

MINUTES
PERSON COUNTY BOARD OF HEALTH MEETING
CLASSROOM OF THE
PERSON COUNTY HEALTH DEPARTMENT
February 25, 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, Ted Michie, Dr. Barbara Harris, and Dr. Christopher Atkins. Board member Dr. Kimberly Yarborough was absent. Also present were LeighAnn Creson, Quality Assurance Specialist, 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.

B. Public Comment Period

No members of the public were present.

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. Jeffrey Noblett, and the motion carried unanimously.

D. Program Highlight – Healthy Communities

LeighAnn Creson, Quality Assurance Specialist gave an informative overview of the Healthy Communities Program. This program addresses two designated strategies:

- Increase awareness of the need for colorectal cancer screenings
- Increase awareness of the risks of opioid poisoning, signs and symptoms of opioid overdose, where to access and how to administer naloxone in the event of an overdose

LeighAnn also shared the duties that she is responsible for as the Community Health Assessment Coordinator, Agency Accreditation Coordinator and Minority Diabetes Prevention Program Coordinator.

E. Pharmacy Bids

Janet Clayton, Health Director, reported that a bid request for pharmacy services for Personal Health services was mailed to all local pharmacies. Only one bid was received. Community Pharmacy-Roxboro submitted a bid proposal of \$4.50 per prescription. Ms. Clayton stated the bid was the same as the current price. A motion to award the contract to Community Pharmacy-Roxboro was made by Stephen Bailey, seconded by Phillip Edelblute, and the motion carried.

F. Budget Amendment

- **Maternal Health Grant - \$20,757**

- The Maternal Health grant will be used to purchase a laptop, iPads, rolling carts and upgrade exam tables. A motion to approve the budget amendment was made by Steven Bailey, seconded by Phillip Edelblute, and the motion carried.

G. Financial Report

Janet stated that she and Dawn Coleman, Accounting Technician worked with county finance to develop a report that would provide better financial data. She noted that page 1 is the same report that is provided each month. Page 2 shows a comparison of the FY2018-2019 and FY2017-2018, and page 3 is a revenue report from Patagonia / electronic health record. In addition, a fund balance report was presented showing the three accounts and the total amount of the fund balance. There was discussion regarding contracted services and the allocation of the fund balance. Following discussion, the board decided that the reports presented would be acceptable. David Newell, Sr. requested to see the fund balance report on a monthly basis also. A motion to approve the financial reports was made by Dr. Jeffrey Noblett, seconded by Dr. Stephen Saunders, and the motion carried.

H. Department Services Update

Janet provided an update on the services provided at the health department as well as the 10 essential services as defined in G.S. 130A-1.1. She also shared the mandated services regulations showing the services that must be provided and those that we have to ensure if not provided the health department. In addition, Janet provided a history of service changes.

I. BOH Annual Operating Procedures – Annual Review

Janet presented the revised BOH Annual Operating Procedures and reviewed the revisions as noted at the January board meeting. A motion to approve the revised BOH Annual Operating Procedures was made by Dr. Stephen Saunders, seconded by Steven Bailey, and the motion carried.

J. Communicable Disease Report

Janet distributed and reviewed the annual communicable disease report. Person County had 255 reportable cases. 230 cases were sexually transmitted infections with 176 Chlamydia cases and 49 Gonorrhea cases, 4 Syphilis cases, and 1 Non-gonococcal urethritis. There were 14 foodborne illness cases and 11 general communicable disease cases. Janet stated that we are doing better with STIs. This report reflects a decrease in sexually transmitted infections. Janet also shared the communicable disease summary with probable and suspect cases. These cases did not meet the case definition criteria. Dr. Saunders asked if this report was included in the morbidity report. Janet explained that this reports feeds in with CDC reporting and morbidity reporting.

K. Employee Satisfaction Survey

Janet stated that the current survey has been revised and reviewed by Management Team. The revision includes a section about the supervisor, and a section about the department head. These sections were previously included in the draft version however; it was not included in the

original version that was sent out by Human Resources. The revised survey will be sent to all health department employees, and the results will be shared with staff and the board.

L. Staff Liaison Updates

- **Environmental Health**

- Due to all the rain in February, septic contractors have had to delay many installations. It may be a very busy spring.
- Adam completed his 19th year with the county this month.
- Bonnie is reaching out to public pool operators in preparation for the 2019 season.
- Jake continues to be an asset to the Well Program and is preparing for CIT.
- Henri continues to juggle her many responsibilities, including scanning of new documents and permits.
- We are hoping to implement GPS/GIS technology in the coming fiscal year to allow more efficient and accurate collection of field data.

- **Personal Health**

- We have a TB schedule rotation at Orange County Health Department for staff to complete TB competencies.
- Training of clinical staff continues.
- Groups of two will go to NCEDS training in February and March.
- Provided CPR certification for the community and MRC volunteers.
- Jessica Adcock, Community Health Technician will complete lab competencies by the state in May/June.
- We have finalized the Program Orientation for staff and will update it annually.

M. Health Directors Report

- **Budget-**

- The personnel and operating budgets have been submitted.
- Meetings were held with MT members to discuss proposed budgets for FY20.

- **Various Updates-**

- We held the quarterly QIA Team meeting on 1/30.
- The Accreditation Team met on 1/30. We were provided an update regarding the changes in the process.
- The Region 5 Health Directors met in Orange County on 1/31. Beth Lovette the Acting Division Director joined the meeting to discuss Medicaid Transformation.
- I attended Motivational Interviewing training at UNC on 2/1. This was sponsored by the Tobacco Prevention and Control Branch of DPH.
- Pam Cook and I participated in the NC Medicaid Transformation Webinar regarding Medicaid Managed Care Update on 2/6.
- On February 6, the Sunshine Committee organized a soup and sweet luncheon for all staff.
- NCALHD officers and I met with Jim Flowers of the NC Division of Health Benefits on February 12 for a preview of the Medicaid Transformation's changes to the cost settlement process.
- I facilitated the Healthy Personians Nominating Committee meeting on 2/12.
- EPI Team held its quarterly meeting on 2/13.

- I have been gathering information regarding CCPN, which may be able to assist with the contracting process with the MCOs.
- I continue to work the NCEDSS system to assist with CD reporting.
- I attended the monthly NCALHD meeting in Raleigh.
- I continued to meet with each section of the health department to discuss the results of the Employee Perspective Survey.

- **Personnel-**

- Social Worker III position has been reclassified to a SWII for the OBCM program.
- PHN II- Care Management is vacant, and job description is being revised.
- Medical Lab Technologist position is vacant and is being reclassified to a Medical Lab Technician.
- The Public Health Nursing Supervisor II position was reclassified to a Public Health Nursing Director I position and was posted on February 5, 2019.

N. Closed Session: Personnel Issue

Dr. Christopher Atkins, Chairman requested to go into closed session to discuss a personnel matter. A motion to enter into closed session to discuss a personnel issue was made by Dr. Jeffrey Noblett, seconded by Dr. Stephen Saunders, and the motion carried.

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

O. Adjournment

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

Respectfully submitted,

Janet Clayton
Health Director/Secretary