



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

Phone: (252) 448-9111

Wesley P. Smith
Interim Health Director

Fax: (252) 448-1670

Jones County Board of Health
Regular Meeting Minutes
Tuesday, July 27, 2022

In Attendance: Candace Andrews; April Aycock; Shivon Cannon; Ken Dillahunt;
Rev. Charlie Dunn, Jr.; Wayne Hurley; and Dr. Steve Stelma

Staff: Wesley P. Smith, Interim Health Director; Adrian Smith, Human
Services Planner/Evaluator I

Absent: Beth Meadows; Dr. Michele Scott

Public: No members of the public were present.

Call to Order

The meeting was called to order at 6:00 p.m. by Dr. Steve Stelma, Board Chair. He welcomed everyone to the July 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 Shivon Cannon to approve the agenda. Motion was seconded by Rev. Dunn. There was no additional discussion. Motion carried unanimously.

Approval of Minutes

Due to numerous special-called meetings to discuss the Health Director position, there were four (4) sets of minutes for the Board to approve.

A motion was made by Dr. Stelma to approve the minutes from the March 25, 2022, April 6, 2022 and the April 13, 2022 Special Board Meetings. Motion was seconded by Cannon. There was no additional discussion. Motion carried unanimously.

A motion was made by Cannon to approve the minutes from the May 3, 2022 Regular Board Meeting, with corrections. Motion was seconded by Dr. Stelma. 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

Adrian Smith gave an update in the on-going Health Department response to COVID-19 and Monkeypox. There were 38 active COVID-19 cases in Jones County, and 34 Monkeypox cases in North Carolina, with no cases in Jones County.

Reports

Wesley Smith presented the Monthly Summary Reports for April, May and June. The report for April was included this month since it was not available at the time of our meeting in May. Since March, We have seen an increase in communicable disease increases, especially due to the increase in COVID-19 cases. Due to the relaxation of face-to-face visits for our WIC program, we continue to see an increase in individuals participating in the program. Both Food and Lodging and On-site wastewater programs showed an increase in activity for the month of June. Smith also provided a summary report on program activity comparing fiscal year 2021-22 with fiscal year 2020-21.

Smith provided the Monthly Spending and Revenue Reports for the period ending June 30, 2022. Since June was the end of fiscal year, and the Health Department is required to have a balanced budget, several budget amendments were completed to clear out any negative balances. For the fiscal year, the Health Department was 36.2% under budget for expenditures. At the same time, we were 30.2% under budget on our revenues for the fiscal year.

Smith also provided a financial report that revealed additional funding to the Health Department that was not included in the original budget for fiscal year 2022-23. The additional funding was from several State Program agreements: AA-403 WIC (\$66.00); AA-465 WISEWOMAN (\$125.00); AA-543 ELC Enhancing Detection (\$43,013.00); AA-546 CD Pandemic Recovery (\$191,820.00); and AA-620 COVID-19 School Health Team Workforce (\$114,931.00).

Lastly, Smith provided the Animal Bite/Rabies Exposure report for the fiscal year ending June 30, 2022. There were a total of seven (7) investigations last school year, all of which involved animal bites. This was a decrease by seven (7) investigations from the previous fiscal year.

Adrian Smith reviewed Client Satisfaction Survey results collected between April 4 and May 13, 2022. A total of 35 surveys were collected. Approximately 67% of clients chose our Health Department because of location. About 45% of clients came to receive immunizations. The majority of the clients rated the health department at either “excellent” or “good”, and provided several positive comments. Adrian also provided an update on Re-accreditation, informing Board members that the Health Department would receive its official notice letter on August 1, 2022.

New Business

There were several accreditation activities that were discussed and approved by the Board. These were: Health Director Qualifications (Activity 37.3); Health Director Job Description Review (Activity 37.4); and the Health Director’s Performance Evaluation Process (Activity 37.5). Since Smith has been in his position more than 13 years, the Board did not need to define the Health Director's knowledge skills and abilities. A copy of the Health Director’s job description was provided to the Board, with no changes from the one that was signed last year. After much discussion about completing the Health

Director's performance evaluation, it was decided to evaluate him on a probationary basis. Smith initially retired on December 31, 2021 and returned to work on a contract basis effective April 19, 2022. ***A motion was made by Dr. Stelma to approve the Health Director's qualifications, the Health Director's job description, and the process agreed upon for the Health Director's performance evaluation. Motion was seconded by Rev. Dunn. There was no additional discussion. Motion carried unanimously.***

Adrian Smith provided a power-point presentation on the 2021 Community Health Needs Assessment (CHNA). A copy of the Executive Summary was given to Board members to review during the presentation. Jones County Health Department partnered with Craven County Health Department, Pamlico County Health Department, and CarolinaEast Medical System to identify health priorities for the CHNA. Based on community surveys, the top three quality of life issues identified were poverty/low income, lack of community resources, and substance abuse. Respondents felt that Jones County is a safe place to live, raise children, and grow old. Respondents also felt that there was not good economic opportunity, not enough parks and recreation facilities, and it was not easy to buy healthy food. As a result of the collaboration, the following Health Priorities were identified for 2021-2024: 1) Behavioral Health; 2) Community Wellness; and 3) Workforce Development. Adrian will present the assessment to the Board of Commissioners in the near future. ***A motion was made by Dr. Stelma to approve the 2021 Community Health Needs Assessment. Motion was seconded by Rev. Dunn. There was no additional discussion. Motion carried unanimously.***

Adrian explained that starting December 1st, 2022, all Medicaid contractors will be required to implement a 100% tobacco-free policy. A draft amendment of the current Board of Health Rule "Regulation of Tobacco Products in Local Government Buildings" was distributed to all members. One draft included only the Health Department and EMS property, while the other was applicable to all local government buildings. Members questioned whether any of the language explicitly stated the consequences of not complying with the requirement. Adrian stated there is no information from the State regarding non-compliance. ***A motion was made by Wayne Hurley to reject any amendment to the current Board of Health Rule. Motion was seconded by Rev. Dunn. There was additional discussion by the Board. The initial motion was then withdrawn by Hurley. A new motion was made by Hurley to table discussion pending receipt of new information. Motion was seconded by April Aycock. This motion carried unanimously.***

There were several revised policies presented to the Board for their approval, based on the authority level outlined in the department's Policy on Policies. These policies included one Board Governance policy "Assumption of Health Director Responsibilities in the Health Director's Absence", and two Administrative policies - "Fees, Eligibility and Billing Policy" and "Orientation and Staff Development Policy". A draft copy of each policy highlighting the proposed changes was handed out to Board members. ***A motion was made by April Aycock to approve the three (3) revised policies. Motion was seconded by Hurley. There was no additional discussion. Motion carried unanimously.***

Other Business

Board of Health Member Attendance information was provided. An updated copy of Board of Health Membership was provided.

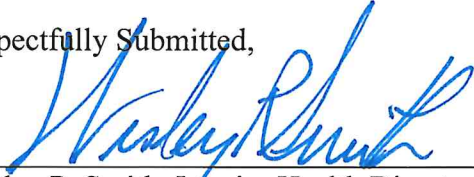
Next Meeting

The next meeting is scheduled for September 27, 2022 at 6:00 pm.

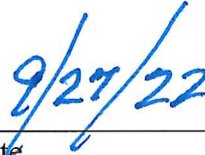
Adjournment

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

Respectfully Submitted,



Wesley P. Smith, Interim Health Director
Secretary, Ex Officio



Date