



**Jones County Health Department**  
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Health Director

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**Jones County Board of Health Meeting Minutes**  
**Tuesday, July 23, 2019**

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

Staff: Wesley P. Smith, Health Director; Ann Pike, PH Nursing Supervisor I; Melissa Lamb, Accounting Technician III

Absent: April Aycock

Public: No members of the public were present.

Call to Order

The meeting was called to order at 6:03 p.m. by Dr. Steve Stelma, Board Chair.

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 revised agenda that was before them and called for a motion. *A motion was made by Wayne Hurley to approve the revised agenda as presented. Motion was seconded by Rev. Dunn. There was no additional discussion. Motion carried unanimously.*

Approval of Minutes

There was no discussion or questions for the minutes from May's meeting. *A motion was made by Rev. Dunn to approve the minutes from May 28, 2019. Motion was seconded by Shivon Cannon. 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

Smith informed the Board that Diana Craft, Public Health Educator, was originally scheduled to present updates on 2018 Community Health Needs Assessment (CHNA)

and the Child Fatality Prevention Team's Annual Report for FY 2018-19; however Craft is out of town due to a family emergency.

The Health Department has received documentation back from the Department of Public Health. Kathy Dail, Community Health Assessment Program Director, noted that the Health Department met all the requirements. Smith pointed out to the Board in the checklist there were some items that were minimally met. Per Smith, this is possibly due to the fact that Tamara Jones initiated the CHNA and Craft took over after replacing Tamara; therefore, there was some lag time in compiling data. Smith stated that, as Craft is completing State of the County Health (SOTCH) reports over the next two (2) years, she will address some of the issues that were pointed out. Dr. Stelma inquired if the analysis methods they are looking for is not included in future reports then the CHNA may not be approved. Smith stated that could be true since some of the other Health Departments that were part of the regional collaboration had similar issues. Smith further explained that some of the methodology had been changed and no one had been made aware nor provided instructions on the new methodology.

Child Fatality Report: The Child Fatality Prevention Team annual Report for FY 2018-19, which was recently approved by the Board of Health and Board of Commissioners, was incomplete since there were two (2) deaths under review. The revised CFPT report for FY 2018-19 shows the recommendations and the proposed action for both of those cases.

Animal Control Subcommittee: Dr. Stelma confirmed a tentative subcommittee meeting set up for August 14, 2019 @ 10:00am in the conference room of the Health Department.

### Reports

Smith reviewed the Monthly Summary Reports for May and June 2019. Smith stated there is an animal bite report attached to the May Summary report. Smith also pointed out a comparison report for fiscal years 2017-18 and 2018-19. Smith explained the numbers were lower in FY 2018-19 due to a change in Provider for the Health Department as well as the impact of Hurricane Florence on our numbers, especially in the WIC department. The base caseload WIC target for FY 2018-19 is 228, and the goal is 97% of caseload. However, since the hurricane the numbers decreased to around 165 WIC clients. Since Amanda Jarman has taken over as WIC Director, our WIC numbers are steadily increasing, primarily due to a lot of leg work and phone calls on Jarman's part. Smith went on to explain that the total for the current month is 200, with one (1) week to go in the month. Immunizations are up primarily due to the hurricane as Ann Pike and Theresa Carpenter provided tetanus shots after the hurricane.

Financial Reports were presented and discussed with the Board. Smith informed the Board that the Health Department was in line to balance the budget for the Fiscal Year ending June 30, 2019. Smith further explained there were a lot of budget amendments completed within the last week or two of the fiscal year to cover salary and fringe and to cover some late payables that came in to the Health Department. As of right now the



Health Department is under budget by 6.8%. Smith stated in reference to the revenue report that approximately \$80,000.00 in State funds was pulled down in the month of May, but that has not yet been reflected on this report. Throughout the last fiscal year, the Health Department received additional funding totaling \$76,000.00 which increased the total budget. Smith pointed out the Maternal and Child Health Mini Grant and Vector Control funding (two Vector Control activities). The Health Department purchased three (3) mosquito traps which have been set throughout the county. Smith stated he is able to view data from the traps via his computer, as well as Onslow County staff. As mosquito complaint calls are received, they are able to view the data from these traps and use that data to determine where they need to be spraying.

