



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, January 28, 2020

In Attendance: April Aycock; Shivon Cannon; Rev. Charlie Dunn, Jr.; Wayne Hurley; Mandy Marshburn 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; Bob Jolly and 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. He welcomed everyone to the January meeting.

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 Shivon Cannon to approve the revised agenda. Motion was seconded by Dr. Stelma. There was no additional discussion. Motion carried unanimously.*

Approval of Minutes

A motion was made by Rev. Dunn to approve the minutes from November 19, 2019. Motion was seconded by April Aycock. There was no additional discussion. Motion carried unanimously.

Approval of Minutes from the January 15, 2020 Animal Control Subcommittee Meeting

A motion was made by Aycock to approve the minutes from January 15, 2020 Animal Control Subcommittee Meeting. Motion was seconded by Rev. Dunn. There was no additional discussion. Motion carried unanimously.

Public Comment

The floor was opened for public comment; there was no public comment.

Old Business

Dr. Stelma began the meeting with an update on the Animal Control Subcommittee. The Subcommittee will make no recommendations to the Board of Commissioners for an animal control ordinance. The focus will be on the Health Department's responsibilities in the area of enforcing rabies control. Modification to the agreement between the Health Department and Top RJ's Animal Rescue and Rehab will be necessary due to the expansion in scope of rabies response. Dr. Stelma discussed his presentation would take place at a Board of Commissioners workshop, and not one of their regular meetings, which was a recommendation of the County Manager. Wayne Hurley recommended that cats be excluded from having to wear rabies tags. ***A motion was made by Dr. Stelma to recommend to the County Commissioners that cats be exempted from the requirement wear a rabies tag. Motion was seconded by Hurley. There was no additional discussion. Motion carried unanimously.***

There was discussions on the reappointment of Mandy Marshburn to the Board of Health to her second, three year term in the Physician Position (ILO). Diana Craft, Health Educator II, provided an update on the SFY 2021 Community Health Grant Application. She had three (3) of her colleagues review the grant application prior to submission. The Health Department should have a response in April. Smith mentioned that he will have the proposed Health Department budget for FY 2020-21 ready for review/approval at the March Board of Health meeting.

Reports

Smith presented the Monthly Summary Report for November and December 2019. There was one (1) animal bite in November and three (3) bites and two (2) potential rabies exposures in December. Dr. Stelma inquired of the role of the Health Departments in post-exposure prophylactics (PEP). Ann Pike, Nursing Supervisor I, responded that the decision for PEP is made by the primary physician and at the discretion of the Communicable Disease Branch.

Financial reports for month ending December 31st were presented and discussed with the Board. The Monthly Spending Report shows that our expenditures are 6.7% under budget. Smith's main concern is for the Food and Lodging program, which exhausted its budget for contract services in December. The Health Department's FY 2019-20 budget was cut twice before being approved by the Commissioners, making this fiscal year extremely tight. A portion of our Medicaid Cost Settlement for FY 2018-19 will be used to help offset the shortfall. Smith anticipates receiving approximately \$99,000 sometime in April or May. The Monthly Revenue Report indicates that our revenues are running behind what was budgeted; however, the department has been receiving Medicaid revenues. Revenues do not show up in our financial reports until posted by the Finance Department.

A summary of the Budget Amendments that have been sent to the finance department year-to-date was discussed. A budget amendment was done to reflect the \$42,000 in funding that was received from the NC Office of Rural Health Continued Access to Healthcare Grant. This funding will be used to enable the Health Department to provide essential services in the event the building is inaccessible due to a natural disaster.

An update on the Rabies Vaccination Clinic on November 23rd was provided. Vaccination clinics are conducted twice a year and provide one and three year vaccinations for cats and dogs at a cost of \$7 each. A total of 80 dogs and cats were vaccinated at the November clinic.

As previously discussed, the tentative Medicaid Cost Settlement information for FY 2018-19 has been received and reviewed. Smith provided an overview of the cost settlement process to the Board members.

