

Beaufort County Board of Health
January 20, 2026 Meeting

Regular Meeting Special Meeting

Call to Order:

The Beaufort County Board of Health (BOH) meeting was called to order at 6:00 PM by Chair, Dr. Triche. The meeting was held in the conference room located in the health department.

Members Present:

- Jessica Triche, MD, Physician and Chair
- Becky Spain, Member-at-large and Vice-Chair
- Stewart Ham, Member-at-large
- Randy Walker, County Commissioner
- Brian O’Kane, Engineer
- Angela Biggs, PharmD
- Kirk Harris, OD
- Marcus Jones, DDS
- Christy Barndt, VMD

Members Absent:

- Rachel Sullivan, Member-at-large
- Shelia Slade, RN

Quorum present

Staff present:

- JaNell Octigan, Health Director
- Sara Graham, Business Officer II
- Stacey Harris, Environmental Health Supervisor

Visitors/Public:

- John Edwards
- Ms. Umozurike, ECU Med Student

Public Comment:

There was no public comment.

Old Business:

Dr. Triche asked for a motion to approve the November 18, 2025 meeting minutes. Motion made by Becky Spain to approve the minutes as written and Randy Walker

provided a second to the motion. The motion passed with all in favor, and no one opposed.

New Business:

- Board of Health Operating Procedures Review
Board members were emailed a copy of the Operating Procedures prior to the meeting for their annual review.

JaNell Octigan proposed revising the following statement: “The Secretary to the Board shall prepare an agenda for each meeting. Any board member who wishes to place an item of business on the agenda shall submit a request to the Secretary at least six working days before the meeting. For regular meetings, the Board may add items to the agenda or subtract items from the agenda by a majority vote. The agenda for a special or emergency meeting may be altered only if permitted by and in accordance with the North Carolina open meetings laws. Any person may request that an item be placed on the Board's agenda by submitting a written request to the Secretary at least six working days before the meeting.” to “A written request to have an item of business placed on the agenda must be received by the Board Secretary at least six business days before the meeting.”

A motion to accept the procedures with the revision was made by Marcus Jones. Kirk Harris provided a second to the motion which passed with all in favor.

- Board of Health Handbook Updates
The Board of Health handbook has been converted to a digital format and will be emailed to all members on January 21st.
- Budget Amendments
JaNell Octigan presented the following FY26 budget amendments:
 - Opioid Project Support for Prevention Point \$7,000
 - Minority Diabetes Prevention \$3,654
 - BLS & Heart saver \$34
 - Comprehensive Opioid Stimulant & Substance Use Program \$57,734

A motion was made by Christy Barndt to accept the budget amendments as presented and a second to the motion was provided by Marcus Jones. The motion passed with all in favor, and no one opposed.

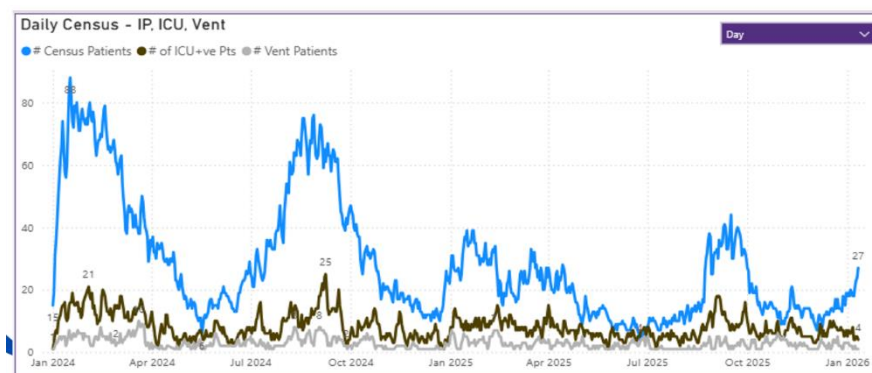
Financial Report for Fiscal Year 2025-2026:

