

**MINUTES**  
**PERSON COUNTY BOARD OF HEALTH MEETING**  
**CLASSROOM OF THE**  
**PERSON COUNTY HEALTH DEPARTMENT**  
**January 28, 2019**

A regular meeting of the Person County Board of Health was held in the Classroom in the Person County Health Department. The following members constituting a quorum were present: Patsy Clayton, Dr. Ben Tillett, Dr. Jeffrey Noblett, Phillip Edelblute, David Newell, Sr., Steven Bailey, Dr. Stephen Saunders, Dr. Kimberly Yarborough, Ted Michie, Dr. Barbara Harris, and Dr. Christopher Atkins. Also present were Jaunnice Enoch, Nutritionist III, Michelle White, Interim Nursing Supervisor, Harold Kelly, Environmental Health Supervisor, Pam Cook, Administrative Assistant and Janet Clayton, Health Director.

**A. Call to Order**

Dr. Christopher Atkins, Chairman of the Board of Health called the meeting to order at 7:00 p.m. Dr. Atkins welcomed Commissioner David Newell to the board.

**B. Public Comment Period**

Public member present. No public comment made.

**C. Consent Agenda**

Dr. Atkins requested to amend the agenda to include a budget amendment. A motion to approve the consent agenda as amended was made by Dr. Stephen Saunders, seconded by Dr. Ben Tillett, and the motion carried unanimously.

**D. Program Highlight – WIC / Nutrition**

Jaunnice Enoch, Nutritionist III gave an informative overview of the Women, Infants, and Children (WIC) program. The Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) provides Federal grants to States for supplemental foods, health care referrals, and nutrition education for low-income pregnant, breastfeeding, and non-breastfeeding postpartum women, and to infants and children up to age five who are found to be at nutritional risk.

**E. Financial Report**

Janet stated that in light of questions from the previous board meeting, she would like to provide an overview of the financial report format so that the board can have a clear understating of the report. She explained each column and from where the figures originated. Janet also explained that the Fund 10 local appropriations process was changed by county finance from monthly to quarterly. She also noted that the Medicaid cost settlement is budgeted and is typically received in June for the previous fiscal year. During FY18, PCHD received Medicaid cost settlements from the two previous years, which is not the normal. Additionally, PCHD is waiting on the 10% holdback payments for fiscal years 15, 16, 17. Following discussion, David Newell, Sr. suggested previous year figures be included for comparison, and a balance sheet needs to be

included. A motion to approve the financial report was made by Dr. Kimberly Yarborough, seconded by Dr. Jeffrey Noblett, and the motion carried with one opposing vote by David Newell, Sr.

#### **F. BOH Annual Operating Procedures – Annual Review**

Janet stated that the Operating Procedures are reviewed annually. She asked the board if there were any revisions. Dr. Ben Tillett recommended to remove Home Health Subcommittee since we no longer provide Home Health services and to remove the bimonthly meeting frequency from both the Environmental Health and Personal Health Committee descriptions. A suggestion was made to include consent agenda information under number 3, item b – Agenda. Janet will make the revisions and present them to the board in February.

#### **G. Budget Amendments**

- **Healthy Mothers / Healthy Children - \$9,019**
  - The Child Health grant will be used to purchase an immunization freezer and a clinic laptop, and for advertising. A motion to approve the budget amendment was made by Dr. Stephen Saunders, seconded by Dr. Kimberly Yarborough, and the motion carried.
- **Fund Balance Appropriation - \$16,152**
  - Janet requested a fund balance appropriation to purchase eight laptops for clinical staff. This would allow the nurses to be mobile, utilizing the laptops throughout the clinics. This purchase will eliminate two desktop computers for each laptop purchased. She also stated that these computers were requested during the budget process but had not been funded by the county, and she had received directions to request during the year using program specific fund balance. A motion to approve the budget amendment was made by Steven Bailey, seconded by Dr. Jeffrey Noblett, and the motion carried.

#### **H. Staff Liaison Updates**

- **Environmental Health**
  - All our existing property documents have been scanned and are on Laserfiche. Henrietta is ensuring that all new documents are scanned and added to the database. We are working with IT to establish a public portal that will allow public access to all EH documents.
  - Bonnie is gearing up for the challenging and time consuming Accreditation process. She has done an outstanding job preparing EH for past Accreditations.
  - We are working with IT to finalize public access to EH restaurant and facility inspections. IT is currently working out a few glitches.
  - Jacob will be in Raleigh for formal Environmental Health Specialist training for 1 week in March and most of April. We are expecting that he will be authorized to issue permits in June.
  - Adam has been working closely with Jacob to prepare him for the upcoming trainings.
  - We expect that the turnaround time for requested services may significantly increase while Jacob is in training and completing his required field work prior to authorization.
- **Personal Health**

Michelle White, Interim Nursing Supervisor, provided an update as listed below. During Ms. White's update, Dr. Ben Tillett proceeded to ask numerous questions regarding TB skin test. Ms. White answered the questions; however, Dr. Tillett proceeded to ask more questions to the point that Ms. White stated that he was harassing her. Dr. Tillett replied that was not his intention.

