



**Jones County Health Department**  
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Health Director

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**Jones County Board of Health Meeting Minutes**  
**Tuesday, September 24, 2019**

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

Staff: Wesley P. Smith, Health Director; Diana Vetter Craft, Public Health Educator II; Virginia Freeman, Social Worker II; Melissa Lamb, Accounting Technician III; Ann Pike, PH Nursing Supervisor I; Jennifer Thomas, Administrative Officer I

Absent: Shivon Cannon; Wayne Hurley

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 September meeting and introduced the newest Health Department staff member, Virginia Freeman, Social Worker/Case Manager, to the Board. Dr. Stelma introduced himself and the Board members took turns giving their introductions and the position that they serve on the Board of Health. Freeman then introduced herself and gave a brief summary of her 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 Beth Meadows to approve the agenda as presented. Motion was seconded by Rev. Dunn. There was no additional discussion. Motion carried unanimously.*

Approval of Minutes

There were two changes to the minutes from July's meeting. The first correction removed April Aycock from being listed in attendance and listed her as absent. The second correction removed Aycock from making the motion to adjourn the meeting and was corrected to reflect Wayne Hurley. *A motion was made by Meadows to approve the*

*amended minutes from July 23, 2019. Motion was seconded by Bob Jolly. 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

Wesley Smith, Health Director, provided an update on Accreditation Activity 37.5 – Health Director’s Performance Evaluation. Information provided included the procedures that were followed by the Board in conducting his performance evaluation. Smith’s completed and signed evaluation was sent to the members of the Board for their information. Meadows is in the process of finding a different performance evaluation tool to consider for next year’s evaluation. ***A motion was made by Rev. Dunn to approve the Health Director’s performance evaluation. Motion was seconded by Meadows. There was no additional discussion. Motion carried unanimously.***

Smith informed Board members that the Board of Commissioners authorized the Health Director to adjust service fees at the Medicaid rate or at acquisition cost at their meeting on August 5, 2019.

Dr. Stelma provided an update on the Animal Control Subcommittee. The Subcommittee had their second meeting and there were many in attendance. An Animal Control Survey was approved and has been disseminated to the members throughout the County. There have already been over forty surveys received. The next Subcommittee meeting will be sometime prior to the Board of Health’s next meeting in November. Smith forwarded several animal control ordinances from neighboring counties to the County Attorney for him to develop a draft animal control ordinance for Jones County.

#### Reports

Smith reviewed the Monthly Summary Reports for July and August of 2019 with Board members. There was nothing unusual listed in the reports that needed to be pointed out. Smith then discussed the Health Department’s response to Hurricane Dorian. While there was no report to present at the time, Jones County Emergency Management staff have made a presentation before the Board of Commissioners. Several Health Department staff members worked in either the Emergency Operations Center (EOC) or the Emergency Shelter. The shelter was located at the Civic Center and served approximately seventy people at its peak. Ample staff available for response and Smith felt like the coordination between all departments was smooth. Smith reminded the Board that next year the shelter will be located at the new high school which will have more room to accommodate the public.

Financial Reports were presented and discussed with the Board. For the Spending Report through the period ending August 31, 2019 the Health Department was 3.1% under budget. The first few months of the fiscal year tend to have more expenses. The Revenue Report through the period ending August 31, 2019 was discussed. Posting of

revenues is delayed due to the Finance Department's processes. Although the Revenue Report does not reflect it, Smith feels good about revenues being received for services provided. The Health Department recently received \$30,000 from Carolina East Medical Center to support our Provider and Medical Director.

A summary of Budget Amendments that have been sent to the Finance Department year to date was discussed. Amendments include the additional BCCCP funding that was received due to the increase in the screening rate per woman. There is also additional WIC funding that will be used to purchase equipment to provide WIC services off-site, an initiative that was added to the Health Department's Strategic Plan. For FY 2019-20.

Finally, Smith recognized Theresa Carpenter, RN, Public Health Nurse II, for receiving an award as one of the 100 Distinguished Public Health Nurses in North Carolina. This was a unique award presented in conjunction with the 100 years of the Office of Public Health Nursing Centennial Celebration. Meadows gave recognition to Ann Pike, Nursing Supervisor, for her presentation at the Annual Immunization Conference. Pike presented on the Health Department's response post-Hurricane Dorian to provide Tetanus shots to first responders and residents.

#### New Business

An updated Board of Health Handbook was reviewed and provided to Board members. The 2018 Community Health Needs Assessment (CHNA) has been approved by the Division of Public Health and is included in the Handbook. Diana Craft, Health Educator, pointed out that long term Community Health Improvement Plan is now required.

The Strategic Plan for FY 2019-20 was reviewed with Board members. Action plans from last year's Strategic Plan have been modified. Steps are being taken to identify additional grant funding available to the Health Department, including grants to establish primary care on a full-time basis. Another focus of the Strategic Plan centered on community outreach with the WIC program. Community Health Improvement plans are also a focus. The importance of all county departments working together was discussed. ***A motion was made by Meadows to approve the Strategic Plan for FY 2019-20 as presented. Motion was seconded by Aycock. There was no additional discussion. Motion carried unanimously.***

A copy of the Sustained Access to Healthcare Services Project Grant Application was reviewed. It is open to the counties that were impacted by Hurricane Florence. One application per county will be approved with a maximum award of \$50,000. The Health Department is considering an application to purchase supplies and equipment and outfit the Health Department's enclosed trailer to allow the department to continue to provide healthcare services after a disaster if Health Department facilities were inaccessible. ***A motion was made by Aycock to apply for the grant. Motion was seconded by Meadows. There was no additional discussion. Motion carried unanimously.***

Other Business

There was discussion of changing the date for November's meeting due to the Thanksgiving holiday. Also discussed for the November meeting was for staff members, Board members and their respective spouse/significant other to enjoy a meal together prior to the Board meeting. *A motion was made by Dr. Stelma to move the date of the next Board of Health meeting from November 26<sup>th</sup> to November 19<sup>th</sup>, and cater a special meal for staff, Board members and their spouse/significant others. Motion was seconded by Jolly. There was no additional discussion. Motion carried unanimously.*

Smith discussed the increased mosquito activity following Hurricane Dorian. He reviewed mosquito counts that have been logged by three (3) mosquito traps located within the county. Onslow County Mosquito and Vector Control, under contract with Jones County for vector control services, focuses their spraying based on surveillance and complaints received from the general public. Smith did an interview with news station WCTI (Channel 12) concerning mosquitos activity in Jones County, but was unsure when it would air.

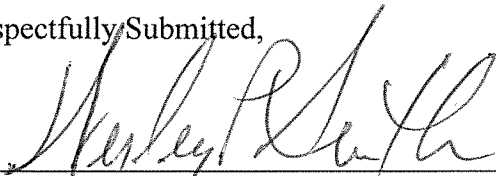
Next Meeting

The next meeting is scheduled for November 19, 2019 at 6:00 pm.

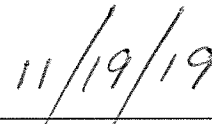
Adjournment

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

Respectfully Submitted,



Wesley P. Smith, Health Director  
Secretary, Ex Officio



Date