

**MINUTES  
PERSON COUNTY BOARD OF HEALTH MEETING  
CLASSROOM OF THE  
PERSON COUNTY HEALTH DEPARTMENT  
November 25, 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, Patsy Clayton, Dr. Kimberly Yarborough, Dr. Christopher Atkins and Ted Michie. Board members, Dr. Barbara Harris, Dr. Stephen Saunders, David Newell, Sr., and Dr. Ben Tillett were absent. Also present were Dawn Coleman, Accounting Tech, Tabatha Philpott, Nursing Supervisor, Harold Kelly, EH Supervisor 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. Jeffrey Noblett, seconded by Dr. Kimberly Yarborough, and the motion carried unanimously.

**D. Financial Reports: August 2019**

Janet reviewed the financial reports. Ms. Clayton noted that the Immunization, WIC, CC4C, and PCM programs are able to draw down State Grant funding sources. She also guided the members to the revenues showing the amount of Medicaid cost settlement funds received and the quarterly allocation of Fund 10 dollars. A motion to approve the financial reports was made by Dr. Christopher Adkins, seconded by Ted Michie and the motion carried.

**E. FY 2018-2019 and FY 2019-2020 1<sup>st</sup> Quarter Actual Expenses/Revenues by Program**

Janet reviewed the reports with the group. Ms. Clayton noted the highlighted figures on the total pages for both reports. She pointed out that Hospice revenues for FY 2019 include the \$200,000 purchase price. It was also noted that Hospice showed a profit of \$116,463.89, but with the loss in Home Health, the combined programs showed a loss of almost \$2,000. Ms. Clayton also explained the notation of the \$61,853 self-funded insurance transaction in the Group Hospital Insurance line. Ms. Clayton noted the 2016 10% cost settlement receipts in the FY2020 Quarterly report. Dr. Jeffrey Noblett asked about the lease payment. "Are we paying for the space that was formerly Home Health & Hospice?" Ms. Clayton responded that MSA vacated the space at the end of October, and that the department will no longer receive the monthly lease payment of \$5,740. Dr. Christopher Atkins asked if Fund Balance totals come from programs or taxpayer dollars. Ms. Clayton explained that the accumulated amount in the restricted fund balance account is from the profits in Hospice over the years. Steven Bailey asked if there were any more questions, comments or discussion regarding the reports. Hearing none, Dr. Jeffrey Noblett made a motion to accept the reports, seconded by Ted Michie and the motion carried.

#### **F. Flu Update**

An annual flu immunization report was presented showing a comparison of vaccines given at offsite flu clinics for the most recent three years. Dr. Jeffrey Noblett asked if there was any data on how many flu shots had been given county wide by all providers. Ms. Clayton did not know any information on countywide data, but added that the Health Department had given approximately 600 immunizations this year.

#### **G. Staff Liaison Updates**

Harold Kelly:

- Environmental Health has been busy.
- The turnaround time for a site evaluation is now 2-3 weeks.
- Accreditation information has been submitted.
- GPS units have been received.
- Adam Sarver continues to mentor Jacob Bradsher.

Tabatha Philpott:

- Work continues on immunization orders – working one month ahead
- Carol attended preparedness tabletop exercise on Ebola
- Interviews have been scheduled for the Maternal Health nurse

#### **H. Department Services Update**

Person County Health Department is continuing to assure STD and Family Planning services with Person Family Medical Center. Maternal Health patients are continuing to go to Durham County for services. Janet Clayton and Tabatha Philpott will be meeting with Person Family Medical Center along with Lab Corps representative, Joe Cresto on December 11<sup>th</sup> to clarify services and codes.

#### **I. Board of Health Workgroup Update**

Steven Bailey summarized the workgroup meeting. Mr. Bailey was pleased with the meeting and reiterated that the views and feedback are only from two of the five commissioners. He noted that it was suggested that the Health Department go back to the commissioners to ask for the positions to be unfrozen. This would give more flexibility to the department and would reinstate approval process for hiring between the Health Director and County Manager. The commissioners in attendance would like to get out of departmental personnel.

Mr. Bailey shared with the group that Ms. Clayton has prepared an agenda abstract for the upcoming December 2<sup>nd</sup> BOC meeting (in packet). The county manager has extended the deadline to allow the Board of Health to approve the abstract before submission.

Dr. Jeffrey Noblett asked the group who would be able to attend the meeting on December 2, 2019. He stated that he would attend. Ted Michie, Dr. Christopher Adkins, Dr. Kimberly Yarborough, Patsy Clayton, and Steven Bailey all voiced would attend.

A motion to submit the abstract requesting to unfreeze positions was made by Dr. Kimberly Yarborough, seconded by Dr. Christopher Adkins and the motion carried.

## **J. Health Directors Report**

- The “Assumption of Health Director Duties” document has been updated to include the Public Health Nursing Supervisor II (Tabatha Philpott) as primary delegate and the Quality Assurance Specialist II (LeighAnn Creson) as the secondary delegate.
- **Various Updates-**
  - The walk through with MSA and Ray Foushee, General Services Director, and me occurred on 10/30.
  - Staff participated in the County Halloween Trick or Treat event on October 31.
  - PCHD accreditation evidence was submitted by November 1.
  - The Immunization Program review went well. There were two changes to the Immunization Program Policy, and those have been incorporated.
  - Staff are continuing to purge and scan files and various areas.
  - BOH and CC workgroup met on November 7.
  - PCHD participated in the Employee Health Day at CertainTeed on November 8.
  - The CLIA contract has been submitted for renewal.
  - The amendments to the Child Health Agreement Addendum has been approved.
  - The quarterly EPI Team meeting was held on November 13.
  - I participated quarterly Animal Services Advisory Board meeting on November 13 and the monthly Community Mental Health Advisory Council meeting on November 18<sup>th</sup>.
  - Environmental Health staff and LeighAnn Creson hosted high school students for Local Government Day on November 18.
  - The County’s Census kickoff meeting was held on November 19.
  - Carol Carr, LeighAnn Creson, and Jennifer Melton participated in a regional emergency preparedness exercise in Lillington on November 21.
  - There are two billboards advertising our WIC program on 501 South. These are made possible through a WIC mini-grant and coordinated by WIC Director, Jaunnice Enoch.
  - I attended the monthly NCALHD meetings and the quarterly NCAPHA meeting.
- **Personnel-**
  - Positions unfrozen- 2 PHNIIs and Med Lab Technician I;
    - PHNII-Family Planning/STD Program Coordinator position was posted and received no applications
    - PHN II- Maternity Program Coordinator position was posted, and interviews have been scheduled.
  - PHNII-PH Emergency Preparedness Coordinator, is vacant and is being assessed.
  - 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

**K. Adjournment**

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

Respectfully submitted,

Janet Clayton  
Health Director/Secretary