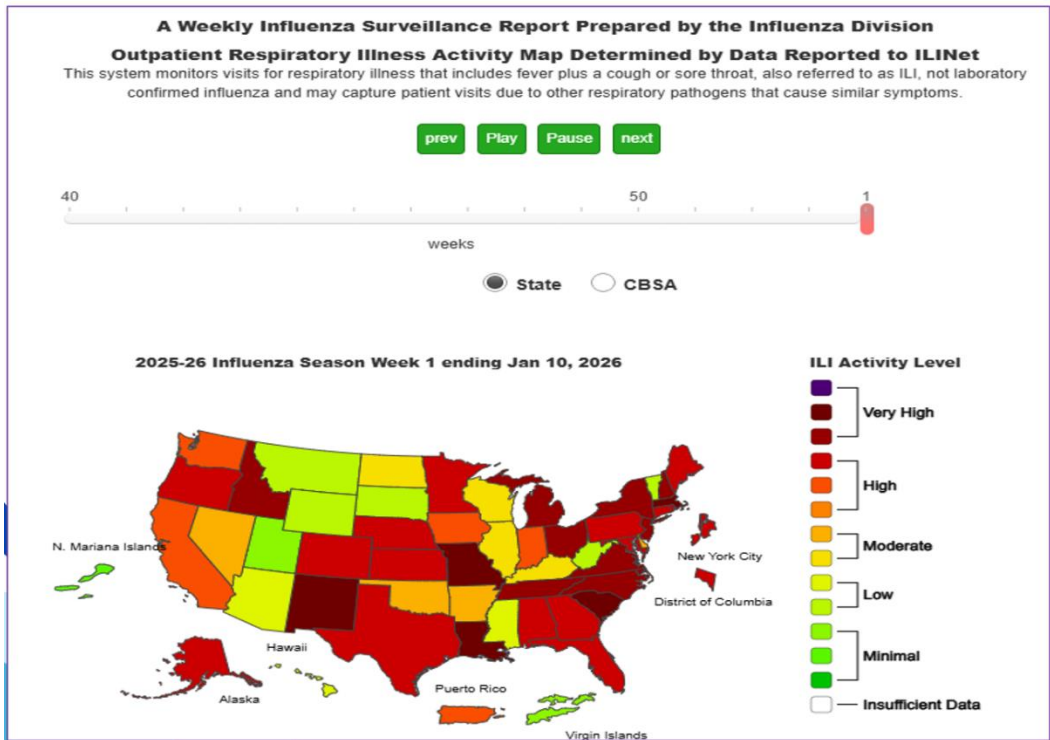
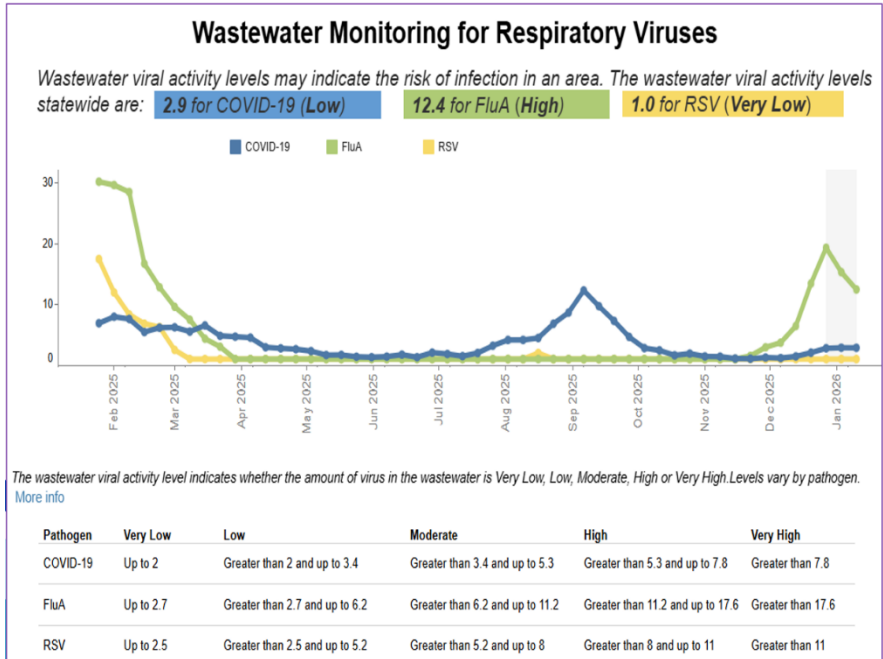
JaNell reviewed the status of the FY26 budget. The current budget is \$5,849,009 and year to date expenditures are \$2,634,591.94 (45%). The Board had no questions related to the budget update and spending.