Smith reviewed the Animal Bite/Rabies Exposure Report for FY 2018-19 with the Board. A comparison with FY 2017-18 revealed the Health Department has responded to seven (7) fewer reports – from 23 in FY 2017-18 to 16 in FY 2018-19. Smith pointed out that four (4) of the biting animals were current on their rabies vaccinations and ten (10) were not current on their rabies vaccinations. Smith stressed that non-compliance with rabies vaccinations is still an issue here in Jones County, which is one of the reasons the subcommittee was created to develop an animal control ordinance for the County. Hurley asked how many of these bites are from the owner being bitten by his own animal. Dr Stelma responded to Hurley that there were very few. Smith went on to say if the bite was severe enough the individual would have to go to the Emergency Room and the ER is mandated to file a report.

Smith made the Board aware of a vacant Social Worker II (Case Management) position. Shakema Spruill, the former Social Worker II, took a similar position with Craven County Health Department to be closer to home. So far Smith has received six (6) applications for the Social Worker II position, of which five (5) qualified for the position. Interviews will be set up next week.

Smith informed the Board he had his first opportunity to issue an Order of Abatement of Imminent Hazard as a Health Director. Smith explained what qualifies as an Imminent Hazard, and discussed the situation which led to the Order of Abatement of Imminent Hazard.

The Client Satisfaction Survey was handed out during the month of April 2019. Smith explained the results of the survey with Board members to show how the Health Department is performing according to our clients. There were several comments in reference to wanting Primary Care at the Health Department as well as positive feedback on the staff. Specifically recognized was Maria Rodriguez, Processing Assistant IV.

Smith presented a handout of the benefits of expanding Medicaid for Jones County. The handout is sponsored by Cone Health Foundation, Kate B Reynolds Charitable Trust, and Milken Institute School of Public Health, and describes how Medicaid expansion would impact Jones County by the year 2022.



### New Business

Smith requested approval from the Board that he (the Health Director) be able to set new service fees at the Medicaid rate or at cost should prices increase before the next Board of Health meeting, since the fee schedule has already been approved by the Board of Health and the Board of Commissioners. There was much discussion on this topic and it was stated by Hurley that the Board of Health meets every other month and he does not see a need to turn over that authority to the Health Director. Bob Jolly expressed to the Board he didn't have a problem with allowing the Health Director to make the change since the fee schedule was going to have to go before the Board of Commissioners anyway. Dr. Stelma stated he was in agreement with the Health Director having this authority, as it was something that would not need to be done very often. Mandy Marshburn stated the reason for having a Board of different members and specialties is the come together aggregately and set the fees based on what other providers are getting reimbursed, not just have one person set the fees. Smith explained he is not trying to take the authority from setting fees schedules away from the Board. He is only referring to medication price changes, where he would have the authority to adjust the fee at that time, then bring the change to the next Board of Health meeting. Pike further explained a scenario to the Board where there would be a Board meeting one night and then the next day the price of a particular medication increased in price. If the Health Director is not able to increase the fee charged by the Health department based on this new price, then the Health Department could lose money until the next Board of Health meeting almost two (2) months later. Marshburn stated that was a perfect example of what exactly Smith is asking of the Board to be able to do. Marshburn further stated she and Hurley were completely on Board with the Health Director being able to make changes in between Board meetings due to fluctuations in prices. ***A motion was made by Beth Meadows to grant the Health Director the authority to adjust fees according to fluctuations in the Medicaid rate and/or acquisition cost. Motion was seconded by Cannon. Motion carried unanimously.***

Stelma informed the Board a second motion was needed for the Health Director to bring the same recommendation to the Jones County Board of Commissioners. ***A second motion was made by Dr. Stelma for the Health Director to take that same recommendation to the Board of Commissioners for their approval. Motion was seconded by Meadows. Motion carried unanimously.***

Jolly requested the recorder to read back the first motion for further clarification and to make sure the Health Director was the only one approved to make any changes to the fee schedule. Smith stated a draft of the motion could be made and sent to all the Board of Health members prior to taking the motion before the Board of Commissioners. The Board agreed to this recommendation.

