

**MINUTES**  
**PERSON COUNTY BOARD OF HEALTH MEETING**  
**FEMA ROOM OF THE**  
**PERSON COUNTY HEALTH DEPARTMENT**  
**October 28, 2019**

A regular meeting of the Person County Board of Health was held in the FEMA Room in the Person County Health Department. The following members constituting a quorum were present: Dr. Christopher Atkins, Phillip Edelblute, Dr. Jeffrey Noblett, Dr. Kimberly Yarborough, Dr. Barbara Harris, Steven Bailey, Dr. Ben Tillett, Dr. Stephen Saunders, Patsy Clayton and Ted Michie. Board member David Newell, Sr. was absent. Also present were Jerry Parks, NCIPH and Janet Clayton, Health Director.

**A. Call to Order**

Steven Bailey, Chairman of the Board of Health called the meeting to order at 6:05 p.m.

**B. Public Comment Period**

No public members were present.

**C. Approval of September 23, 2019 Minutes**

A motion to approve the September 23, 2019 minutes was made by Dr. Jeffrey Noblett, seconded by Dr. Christopher Atkins, and the motion carried unanimously.

**D. BOH Training**

Janet Clayton welcomed board members to the training and introduced Jerry Parks of the North Carolina Institute of Public Health. Mr. Parks is member of the NCIPH training staff who recently retired from local public health with over 40 years of public health experience. He was the health director of the Albemarle Regional Health Services. He currently serves on the North Carolina Local Health Department Accreditation Board and the North Carolina Alliance for Public Health Agencies Board. Board of Health members introduced themselves by sharing the position they represented on the Board. Mr. Parks then proceed with the “Roles and Responsibilities of Local Public Health Governing Boards” training. Upon completion of the training, Steven Bailey asked board members to complete the course evaluation and attendance forms.

**E. Health Director’s Report**

• **Various Updates-**

- PCHD is in the 90-day window for gathering documentation for accreditation evidence. Evidence must be submitted by November 1. The Accreditation Team and other staff continue to work together to complete this task.
- PCHD began offering flu shots the first week of October. There have been 4 offsite flu shot clinics held, and three others will be held the beginning of November.
- Staff are also preparing for the November 1 Immunization Program review.
- Staff are continuing to purge and scan files and various areas.
- Jennifer Melton and Melinda Long attended NCEDSS training and are now assisting with those duties.
- I attended the monthly NCALHD meetings and NCPHA.
- The CFPT reviewed two deaths during the quarterly meeting held on October 2.

- I attended the CCPN Region 4 Provider meeting on October 3.
- Jaunnice and I attended the NC Care 360 rollout on October 10.
- WIC staff participated in the Fire Prevention Day on October 12.
- I participated in the monthly Community Mental Health Advisory Council meeting on October 14 and met with Cardinal Innovations staff on October 28.
- The Family Planning Funds application was submitted on October 23. Awards will be announced in late November. Funding is for approximately \$45,000 for three years beginning June 2020.
- I was a member of the interview panel for the County HR Director position on October 23.
- MSA has relocated to Carver Drive. Ray Foushee, General Services Director, and I will conduct a walk-through with MSA on 10/30.

• **Personnel-**

- Positions unfrozen- 2 PHNIIIs and Med Lab Technician I; the PHNIII-Family Planning/STD Program Coordinator position has been posted.
- Tabatha Philpott joined PCHD October 3<sup>rd</sup> as the Public Health Nursing Supervisor II.
- Michelle White, Preparedness Coordinator, has resigned effective November 8, 2019.
- The following positions are vacant and frozen:
  - Community Health Technician I
  - Public Health Nurse II- Clinic
  - Public Health Nurse II- Clinic
  - Public Health Nurse II- Care Management

**J. 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