Health Director's update:

JaNell Octigan provided updates on agency grants, disease/data trends, and staff.

- Board of Commissioners Retreat
JaNell shared a draft presentation for the upcoming Board of Commissioners budget retreat in February. Dr. Triche stated the presentation was comprehensive and included very good information. Becky Spain inquired on the status of distributing Narcan at Community in Action events, specifically in Chocowinity. JaNell replied that Tiffany Moore is going to meet with the new town leadership to address. Marcus Jones and Randy Walker wanted additional information on the community kiosks regarding maintenance and repair. JaNell stated that she has a meeting with the vendor this week and will be getting additional information to share.
- Grant Updates
The PrePare for Success and Healthy Beginnings grants have been awarded! We are still waiting for a decision on the Community Health Grant.
- Disease Updates and Trends (Slides 10-17)
 - Measles
 - JaNell Octigan reported to the Board there have been 11 cases since December 2025 in North Carolina. As of January 16th update, the Division of Public Health reports 124 New Measles Cases in upstate South Carolina, increasing the outbreak total to 558.
 - Flu
 - 1/16/2026- NCDHHS released that there were 63 deaths in just one week time (impacted by holidays)
 - 134 deaths in total, 3 pediatrics (nearly doubles last year's total currently.)
 - This chart shows the daily total number of hospitalized patients with COVID-19 at ECU Health Hospitals as of January 11, 2026: 27 inpatients. And as of December 15th, due to a significant increase in respiratory viruses over the last few weeks, ECU Health temporarily implemented masking requirements for team members and visitors during patient facing interactions.





- Staff Updates
 - We are still recruiting for the following positions: Public Health Nurse III Communicable Disease, Public Health Education Specialist, and a Medical Office Assistant

- We have submitted reclassification for our PHNIII – Primary Care nurse position to be downgraded into a Medical Office Assistant. With the same cost for one PHN III, we can hire 2 Medical Office Assistants.
- We welcome Hannah Bell, School Health Educator and Cassidy Holbrook, Diabetes Health Educator to our team!

Board of Health 2026 Meeting Calendar:

Janell Octigan requested a change to the 2026 meeting calendar. With a motion from Randy Walker, a second from Stewart Ham, and none opposing, the March 17th meeting was changed to March 24th.

Adjournment of meeting:

The meeting adjourned at 7:06 PM with Angela Biggs motioning for the meeting to be adjourned and Randy Walker providing the second to the motion. The motion passed with all in favor. The next meeting is scheduled for March 24, 2026 at 6:00pm.

Minutes recorded by:

Sara Graham

Sara Graham, Business Officer II
Beaufort County Health Department

Minutes approved by the Board of Health on March 24, 2026:

Jessica Triche

Jessica Triche (Mar 25, 2026 10:42:28 EDT)

Jessica Triche, MD
Board of Health Chair

Board of Health

January 20, 2026



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Old Business

- November 18, 2025– Approval of minutes



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New Business

- Budget Amendments
- Operating procedure revision



3

Budget Amendments

- Opioid Project Support for Prevention Point \$7,000
- Minority Diabetes Prevention \$3,654
- BLS & Heartsaver \$34
- Comprehensive Opioid Stimulant & Substance Use Program \$57,734

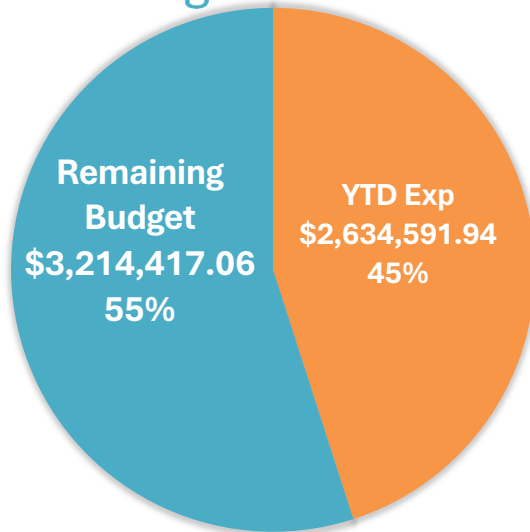


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Financial Report

FY 2025 - 2026 Revised Budget

\$5,849,009



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Operating Procedures

Section 3, item B Agenda

Currently reads:

