

**MINUTES**  
**PERSON COUNTY BOARD OF HEALTH MEETING**  
**CLASSROOM OF THE**  
**PERSON COUNTY HEALTH DEPARTMENT**  
**March 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, Dr. Kimberly Yarborough Steven Bailey, Dr. Stephen Saunders, Ted Michie, Dr. Barbara Harris, and Dr. Christopher Atkins. Board member David Newell, Sr. 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**

A motion to approve the consent agenda was made by Steven Bailey, seconded by Dr. Stephen Saunders, and the motion carried unanimously.

**D. 2018 Community Health Assessment**

The Board of Health reviewed data and citizen input (via a community health survey) from the recently produced 2018 CHA, in the form of a power point presentation. Board members were informed that the report in its entirety is accessible on our website and a hard copy is available upon request. The review included an overview of the CHA process and the various components of the CHA. However, the following aspects of the CHA were more specifically reviewed:

- Maternal and Infant Health: teen pregnancy data and infant mortality data
- Mortality data: leading cause of death data
- Morbidity data: sexually transmitted infection data, adult diabetes data, adult overweight/obesity data, childhood obesity data
- Data trends and comparisons (to the state and a peer county)
- Gender and racial comparisons identifying those populations more affected by teen pregnancy, infant mortality, and leading causes of death in the county
- Citizen input collected through a community health survey: citizen perception of the leading community health problems, unhealthy behaviors, and community issues
- Priorities identified for 2019-2022 that will be addressed in Community Health Improvement Plans

#### **E. Community Survey**

Annually, the department conducts a community survey. The intent of the survey is to get feedback from the community on department operations, programs, and services. During the years that a CHA is conducted, such questions are integrated into the community health survey that is a part of the CHA process. This was the case last year. Therefore, LeighAnn provided results from the “Health Department Questions” section of the community health survey. Upon reviewing the information presented, there was no recommended action from the Board.

#### **F. Hill Day Conference**

Dr. Ben Tillett reported that he serves on the NALBOH and attended the Hill Day conference in Washington DC March 11-13, 2019. This was the first time ever that ASTHO and NACCHO hosted a joint public health advocacy day on Capitol Hill to educate policymakers about the value and importance of federal funding for public health departments. Dr. Tillett thanked Janet for the informational sheet that she provided. He left the information at the offices of Senators and Representatives.

In addition, he noted that Janet is currently serving as president elect for NCALHD and will be president next year. Dr. Tillett highly recommended that the health director attend the upcoming NACCHO conference. In the past, it was not included in the budget. He also requested funding for the next Hill Day event.

#### **G. Financial Reports**

A motion to approve the financial reports was made by Dr. Jeffrey Noblett, seconded by Dr. Stephen Saunders, and the motion carried.

#### **H. Child Fatality Prevention Team Report**

Janet Clayton explained the process of the Child Fatality Preventive Team and presented the 2018 Annual Report.

#### **I. Staff Liaison Updates**

##### **• Environmental Health**

- EH is staying very busy. It currently takes about 4 weeks between an application submittal and a site evaluation. We’ve had a lot of repairs applications; going to be a busy spring.
- The restaurant inspection web access is up and down. IT is working to correct the problem.
- The public can now access documents utilizing the laserfiche portal.
- Jake has completed 1 week of training with more to come. He will be working with Bonnie on Food & Lodging.

##### **• Personal Health**

- Carol Carr, PHN III is completing a TB rotation at Orange County Health Department.
- Bert Grinstead, PHN III attended NCEDSS training, and I am working with her on the process of NCEDSS.
- Carol Carr, PHN III and Tabatha Philpott, PHN III are attending NCEDSS training this week.

- Nurses continue to cross train. Lindsay Pennell, PHN II is training in the lab and checking off competencies.

#### **J. Nominating Committee**

Dr. Atkins asked volunteers to serve on the nominating committee. Dr. Kimberly Yarborough, Dr. Jeffrey Noblett, and Dr. Ben Tillett volunteered to serve.

#### **K. Personnel Committee**

Dr. Atkins asked volunteers to serve on the Personnel Committee to conduct the health director's performance evaluation. Dr. Jeffrey Noblett, Dr. Kimberly Yarborough, Steven Bailey, and Dr. Chis Atkins volunteered to serve on the committee.

#### **L. Employee Satisfaction Survey**

Janet stated that the follow-up survey was sent out to all health department employees. The format of the results includes the original county survey question if we changed the question slightly. The top line shows the newest results and the bottom line shows the county survey results. She noted the results were distributed to Management Team and discussed and discussions will continue during future meetings.

#### **M. Health Directors Report**

- **Budget-**

- Committee met to review and recommend fee changes.
- BOH Budget Subcommittee met on 3/21.
- Dawn and I met with the County Manager, Asst. County Manager, and Finance on 3/22.

- **Medicaid Transformation-**

- After multiple conversations, we are now contracted with CCPN, which will assist with the contracting process with the Managed Care Organizations (MCO). Pam and I participated in a CCPN webinar on 3/14.
- I participated in a conference call discussion with Jim Flowers, Division of Health Benefits, regarding the LHD Charge Master process on 3/1.
- On 3/7, Medicaid Region 4 held a conference call to discuss the possibility of becoming a Clinically Integrated Network (CIN).

- **Various Updates-**

- I participated in the Partnership for Children Board meeting on 2/28.
- The Public Health Month Planning Committee and I met on 3/13 to discuss events for April.
- The BOC granted additional mental health funds to 3 agencies. I am processing those contracts.
- I am training Bert Grinstead to work the NCEDSS system, and I continue to work the NCEDSS system to assist with CD reporting.
- On March 19<sup>th</sup>, Dawn, Pam, and I participated in an entrance call with DHHS's Privacy and Security Group regarding a network security audit. I questioned the

MOA signed by the DSS Director because the proper HIPAA documents had not been secured for access to the HD.

- WIC participation is down not only locally, but statewide and nationwide. There are additional promotional materials now through NCDPH. This may result in NC receiving less funds and in turn LHDs receiving less.
- I attended the monthly NCALHD meetings and the NCAPHA Board meeting while in Raleigh.
- I completed the section meetings regarding the Employee Perspective Survey. The PCHD Employee Survey was opened on 3/14 until 3/22.

- **Personnel-**

- SWII for the OBCM program has been posted and closed.
- Jessica Adcock resigned 3/5. Community Health Technician position has been posted and closed.
- Alicia Tanner resigned effective 3/15. PHN II Clinic Nurse has been posted.
- 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. 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