



Jones County Health Department
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Interim Health Director

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Jones County Board of Health Meeting Minutes
Tuesday, January 26, 2021

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

Staff: Ann Pike, Interim Health Director; Wesley Smith, Health Director; Jennifer Thomas, Administrative Officer I

Absent: Beth Meadows

Public: One member of the public was present.

Call to Order

The meeting was called to order at 6:14 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

A motion was made by Wayne Hurley to approve the agenda. Motion was seconded by April Aycock. There was no additional discussion. Motion carried unanimously.

Approval of Minutes

A motion was made by Dr. Steve Stelma to approve minutes from November 17, 2020. Motion was seconded by Hurley. There was no additional discussion. Motion carried unanimously.

Public Comment

The floor was opened for public comment. There was one member of the public present with no comment.

Old Business

Ann Pike began the meeting with an update on the vacant Health Department positions. The Health Educator position was offered to an applicant who then declined. The position has been reposted. There was discussion on hiring a Medical Office Assistant

(MOA) versus a Medical Lab Technologist I. As of Friday, the Accounting Technician position is now open. The job posting has been listed. A part-time position for a RN or LPN will be posted tomorrow to assist with COVID support.

Pike gave an update on the Health Departments response to COVID. There have been big changes with the disbursement of the COVID vaccines to the County. Thankfully, the department has started receiving the assistance of the National Guard to help with the vaccines. COVID vaccinations are the main focus of the Health Department. Wayne Hurley was reappointed to the Board of Health for his third term by the Board of Commissioners. Pike gave an update on the Rabies Vaccination Clinic that took place on November 21st. The clinic was modified to function in a COVID-safe manner. It was so successful that there have been discussions of continuing to conduct it in the same manner in the future. A virtual WIC audit took place December 1-3, 2021. There were findings which resulted in the need for three Corrective Action Plans (CAP's). The Local Disease Incidence/Trend Report for FY Ending 6/30/20 was discussed last meeting but was not approved by the Board. The report was brought before the board again for their review and approval. ***A motion was made by Stelma to approve the Local Disease Incidence/Trend report for FY ending 6/30/20. Motion was seconded by Aycock. There was no additional discussion. Motion carried unanimously.***

Reports

Pike presented the Monthly Summary Report, Monthly Spending Report, and the Monthly Revenue Report for the period ending December 31, 2020. The WIC program is temporarily being covered by Craven County Health Department to allow Jones County staff to focus on COVID response. WIC services will soon be transitioned back to Jones County. Pike notified the Board that she is not investigating the negative COVID tests, which is why the CD case investigations are down. In the Spending Report, Immunization Action Plan is over budget due to the need to purchase additional vaccines. The Revenue Report reflects a lag in the time it takes for money to be posted to our financials. The News & Observer did an article stating that Jones County Health Department had spent the least amount of money as any Health Department in the state in 2019. The budget amendments that have been completed year to date were reviewed. There has been additional funding received. One funding source was used to purchase a much needed new vaccine refrigerator and freezer. The department is currently waiting for electricity for the new building to complete that project. Additional funding has been received from AA 115 & AA 716. With the additional funding, we were able to purchase tablets, tables and other supplies for the COVID vaccination events.

New Business

Wes Smith presented the Board of Health Operating Procedures, Board of Health Bylaws, and Board Governing Policies and Procedures. Smith addressed the question that was brought up in a previous meeting about the need to have Board of Health Bylaws. He recommended talking with the attorney before deciding whether or not to keep the bylaws.

A motion was made by Aycock to approve the Board of Health Operating Procedures. Motion was seconded by Shivon Cannon. There was no additional discussion. Motion carried unanimously. A second motion was made by Bob Jolly to approve the Board of Health Bylaws. Motion was seconded by Cannon. There was no additional discussion. Motion carried unanimously. A final motion was made by Aycock to approve the Board Governing Policies & Procedures. Motion was seconded by Cannon. There was no additional discussion. Motion carried unanimously.

Other Business

Bob Jolly is completing his third term on the Board of Health. He was presented a certificate of appreciation for his service. Smith discussed his plans on transitioning back to the department as the Health Director. He will continue to work part time from home at this time and Pike will continue serving as the Interim Health Director. The Board discussed the need to find other members to join the vacant positions on the Board of Health.

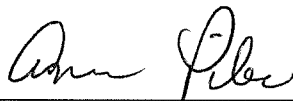
Next Meeting

The next meeting is scheduled for March 23, 2021 at 6:00 pm.

Adjournment

A motion was made by Dr. Stelma to adjourn the meeting. Motion was seconded by Jolly. There was no additional discussion. Motion carried unanimously.

Respectfully Submitted,



Ann Pike, Interim Health Director
Secretary, Ex Officio

3-23-2021
Date