

MINUTES
PERSON COUNTY BOARD OF HEALTH MEETING
CLASSROOM OF THE
PERSON COUNTY HEALTH DEPARTMENT
September 23, 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: Phillip Edelblute, Dr. Jeffrey Noblett, Steven Bailey, David Newell, Sr., Patsy Clayton, Dr. Stephen Saunders and Ted Michie. Board members Dr. Christopher Atkins, Dr. Barbara Harris, Dr. Kimberly Yarborough, and Dr. Ben Tillett were absent. Also present were Jennifer Melton, Processing 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. Janet commented that a change in operation statement was placed on the PCHD website, and WKRX, our local radio station, provided a PSA that has aired several times regarding public comment opportunity being offered during the BOH meeting.

C. Consent Agenda

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

D. Financial Reports: August 2019

Janet reviewed the financial reports. Discussion was held by Steven Bailey, Dr. Jeffrey Noblett, and Janet Clayton regarding general fees, insurance fees, and the fund balance. Janet also stated NCDPH is allowing PCHD to change the child health funding designations to allow for Child Fatality Prevention Team outreach and for our care coordinators to attend car safety certification training. A motion to approve the financial reports was made by Dr. Jeffrey Noblett, seconded by Dr. Stephen Saunders and the motion carried.

E. Workforce Development and Diversity Multi-year Training and Exercise Plan (WDD/My-TEP)

Janet Clayton presented the WDD/My-TEP plan, which was formally known separately as Workforce Development Plan and Policy, Workforce Diversity Plan/Policy, and the Training, and Exercise Plan. These have all been combined into one plan to be more efficient. Dr. Jeffrey Noblett asked who trains new employees. Janet answered that this could be a number of different people from herself, Pam Cook-Administrative Assistant, Human Resources, or any supervisor. Also, state consultants could be asked to come and train new staff according to the needs of the position. David Newell, Sr. asked how many of our open positions have been filled. Janet answered that the Public Health Nursing Supervisor II position has been offered, and we are waiting on successful completion of pre-employment screenings. Janet noted that she wanted this position to be filled as our nurse lead before recruiting for other open positions. A motion to approve the Workforce Development and Diversity Multi-year Training and Exercise Plan was made by Dr. Stephen Saunders, seconded by Phillip Edelblute, and the motion carried.

F. Strategic Plan 2019-2020

Janet reviewed the 2019-2020 Strategic Plan and also the status of the 2018-2019 Strategic Plan objectives. There was discussion regarding WIC caseload. Dr. Jeffrey Noblett wanted an explanation on what strategies are used to increase caseload. Janet explained that more outreach is being done. Ted Michie asked why wouldn't people take advantage of this program? Janet explained with our clientele it could be transportation issues or that more clients are utilizing SNAP instead of WIC. PCHD has met the 97% caseload for the past 2 months. David Newell, Sr. asked what would happen if we didn't meet the caseload or objectives for our WIC program. Janet replied that we could get a reduction in funds the next fiscal year. Steven Bailey confirmed with Janet that the rollout of Medicaid transformation has been pushed back to February 2020 instead of November 2019. A motion to approve the Strategic Plan 2019-2020 was made by Patsy Clayton, seconded by Dr. Jeffrey Noblett, and the motion carried.

G. General Communicable Disease Update

Janet reviewed the CD report from 1/1/18-8/31/18 and 1/1/19-8/31/19. Janet mentioned that she is seeing a reduction in the number of cases of Chlamydia and Gonorrhea based on the reports, but worries that there may be patients not getting treatment. Discussion was had regarding the different STD's and the treatments for them.

H. Vaping Update

Janet reported that there have been 33 confirmed cases of pulmonary disease in NC related to vaping. A memo from State Epidemiologist Zack Moore titled "Severe Acute Pulmonary Disease among People who Reported Vaping" dated 8-30-19 along with handouts regarding vaping were given to BOH members. Janet also sent the memo to our local medical providers. Janet mentioned that the mayor forwarded her an email from a citizen who was questioning use of e-cigarettes in restaurants.

I. BOH Training Policy

Janet distributed the new policy regarding the training for BOH members. Steven Bailey explained the purpose of the policy. The policy outlines in writing the trainings that Board of Health members are already participating in upon appointment and at other intervals. A motion to approve the policy was made by David Newell, Sr., seconded by Phillip Edelblute, and the motion carried.

