

**MINUTES**  
**PERSON COUNTY BOARD OF HEALTH MEETING**  
**CLASSROOM OF THE**  
**PERSON COUNTY HEALTH DEPARTMENT**  
**August 26, 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. Jeffrey Noblett, Dr. Kimberly Yarborough, Dr. Barbara Harris, Steven Bailey, Dr. Ben Tillett, David Newell, Sr., Patsy Clayton and Ted Michie. Board member Dr. Stephen Saunders was absent. Also present were Harold Kelly, Environmental Health Supervisor, Pam Cook, Administrative Assistant and Janet Clayton, Health Director.

**A. Call to Order**

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

**B. Public Comment Period**

No public members were present.

**C. Consent Agenda**

A motion to approve the consent agenda as presented was made by Dr. Christopher Atkins, seconded by Dr. Jeffrey Noblett, and the motion carried unanimously.

**D. Resolution – Closed Session Sealed Minutes**

Janet stated that this is a new process for the board. The Board of Commissioners has a similar resolution. She noted that she consulted with Brenda Reaves and the County attorney. A motion to adopt the resolution was made by Dr. Kimberly Yarborough, seconded by David Newell, Sr., and the motion carried unanimously.

**E. Financial Report**

Janet Clayton presented the financial reports. Ms. Clayton noted the final report would be presented in September or October. She noted the fund balance would not be appropriated until that time. In addition, she noted expenditures were \$1.1 million less than budgeted. Ms. Clayton reported the agency received the 10 % hold back for the Medicaid cost settlement for FY15 for \$23,089. She noted the state was trying to catch-up the holdbacks from previous fiscal years before Medicaid Transformation is in place. A motion to approve the financial reports was made by Dr. Christopher Atkins, seconded by Phillip Edelblute and the motion carried.

**F. Budget Amendment – WIC Grant \$15,778**

Janet reported the funds would be used for departmental supplies, educational supplies and for advertising. A motion to approve the budget amendment was made by Dr. Kimberly Yarborough, seconded by Patsy Clayton, and the motion carried.

**G. Bad Debt Write-off**

Janet presented the bad debt write-off for Personal Health and Home Health services. A motion to approve the bad debt write-off for Personal Health (\$24,505.74) and Home Health (\$1,674.74) was made by Dr. Kimberly Yarborough, seconded by Dr. Christopher Atkins, and the motion carried unanimously.

## **H. Health Department Programs and Services Update**

Janet noted that she received state approval for the Public Health Nurse Supervisor II reclassification. The position will be posted and advertised. We are currently providing the following services: WIC, Immunizations, Communicable Disease, Pregnancy Care Management, Care Coordination for Children, and depo injections for Family Planning clients that are up-to-date on their method and have a current physical. We are assuring Maternal Health services with Durham County Health Department. STD services are assured with Person Family Medical Center. We are currently negotiating with Person Family Medical Center to assure Family Planning services, as well as with PATS for transportation. Eight consultants came and was provided an update on health department services and provided guidance on agreement addendums.

## **I. Survey Results – Patient Satisfaction and Client Survey**

Janet Clayton reviewed the results of the Patient Satisfaction surveys for Family Planning, Maternal Health and STD. The overall results were positive. Dr. Ben Tillett noted the 2-hour wait time and asked if that was acceptable. Janet stated that the clinic utilizes Duke students however; clients are given the option to see the student. She noted that when clinics resume we should see an improvement in wait time now that we have mobile units and laptops.

In addition, Janet reviewed the Client Satisfaction surveys. She stated the survey is available on our website. The overall results were positive.

## **J. Staff Liaison Updates**

### **• Environmental Health**

- Bonnie recently permitted one new restaurant and is currently working with another.
- Bonnie permitted 7 temporary food vendors at the Personality Festival and made follow up visits to ensure proper food handling practices.
- All pool inspections are up to date.
- Jake is now an Authorized Agent of the State and can evaluate sites, issue permits, and inspect installations.
- Jake did very well on his exam and field exercises thanks to his preparation and Adam's mentoring over the last 12 months.
- All programs are busy and applications for services have been steady.
- We have ordered 3 GPS units, which will be used with the county GIS system to enhance the accuracy of permits. There will be a learning curve with implementations of this technology.
- All programs have been reviewed by State Regional staff in preparation for accreditation. The programs are all strong and only need a few minor adjustments. We expect to have all the required letters in place within the next few weeks.
- Henri has volunteered to represent EH on the building Safety Committee.

### **• Personal Health**

- Janice Tilley, contract nurse is working until November 1 as Lead Nurse.
- Tracy Shaw, Processing Assistant IV is retiring, effective September 1.
- Management Support staff are busy purging and scanning records.
- We are working on accreditation benchmarks; evidence is due November 1.

## **K. BOH Handbooks**

Janet Clayton distributed the annual Board of Health Handbook. Members received their copy of the handbook loaded on a flash drive. Janet viewed the flash drive using the smart board and briefly reviewed the layout of the files and the contents.

Dr. Ben Tillett shared the agenda brochure from the NALBOH 2019 Annual conference that he attended in Denver, Colorado. It was a great conference and he encouraged others to attend. He noted that grants are sometimes available. The conference next year will be in Grand Rapids, Michigan.

## **L. BOH Training**

Janet noted the proposed training date is tentatively scheduled for October 28 at 6 p.m. This is normally when the board meeting, just moving the time up to allow for the two hour training. A motion to approve the change to the BOH schedule was made by Dr. Jeffrey Noblett, seconded by Dr. Ben Tillett and the motion passed.

## **M. Health Directors Report**

### **• Medicaid Transformation-**

- After consulting with Ron Aycock, County Attorney, for several months, PCHD has contracted with all four PHPs and the NCSHP through CCPN in preparation for Medicaid Transformation.

### **• Various Updates-**

- Emergency Preparedness audit was conducted July 3.
- All employees participated in the annual RPP training and fit tested.
- Janice Tilley joined us as nurse lead on July 26<sup>th</sup>.
- PCHD received the notice of Accreditation Letter August 1<sup>st</sup>.
- Carol Carr, Tracy Gentry, Emily Latta and I participated in National Night Out on August 6<sup>th</sup>. Emily also served on the planning committee.
- EPI Team held its quarterly meeting on August 14. Community partners attended. There was a presentation of the new TEPW calendar which is an effort to eliminate duplication of training efforts.
- On August 22, I attended the Partnership for Children Board meeting.
- PCHD was represented by a MRC volunteer and staff at the Senior Day at the library.
- I attended the PC Community Mental Health Resource Support Program's Advisory Council Meeting on 8/22.
- I attended the monthly NCALHD meetings.
- Staff are continuing to purge and scan files and various areas.
- As of June 2019, the Person County WIC Staff have been working diligently with outreach activities in an effort to maintain our assigned base caseload of 934 clients. Activities the WIC Staff participated in include:
  - 6/20/19 Harris Gardens Community Extravaganza
  - 7/20/19 Westwood Church Health Fair
  - 8/5/19 Lee Gardens Resident Association Meeting
  - 8/6/19 National Night Out at Helena Elementary
- WIC July caseload number is 97.3%.
- MSA moving out on or before October 31<sup>st</sup>.

- **Personnel-**

- Positions unfrozen- 2 PHNIIIs and Med Lab Technician I
- Public Health Nursing Supervisor II position has been reinstated and will be posted this week.
- Positions eliminated:
  - LPN II
  - Processing Assistant III
- 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

**N. Adjournment**

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

Respectfully submitted,

Janet Clayton  
Health Director/Secretary