

MINUTES
PERSON COUNTY BOARD OF HEALTH MEETING
CLASSROOM OF THE
PERSON COUNTY HEALTH DEPARTMENT
January 27, 2020

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: Patsy Clayton, Dr. Jeffrey Noblett, Phillip Edelblute, Steven Bailey, Ted Michie, Dr. Barbara Harris, and Dr. Christopher Atkins. Board members David Newell, Sr., Dr. Ben Tillett, Dr. Kimberly Yarborough, and Dr. Stephen Saunders were absent. Also present were Tabatha Philpott, Nursing Supervisor, Harold Kelly, Environmental Health Supervisor, Jennifer Melton, 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

Steven Bailey requested to amend the November 25, 2019 meeting minutes to include that David Newell, Sr. was absent. A motion to approve the consent agenda as amended was made by Dr. Jeffrey Noblett, seconded by Phillip Edelblute, and the motion carried unanimously.

D. Financial Reports: November/December 2019

Janet reviewed the Board of Health reports for November and December 2019. She stated Fund 10 is not spread out over programs at this time. She also noted that the health department is being debited by county finance the same amount for employee health costs regardless of whether the positions are vacant or filled. This expense is placed in the General Budget because programs cannot be charged this expense. Dawn Coleman has addressed this concern with the County Finance Director. Steven Bailey asked about the School Nurse Funding Initiative revenues and expenses. Janet explained that we reimburse Person County Schools as we receive the invoices, and the State funds may only be requested upon payment to the Person County Schools. A motion to approve the financial report was made by Dr. Christopher Atkins, seconded by Dr. Jeffrey Noblett, and the motion carried unanimously.

E. BOH Annual Operating Procedures – Annual Review

After review by board members, it was decided that no revisions are needed. A motion to approve the Person County Board of Health Operating Procedures as presented was made by Dr. Jeffrey Noblett, seconded by Dr. Barbara Harris, and the motion carried unanimously.

F. BOH Meeting Schedule FY 19-20

Janet requested that the June 2020 meeting be changed to June 15. A motion to approve the amended meeting schedule was made by Dr. Barbara Harris, seconded by Patsy Clayton, and the motion carried unanimously. Janet will forward the meeting date change to Brenda Reaves.

G. Staff Liaison Updates

- **Environmental Health**

- EH is participating in the early stages of EnerGov implementation. EnerGov will provide a different format for communicating with other county departments.
- Adam completed an environmental lead investigation with the State as a result of a child with an elevated blood lead level.
- Bonnie completed 100% of required inspections in the last quarter.
- Bonnie represents EH on the Accreditation Team and has prepared EH for the upcoming visit.
- January marks 15 years that Bonnie has been with the EH program.
- Permits that were previously extended (beyond 5 years) by State Law have now expired (January 1, 2020). There were an unusually high number of installations in December prior to permit expirations, and an unusually high number of applications for site evaluations submitted in January (some for expired permits).
- Due to the increased number of applications, EH staff will be busy over the next few months and there will be a corresponding increase in wait time for applicants.
- There have been several well construction/water quality issues in the southern portion of the county. A regional well specialist with the State recently conducted a camera investigation.

- **Personal Health**

- New Maternal Health coordinator will start January 31, 2020.
- We are preparing for accreditation.
- OB case manager has been cross training at Orange County Health Department.
- The CC4C social worker interviews have been scheduled. There are four applicants that will be interviewed.
- Carol Carr has completed TB skin test administration and reading at Orange County Health Department.

H. Department Services Update

Public Health Nurse II and FP/STD coordinator positions were reposted due to lack of applicants. We will be contacting an applicant this week to set up an interview for the Public Health Nurse II position. Janet mentioned the target date to resume clinic services is the first part of May. Steven Bailey asked the board members their thoughts regarding sending a letter of thanks to commissioners Kyle Puryear and Gordon Powell for their participation in unfreezing positions. Dr. Jeffrey Noblett stated he thought it would be better to send the letter to all the commissioners because all voted to unfreeze the positions. After discussion, it was decided to send a letter of thanks to the entire Board of County Commissioners and Heidi York. Janet Clayton and Steven Bailey will get together and work on the letter. A draft will be sent via email to all BOH for their approval.

