



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 25, 2023

In Attendance: Candace Andrews; April Aycock; Shivon Cannon; Ken Dillahunt;
Rev. Charlie Dunn, Jr. & Beth Meadows

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

Absent: Wayne Hurley & Dr. Steve Stelma

Public: Dana Bender, PA, was present during the meeting.

Call to Order

The meeting was called to order at 5:58 p.m. by Rev. Charlie Dunn, Jr., who served as the Chair for this meeting. He welcomed everyone to the July meeting.

Invocation

The invocation was given by Shivon Cannon.

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.

Approval of Minutes

A motion was made by Cannon to approve the minutes from the May 23, 2023 Board of Health Meeting. Motion was seconded by Meadows. There was no additional discussion. Motion carried unanimously.

Public Comment

The floor was opened for public comment. April Aycock introduced Dana Bender. Bender is currently working as a PA at CarolinaEast Internal Medicine in Pollocksville.

Old Business

An Accreditation Board meeting was held on May 19, 2023. During this meeting, the Jones County Health Department was awarded Accreditation with Honors. Wesley Smith provided an update regarding the letter that the Jones County Health Department received from the Local Health Department Accreditation Board dated June 8, 2023. The Health

Department is officially accredited with Honors. The accreditation will expire May 19, 2027.

The Health Department has applied for and received the NC Office of Rural Health Medication Assistance Program (MAP) Grant, which will be for a two (2) year term in the amount of \$24,998 each year. This grant will aid in the expansion of the Adult Health Program. The MAP program will provide members of the county with access to low or no cost prescription medications. This new program will allow the Jones County Health Department to work directly with drug manufacturers in order to receive the medications.

Reports

Smith presented the Monthly Summary Reports for May and June of 2023, as well as the Monthly Spending and Revenue Reports for the period ending June 30, 2023. He provided a comparison chart for the past two fiscal years. For Family Planning services, there is an increase of 26 clients served since last fiscal year. Immunizations & Communicable Disease Case Investigation numbers are down from the previous fiscal year. WIC numbers continue to rise. The WIC waivers have been extended through September 30, 2026.

Smith presented the Monthly Spending and Revenue Reports for the fiscal year ending 6/30/2023. For the period, we were 41.2% under budget for expenditures, 34.6% under budget for revenues. Smith also discussed several budget amendments for FY ending 6/30/2023 that were submitted to the finance office.

Smith provided Board members with the Region 10 Workforce Development/ARPA funding plan for FY 2023-2024 in the amount of \$175,457. The following will be included in this funding plan: Interim Health Director contract; third year of the retention bonuses for staff; Food and Lodging Community Partnership Development, document scanning of medical records; and the 7% COLA for Health Department employees for FY 2023-2024. The Animal Bite/Rabies Exposure report for FY 2022-2023 was also presented by Smith to the Board of Health. There was a total of nine (9) animal bites and no rabies exposure reports, which is two (2) cases less than the previous fiscal year.

Adrian Smith presented the Client Satisfaction Survey results for the period of June 12th to July 14th. She announced that there were 15 clients that participated in the client satisfaction survey. All of the clients had scheduled appointments. Out of these clients, 80% had received services at the Health Department before. Location was the overall selection of why the clients chose to be seen here, and indicated that the new operating hours worked for their personal schedules. Overall, the Health Department received excellent ratings on the client surveys.

New Business

Wesley Smith discussed the Jones County Health Department Health Director Succession Plan with the Board of Health. After his tenure ends at the end of FY 2023-24, Adrian Smith will be eligible for consideration of the Board of Health to be appointed as the new Health Director. If approved by the Board of Health, Adrian Smith will then be presented to the Board of Commissioners for approval. The official qualification for the position will be determined by both the State Health Director and the NC Office of State and Human Resources. *A motion was made by Meadows to approve the Jones County*

Health Department Health Director Succession 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: 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 14 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. Finally, the Board agreed to follow the same procedures that were followed the previous year to complete the Health Director's performance evaluation. ***A motion was made by Meadows to approve the Health Director Qualifications, Health Director Job Description and the Health Director Performance Evaluation Process. Motion was seconded by Cannon. There was no additional discussion. Motion carried unanimously.***

Other Business

Member attendance information was provided. Dr. Michelle Scott, Physician on the Board of Health, has announced her resignation from the Board. The Board of Health made a recommendation for Dana Bender, PA, to be appointed to serve in lieu of a licensed physician. This matter will be taken before the Board of Commissioners.

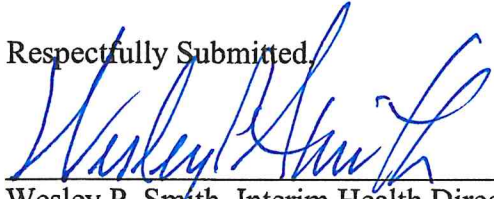
Next Meeting

The next meeting is scheduled for September 26, 2023 at 6:00 pm.

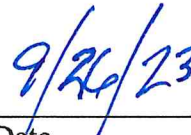
Adjournment

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

Respectfully Submitted,



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



Date