J. Review of Tobacco Free Rule

Steven Bailey reviewed the Board of Health rules. He noted that the Tobacco Free Rule includes e-cigarettes both in government buildings and includes a 35 feet setback from the Health and DSS buildings. He reminded members that 35 feet was selected due to the neighboring retail space. The Board of Commissioners' County Non-Smoking Ordinance requires a 50 feet setback from any facility or area where health and wellness activities are occurring. Janet Clayton explained that at the athletic fields and parks there are designated smoking areas. Discussion was held as to leave policies as they are now or ask the commissioners to revise the Person County non-smoking ordinance. Steven Bailey mentioned that he thinks our policy covers everything that is needed at this time. Board members agreed.

K. Staff Liaison Updates

Janet Clayton reported that Harold Kelly had been working with state representatives regarding the contaminated wells along Country Club Road. The staff of the City of Roxboro and Person County Economic Development have worked with PCHD to allow access to property owners who have contaminated wells to the EDC waterline. State funds will cover the tap and installation of the water line from the home to the EDC waterline. PCHD is appreciate to all parties who have worked together to find a permanent potable water solution for these residents.

L. Board Chair Update

Dr. Barbara Harris and Dr. Christopher Atkins are not at tonight's meeting due to recent births of their children. The next meeting on October 28, 2019 will be held at 6:00 instead of 7:00 for training. Steven Bailey requested that a couple of members from BOH volunteer to be part of a work group with the County Commissioners to discuss programs and services of the health department. Steven Bailey and Dr. Jeffrey Noblett volunteered. Steven Bailey stated that Dr. Kimberly Yarborough and Dr. Ben Tillett are both interested in serving on this workgroup. He asked if there are any other volunteers interested, to please contact him or Janet Clayton.

M. Health Directors Report

- **Reminder- The October 28th Board of Health meeting will begin at 6:00 pm in the FEMA room.**
- **Reminder- A copy of the North Carolina General Statutes is available in the health director's office, accessible via the link found on the PCHD website, and the link found on the "Organizations" page of the Board of Health Handbook.**
- **Medicaid Transformation-**
 - Medicaid Transformation implementation has been postponed for the entire State until February 1, 2020.
- **Various Updates-**
 - PCHD is now in the 90-day window for gathering documentation for accreditation evidence. Evidence must be submitted by November 1. The Accreditation Team and other staff are working together to complete this task.
 - WIC staff participated in the Earl Bradsher open house.
 - On September 3, I met with two child health consultants for discussions regarding the changing of the Child Health Agreement Addendum due to not being able to implement the original plans and what amendments are possible.
 - I met with the State School Health consultant on September 5th regarding MOA and SNFI contract with Person County Schools. Both were sent to PCS the middle of August for review. MOA and SNFI contract have now been signed and forwarded to DPH.
 - I participated in a conference call with State Fiscal Research regarding the need for additional Communicable Disease funding for local health departments on September 10th.
 - Michelle White attended OSHA training September 11 and 12.
 - On September 16, I participated in the Family Planning RFA interest webinar which is required for application for funds.

- Healthy Personians sponsored the 4th Annual Substance Misuse Summit, which included a lunchtime presentation by Mary Gillett, Region 5 Tobacco Prevention Manager, “Vaping- More than Smoke and Mirrors”.
- I also participated in webinars regarding the FY 20 Flu Season and the CDC Vaping Concerns on September 19th.
- On September 19th, I attended a meeting with PFMC regarding service needs for both agencies.
- I am working with staff to schedule flu shot clinics for the groups that have previously been served by our agency.
- Staff are continuing to purge and scan files and various areas.
- MSA moving out on September 30th. Ray Foushee, General Services Director, and I will conduct a walk-through with MSA.

• **Personnel-**

- Positions unfrozen- 2 PHNIIIs and Med Lab Technician I
- Public Health Nursing Supervisor II position- An offer has been extended dependent upon successful completion of pre-employment screenings.
- Tracy Shaw, Processing Assistant IV, retired August 30th.
- 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. Stephen Saunders, seconded by Phillip Edelblute, and the motion carried unanimously.

Respectfully submitted,

Janet Clayton
Health Director/Secretary