



**Jones County Health Department**  
418 Hwy 58 North, Unit C  
Trenton, NC 28585

Phone: (252) 448-9111

Ann Pike  
Interim Health Director

Fax: (252) 448-1670

**Jones County Board of Health Meeting Minutes**  
**Tuesday, March 23, 2021**

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

Staff: Ann Pike, Interim Health Director; Wesley Smith, Health Director; Adrian Smith, Public Health Education Specialist; Misty Brasch, Medical Laboratory Technologist I

Absent: Mandy Marshburn

Call to Order

The meeting was called to order at 6:05 p.m. by Dr. Steve Stelma. He welcomed everyone to the March meeting. Adrian Smith, Public Health Education Specialist, and Misty Brasch, Medical Laboratory Technologist I, were introduced as the newest employees of the Health Department.

Invocation

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

Discussion/Adjustments/Approval of Agenda

*A motion was made by Shivon Cannon 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 Cannon to approve minutes from January 26, 2021. Motion was seconded by Aycock. 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 opened the meeting with an update on the vacant Health Department positions. The Health Educator position has been filled with the hiring of Adrian Smith, and the

Medical Laboratory Technologist position has also been filled with the hiring of Misty Brasch. Applications are currently being accepted for the Accounting Technician position and the Administrative Officer position. Regarding the part-time position for a RN or LPN to provide COVID-19 support, there have been no applications submitted

Smith shared a letter he received from the North Carolina Local Health Department Accreditation regarding the extension of accreditation by an additional year. With this additional one year extension, Jones County Health Department will be due for reaccreditation in the first quarter of 2023.

Pike gave an update on the Health Departments ongoing response to COVID. The Health Department continues to provide weekly COVID vaccination clinics at the Jones County Civic Center. First dose vaccinations are offered one week, and second dose vaccinations are offered the next week. Volunteers continue to be a large part of our clinics, and assistance provided by the National Guard has allowed the Health Department to host successful vaccination clinics.

### Reports

Pike presented the Monthly Summary Report, Monthly Spending Report, and the Monthly Revenue Report for the period ending February 28, 2021. While the Health Department continues to offer traditional public health programs on a limited basis, COVID-19 vaccinations and investigations are the primary activity of Health Department staff and contract tracers. As of February 28, 2021, the Health Department is 17.7% under budget in spending. Immunizations are over budget because of the additional purchase of private vaccine. The BCCCP program is over budget period-to-date due to professional lab charges for abnormal screenings. Environmental Health is over due to additional time and travel of contracted staff. As usual, our revenues lag behind and we are currently 13% under budget. We are doing well with septic tank fees exceeding budget by 16.7%, and environmental health food and lodging fees exceeding budget by 433%.

Pike highlighted budget amendments that have been done since the last meeting, pointing out additional COVID-19 revenue received through AA-716 in the amount of \$22,600. She also notified board members that we would be receiving an additional \$73,063 in COVID funding through AA-716. With the change in administrative staffing that are responsible for our billing, it was discussed with the board that we would be using a portion of our COVID funding to contract with an outside agency to do our billing.

### New Business

The first order of new business for the board was to discuss the reinstatement of Wesley P. Smith as the permanent Health Director for Jones County. Smith provided an update on his recovery and stated that he felt it was a good time for him to return to work on a regular schedule. He did remind board members that he was not 100% recovered, and

would still need to take a couple of hours off twice each week for Occupational Therapy. Board members stressed their appreciation to Ann Pike for her role as interim Health Director during Smith's absence, and thanked her for leading health department staff through the pandemic. ***Dr. Stelma then made a motion to reinstate Wesley P. Smith as the permanent Health Director for Jones County. Motion was seconded by Beth Meadows. There was no additional discussion. Motion carried unanimously.***

At this point, Smith provided a power point presentation on the proposed health department budget for fiscal year 2021 – 22. In addition to the power point presentation, handouts were provided to board members to follow along throughout the presentation. The health department is required to develop a balanced budget that has been approved by the Board of Health. For fiscal year 2021 – 22, they proposed budget is \$925,974. Staffing remains the same, with 10 full-time staff members and one part-time staff member. In addition, there are three contracted environmental health positions. Smith reviewed each program, including what type of funds were used to cover each program, the percentage of time and fringe for staff assigned to each program, and highlighted key line items in each program. Smith reminded board members that they proposed budget did not include any COVID funding, but that any unspent funding this fiscal year would carry over to the next fiscal year. Once we determine how much is to be carried over, the budget for fiscal year 2021 – 22 will be revised. Dr. Stelma inquired about the fee schedule for fiscal year 2021 – 22. Smith stated that he was still working on the fee schedule and would present that at the May Board of Health meeting. ***Meadows then made a motion to approve the proposed budget for fiscal year 2021 – 22. Motion was seconded by Cannon. There was no additional discussion. Motion carried unanimously.***

#### Other Business

There was no additional information discussed by board members. An updated list of member attendance was provided for information only.


#### Next Meeting

The next meeting is scheduled for May 25, 2021 at 6:00 pm.

#### Adjournment

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

Respectfully Submitted,

  
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Ann Pike, Interim Health Director  
Secretary, Ex Officio

3-23-21  
Date