



## Jones County Health Department

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### Jones County Board of Health Meeting Minutes Tuesday, July 28, 2020

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; Ann Pike, PH Nursing Supervisor I; Jennifer Thomas, Administrative Officer I

Absent: Shivon Cannon

Public: Michele Scott, M.D.

#### Call to Order

The meeting was called to order at 6:03 p.m. by Dr. Steve Stelma. He welcomed everyone to the July meeting.

#### Invocation

The invocation and blessing for meal was given by Rev. Charlie Dunn, Jr.

#### Discussion/Adjustments/Approval of Agenda

***A motion was made by Beth Meadows to approve the agenda. Motion was seconded by April Aycock. There was no additional discussion. Motion carried unanimously.*** Bob Jolly introduced the guest to the meeting, Michele Scott, MD.. She is an ophthalmologist who is a Jones County resident and works in New Bern, NC. Jolly believed she would be a good addition to the Board of Health. ***A motion was made by Dr. Steve Stelma to recommend Michele Scott, M.D. for recommendation for appointment to the Board of Health by the Board of Commissioners. Motion was seconded by Beth Meadows. There was no additional discussion. Motion carried unanimously.*** Wesley Smith will take the recommendation before the Commissioners at their next meeting.

#### Approval of Minutes

***A motion was made by Meadows to approve the minutes from May 26, 2020. Motion was seconded by Steve Stelma. There was no additional discussion. Motion carried unanimously.***

### Public Comment

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

### Old Business

Smith began the meeting with an update to the Re-Accreditation Timeline for Jones County Health Department. Accreditation status was due to expire in 2021 but has been pushed back to the winter of 2022 due to the coronavirus. An update was provided on the Health Department's response to the coronavirus. Smith has been sending daily email updates to partners with the daily numbers along with newly updated information. Smith and Diana Craft have been presenting updates at the commissioners meetings. Craft has been creating and posting graphs with COVID-19 test figures for the county. There is an outbreak at Brook Stone Living Center in Pollocksville which began with a newly hired staff member who was in orientation. The staff member began feeling sick and was tested. Once their test result came back and was positive, all employees and residents of the center have been tested. Another round of testing has been completed since the initial tests and will be done on a regular basis until the outbreak has ended. Brook Stone has been proactive in their response to the outbreak.

### Reports

Smith presented the Monthly Summary Report for May and June 2020 to the Board of Health. There has been an increase in CD case investigations, with the majority from the coronavirus. He provided an annual comparison of the summary report for the fiscal year ending June 30, 2020 to the prior fiscal year. The spending report for fiscal year ending June 30, 2020 was discussed. The coronavirus has shifted daily operations for the Health Department. Smith explained how several programs are still operating under a waiver as a result of the pandemic. WIC is seeing an increase in their numbers due to the waiver which allows clients to receive their WIC services over the phone. Clinic clients are making appointments for all services, thus reducing the number of walk-ins to ensure the safety of staff and clients. The spending report was under budget by 11.9% for the year ending June 30, 2020. There is COVID funding from FY 19/20 that has been carried over to this fiscal year. Additional COVID funding has been received as well. The Revenue Report for FY ending June 30, 2020 was discussed. This report lags behind in showing revenues due to the process that money is pulled down. April inquired whether there is any additional school nurse funding that has been received, there is not. A summary of budget amendments that have been submitted to the finance office was presented to the Board. The majority of the amendments were due to receiving additional funding through the year. Smith discussed the Animal Bite/Rabies Exposure Report for FY 19/20. The Health Department is focusing their efforts on rabies control. Typically there are two rabies clinics held each year. This year the spring clinic was not held due to COVID-19. Patty Jones from Top RJ's Rescue, who contracts with the Health Department for rabies control issues, has become a certified rabies vaccinator. This will help in getting more animal vaccinated for rabies. Dr. Stelma inquired if the cost related to the increase in rabies response has been what Smith originally projected. He

responded by stating it has been close to what they were anticipating. Smith provided an update on the vacant Medical Lab Technologist Position. One qualified candidate has been interviewed and will be offered them the position. They are a Jones County resident. He plans of having the position filled by the 1<sup>st</sup> of the month.

#### New Business

Diana Craft presented the 2019 State of the County Health (SOTCH) Report to the Board. Dr. Stelma complimented her on her polished report. She started her presentation by explaining the purpose of the SOTCH report. She discussed the county demographics and the importance of citizens completing the census. It will be interesting to see the county's population as estimates are showing that it has been decreasing. Results based accountability is a new way of thinking that is coming soon. It accounts for the overall picture, not only statistics. The social determinates of health indicators examined those who are below the poverty level, the population who have High School Diplomas, the population with no health insurance and the households who have no vehicles available. She expounded on five of the leading causes of deaths from 2014-2018. The three CHNA priorities were discussed as well as new and emerging issues. Mandy Marshburn mentioned that she has seen an increase of the use of fentanyl. Craft mirrored her concern. Kathy Dail has received and approved the 2019 SOTCH report.

***A motion was made by Meadows to approve the 2019 State of the County Health (SOTCH) Report. Motion was seconded by Aycock. There was no additional discussion. Motion carried unanimously.***

Three items were brought before the board for Accreditation. Health Director Qualifications were discussed for Activity 37.3 for Accreditation. The board must authorize the chair to sign a statement stating that Smith has been a Health Director for more than eleven years; therefore, the Board does not have to define the job skills or qualifications for the position. The Board of Health reviewed the Health Directors Job Description for Accreditation Activity 37.4. This activity requires a signed and dated current job description of the Health Director within the last 12 twelve months. There has been no change in the Health Director's job description. Dr. Stelma discussed the process for the Health Director's Performance Evaluation for Accreditation Activity 37.5. He suggested input of staff in order to accurately answer all the performance criteria. There were no changes to the protocol or procedure. The process will be completed in the same manner that it has been in prior years. Smith will send an email with the evaluation form, they are to be returned to Dr. Stelma electronically.

***A motion was made by Meadows to authorize the Board Chair sign the statement required for Accreditation Activity 37.3; to approve the Health Director's job description and for the Board Chair to sign the job description for Accreditation Activity 37.4; and to approve the Health Director's performance evaluation process as has been done in prior years. Motion was seconded by Rev. Dunn. There was no additional discussion. Motion carried unanimously.***

#### Other Business

Board of Health Member Attendance information was provided.

Next Meeting

The next meeting is scheduled for September 22, 2020 at 6:00 pm.

Adjournment

*A motion was made by Meadows to adjourn the meeting. Motion was seconded by Dr. Stelma. 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