

**MINUTES
PERSON COUNTY BOARD OF HEALTH MEETING
CLASSROOM OF THE
PERSON COUNTY HEALTH DEPARTMENT
May 20, 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: Dr. Christopher Atkins, Dr. Ben Tillett, Phillip Edelblute, Dr. Stephen Saunders, David Newell, Sr., Dr. Kimberly Yarborough, Dr. Barbara Harris, Steven Bailey and Ted Michie. Board members Dr. Jeffrey Noblett and Patsy Clayton were absent. Also present were Harold Kelly, Environmental Health Supervisor, Bonnie Holt, Environmental Program Specialist, Dawn Coleman, Accounting Technician IV, 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

Mr. David Turner of 645 Long Avenue, Roxboro, NC attended the meeting but did not make any informal comments.

No other public members were present.

C. Consent Agenda

A motion to approve the consent agenda as presented was made by Dr. Stephen Saunders, seconded by Dr. Ben Tillett, and the motion carried unanimously.

D. Program Highlight – Food & Lodging

Bonnie Holt, Food and Lodging Program Specialist / Bonnie gave a short presentation on her program responsibilities, how the program protects public health, and answered a variety of questions from the BOH.

E. Financial Report

Janet Clayton presented the financial report. Ms. Clayton noted the cost settlement amount received was reflected in the report. A question was posed as to whether the county had received all of the purchase amount for the sale of Home Health & Hospice. Ms. Clayton noted that the full purchase price of \$200,000 had been received and is included in the Hospice revenues. She also noted that it was deposited into the Hospice revenue line item as a “place holder” per county finance. Mr. Newell questioned the dollar amount of the department fund balance. The Health Director stated that the balance sheet was not included this month, but she would be glad to email the most recent report from Munis.

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

F. Budget Amendment

- **Environmental Health - \$9,757**
 - A motion to approve the budget amendment was made by Dr. Kimberly Yarborough, seconded by Dr. Stephen Saunders, and the motion carried.

G. Staff Update

Janet Clayton explained to the group that turnover rates are reviewed annually as part of our Workforce Development Plan. The rates have varied over the years from 15% - 23%.

Ms. Clayton met with the County Manager and HR Director, and there was a discussion of turnover rates (TOR). During the discussion, Ms. Clayton realized the calculation of turnover differed from HR and PCHD. HR provided Janet with the information of how turnover rates were calculated. After reviewing the data, Ms. Clayton made corrections to the data and noted that the calculation included the staff turnover from the sale of Home Health & Hospice. Ms. Clayton provided a handout which included the TOR information from the Workforce Development Plan and the calculations using the data provided by HR. The top of the second page included a two year period showing a 67% turnover rate. Ms. Clayton noted that the current turnover rate is 26%. Ms. Clayton also noted turnover rate in other local government departments.

Ben Tillett asked what it meant to add percentages. Ms. Clayton explained the process and distributed the written process to all board members.

David Newell questioned Ms. Clayton as to whether she had a personnel problem. Mr. Newell questioned how many employees are you losing and how many do you have to fill. Mr. Newell also stated that she should not be concerned with other departments.

Steven Bailey commented to Mr. Newell that the data was just showing a comparison to other county departments.

Mr. Newell also asked Ms. Clayton if she had a solution. Ms. Clayton reminded the board of the strategic plan that is presented annually, and the current plan addressed staff turnover and retention.

Mr. Newell also questioned the number of open positions. Ms. Clayton stated the following open positions on the org chart are: Community Health Tech, PHN II, OBCM Care Manager, Care Manager Supervisor, and Medical Lab Technician.

Mr. Newell also made the statement that he knew Ms. Poindexter was retiring and questioned if the Health Department could run the lab without the position. Ms. Clayton responded that he was correct, Ms. Poindexter had just recently given a two-week notice that she would be retiring, and that Michelle White has been consulting with the state and working out coverage for the lab to prevent service interruption.

Barbara Harris questioned if the county had a recruiter. Ms. Clayton responded that we do not have a recruiter. The county HR department oversees the application process and utilizes Neo Gov.

Dr. Kimberly Yarborough stated that salary is an issue with nursing applicants. Dr. Stephen Saunders commented that he understands the hiring issue. He has personally noticed that in the past years it has taken longer than ever to hire individuals to work in his practice.

H. Staff Liaison Updates

- **Environmental Health**

- Bonnie is in the process of pool inspections and annual permitting.
- Adam is working with Jake to prepare him for authorization. We anticipate he will be authorized by the end of July.
- We are working with IT to allow public access to restaurant inspection reports.

- **Personal Health**

- Staff trained in Patagonia immunization app that will interface with the North Carolina Immunization Registry. Person County Health Department nurses were recognized for Nurse's week by the interim nursing director.
- Michelle White and Mikhayla Dunn attended the Annual Preparedness Symposium.

I. Nominating Committee Report

Dr. Kimberly Yarborough presented the slate of officers for FY 2019-2020. Steven Bailey has been nominated to serve as the Board Chair with Dr. Jeffrey Noblett as Vice-Chair. There were no nominations from the floor.

J. BOH Meeting Schedule for FY19-20

A motion to accept the proposed meeting schedule for FY 19-20 as presented was made by David Newell, Sr., seconded by Dr. Kimberly Yarborough, and the motion carried. The July meeting will be at 6 p.m. for training.

K. Health Directors Report

- **Budget-**

- The County Commissioners received the FY20 proposed budget today from Heidi York.
- The changes to the health department budget as presented in the County Manager's proposed budget are:
 - No employee health clinic
 - Removed BOH food purchases
 - Travel allocation kept flat
 - Reduced employee training by \$2,740
 - Advertising allocation kept flat
 - Removed the requested Environmental Health position and associated costs.

- **Medicaid Transformation-**

- I have met with Ron Aycock, county attorney, regarding the MCO contract that has been received. I continue to work with him on this.
- Various staff are attending trainings/ informational sessions as they become available.

- **Various Updates-**

- The quarterly Child Fatality Prevention Team meeting was held on April 24.

- WIC completed its Local Agency Self-assessment and submitted to the State.
- I participated in the Person County Block Grant Advisory Board Meeting on May 7th at the Senior Center.
- Dawn Coleman, Michelle White, and I attended the Region 7 (MR4) meeting as required by DPH for the ATC Database update training and Medicaid Transformation discussion on May 8th.
- MT continued the Strategic Plan process on May 13th.
- I attended the Spring NCPHA in Raleigh regarding social media use and its pitfalls on May 14th.
- I attended the monthly NCALHD meetings.
- MT continues the annual departmental policy review.
- Physical improvements are continuing in the clinic by utilizing grant funds.
- Legislative Update (attached)

• **Personnel-**

- SWII position has been offered.
- Interviews were held for the Community Health Technician position.
- PHN II Clinic Nurse position was offered. Applicant declined the offer. Current PHNIII has chosen to move to the PHNII position. The PHNIII has been posted.
- Medical Lab Technologist position is vacant and is being reclassified.
- The Public Health Nursing Supervisor II position was reclassified to a Public Health Nursing Director I position and was posted on February 5, 2019.
- Lindsay Pennell, PHNII, has resigned effective May 24th.
- Sandra Mangum, Office Assistant III, is retiring effective June 1.
- Anita Poindexter, LPN, is retiring effective June 1.

L. Adjournment

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

Respectfully submitted,

Janet Clayton
Health Director/Secretary