

MINUTES
PERSON COUNTY BOARD OF HEALTH MEETING
CLASSROOM OF THE
PERSON COUNTY HEALTH DEPARTMENT
April 22, 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, Phillip Edelblute, David Newell, Sr., Steven Bailey and Ted Michie. Board members Dr. Kimberly Yarborough, Dr. Jeffrey Noblett, Dr. Stephen Saunders, Dr. Barbara Harris and Dr. Christopher Atkins were absent. Also present were Harold Kelly, Environmental Health Supervisor, Adam Sarver, Environmental Program Specialist, Pam Cook, Administrative Assistant, and Janet Clayton, Health Director.

A. Call to Order

Steven Bailey, Vice-Chair of the Board of Health called the meeting to order at 7:00 p.m.

B. Public Comment Period

The following individual appeared before the Board to make informal comments:

Mr. David Turner of 645 Long Avenue, Roxboro, NC asked the Board if they knew what was going on and what the turnover rate was for the past 2 ½ years. He asked did they know that the nursing staff are faxing daily requests to the Medical Director for immunizations due to no standing orders. He stated that he would be submitting a letter to the editor of the paper.

C. Consent Agenda

Dr. Ben Tillett made a motion to add a closed session to discuss a personnel matter. David Newell seconded the motion, and the motion carried. A motion to approve the consent agenda as amended was made by Phillip Edelblute, seconded by Ted Michie, and the motion carried unanimously.

D. Program Highlight – Environmental Health

The Environmental Health Section gave a brief overview of their program responsibilities and how these services help protect the health of Person County residents. The programs reviewed included onsite water protection (wells and septic systems), food and lodging, facility and institution sanitation, swimming pools, lead investigations, and tattoo artists. Adam Sarver, Environmental Health Program Specialist, gave a presentation on wastewater treatment and disposal system technology, and answered questions from the Board members.

E. Financial Report

Janet presented the financial report. She stated that the quarterly local appropriations had not been received as of the time of the report, and \$251,999 Medicaid Cost Settlement revenue is not accounted for in the March report, but had been received after March 31st. She also noted that the Cost Settlement amount was more than the \$143,050 that had been budgeted.

A motion to approve the financial reports was made by Dr. Ben Tillett, seconded by Ted Michie, and the motion carried.

F. Budget: FY Budget 2019-2020 / Fees

Steven Bailey reported that the budget subcommittee met March 21 and reviewed the proposed budget. The Public Health budget request decreased by \$40,509, and the Environmental Health budget increased \$118,090 for an overall Departmental increase of \$77,581. This increase includes a request for an additional Environmental Health position. David Newell requested a salary comparison from surrounding counties for Environmental Health positions. In addition, he requested an Environmental Health fee comparison. A motion to approve the proposed FY Budget 2019-2020 was made by Phillip Edelblute, seconded by Dr. Ben Tillett, and the motion carried.

Janet Clayton, Health Director stated that the fee schedule is submitted as part of the proposed budget. The proposed new fees are highlighted in yellow, and the fee adjustments are shaded in green. A motion to approve the proposed fee schedule was made by David Newell, seconded by Dr. Ben Tillett, and the motion carried.

G. Staff Liaison Updates

- **Environmental Health**

- Adam will be attending the EH Supervisors meeting.
- Applications for public pool inspections are beginning to come in.
- Jake has completed his training in Raleigh and will begin working on site work. We hope to have him authorized by July.

- **Personal Health**

- Staff have completed NCEDSS training.
- Carol Carr and Michelle White attended the CD conference
- Bert Grinstead participated in the Annual STD update.
- Staff attended the Vector Control conference for Preparedness / Response
- State Consultant visited for a training exercise planning workshop and calendar for workforce development in required format.
- Mikayla Dunn, Health Educator, provided hands only CPR to staff.

H. Health Directors Report

Janet presented her health director's report. She noted that the Compression Study presentation to the County Commissioners included the turnover rate by departments. She stated that the health department does not have the highest turnover rate. She attached the presentation slide showing the last 10% (40) hired by department and classification.

- **Budget-**

- County CIP was approved 4/15/19.
- Medical liability insurance rates will increase statewide approximately 12.5% for FY20.

- **Medicaid Transformation-**

- NCALHD hired Bo Bobbitt, attorney, to review the MCO contracts regarding public health requirements as set forth in the RFP. He provided an overview during the meeting last week and provided a document. I will be working with the county attorney as well.
- Various staff are attending trainings/ informational sessions as they become available.

- **Various Updates-**

- The BOH Public Health Awards Committee and I met on 3/25. During the PH Month breakfast on April 3, LeighAnn Creson received the Employee of the Year Award, and on April 8, Michelle White was presented the GEM Award.
- Michelle and I met with Duke Representatives regarding our contract for FY20 on March 26.
- Pam Cook and I attended the Office of State Human Resources Qualifications training in Raleigh on 3/28.
- I participated in the Community Mental Health program kickoff meeting at Freedom House on April 2.
- I participated in the planting of pinwheels at the Courthouse on April 3.
- MT began the Strategic Plan review on April 8th.
- Healthy Personians held its quarterly meeting on April 8th. I presented on behalf of the Nominating Committee.
- I participated in the NCALHD Accreditation Study Group call on April 10.
- I attended the annual Health Director's Legal Conference at the UNC- School of Government in Chapel Hill last week and the monthly NCALHD meeting which was held immediately following the conference
- MT began annual departmental policy review today.

- **Personnel-**

- County Compression Study (see back)
- Interviews are scheduled for the SWII for the OBCM program.
- Interviews are scheduled for the Community Health Technician position.
- PHN II Clinic Nurse interviews have been scheduled.
- Medical Lab Technologist position is vacant.
- The Public Health Nursing Supervisor II position was reclassified to a Public Health Nursing Director I position and was posted on February 5, 2019.

I. Closed Session: Personnel Issue

A motion to enter into closed session to discuss a personnel issue was made by David Newell, seconded by Ted Michie, and the motion carried.

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

J. Adjournment

Having no further business to discuss, a motion to adjourn was made by Dr. Ben Tillett, seconded by Ted Michie, and the motion carried unanimously.

Respectfully submitted,

Janet Clayton
Health Director/Secretary