“The Secretary to the Board shall prepare an agenda for each meeting. Any board member who wishes to place an item of business on the agenda shall submit a request to the Secretary at least six working days before the meeting. For regular meetings, the Board may add items to the agenda or subtract items from the agenda by a majority vote. The agenda for a special or emergency meeting may be altered only if permitted by and in accordance with the North Carolina open meetings laws. Any person may request that an item be placed on the Board's agenda by submitting a written request to the Secretary at least six working days before the meeting.”

Recommend combining to one sentence:

“A written request to have an item of business placed on the agenda must be received by the Board Secretary at least six business days before the meeting.”

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Health Director Updates

- February 26th – Beaufort Co. Citizen Academy
- BOCC February Retreat – Presentation review
- Grant Updates
- Disease Reports
- Staff Updates



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BOCC Budget Retreat

- [BOCC Budget Retreat](#)



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Grant Updates

- PREPare for Success – GRANTED!!!
- Healthy Beginnings – GRANTED!!!
- Community Health Grant- Submitted & Waiting



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Disease Updates- Measles

North Carolina Measles Metrics

Updated twice weekly on Tuesdays and Fridays by NCDHHS at approximately noon. Last updated 12:04 p.m., Jan. 20, 2026.

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Number of Cases Since
December 2025

3

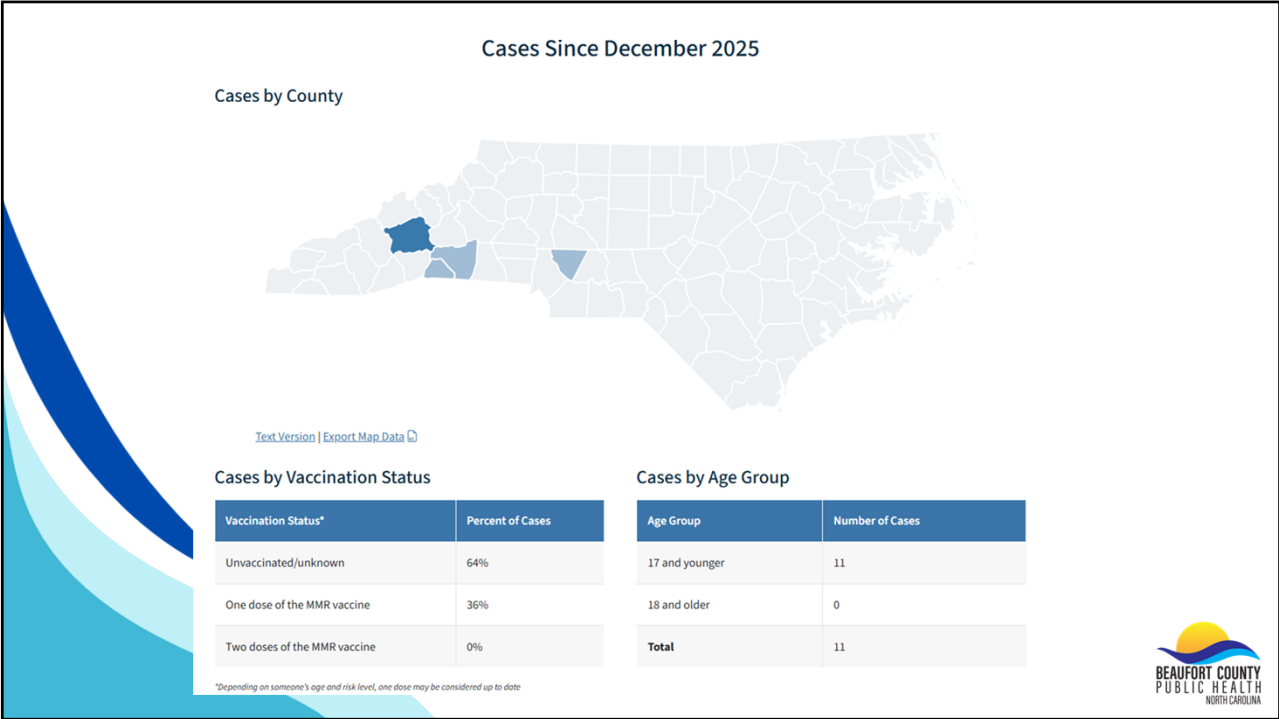
Newly Reported Cases
Cases reported since last update

