



**Jones County Health Department**  
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Health Director

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**Jones County Board of Health Meeting Minutes**  
**Tuesday, September 28, 2021**

**In Attendance:** April Aycock; Wayne Hurley; Shivon Cannon; Kenneth Dillahunt; Rev. Charlie Dunn, Jr.; Beth Meadows; Dr. Michele Scott; Dr. Steve Stelma

**Staff:** Wesley Smith, Health Director; Ann Pike, Nursing Supervisor; Adrian Smith, Public Health Education Specialist; Lori Sadorski, Administrative Officer I; Deb Yarbrough, EH Programs Coordinator

**Absent:** Candace Andrews and Mandy Marshburn

Call to Order

The meeting was called to order at 6:00 p.m. by Dr. Steve Stelma. Deb Yarbrough was introduced to the Board of Health.

Invocation

The invocation and blessing for the 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 Beth Meadows to approve minutes from July 27, 2021. Motion was seconded by Rev. Dunn. There was no additional discussion. Motion carried unanimously.*

Public Comment

No one in attendance from the public.

Old Business

As a part of Accreditation, the Health Director's Performance Evaluation was approved. Dr. Stelma had emailed a blank evaluation form to Board Members, requesting they complete the form and return it to him to combine into one evaluation. *A motion was made by Cannon to*

*approve the Health Director's Performance for 2021. Motion was seconded by Meadows. There was no additional discussion. Motion carried unanimously.*

Smith announced that our contract provider, Leslie Chitwood, was hired to fill the Physician Extender II position, effective 10/19/2021. Deb Yarbrough was hired to fill the part-time Environmental Health Programs Coordinator position, effective 9/27/21. We are still taking applications for the Public Health Nurse II (School Health Nurse Liaison) position. This position has been posted.

Ann Pike, Nursing Supervisor, gave an update on the Health Department's ongoing response to COVID-19. The Health Department continues to provide weekly COVID vaccinations at the Health Department. First and second dose vaccinations are now offered any day, Monday – Friday, at the Health Department by appointment only. Current COVID-19 numbers for Jones County are: 49 Active with 4 Hospitalized, 1210 Recovered and 34 Deaths, for a total of 1293 cases.

#### Reports

Smith presented the Monthly Summary Reports for July and August, as well as the Monthly Spending and Revenue Reports for the period ending August 31, 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 contact tracers. As of June 30, 2021, the Health Department is 34.5% 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 6.8% under budget. We are doing well with septic tank fees, exceeding budget by 16.7%, and Food and Lodging fees exceeding budget by 679%.

Smith briefly reviewed the Public Records Request from NC Citizens for Constitutional Rights. Every county in North Carolina received the request, and it centers around COVID data and communications. The NC Association of Local Health Directors has retained an attorney to coordinate a response.

#### New Business

Deb Yarbrough presented the Voluntary National Retail Food Regulatory Program Standards. Yarbrough proposed that she apply for a \$5,000.00 grant on behalf of the Jones County Board of Health. The program will provide funding to state, local, tribal and territorial food regulatory agencies as they work to be in compliance with the new Food Code. *Cannon made a motion to*

*approve the participation in the Voluntary National Retail Food Regulatory Program. Motion was seconded by Meadows. Motion carried unanimously.*

Adrian Smith briefly discussed Accreditation Activity 15.1 and presented the Strategic Plan for FY 2021-22. Because of COVID-19, the prior year's Strategic Plan was not fully implemented, and the one for the new fiscal year builds on the prior year's plan, with modified completion dates. *Meadows made a motion to approve the Strategic Plan for FY 2021-11. Motion was seconded by Cannon. Motion carried unanimously.*

For Accreditation Activity 36.1, Smith discussed updates to the Board of Health handbook. This activity requires an annual update of the handbook. Updates to the handbook were distributed to Board members, with instructions on filing. *Meadows made a motion to approve the updates to the Handbook. Motion was seconded by Cannon. Motion carried unanimously.*

Smith announced his retirement as Health Director for Jones County, effective 12/31/21. He thanked the Board for their support over the past seven years, especially during his ordeal with COVID-19 in 2020. He said that the position is ready to be posted to receive applications for the position. He discussed that he had initially prepared the vacancy announcement at his current Grade 34 (hiring range \$82,492 - \$88,834). However, the County Manager requested it be revised to reflect a Grade 32 (hiring range \$74,867 - \$80,624), which is consistent with the salary range for the Jones County DSS Director. Some Board members felt it was not appropriate to compare the two different agency director salaries, but agreed to wait and see if the lower salary range had an impact on applications received.

#### Other Business

Dr. Stelma called for discussion regarding Aycock's position as the Registered Nurse on the Board, as her third term will end in November 2021. It was discussed that Meadows could move into the Registered Nurse slot when it became available in November, which would open up a Public Member slot. Rev. Dunn, who currently serves as the Commissioner appointee to the Board, could move into the Public Member slot and Aycock could serve as the Commissioner appointee. Aycock said she will consider staying on the Board as a Commissioner if approved by the full Board of Commissioners. Smith will present these options to the Board of Commissioners.

Dr. Stelma announced that Mandy Marshburn submitted her resignation from the Board of Health, effective 9/28/21.

Smith briefly reviewed the template Board of Health Rule for Face Coverings that was prepared by the UNC School of Government and being considered by some Boards of Health. Since there are some counties going this route, Smith wanted to make Board members aware of this as an



option. While most Board members were in support of preventive measures to reduce the spread of COVID-19, they were not in support of mandating face coverings.

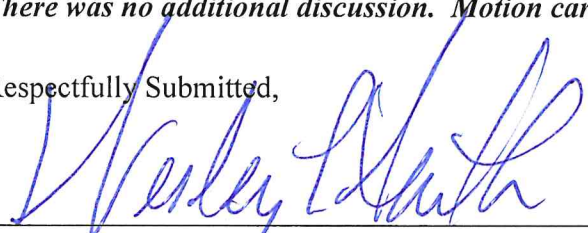
Next Meeting

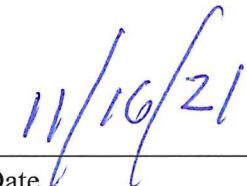
The next meeting is scheduled for November 16, 2021 at 6:00 pm. Since the November meeting typically includes a traditional Holiday meal, it was decided that the meeting and meal would be open to all Board members and staff and their respective spouse/significant other. Vel and Mel's will be contacted to cater the meal.

Adjournment

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