I. Budget Subcommittee

Steven Bailey asked volunteers to serve on the Budget Subcommittee with him. Dr. Christopher Atkins, and Dr. Ben Tillett will also serve.

J. Public Health Month Awards Committee

Steven Bailey asked for 3 volunteers to serve on the Public Health Month Awards Committee. Dr. Stephen Saunders was not present but had said previously that he would volunteer. Patsy Clayton and Dr. Jeffrey Noblett also volunteered.

K. Health Directors Report

• Budget-

- Meetings have been scheduled with Management Team members.
- 1/31-Personnel Budget
- 2/3- BOC Budget Retreat
- 2/20-Operating Budget

• Various Updates-

- All positions were unfrozen by the BOC during the December 2 meeting.
- STD, Family Planning, and Child Health annual reports were submitted.
- Four PCHD Employees were recognized during the County Service Awards Luncheon on 12/5- Debbie King (5 years), Paola Stone (10 years), Yolanda Edwards (15 years), and Dawn Coleman (20 years)
- Management Team held a Strategic Planning session on 12/9.
- I participated in a Health Opportunities Pilot meeting at the Senior Center on 12/9.
- Tabatha Philpott and I met with PFMC regarding various items on 12/17.
- I attended the LEPC meeting and submitted the quarterly call down report for PHPR on 12/20.
- Tabatha, Chiletta Collins, and I participated in a Care Management webinar on 1/9 regarding Medicaid Transformation suspension activities.
- The PCHD website has been updated.
- The Healthy Personians quarterly meeting was held on 1/13.
- I attended the NCACC Health and Human Services Steering Committee meeting on 1/15.
- Jennifer Melton, Carol Carr, and Tabatha met with the State Immunization Tracking Consultant to review data on 1/21.
- Tabatha and I met with Barbie Page of the State Lab on 1/21.
- Staff are continuing to purge and scan files and various areas.
- I attended the monthly NCALHD meetings and the annual retreat of NCAPHA in December.
- On January 22, I took the oath for the office of President of the NCALHD. I attended the 2020 Annual NC Public Health Leaders Conference, where I opened the conference with the NCDHHS Assistant Secretary for Public Health, Mark Benton.

• Personnel-

- All positions were unfrozen on 12/2.
- Emily Latta, CC4C Social Worker, resigned effective 12/13.
- Pam Cook, Administrative Assistant I, retired December 31.
- Jennifer Melton is now the Administrative Assistant I effective January 17.

- PHNIII- Maternity Program Coordinator joins us on 1/31.
- PHNIII-PH Emergency Preparedness Coordinator, is being reclassified.
- The following positions are vacant:
 - Community Health Technician I
 - Public Health Nurse II- Clinic (Posted twice)
 - Public Health Nurse II- Clinic
 - Public Health Nurse II- Care Management
 - Public Health Nurse III- FP/STD Program Coordinator (Posted)
 - Med Lab Technician I
 - Social Worker II- CC4C (Posted twice; interviews are being scheduled)

Dr. Jeffrey Noblett asked what would happen if we had a public health emergency such as 2019 Novel Coronavirus in Person County with the low staff that we have. Janet stated that we would have to request assistance through Emergency Management. PCHD Epi Team is still active and meeting quarterly. Janet also stated that the most recent responses by the Epi Team were for the possible Ebola patient in Person County and the 2015 norovirus outbreak. Patsy Clayton asked about the Emergency Preparedness Coordinator being reclassified. Janet stated the position is being reclassified to a Human Services Planner Evaluator/Planner II based on the needs of the department.

L. Adjournment

Having no further business to discuss, a motion to adjourn was made by Patsy Clayton, seconded by Dr. Barbara Harris, and the motion carried unanimously.

Respectfully submitted,

Janet Clayton
Health Director/Secretary