0

Number of Cases Hospitalized



10



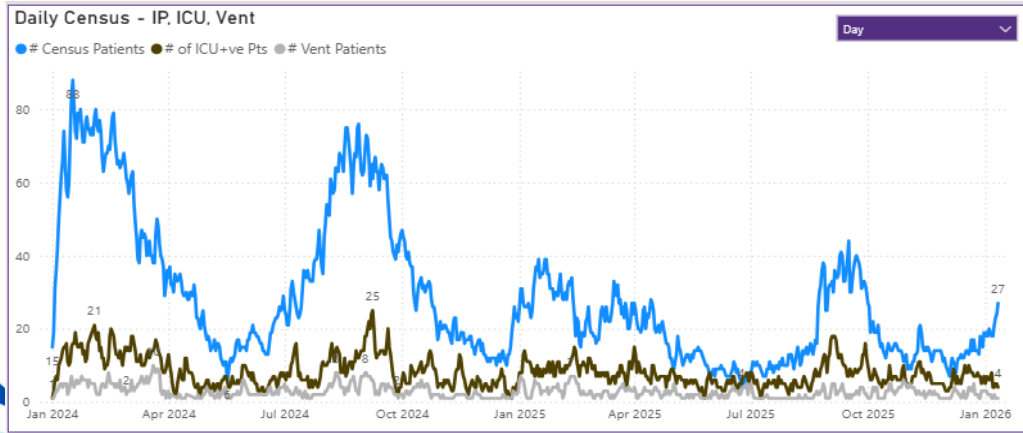
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Disease Updates (FLU)

- 1/16/2026- NCDHHS released that there were 63 deaths in just one week time period
impacted by holidays
- 134 deaths total, 3 pediatric (nearly doubles last year's total at this time.)

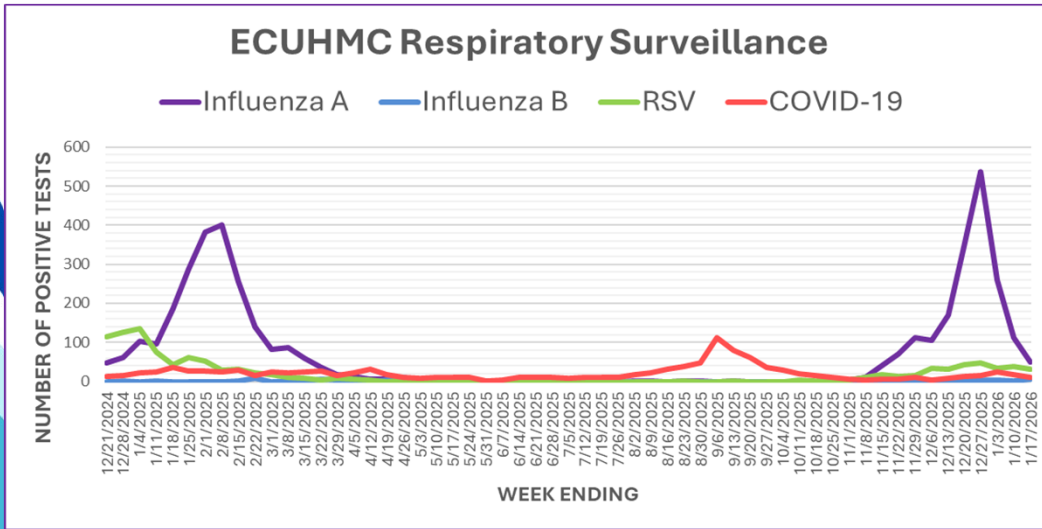
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Disease Updates



