

**MINUTES**  
**PERSON COUNTY BOARD OF HEALTH MEETING**  
**CLASSROOM OF THE**  
**PERSON COUNTY HEALTH DEPARTMENT**  
**June 24, 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, Phillip Edelblute, Dr. Stephen Saunders, Dr. Jeffrey Noblett, Dr. Kimberly Yarborough, Dr. Barbara Harris, Steven Bailey and Ted Michie. Board members Dr. Ben Tillett, David Newell, Sr. and Patsy Clayton were absent. Also present were Harold Kelly, Environmental Health Supervisor, Pam Cook, Administrative Assistant, Michelle White, Interim Nursing Director, Phyllis Rocco, Chief Public Health Nurse, Division of Public Health, Lynn Conner, Public Health Nurse Consultant, 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 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. Jeffrey Noblett, and the motion carried unanimously.

**D. Financial Report**

Janet Clayton presented the financial report. Ms. Clayton noted the \$200,000 for the sale of Home Health & Hospice was in the Hospice revenues. The Medicaid cost settlement is distributed among programs. Ms. Clayton stated the fund balance total that was previously shared with the board was the audited balance, and the fund balance amount, which was included on the previously distributed balance sheets is a fluid number and may change each time a balance sheet report is created; therefore, the audited fund balance amount is the number that is reported when asked.

**E. New Fee-Non-Residential Use Well Permit Fee**

Ms. Clayton noted a new EH fee was approved in the county budget for a non-residential use well permit for \$100. A motion to approve the fee was made by Dr. Jeffrey Noblett, seconded by Steven Bailey, and the motion carried.

**F. Health Department Services**

Janet stated that she invited Phyllis Rocco, Chief Public Health Nurse with DPH and Lynn Conner, Nurse Consultant, to provide the board with information and concerns regarding the decision of the County Commissioners to eliminate the Director of Nursing position and to freeze all vacant positions. She reported that the agency recently had two other resignations, and effective July 8, we will have only one clinic nurse. Our chief concern is providing safe patient care. In addition, Janet let the board know that health department program services are regularly assessed and audited. We recently had an infection control audit, Women's Health Branch audit and two immunization audits.

Ms. Rocco shared with the board that the nursing board requires a nurse leader in every organization that employs a nursing workforce. Additionally, health departments are required to have nurse leader per the North Carolina Administrative Code. The Commissioners' action of eliminating the Nursing Director/Supervisor and freezing vacant positions places the citizens of Person County at risk. The local health department is mandated to provide immunizations on demand, detect, treat, and report Sexually Transmitted Diseases and other communicable diseases. The health department is required to monitor, report, and respond to communicable disease reports to prevent outbreaks; Ms. Rocco noted that a measles outbreak is knocking at our doors. Without adequate staffing the health department will not be able to provide these mandated services causing Person County citizens to travel out of the county to receive these services. Transportation will be very challenging for many citizens. In addition, the state may reduce or eliminate funding.

Lynn Conner, Nursing Consultant stated that she has worked with the health department for thirteen years and recently assisted the agency in assessing clinical services through a Practice Management process. The agency strives to provide top quality efficient services.

Following discussion, the board decided to draft a letter to the County Commissioners requesting to reinstate the nursing director position and unfreeze the vacant positions.

#### **G. Nominations / Approval**

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. A motion to accept the slate of officers as presented was made by Dr. Stephen Saunders, seconded by Dr. Kimberly Yarborough, and the motion carried.

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

- **Environmental Health**

- EH staff continue to be very busy providing services.
- Bonnie and Adam had program reviews for the Child Care and Lead programs. A State Regional Specialist conducted the review as an accreditation requirement.
- Adam recently completed the design and permitting of a 9-lot subdivision on Hyco Lake. Another 7-lot subdivision on Hyco is in the design phase. A 162-lot subdivision, also on Hyco, is in the preliminary design phase. This subdivision will be served by a proposed State permitted wastewater system.
- Henri continues to keep the office running smoothly and maintains the database of scanned documents. When Henri is out of the office, another staff member must provide all front desk services.
- Jake continues to work on meeting the State requirements for authorization. This involves independently evaluating lots and designing systems. Adam has been working closely with Jake to ensure that he is receiving the required training. We hope to initiate the authorization process in July.
- A member of the Board of Health recently observed Bonnie inspecting a restaurant and was impressed by her knowledge, demeanor, and professionalism.

- **Personal Health**

- We are currently looking at what services we can offer safely. Michelle has been very instrumental in this process. She is working closely with Pam on the appointment schedule.
- WIC is working on outreach to increase participation.

## **I. Health Directors Report**

- **HD Contact Information Updated due to new mobile device policy and email address.**

- **Budget-**

- June 4 CC Budget Work Session- Discussion regarding HD fund balance.
- June 10 CC Budget Work Session- Motion for county manager to incorporate the elimination of the PH Nursing Director I position and the freezing of all other vacant HD positions in the proposed budget.
- June 17 CC Regular Meeting- CC adopted the budget with the aforementioned changes with knowledge this is in conflict of the NCAC, NCBON guidance, and the DPH AA.

- **Medicaid Transformation-**

- I continue to work with and meet with Ron Aycock, county attorney, regarding the MCO contracts that have been received.
- I have provided to him the most recent guidance from DHB and DPH that I received during the NCALHD meeting on 6/20.

- **Various Updates-**

- Pam Cook coordinated the new Safe Sleep billboard on 501 at the county line. This was funded through PCHD and Cardinal Innovations in support of the CFPT.
- LeighAnn Creson participated in the Person Family Medical Center Family Fun Day.
- WIC staff member, Yolanda Edwards, participated in the Roxboro Housing Authority's Expo Day.
- A new MDPP cohort began on June 6<sup>th</sup>.
- The annual Community Survey has been released. Please complete the survey.
- Pam Cook and staff participated in the NCHIEA webinar on 6/21.
- I attended both sessions of the Emotional Intelligence Training for county department heads (May 21 and June 13)
- On May 23, I attended the Partnership for Children Board meeting.
- I have postponed the continuation of the Strategic Plan process due to CC changes in personnel.
- I attended the monthly NCALHD meetings.
- MT continues the annual departmental policy review.

- **Personnel-**

- Mikhayla Dunn, health educator, has been deployed for a year.
- Chiletta Collins joined us on June 10 in the OBCM SWII position.

- The following positions are vacant and frozen:
  - Community Health Technician I
  - Medical Laboratory Technician I
  - LPN II
  - Processing Assistant III
  - Public Health Nurse II- Clinic
  - Public Health Nurse II- Clinic
  - Public Health Nurse II- Care Management
  - Public Health Nurse III- Family Planning/STI Program
  - Public Health Nurse III- Maternal Health Program
- Tabatha Philpott, PHNIII has resigned effective July 5<sup>th</sup>.
- Bert Grinstead, PHNII has resigned effective July 2<sup>nd</sup>.

**J. Health Director's Annual Summary / Job Description**

Janet Clayton reviewed the minor changes within the health director's revised job description. She also shared with the Board members the department's annual summary for the past year. A motion to approve the job description was made, by Dr. Kimberly Yarborough, seconded by Steven Bailey, and the motion carried.

**K. Closed Session: Personnel Issue**

A motion to enter into closed session to discuss personnel was made by Steven Bailey, seconded by Dr. Jeffrey, and the motion carried.

A motion to return to open session was made by Steven Bailey, seconded by Dr. Jeffrey Noblett, and the motion carried.

A motion to approve the Health Director's performance review was made by Dr. Jeffrey Noblett, seconded by Dr. Kimberly Yarborough, and the motion carried.

**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