



**Jones County Health Department**  
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Interim Health Director

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

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

**Staff:** Wesley P. Smith, Interim Health Director; Adrian Smith, Human Services Planner/Evaluator I; Ann Pike, Nursing Supervisor II; Debra Yarbrough, Environmental Health Programs Coordinator

**Absent:** None

**Public:** No members of the public were present.

Call to Order

The meeting was called to order at 6:04 p.m. by Dr. Steve Stelma, Board Chair. He welcomed everyone to the September 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 Beth Meadows to approve the agenda. Motion was seconded by April Aycock. There was no additional discussion. Motion carried unanimously.***

ECU School of Dental Medicine Presentation

Rachel Stewart, School-Based Programs Case Manager, presented the new School Based Dental Program being implemented in Jones County Schools. This program will operate out of the schools and serve all students regardless of insurance status. There is no out of pocket costs for services, and insurance will be billed for students with coverage. Students will receive general preventive dental care, and can be referred to nearby dental clinics for services outside of the scope of the program. The dental program will begin in January of 2023. The Smile Mobile from Craven County will no longer serve students in Jones County.

Voluntary National Retail Food Regulatory Program Standards Presentation

Debra Yarbrough, Environmental Health Programs Coordinator, presented information about the second year application for the NEHA FDA Grant. She has compiled a

strategic improvement plan to meet all of the 9 standards. The application provides up to \$5,000 and is due October 12, 2022. Educational materials, training, and purchasing a third party database for inspections is possible with new funding.

#### Approval of Minutes

***A motion was made by Meadows to approve the minutes from the July 26, 2022 Board of Health Meeting. Motion was seconded by Cannon. 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

Dr. Stelma provided an update about the Health Director's Performance Evaluation. It has been completed with feedback from all Board members. The completed evaluation was not sent out as there were no negative areas to discuss. For Reaccreditation, Dr. Stelma provided a statement outlining the process followed to complete the evaluation. ***A motion was made by Meadows to approve the Health Director's Performance Evaluation. Motion was seconded by Cannon. There was no additional discussion. Motion carried unanimously.***

Adrian Smith provided an update on Reaccreditation. The official 90 day notification was sent out August 1, 2022 with a good faith effort to submit all documents by November 1, 2022. The Health Department is on track to submit all documents by the deadline. The Health Department will have until December 23, 2022 to submit any remaining documentation until the dashboard is locked.

Adrian provided an update on the Tobacco-Free Rule. The language surrounding Tobacco-Free policies will be included in the amended Medicaid contract. The contract will require organizations to submit proof of a tobacco free policy. If organizations are not in compliance, they will be issued a Corrective Action Plan. The deadline to implement a 100% Tobacco Free Grounds is December 1, 2022. The revised rule will be considered at the November 15, 2022 Board meeting.

Ann Pike provided an update on the Health Department's continued response to COVID-19. There has been another death reported since the previous meeting, related to COVID. There are currently 44 active cases with 2 hospitalizations. The Health Department has the bivalent COVID booster vaccine, which is administered on Tuesdays and Thursdays to prevent waste. The Health Department has received 200 doses of flu vaccine, and are trying to obtain additional doses.

#### Reports

Wesley Smith presented the Monthly Summary Reports for July and August 2022. There were no animal bites reported for July and August. Smith provided the Monthly Spending and Revenue Reports for the period ending August 31, 2022. For the fiscal year, the Health Department was 8.5% under budget for expenditures. At the same time, we were 5.6% under budget on our revenues for the fiscal year.

Smith provided an update on recent Budget Amendments. Most amendments involved line item transfers, and some were grant funding carry-over. Additional funding to the

Health Department that was not included in the original budget for fiscal year 2022-23 was also discussed. The additional funding was from two (2) State Program Agreements: AA-716 CDC COVID-19 Vaccination Program (\$152,053.00) and AA-361 ELC Reopening Schools SH Liaison (\$155,000.00).

Ann Pike provided an update on plans to hold a Free Flu Vaccine Clinic using AA-543 Emerging Diseases funding. There was discussion about filing insurance for clients with coverage. Dates are tentatively set for the second or third week of October. This event will be a drive-through at the Civic Center.

Smith provided an update on plans to hold a free Rabies Vaccination Clinic using AA-546 CD Pandemic Recovery funding. There would be no charge for animals vaccinated. This event is scheduled for November 19, 2022 at the Health Department from 9 am to 12 pm.

Smith presented the School Immunization Report Summary for Jones County schools for the 2021-22 school year. There was no data reported for 7<sup>th</sup> and 12<sup>th</sup> grade students. All elementary students had obtained required immunizations by November 30, 2021.

Smith provided an update on the change to County Office Hours. County offices will now close at 12:00 pm on Fridays starting on October 28, 2022. This change will be on a trial basis for three (3) months. The goal is to increase employee morale and help retain the workforce. The change will be reassessed after January 2023.

#### New Business

Adrian Smith presented the FY 2022-23 Strategic Plan. The Management Team completed the SWOT (Strengths/Weaknesses/Opportunities/Threats) analysis at the most recent Management Team meeting. There are four (4) Strategic Directions: Expanding Adult Health Services; Implementing Year 1 of the CHIPS; Recruiting and Retaining Qualified Staff; and Advancing Conformance with National Regulatory Program Standards. ***A motion was made by Meadows to approve the FY 2022-23 Strategic Plan. Motion was seconded by Cannon. There was no additional discussion. Motion carried unanimously.***

There were several accreditation activities that were discussed and approved by the Board. These were: No Local Rules, Ordinances or Policies Adopted Related to Environmental Health (Activity 17.2); No Participation in Research Programs since Previous Site Visit (Activity 29.1); No BOH Rules or Ordinances Adopted since Previous Site Visit (Activity 34.3); and No Adjudications within the Past 48 Months (Activity 35.1). ***A motion was made by Meadows to approve the Board Chair to sign statements regarding Accreditation Activities 17.2, 29.1, 34.3, and 35.1. Motion was seconded by Cannon. There was no additional discussion. Motion carried unanimously.***

Smith provided updated Board of Health Handbooks to all members as part of Activity 36.1, Annual Update of BOH Handbook, and reviewed the various sections contained in the handbook. There are no entries for the State of the County Health (SOTCH) Report, which will be updated in 2023. Full board training may be arranged in 2023. Any old handbooks still in good condition can be returned to the Health Department. ***A motion***

*was made by Meadows to approve the updated BOH Handbook. Motion was seconded by Cannon. There was no additional discussion. Motion carried unanimously.*

Other Business

Board of Health Member Attendance information was provided.

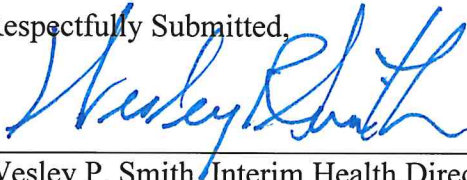
Next Meeting

The next meeting is scheduled for November 15, 2022 at 6:00 pm, and will include a special meal catered by Vel & Mel's. Staff will also be invited.

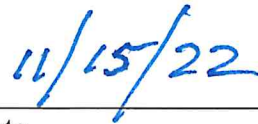
Adjournment

*A motion was made by Cannon 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, Interim Health Director  
Secretary, Ex Officio



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Date