



**Jones County Health Department**  
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**Jones County Board of Health Meeting Minutes**  
**Tuesday, May 28, 2019**

In Attendance: Candace Andrews; April Aycock; Shivon Cannon, Rev. Charlie Dunn, Jr.; Wayne Hurley; Mandy Marshburn and Dr. Steve Stelma

Staff: Wesley P. Smith, Health Director; Breana Berg, Medical Office Assistant; Diana Vetter Craft, PH Educator II; Ann Pike, PH Nursing Supervisor I; Jennifer Thomas, Administrative Officer I

Absent: Bob Jolly; Beth Meadows

Public: No members of the public were present.

Call to Order

The meeting was called to order at 6:01 p.m. by Dr. Steve Stelma, Board Chair. He called attention to the newest member of the Health Department. Health Director Wesley Smith introduced Breana Berg, Medical Office Assistant. Dr. Stelma introduced himself and all the Board members took turns introducing themselves while giving the position that they serve on the Board.

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 Wayne Hurley to approve the agenda as presented. Motion was seconded by Mandy Marshburn. There was no additional discussion. Motion carried unanimously.*

Approval of Minutes

There was no discussion or questions for the minutes from March's meeting. *A motion was made by Rev. Charlie Dunn to approve the minutes from March 26, 2019. Motion was seconded by Marshburn. 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.

### Animal Control

Smith introduced Patty Jones from Top RJ's Animal Rescue Rehab & Kennels. Her facilities were in Pollocksville, but relocated to outside of Trenton after Hurricane Florence. They are temporarily shut down while constructing a new building. She discussed the impact that the hurricane had with displaced animals and the progress that they have made since the storm. Currently, there are no ordinances for animal control in Jones County. Patty would like for this issue to be brought to the forefront. She has been working with the Town of Maysville on updating their animal control ordinance and would love to be able to do the same thing for Trenton and Jones County. The respective municipality ordinance would override the one for the County. Smith brought up the importance of clarifying who would be required to enforce any animal control ordinance developed. Dr. Stelma reviewed the animal control subcommittee that was established at the beginning of the fiscal year to review sample animal control ordinances. Smith will send all the documents to Dr. Stelma. The committee discussed meeting on a Wednesday. Patty has a contract with the Health Department for quarantining animals for rabies control. There are two kennels available at all times for the Health Department.

### Old Business

Smith provided an update on the NC Office of Rural Health grant application. The Health Department did not receive the Community Health grant. He sent a follow-up email requesting feedback on the merits of the application. The Health Department was encouraged to reapply the next funding cycle that would be announced in November. All recipients who received funding were already providing primary care. Craft is reviewing the feedback they provided to utilize when we reapply in November as well as working on applying for other grants as well.

The Health Department is waiting on the state letter approving the 2018 Community Health Needs Assessment (CHNA). Craft has been verbally told that the CHNA will be approved.

Budget and Fee Schedules for FY 2019-20 were reviewed. The original budget that was approved by the Board of Health on March 26, 2019 in the amount of \$1,068,019 included the NC Office of Rural Health grant to provide adult health services. After not receiving the grant the budget was revised on April 4<sup>th</sup> to \$905,403. On May 15<sup>th</sup> Smith was asked to reduce the budget even further in order for the Commissioners to reduce the ad valorem tax rate by \$0.01. In addition, the Healthy Communities program reduced their funding by nearly \$5,000 for the next fiscal year. The final, revised budget was in the amount of \$885,259.

Board of Health appointment recommendations to the Board of Commissioners were reviewed. Both Shivon Cannon and Dr. Stelma were reappointed to respective three-year terms. There was a correction to the contact information that needs to be made. We asked Board members to think of recommendations for any open positions on the Board of Health.

## Reports

We reviewed the standing reports for March and April 2019. There were four (4) animal bite cases in March and three (3) in April. There was discussion of the incident that happened to the Sheriff's Department staff regarding the unknown substance.