- February 8 - Hepatitis B clinic
- February 12 – Emily Latta, Social Worker and I will attend SIDS grief counseling training.
- January 30 – TB training for staff. and TB prescription renewals for new clinic personnel.
- January 17 – Five staff included myself attended Epi training in Greensboro.
- Ben Midyette from NCPHPR and state industrial hygienist came to address questions and issues regarding RPP compliance, safety and health plan changes from the infection control audit, and egress from the closure of Home Health & Hospice.
- Now that we have finished reviewing the Strategic Plan as a group, all the AAs, and progress continues on items identified for improvement.
- Tabatha Philpott, PHN III has time now to participate in program coordination planning and updates to orders, policies with me and the other program coordinators.
- Lindsay Pennell, PHN II is registered for Principles and Practice of public health nursing course. I think she is the only one we will have to send to this course; however, I am waiting on confirmation of one more.
- We are on track for several nurses to enroll for STD enhanced role RN course starting this summer.
- Mikhayla is signing up for HSEEP (Homeland Security Exercise and Evaluation Program).
- Jessica Adcock, Community Health Technician has learned her general and Duke clinic roles, and her online lab trainings. She has moved into the hands on lab trainings. We have one additional just beginning the online trainings this week in preparation for in lab trainings next.
- We have worked for about a year on our program orientation list, and we are aiming for the final draft to be in place before July 1, along with our attestation statement for our orders.
- Cleaning and scheduling of regular cleaning to flip clinic to the other side.
- Emily Latta, Social Worker, is in phase 3 of her training and will be going to Durham to complete her last phase.
- Tracy Shaw, Processing Assistant IV has started with some billing webinars.

#### **I. Budget Subcommittee**

Dr. Atkins asked volunteers to serve on the budget subcommittee. David Newell, Sr., Dr. Ben Tillett, and Dr. Atkins volunteered to serve on the committee. Dawn Coleman, Finance Technician will contact the members to arrange a meeting date.

#### **J. Public Health Month Awards Committee**

Dr. Atkins asked volunteers to serve on the Public Health Month Awards Committee. Dr. Jeffrey Noblett, Dr. Stephen Saunders, and Steven Bailey volunteered to serve on the committee.

## **K. Health Directors Report**

**Thank you to the BOH members for your support of the HD Breakfast on 12/17.**

### **• Budget-**

- The annual vehicle mileage has been forwarded to the County.
- We are working on the personnel budget which is to be submitted the by 2/1.
- Meetings are being scheduled with MT members to discuss proposed budgets for FY20.
- Dawn Coleman and I met with Amy Wehrenberg (County Finance Director) on 12/6.

### **• Various Updates-**

- I attended the Person County Government Service Awards Luncheon with our recipients on 11/28. The following employees were recognized:
  - 5 years- Michelle White
  - 15 years- Jaunnice Enoch
  - 20 years- Pam Cook
  - 25 years- Jennifer Melton
- The construction of the new doors and badge access readers has been completed. Staff and MSA are now sharing the hallway.
- Staff members attended the County Employee Health Fun Day at Palace Pointe on 12/12.
- Management Team members provided lunch to the staff who worked on 12/27 and 12/28.
- I continue to work the NCEDSS system to assist with CD reporting.
- The contract with Person Urgent Care to provide the TB X-ray service has been executed, and Michelle has worked with staff there to finalize the process.
- The quarterly Child Fatality Prevention Team was held on January 2<sup>nd</sup>. Three deaths were reviewed.
- I met with Geraldine Faulkner of Safe Haven on 1/4 regarding their services.
- In conjunction with PMH and the County, I presented the Resilience program during the monthly CEU offering at PMH on 1/8.
- Healthy Personians held its quarterly meeting on 1/14.
- I met with our new BOH member, Commissioner David Newell, for orientation on 1/16.
- EPI Team members attended a State Training on 1/17 in Greensboro.
- We are continuing to work with Durham County HD, DPH and CCNC to assure CC4C and OBCM services.
- I attended the monthly NCALHD meetings in December and January, as well as the annual NC Public Health Leaders' Conference in Raleigh.

### **• Personnel-**

- PHNIII- Family Planning program coordinator, Bert Grinstead joined us on 12/3.
- PHN II Clinic Nurse, Lindsay Pennell joined us on 12/17.
- PHN III Immunization Program Coordinator, Carol Carr started on 1/28.
- Social Worker III position is being reclassified to a SWII for the OBCM program.

- PHN II- Care Management is vacant, and job description is being revised.
- Medical Lab Technologist, Stephanie Fallen resigned effective 12/28. The position is being assessed at this time.

**L. Closed Session: Personnel Issue**

A motion to enter into closed session to discuss a personnel issue was made by Dr. Jeffrey Noblett, seconded by Dr. Ben Tillett, and the motion carried.

A motion to return to open session was made by David Newell, Sr., seconded by Dr. Stephen Saunders, and the motion carried.

**M. Adjournment**

Having no further business to discuss, a motion to adjourn was made by David Newell, Sr., seconded by Dr. Jeffrey Noblett, and the motion carried unanimously.

Respectfully submitted,

Janet Clayton  
Health Director/Secretary