



Jones County Health Department
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Ann Pike
Interim Health Director

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Jones County Board of Health Meeting Minutes
Tuesday, November 17, 2020

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

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

Absent: Shivon Cannon; Wayne Hurley; Beth Meadows; Wesley Smith

Public: No members of the public were present.

Call to Order

The meeting was called to order at 6:15 p.m. by Dr. Steve Stelma. He welcomed everyone to the November meeting and welcomed Dr. Scott to her first official in person 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 Bob Jolly to approve the agenda. Motion was seconded by Rev. Charlie Dunn. There was no additional discussion. Motion carried unanimously.

Approval of Minutes

A motion was made by Jolly to approve the revised minutes from October 13, 2020. The revisions added three sections after "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." under adjournment:

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.

Motion to approve the revised minutes from October 13, 2020 was seconded by Mandy Marshburn. 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. Mr. Smith had briefly joined the group by phone shortly prior to the start of the meeting to say hello. He has been approved for rehab and will be leaving the hospital shortly to go to the rehab facility. The other Health Department staff are healthy at this time. Clients are being screened before entering the clinic for any symptoms. Pike discussed the COVID-19 numbers that are sent out to the board on a daily basis. It was decided that she will provide the website to the Board of Health members that is used to find the US and NC COVID cases. Therefore these numbers will no longer be included in the daily emails. The email updates that Pike will send out going forward will contain the breakdown for Jones County numbers only. She reported issues receiving notification of positive cases from providers. Marshburn inquired to the protocol for testing sites to notify the Health Department. Pike gave an update on the building that is being built with the COVID-19 special funding. At this time, the concrete has been poured and the next stages will begin shortly. The project has to be completed and paid for by December 30th in order to pull down the funding. Diana Craft had applied for the Bright Ideas grant. Notification was received that the Health Department was not awarded the grant. A letter concerning the Medicaid Cost Settlement for FY 17/18 has been received. An additional five thousand dollars above what was anticipated will be received.

Reports

Pike presented the Monthly Summary Report, Monthly Spending Report, and the Monthly Revenue Report for October 2020. In reviewing the Monthly Summary Report, there is an increase in CD case investigations, which are mostly COVID investigations. Ann mentioned that there will be a WIC audit the first week in December. The Spending Report was reviewed with the Board. Immunizations are over due to the need to purchase additional vaccines. Revenue Report is down in several areas but also up in a few programs as well. There is always a lag in State revenue being posted to our account and this month reflects the time period where a month was skipped in pulling down state funds. Budget Amendments done year to date were reviewed. The additional funding that was received to complete the building has been added to the budget. Funds were moved in the COVID funding to cover COVID tests that had been done. There was additional WIC funding received for having a high WIC caseload which required a

budget amendment. Five applications have been received for the open Health Educator position. Interviews will be setup soon for the two that qualify for the position. Greene County has offered to do the COVID vaccines for Jones County. The nursing home has their vaccine plan established and will not require the assistance of the Health Department. At this point, the Health Department won't be looking at administering the vaccine until Phase three.

New Business

Bad Debt Write-off for self-pay accounts for FY 19/20 were presented to the Board. Per policy, debts are written off at the end of the fiscal year if there has been no activity on the account for twelve (12) months. Board of Health approval is required for Bad Debt Write Offs. This write off includes service dates ending 6/30/19 in the amount of \$135.28. Bad Debt Write-off for Insurance for FY 19/20 were presented to the Board. The majority of these amounts were transferred into the new EMR system and the team has done all they can to collect these amounts. This includes service dates ending 6/30/19 in the amount of \$1,154.79. ***A motion was made by Mandy Marshburn to approve the Bad Debt Write-off for FY 19/20. Motion was seconded by April Aycock. There was no additional discussion. Motion carried unanimously.***

The Local Disease Incidence/Trend Report for FY ending June 30, 2020 was presented. For Fiscal Year 19/20 there were 56 communicable diseases investigated with 44 of them being confirmed.

Pike inquired the Boards thoughts on implementing a returned check fee. Currently there is nothing mentioned in the policy. The Board recommended following the County's charge for returned checks and that it be added to the Fees, Eligibility and Billing policy.

There were two recommended changes to the Fees, Eligibility and Billing policy from the Administrative Monitoring that took place in October. These were minor wording changes made to mirror the State's sample policy. ***A motion was made by Marshburn to approve the recommended changes to the Fees, Eligibility and Billing Policy. Motion was seconded by Rev. Dunn. There was no additional discussion. Motion carried unanimously.***

There was discussion of lowering the cost of the flu vaccine. When Medicaid increased their reimbursement rates during the pandemic, it increased the amount being charged for vaccination administration which in turn has increased the overall charge for the flu shot. The Board was asked to approve lowering the cost of the vaccine. The Board was also asked to review the fee for the COVID-19 test. The fee was too low to cover the full cost for the test from Quest. Pike requested the fee be raised to cover the cost of completing the test. ***A motion was made by Dr. Stelma to approve the revised fees. Motion was seconded by Marshburn. There was no additional discussion. Motion carried unanimously.***

Discussions of Election of the Chair and Vice Chair for the Board of Health for 2021 was discussed. Jolly nominated Dr. Stelma for the Board Chair and Dr. Scott for the Vice Chair.

A motion was made by Jolly to elect Dr. Stelma as the Board of Health Chair for calendar year 2021. Motion was seconded by Aycock. There was no additional discussion. Motion carried unanimously.

A motion was made by Jolly to elect Dr. Scott as the Board of Health Vice Chair for calendar year 2021. Motion was seconded by Marshburn. There was no additional discussion. Motion carried unanimously.

There was discussion of amending or creating an exception for attendance requirements in the Board of Health bylaws due to the current pandemic. Pike will investigate what will be required to satisfy accreditation concerning any bylaws related to the Board of Health. Board members then reviewed the proposed meeting schedule for 2021. ***A motion was made by Dr. Stelma to approve the meeting schedule for 2021. Motion was seconded by Jolly. There was no additional discussion. Motion carried unanimously.***

Wayne Hurley's current term on the Board of Health ends December 2020. ***A motion was made by Dr. Stelma to recommend to the Board of Commissioners the reappointment Wayne Hurley to his third term on the Board of Health. Motion was seconded by Marshburn. There was no additional discussion. Motion carried unanimously.***

Bob Jolly will complete his third term on the Board in January 2021. There was discussion of community members to fill his position. The application for the Community Health Grant has opened. There was discussion about reapplying for the grant this year. It was decided due to current circumstances, it will not be in the best interest of the Health Department to apply for the grant at this time. Discussions will take place in the future concerning applying next year. Pike presented an update on the rabies vaccination clinic that will be held on Saturday, November 21st from 9am until noon. The clinic will be conducted in a COVID safe manner with a drive thru type of approach. The Board complimented Pike on her hard work.

Other Business

Board of Health Member Attendance information was provided.

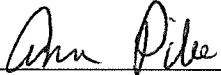
Next Meeting

The next meeting is scheduled for January 26, 2021 at 6:00 pm.

Adjournment

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

Respectfully Submitted,



Ann Pike, Interim Health Director
Secretary, Ex Officio

1-26-2021
Date