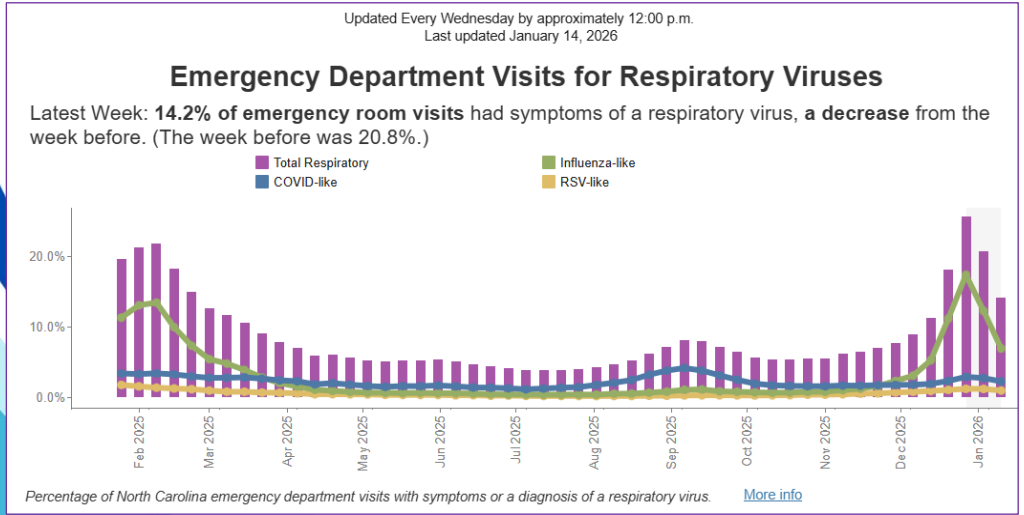
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Disease Updates

