



Jones County Health Department

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Jones County Board of Health Meeting Minutes Tuesday, October 13, 2020

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

Staff: Ann Pike, PH Nursing Supervisor I, Acting Health Director; Diana Vetter Craft, Public Health Educator II; Jennifer Thomas, Administrative Officer I

Absent: Shivon Cannon; Wesley Smith

Public: No members of the public were present.

Call to Order

The meeting was called to order at 6:33 p.m. by Dr. Steve Stelma. He welcomed everyone to the October 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 Rev. Charlie Dunn to approve the revised agenda, which added Board of Health Training under Letter D in New Business. Motion was seconded by Mandy Marshburn. There was no additional discussion. Motion carried unanimously.

Approval of Minutes

A motion was made by Dr. Steve Stelma to approve the minutes from July 28, 2020. Motion was seconded by Dunn. 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

Ann Pike began the meeting with an update on Health Department staff. She read the latest update that has been received on Wes's health. Pike then discussed the COVID-19 testing. The Health Department is still providing COVID-19 tests although there are not many being completed. Most people she speaks with choose to find a location that offers the rapid test in order to have a quick result. The State numbers for COVID-19 cases have decreased. Unfortunately, the County's numbers are slightly elevated. The outbreak that took place at Brook Stone Living Center has officially ended. There are still issues with Jones County receiving the test results for residents of other counties in NCEDSS.

Reports

Pike presented the Monthly Summary Report, Monthly Spending Report, and the Monthly Revenue Report for August and September 2020. Most of the Communicable Diseases cases are related to COVID-19. There were no dog bites to report. Budget Amendments submitted to the finance office were presented. The finance department will begin making adjustments to the salary and fringe allocations in the Health Department expenditures to base it off of actual time worked in each program. We anticipate this creating the need to do additional budget amendments in the future to move funding around to programs where there are differences in employees budgeted and actual time. There is a lag in the Revenue report due to not drawing down State funds for the month of September to account for August's expenditures. With all that was going on in the Health Department it was decided to postpone the Aid to County drawdown by one month and to draw the funds down the following month. Additional funding was received for WIC due to the increase in the case load. There is additional funding that we have received for COVID which is proposed to be used to build a drive thru climate controlled building. This funding requires that all aspects of the project completed and paid for by December 30th.

A motion was made by Dr. Steve Stelma to approve the process of purchasing and completing the building. Motion was seconded by Aycock. There was no additional discussion. Motion carried unanimously.

Pike notified the board that she has received notification of additional funds that will be received from the 2016/2017 Medicaid Cost Settlement. On September 30th an email was received stating that the 2019/2020 Medicaid Cost Settlement Reports were due on October 1st. Jennifer has been diligently working and has completed the reports. All the information was submitted to Steven Garner on October 12th.

New Business

Diana Craft presented the Strategic Plan for Fiscal Year 2020-2021 to the Board. Most of the plans have remained the same as the previous year. COVID has impacted the amount of time that staff have been able to work on some of the items of the strategic plan. Expanding to offer primary care continues to be a goal for the upcoming year. The CHIP plans have been modified. The document management system process will probably be postponed due to being short on staff as well as the impact of COVID and the increased

workload it has caused the department. The management team has updated the SWOT analysis.

A motion was made by Beth Meadows to approve the Strategic Plan for Fiscal Year 2020-2021. Motion was seconded by Aycock. There was no additional discussion. Motion carried unanimously.

The updated Fee Schedule was presented to the board. Jennifer Thomas explained that Medicaid, in response to the pandemic has raised their rate of reimbursement for services. The changes to the fee schedule are to reflect the new, higher reimbursement rate.

A motion was made by Dr. Stelma to approve the Fee Schedule. Motion was seconded by Bob Jolly. There was no additional discussion. Motion carried unanimously.

Board of Health training will be done on individual basis. Information was passed out to each board member. Once completed by each member, they will be provided a certificate of completion.

There was discussion of re-appointment of Candace Andrews to her 2nd term on the Board of Health.

A motion was made by Dr. Stelma to Re-appoint Candace Andrews to the Board of Health for her 2nd term. Motion was seconded by Aycock. 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 November 17, 2020 at 6:00 pm.

Adjournment

A motion was made by Dr. Stelma to move into closed session. Motion was seconded by Rev. Dunn. There was no additional discussion. Motion carried unanimously.

A motion was made by Aycock to end closed session. Motion was seconded by Wayne Hurley. There was no additional discussion. Motion carried unanimously.

A motion was made by Aycock to appoint Ann Pike, RN as Interim Health Director. Motion was seconded by Dr. Stelma. There was no additional discussion. Motion carried unanimously.

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

Respectfully Submitted,

Ann Pike, Interim Health Director
Secretary, Ex Officio

Date