Craft presented the Client Satisfaction Survey Results for the period of October 21st to November 18th. A copy of the survey was provided to the board. There were 55 people who responded to the survey. Location was the #1 reason people chose to use our Health Department. Of the 55 responses, 43 ranked the Health Department as excellent and 11 ranked it as good. There were several positive comments indicating that our clinic staff were well-liked.

New Business

Per Accreditation Activity 34.1, the Board of Health Operating Procedures was presented to the Board for approval. Smith pointed out there were no changes from the Operating Procedures approved the previous year. ***A motion was made by Cannon to approve the Board of Health Operating Procedures. Motion was seconded by Dr. Stelma. There was no additional discussion. Motion carried unanimously.***

Board of Health Bylaws were presented to the Board for approval, with no changes from the previous year. Smith reminded Board members that Bylaws were not a requirement of Accreditation, but it had become common practice for our Board of Health to approve Bylaws annually. ***A motion was made by Cannon to approve the Board of Health Bylaws. Motion was seconded by Rev. Dunn. There was no additional discussion. Motion carried unanimously.***

Per Accreditation Activity 37.2, all Board Governing Policies & Procedures were presented to the Board for approval. Smith informed Board members there were no changes from the previous year. ***A motion was made by Mandy Marshburn to approve the Board Governing Policies & Procedures. Motion was seconded by Cannon. There was no additional discussion. Motion carried unanimously.***

Per Accreditation Activity 37.6, the Health Department's Orientation and Staff Development Policy was presented to the Board for approval. ***A motion was made by Cannon to approve the Orientation and Staff Development Policy. Motion was***

seconded by Marshburn. There was no additional discussion. Motion carried unanimously.

Other Business

Smith discussed a solid waste issue he was involved in, based on numerous complaints made by a neighbor going back to 2009. The complaints center on an accumulation of trash and bulky waste on the neighbor's property. The County Manager followed up on the 2009 complaint, and cited an old Solid Waste Ordinance (adopted in 1982) to direct the property owner to clean up his property. It appears that the property was never cleaned up, and no action had been initiated by the County. Smith's involvement began a couple of years ago with a dog bite reported by the neighbor, as well as a report of unvaccinated dogs at the same address. Smith insured both dogs were vaccinated, and declared the biting dog a potentially dangerous dog. The owner surrendered both of his dogs to Top RJ's.

In late December of 2019, the same neighbor contacted Smith again about two (2) new unvaccinated at the property. She also resumed her complaint about the accumulation of trash on the property. Smith informed the County Manager of the ongoing solid waste issue, and ensured both of the dogs were vaccinated. After feeling unsatisfied with the results the complainant was receiving from Smith, she then contacted the State Health Director, who assigned the State EH Division Chief to the complaint.

Upon further review of the Solid Waste Ordinance, Smith discovered that the Board of Health and its delegated agent (Health Director) are responsible for the County landfill and enforcement of the ordinance. After much discussion about the ordinance, including the fact that the County no longer operates a landfill, Dr. Stelma stated his belief that the ordinance may not be enforceable, and the County Attorney would need to make that determination. Until then, Smith was directed to stay involved until it becomes necessary to enforce the ordinance, at which time it would be handed off to the County Manager.

An update was provided on the Novel Coronavirus (nCoV). Smith discussed highlights from the conference call on January 28th. He stressed that this is a rapidly evolving situation, and that the Health Department is providing guidance to community partners.

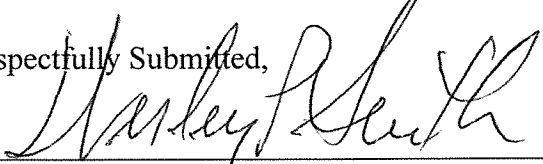
Next Meeting

The next meeting is scheduled for March 24, 2020 at 6:00 pm.

Adjournment

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

Respectfully Submitted,



Wesley P. Smith, Health Director
Secretary, Ex Officio

3/24/2020

Date