



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

Phone: (252) 448-9111

Wesley P. Smith

Fax: (252) 448-1670

Interim Health Director

**Jones County Board of Health**  
**Regular Meeting Minutes**  
**Tuesday, January 23, 2024**

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

**Absent:** Dana Bender, P.A.

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

**Public:** Phyllis Brimage, Ralph Gray

**Call to Order**

The meeting was called to order at 6:01 p.m. by Dr. Steve Stelma. He welcomed everyone to the January meeting.

**Invocation**

The invocation and blessing for the meal were 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 Dr. Stelma. There was no additional discussion. Motion carried unanimously.*

**Approval of Minutes**

*A motion was made by Cannon to approve the minutes from the November meeting. Motion was seconded by Ken Dillahunt. There was no additional discussion. Motion carried unanimously.*

**Public Comment**

Public member Phyllis Brimage wished everyone a Happy New Year. Ralph Gray introduced himself to the Board of Health.

**Old Business**

Ann Pike, Nursing Supervisor II, and Kayla Sholar, WIC Director completed the N.C. Credentialed Public Health Nurse Course. Adrian Smith, Human Services Planner/Evaluator I, completed her Master of Healthcare Administration Degree in December. The Board of Health

position of Public Member at large remains unfilled. The Board has received two applications from public members regarding this position.

#### Reports

Adrian Smith presented the Monthly Summary Reports for November and December of 2023. For both months, Immunization rates have peaked. Smith stated that the Adult Primary Care Program patient numbers continue to rise. Effective November 16, 2023 the Health Department is fully contracted with Blue Cross and Blue Shield of North Carolina, as well as Cigna and all Medicaid managed care programs, for our Adult Primary Care program. Smith confirmed that the JCHD is still offering COVID-19 vaccines.

Smith presented the Monthly Spending and Revenue Reports for the month ending December 31, 2023. For the period, we were 19.4% under budget for total expenditures; however, we were over budget for Environmental Health and Food & Lodging programs. These programs typically fluctuate depending upon the number of permits requested. For the period, the Health Department is under budget for revenues. Smith included a column in the Revenue Report to reflect funds from State programs that have been deposited into the County's bank account, but not posted into the Health Department's respective programs. Health Director Wesley Smith 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, reflecting new funding and line-item transfers.

Adrian Smith announced that the Jones County Health Department has received funding for year three (3) of the NEHA/FDA Grant in the amount of \$31,500. Client satisfaction surveys have been submitted for the period of December 20, 2023 - January 19, 2024. There were 25 responses, of which half disclosed that it was their first visit to the Jones County Health Department. Hours of operation and location were the top two (2) reasons why patients chose the JCHD. Immunizations and the Adult Health Primary Care Program were rated as the top two (2) reasons as to why patients were seen.

#### New Business

There were three (3) accreditation documents presented by Wesley Smith for approval. The first document was the Board of Health Operating Procedures Accreditation Activity 34.1), which had no changes from the document approved last year. ***A motion was made by Beth Meadows to approve the Operating Procedures. Motion was seconded by Dr. Stelma. There was no additional discussion. Motion Carried Unanimously.***

The second document for approval was Board of Health Bylaws, also with no changes. ***A motion was made by Meadows to approve the Bylaws. Motions was seconded by Dr. Stelma. There was no additional discussion. Motion carried unanimously.***

The final document for approval walls Board of Health Governing Policies and Procedures (Accreditation Activity 37.2). Smith reminded everyone that the Table of Contents page reflected the date of the most current policy. ***A motion was made by Meadows to approve the Board Governing Policies and Procedures. Motion was seconded by Dr. Stelma. There was no additional discussion. Motion carried unanimously.***

Wesley Smith discussed the Board-approved Health Director Succession Plan. After his tenure concludes 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 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.

Ralph Gray has volunteered to serve “in lieu of” a Professional Engineer on the Board of Health. *A motion was made by Meadows to recommend Mr. Gray to the Board of Commissioners to serve “in lieu of” a professional engineer. Motion was seconded by Cannon. There was no additional discussion. Motion carried unanimously. .*

Other Business

Member attendance information was provided to the attendees. Cannon announced that at a later date, there will be an expungement clinic for the Jones County Courthouse. Wesley Smith stated that the UNC Gilling’s Global School of Public Health will provide on-site training for Board of Health members, tentatively scheduled for September 24, 2024. There will be a joint meeting with the Board of Health and Board of Social services to receive a presentation on consolidation of health and human services, tentatively scheduled for January 29, 2024.

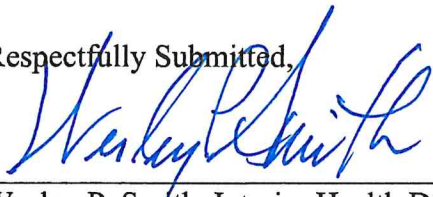
Next Meeting

The next meeting is scheduled for March 26, 2024 at 6:00 pm.

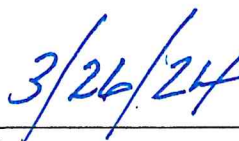
Adjournment

*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



\_\_\_\_\_  
Date