth Meadows 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