



Jones County Health Department
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Interim Health Director

**Jones County Board of Health
Regular Meeting Minutes
Tuesday, September 26, 2023**

In Attendance: Candace Andrews; April Aycock; Dana Bender, P.A.; Shivon Cannon; Ken Dillahunt; Rev. Charlie Dunn, Jr.; Beth Meadows; 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 Program Coordinator; Laura Andrews, Medical Office Assistant I

Absent: Wayne Hurley, Victoria Brown, Administrative Officer I

Public: Phyllis Brimage

Call to Order

The meeting was called to order at 6:01 p.m. by Dr. Steve Stelma. He welcomed everyone to the September meeting. Our newest employee, Laura Andrews, Medical Office Assistant, was introduced to the Board.

Invocation

The invocation was given by Rev. Charlie Dunn.

Discussion/Adjustments/Approval of Agenda

A motion was made by Shivon Cannon to approve the agenda. Motion was seconded by Beth Meadows. There was no additional discussion. Motion carried unanimously.

Approval of Minutes

A motion was made by Meadows to approve the minutes from the July 25, 2023 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. Phyllis Brimage introduced herself to the Board, stating that she wanted to learn more about the Health Department.

Presentation

A presentation was given from Debra Yarbrough regarding the grant application for year three (3) of the NEHA/FDA Grant. Debra provided a brief update on work currently done with the

grant funds, and what her goals were for year 3 of the grant. *A motion was made by April Aycock to approve the application for year three (3) of the NEHA-FDA Grant. Motion was seconded by Rev. Dunn. There was no additional discussion. Motion carried unanimously.*

Old Business

Dr. Stelma provided an update about the Health Director's Performance Evaluation. It was completed with feedback from several Board members. The completed evaluation was reviewed with Smith prior to the meeting. 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.*

Dana Bender, P.A., has been officially appointed by the Board of Commissioners to serve on the Board of Health in the Licensed Physician slot (in lieu of). She will be sworn in during the November meeting.

Reports

Wesley Smith presented the Monthly Summary Reports for July and August of 2023. WIC numbers have decreased by 34 from the previous month. The WIC waivers have been extended through September 30, 2026. A contract has been signed with Maysville Fire and Rescue to allow the Health Department to perform physicals for their volunteer staff.

Smith presented the Monthly Spending and Revenue Reports for the month ending August 31, 2023. For the period, we were 9.2% under budget for expenditures and 34.6% under budget for revenues. Smith relayed to the Board that the funds from State programs have been deposited into the County's bank account; however, the County is behind several months in posting the revenue to the Health Department's respective programs. He has expressed his concerns with the Finance Director and has been following up regularly regarding this issue. Smith also discussed several budget amendments that were submitted to the finance office.

The Health Department received additional funds for the following State programs: AA-415 Breastfeeding Peer Counselor (BFPC) in the amount of \$2,000.00; AA-546 CD Pandemic in the amount of \$124,505.00; AA-620 ARPA School Health Workforce in the amount of \$35,000.00; AA-716 COVID-19 Vaccinations in the amount of \$54,800.00 and FDA/NEHA Grant carryover of year two (2) in the amount of \$20,331.00.

Smith announced that the Health Department is hosting a free rabies vaccination clinic on September 30, 2023. We will be using AA-546 funds to cover the expenses for the clinic. All staff will be required to attend the event.

New Business

For Accreditation activity 15.1, the Strategic Plan for FY 2023-24 was presented to the Board by Adrian Smith. She stated that a few changes were made to the current Strategic Plan, one of which included grant utilization becoming a strength. *A motion was made by Dr. Stelma to approve the Jones County Health Department Strategic Plan for FY 2023-24. Motion was seconded by Aycock. There was no additional discussion. Motion carried unanimously.*

For Accreditation Activity 36.1, Wesley Smith presented to the Board an updated BOH Handbook. Board members were provided, during the meeting, the updated materials for their handbook. ***A motion was made by Aycock to approve the annual update of the BOH Handbook. Motion was seconded by Rev. Charlie Dunn. There was no additional discussion. Motion carried unanimously.***

Adrian Smith provided the updated Community Health Improvement Plans (CHIP). ***A motion was made by Meadows for the approval of the updated CHIP. Motion was seconded by Cannon. There was no additional discussion. Motion carried unanimously.***

Following a sample policy used by a neighboring county, Wesley Smith presented a new policy for the Board's approval. The new policy, Employee Responsibilities During Public Health Emergencies, will be signed by all employees and contracted staff. ***A motion was made by Meadows to approve the Employee Responsibilities During Public Health Emergencies. Motion was seconded by Cannon. There was no additional discussion. Motion carried unanimously.***

Other Business

Member attendance information was provided to the attendees. Candace Andrews's second term expires in November of 2023. She has agreed to serve a third term on the Board. Smith will request that she be reappointed at the November Board of Commissioners meeting. Aycock mentioned that Dr. Justin Shimer, Dentist, has expressed interest in serving on the Board. Smith will confirm his interest, and present him at the Commissioners meeting in November for appointment in the Licensed Dentist slot. Wayne Hurley's third term expires in December of 2023.

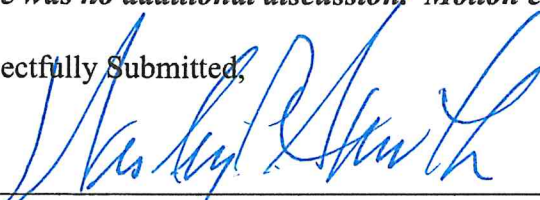
Next Meeting

The next meeting is scheduled for November 28, 2023 at 6:00 pm.

Adjournment

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

Respectfully Submitted,



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

11/28/23

Date