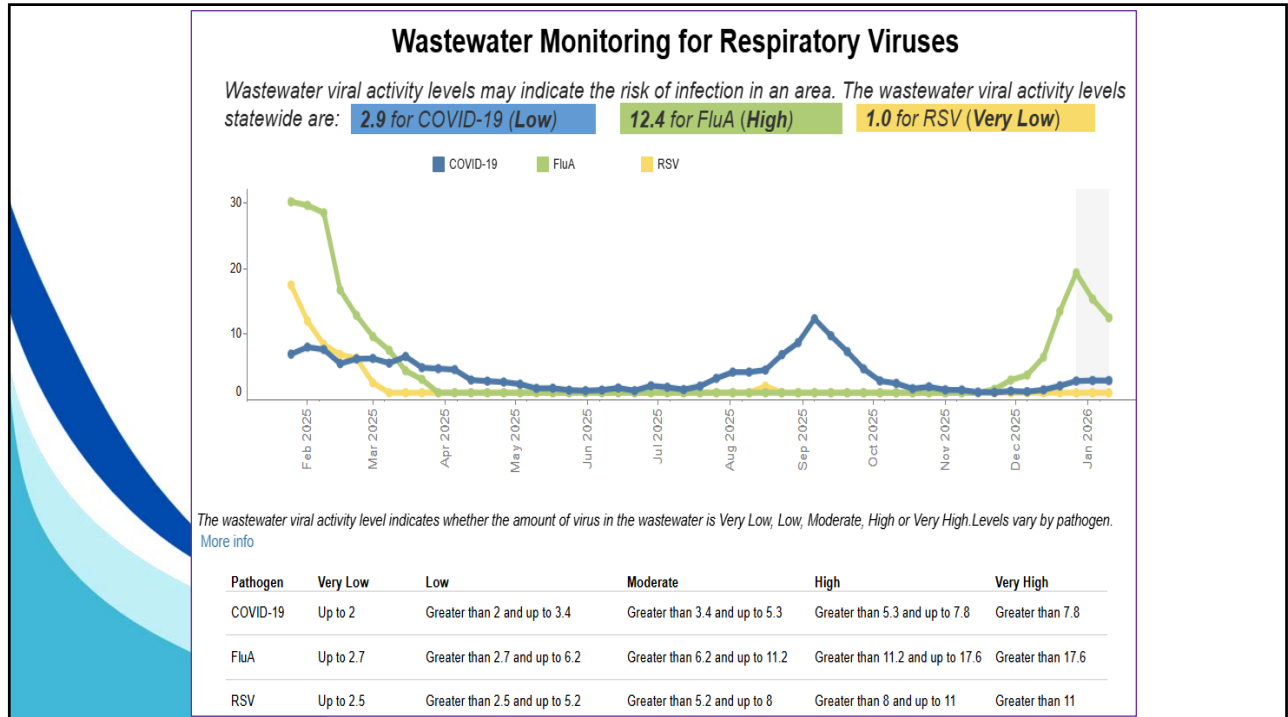


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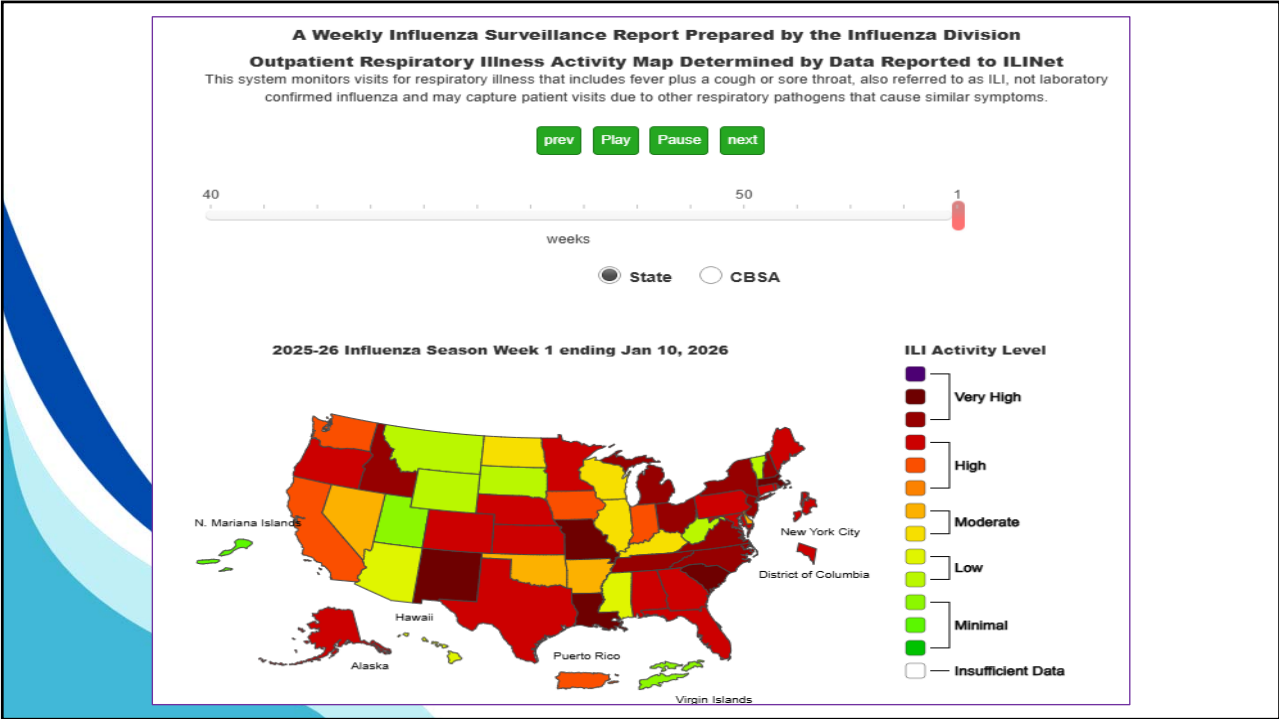
Disease Updates



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Now Hiring

- Public Health Nurse III – Communicable Disease Nurse
- Contract Medical Office Assistant



BEAUFORT COUNTY
PUBLIC HEALTH
NORTH CAROLINA

18

Welcome to the team!

- Hannah Bell- School Health Educator



- Cassidy Holbrook –
Diabetes Health Educator



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Next BOH Meeting

Tuesday – March 17 @ 6:00pm
PROPOSE MOVE TO March 24th



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January 2026 Minutes and Slides

Final Audit Report

2026-03-25

Created:	2026-03-25
By:	Sara Graham (sara.graham@bchd.net)
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