Smith brought before the Board three (3) items needing approval for Accreditation. These includes Activity 37.3, Activity 37.4, and Activity 37.5. For Accreditation Activity 37.3, the Board must authorize the Chair to sign a statement stating that Smith



has been the Health Director for “xx” amount of years; therefore, the local Board does not have to define the job skills or qualifications for the position. ***A motion was made by Jolly to authorize the Board Chair sign the statement required for Accreditation Activity 37.3. Motion was seconded by Cannon. Motion carried unanimously.***

Smith informed the Board that Accreditation Activity 37.4 requires a signed and dated current job description of the Health Director within the last twelve (12) months. Current policy is for all employee job descriptions to be reviewed annually. There has been no change in the Health Director’s job description. ***A motion was made by Cannon to approve the Health Director’s job description as presented, and for the Board Chair to sign the job description. Motion was seconded by Meadows. Motion carried unanimously.***

Smith explained the last item for approval is Accreditation Activity 37.5, the process to be followed by the Board for the Health Directors performance evaluation. A copy of the performance evaluation form was provided to all Board members. Dr. Stelma asked that the evaluation form be sent to him (Dr. Stelma) electronically within four (4) calendar weeks. Dr. Stelma presented to the Board his proposal to include Health Department staff in completing Smith’s evaluation this year, since the Board can only evaluate him based on interaction at Board meetings. There was much deliberation in reference to this proposal. Several Board members voiced their opinions on employees rating their Supervisor, and whether or not this was a good idea. Dr. Stelma further explained the employee evaluations would be anonymous. Jolly stated he understood that; however, he would not waver on his opinion for employee input not to be considered as part of the Health Directors evaluation. Hurley inquired on the position of the Chair. Dr. Stelma stated the process for the Health Directors evaluation is on the agenda for approval. Smith stated he did not mind having employee input on his yearly evaluation. Board members brought up the proposal of using a different tool for evaluating the Health Director. Dr. Stelma withdrew the proposal of including employees in the Health Director evaluation this year. ***A motion was made by Cannon to approve the Health Director’s performance evaluation process as has been done in prior years, without employee input. Motion was seconded Meadows. Motion carried unanimously.*** Dr. Stelma stated that at the September meeting a decision would be made on a new evaluation tool to be used to evaluate the Health Director next year.

#### Other Business

Dr. Stelma went reviewed the Attendance Report for FY 2018-19. Jolly explained to the Board the difficulty he had with attending Board of Health meetings the 4<sup>th</sup> Tuesday of every other month, due to other committees Jolly is involved in. Hurley informed the Board he will be absent for the next scheduled Board meeting in September due to being out of town.

Smith informed Board members that the Department of Social Services Director, Chris Harper, is retiring the end of August. He also commented on the excellent relationship between the two departments, and looks forward to working with the next DSS Director.

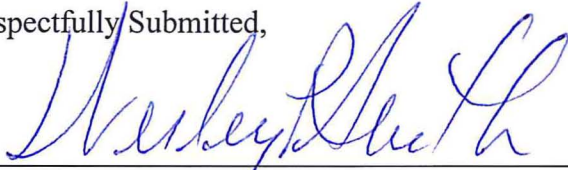
Next Meeting

The next meeting is scheduled for September 24, 2019 at 6:00 pm.

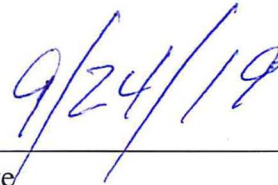
Adjournment

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

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Wesley P. Smith", written over a horizontal line.

Wesley P. Smith, Health Director  
Secretary, Ex Officio

A handwritten date "9/24/19" in blue ink, written over a horizontal line.

Date