



**Jones County Health Department**  
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Interim Health Director

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**Jones County Board of Health**  
**Regular Meeting Minutes**  
**Tuesday, November 15, 2022**

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

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

**Absent:** Dr. Michele Scott

**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 November meeting. Introductions were made by additional staff and their family members.

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 Shivon Cannon. There was no additional discussion. Motion carried unanimously.***

Q&A Session with David Baxter, County Attorney, regarding BOH Tobacco Rule

David Baxter, County Attorney, was present to answer questions regarding the amendment to the BOH Rule "Regulation of Tobacco Products in Government Buildings". Baxter suggested that because the Health Department shares property with other departments, the rule could designate specific areas of the parking lot and property to the Health Department. This guideline allows the health department to be in compliance with the requirement without affecting other county departments. Wesley Smith inquired what changes needed to be made so the rule only applied to health department and EMS property. Some changes will need to be made to clarify affected departments. Maps will need to be drawn to outline areas of the parking lot that will be designated as 100% Tobacco Free.

Approval of Minutes

***A motion was made by Meadows to approve the minutes from the September 27, 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

Adrian Smith provided an update on Health Department Accreditation. A total of 144 of 147 activities have been uploaded in full to the dashboard. The dashboard will be locked on December 23<sup>rd</sup>, and staff have until then to upload additional evidence. The Re-accreditation Site Visit will be on Wednesday, March 1, 2023.

Ann Pike provided an update on the Health Department's continued response to COVID-19. There has been two (2) deaths reported since the previous meeting, related to COVID. There are currently seven (7) active cases. The Health Department has the bivalent COVID booster vaccine, which is administered on Tuesdays and Thursdays to prevent waste. There are no known cases of Monkeypox in Jones County.

Wesley Smith provided a staffing update. Amanda Chase, Public Health Nurse & WIC Director, has submitted her resignation effective December 1, 2022. Kayla Sholar will be taking over as WIC Director. Smith announced that the Health Department will be posting the Administrative Officer I position.

### Reports

Smith presented the Monthly Summary Reports for September and October 2022. There were no animal bites reported for September or October. Smith provided the Monthly Spending and Revenue Reports for the period ending October 31, 2022. For the period, the Health Department was 14.8% under budget for expenditures. COVID-19 funding is split based on program AA to make it easier to track expenses. At the same time, we were 10.8% under budget on our revenues for the period. Smith also provided an update on recent Budget Amendments. All amendments involved line item transfers.

Ann Pike provided an update on plans to hold a Free Flu Vaccine Clinic using AA-546 CD Pandemic Recovery 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 presented the Certificate of Achievement for the FDA Voluntary National Retail Food Regulatory Program Standards. Debra Yarbrough, Environmental Health Programs Coordinator, has self-assessed nine areas of standards. The certificate recognizes health departments for their commitment to retail food safety and continuous improvement of the retail food program.

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

### New Business

Smith presented two activities requiring approval for Accreditation. The Local Disease Incidence/Trend Report for the fiscal year ending June 30, 2022 was presented. ***A motion was made by Meadows to approve the Local Disease Incidence/Trend Report. Motion was seconded by Wayne Hurley. There was no additional discussion. Motion carried unanimously.***



Smith presented the Bad Debt Write-Off Report for the fiscal year ending June 30, 2022. There were two (2) self-pay accounts equaling \$28.48. Per the bad debt write off policy, debts are written off at the end of the fiscal year if there has been no activity for the past 12 months. There were multiple insurance accounts written off totaling \$2,096.75. Most of those charges were Medicaid clients seeking COVID-19 testing/vaccination. Hurley inquired if the charges were the difference for what Medicaid did not cover for services. Smith confirmed that was correct. ***A motion was made by Meadows to approve the Bad Debt Write-Off Report. Motion was seconded by Cannon. There was no additional discussion. Motion carried unanimously.***

Dr. Stelma announced that it was time for the Board to elect the Chair and Vice-Chair for 2023. ***A motion was made by Aycock to nominate Dr. Stelma to serve as Board Chair for 2023. Motion was seconded by Meadows. There was no additional discussion. Motion carried unanimously.***

***A motion was made by Aycock to nominate Rev. Dunn to serve as Vice Chair for 2023. Motion was seconded by Cannon. There was no additional discussion. Motion carried unanimously.***

Smith presented the proposed the meeting schedule for 2023. The November 2023 meeting is scheduled after Thanksgiving. ***A motion was made by Meadows to approve the 2023 Meeting Schedule. Motion was seconded by Hurley. There was no additional discussion. Motion carried unanimously.***

Dr. Stelma presented the Amendment to BOH Rule "Regulation of Tobacco Products in Local Government Buildings". ***A motion was made by Meadows to approve the amended BOH Rule "Regulation of Tobacco Products in Local Government Buildings" with the changes proposed earlier in the meeting. Motion was seconded by Cannon. There was no additional discussion. Motion carried 7-1.***

#### Other Business

Board of Health Member Attendance information was provided.

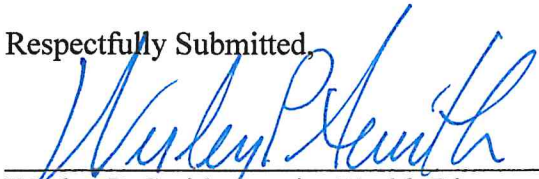
#### Next Meeting

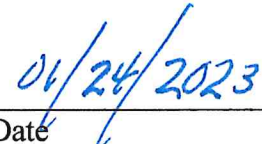
The next meeting is scheduled for January 24, 2023 at 6:00 pm.

#### Adjournment

***A motion was made by Meadows to adjourn the meeting. Motion was seconded by Ken Dillahunt. 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