Financial Reports were presented and discussed with the Board. For the Spending Report, month ending April 30, 2019, the Health Department was 9.2% under budget. Additional vaccination for immunizations had been purchased. The Revenue Report, month ending April 30, 2019 was behind by 20%. All State funding must be pulled down at the end of this month for State Fiscal Year @018-19.

A listing of the Budget Amendments that have been done was provided to the Board of Health. Most were for fund transfers between programs.

Program reports were given to the Board. There was a rabies vaccination clinic on Saturday, May 11<sup>th</sup>. It was the busiest clinic that we have had in several years, with 168 vaccinations provided. Craft then presented the Priority Health Rankings for Tobacco Control. The focus in FY 2019-20 will be on tobacco cessation. Craft mentioned that she would love to see an employee wellness program for the County, which would utilize the Health Department as a resource for employees.

The Annual kindergarten Immunization Report summary for FY 2018-19 was reviewed. Jones County had one (1) student at Maysville Elementary School who had not been vaccinated due to a religious exemption. Jones County's rate for Medical Exemption was 0%, and the rate for Religious Exemption was 1.2%. The State's overall rate for Medical Exemption was 0.1%, and the rate for Religious Exemption was 1.5%.

Smith provided an update on the vacant Medical Office Assistant position. Breana Berg, who was hired effective May 13, 2019, was introduced to the Board at the beginning of the meeting. He then notified the Board that one employee is currently out on a leave of absence, and Jennifer would also be going out on leave as well for the birth of her daughter. At that time, the department will be operating with two full time staff members out.

## New Business

Smith presented the Jones County Child Fatality Prevention Team (CFPT) Annual Report for FY 2018-19. The report being presented was incomplete, as the team had recently investigated two (2) child deaths, and the recommendations from those investigations were not included on the report. A final report would be provided to Board members at the next Board meeting in July.

The first case involved the death of a child due to a motor vehicle accident. Although the child was properly restrained in a child passenger seat, the recommendation was made for the Health Department to continue offering low-cost child passenger seats to Health Department clients and citizens of Jones County. The second case involved the death of

a newborn that resulted included recommendations for system changes. A packet of information will be put together for clients with a positive pregnancy test. It will include prenatal vitamins, information pamphlets, and referrals. The Health Department will also incorporate the Cribs for Kids® program through a Maternal and Child Health mini-grant. ***A motion was made by Shivon Cannon to approve the Jones County CFPT Annual Report for FY 2018-19. Motion was seconded by April Aycock. Motion carried unanimously.***

An update on County Health Rankings for 2019 was provided by Craft. For Health Outcomes, Jones County ranked 37 out of 100. For Health Factors, Jones County ranked 57 out of 100. Smith reminded the Board that the lower the score, the better. He also provided a graph that shows the County Health Rankings for Jones County over the past five (5) years.

#### Other Business

The Board of Health attendance report was provided.

Ann Pike reminded Board members that our Medical Director had signed a “Distribution Order” that allowed our licensed staff to distribute Naloxone (Narcan). She stated that there are twenty (20) doses available at the Health Department for distribution. Based on recommendations of our Medical Director, clinical staff will be provided with Narcan to have on hand.

Craft mentioned additional funding she would be requesting through a “Bright Ideas” preparedness grant for FY 2019-20. She would like to use the funding to purchase kiosks to be placed throughout the County. These kiosks will be used to disseminate information to the general public. They can be moved as needed to different locations in the county during emergency situations.

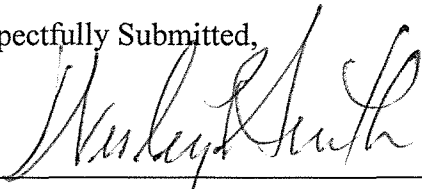
#### Next Meeting

The next meeting is scheduled for July 23, 2019 at 6:00 pm.

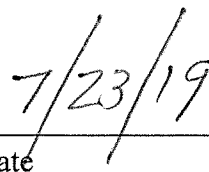
#### Adjournment

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

Respectfully Submitted,



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Wesley P. Smith, Health Director  
Secretary, Ex Officio



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Date