

MINUTES
PERSON COUNTY BOARD OF HEALTH MEETING
VIA ZOOM
April 27, 2020

A regular meeting of the Person County Board of Health was held remotely via Zoom. The following members constituting a quorum were present: Patsy Clayton, Dr. Jeffrey Noblett, Phillip Edelblute, Steven Bailey, Ted Michie, Dr. Barbara Harris, Dr. Stephen Saunders, Dr. Ben Tillett, Dr. Kimberly Yarborough, Dr. Christopher Atkins and Ray Jeffers. Also present were Tabatha Philpott, Nursing Supervisor, Harold Kelly, Environmental Health Supervisor, Dawn Coleman, Accounting Technician, LeighAnn Creson, Quality Assurance Specialist, 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 members of the public joined remotely to sign up for public comment.

C. Consent Agenda

Steven Bailey requested to amend the agenda to include financial reports from February and March 2020. A motion to approve the consent agenda as amended was made by Dr. Stephen Saunders, seconded by Dr. Ben Tillett, and the motion carried unanimously.

(C)1. Financial Reports-February and March 2020

A motion to approve the financial reports was made by Ted Michie, seconded by Dr. Stephen Saunders, and the motion carried unanimously.

D. COVID-19 Update

Janet

- The health department has been collaborating with the state and our local partners.
- Emergency Operations Center activated mid-March.
- The health department leads the ESF-8 group (medical services function). This group includes representatives from the hospital, EMS, Emergency Management, and long-term care facilities; the group has a daily meeting.
- ESF-6 group (human needs/feeding) is activated.
- EMS is working with other county partners to secure PPE.
- Person County has 18 confirmed cases. There may be discrepancies in case counts due to how the data is entered into the electronic disease surveillance system (NCEDSS). In addition, duplicate records are occasionally created in NCEDSS. These records have to go through a de-duplication process that can take several days.
- Environmental Health and Tabatha Philpott are working with long-term care facilities to be sure they have plans in place.
- Written and electronic guidance has been sent to our faith-based community.

- Written guidance in English and Spanish has been mailed to Person County growers to share with their migrant labor/farmworkers.
- LeighAnn Creson leads our JIC (Joint Information Committee) which includes local partners from the school system, law enforcement, hospital, GIS, and city and county government who are working to ensure that our communications are uniform.
- GIS has developed a response portal which is included in many of our communications. This portal is available at www.personcountync.gov/response.
- A change in the state's website was announced today: long-term care facilities will be listed by name with the number of positive cases within the facility.
- The state has entered into a contract with CCNC (Community Care of NC) to help counties with contact tracing if needed.

Tabatha

- Epi team members are participating in weekly calls with DHHS.
- CDC and DHHS websites are viewed daily for updates and for information to disseminate to our local community partners.

Dr. Saunders asked if the individual who is hospitalized is in Person County or another county. Janet responded that the person is not hospitalized in Person County. Dr. Atkins asked if Janet is aware of how many tests have been conducted in Person County, and if we still have enough test kits available to test Person County residents. Tabatha shared that we do not know how many tests have been conducted due to private providers in the county sending the test kits to private labs. Per CDC guidelines, the health department has asked providers to complete a PUI (person under investigation) form for any person that is tested and fax the form to the health department; however, this does not always occur. Tabatha also noted that some medical providers in the county are having difficulty obtaining test kits from Lab Corp, so providers are contacting other outside laboratories, who are producing the kits. Dr. Noblett added that the health department staff should be commended for the job that they have done keeping the public and the Board informed.

E. Hill Day Conference

Dr. Ben Tillett reported that he serves on the NALBOH Board of Directors and attended the Hill Day conference in Washington DC February 24-26, 2020. Representatives of NALBOH and NACCHO were trained on key talking points to discuss at the conference, and Dr. Tillett shared those with the Board. He also thanked Janet for the informational sheet that she provided. He left the information at the offices of Senators Tillis and Burr, and Congressman Walker.

In addition, Dr. Tillett noted that the NALBOH annual conference in Grand Rapids, MI has been rescheduled to 2021, and he recommended that someone from the Board attend.

F. 2019 Child Fatality Prevention Team Report

Janet Clayton explained the process of the Child Fatality Prevention Team and presented the 2019 Annual Report.

Dr. Noblett asked if the individual who had Fentanyl toxicity contracted it through vaping. Janet reported that a vaping product was found nearby, but there were other circumstances involved as well.

G. Department Services Update

The health department is continuing to offer immunizations, WIC, STD/Communicable Disease and Rabies control programs. Plans were to resume provider clinics at the beginning of May, but due to the COVID-19 response, we could not complete the interview process for the applicants. We have contacted applicants explaining the delay and asking if we could contact them once our operations returned to normal; all have agreed. In addition, we have contacted Duke, which provides medical providers to our clinics twice a week, and our next target for resuming clinics is the beginning of August.

Steven Bailey asked if we had conducted interviews for the applicants. Janet responded that applications were reviewed, and a decision had been made on which applicants to interview. We were prepared to Skype or FaceTime as a means to interview but received guidance from Human Resources to delay interviews until a federal background check could be completed.

H. Budget Amendment FY2020

- Increase in revenue for Environmental Health in receipt of Food & Lodging funds-\$9,208
 - Funds will be allocated for education and medical supplies for Environmental Health
- PHP&R Grant-\$68,860
 - Funds will be allocated to contracted services

A motion to approve the budget amendments was made by Dr. Kimberly Yarborough, seconded by Dr. Ben Tillett, and the motion carried.

I. Pharmacy Bid

Janet Clayton, Health Director, reported that a bid request for pharmacy services for Personal Health services was mailed to all local pharmacies. Only one bid was received. Community Pharmacy-Roxboro submitted a bid proposal of \$4.50 per prescription. Ms. Clayton stated the bid was the same as the current price. A motion to award the contract to Community Pharmacy-Roxboro was made by Dr. Kimberly Yarborough, seconded by Dr. Stephen Saunders, and the motion carried.

J. Budget: FY Budget 2020-2021/Fees

Steven Bailey reported that the budget subcommittee met with health department staff in March and reviewed the proposed budget. Janet Clayton presented a summary of the FY 2021 requested budget compared to the FY 2020 adopted budget. She also reviewed a summary of the County Manager's preliminary reductions. A motion to approve the proposed FY Budget 2020-2021 that was presented to the budget subcommittee was made by Dr. Jeffrey Noblett, seconded by Dr. Stephen Saunders, and the motion carried with Commissioner Ray Jeffers abstaining from the vote.

Janet Clayton presented the proposed fee schedule. For personal health services, fee adjustments are highlighted in green, and the proposed new fees are highlighted in orange; fees shaded in gray are proposed to be eliminated. Proposed fee changes for Environmental Health are in bold print. A motion to approve the fee schedule as presented was made by Dr. Kimberly Yarborough, seconded by Dr. Stephen Saunders, and the motion carried with Commissioner Ray Jeffers abstaining from the vote.

K. BOH Delegation to Health Director for Boards and Committees

Janet Clayton stated in order to provide clearer evidence in the future for Accreditation and other purposes that the board take formal action to delegate her as their representative on the Person County Animal Services Advisory Board, Healthy Personians Advisory Board, Person County Partnership for Children Board, and the Person Council on Aging-Home and Community Care Block Grant Advisory Committee. Dr. Jeffrey Noblett made a motion to appoint Mrs. Clayton to continue to serve on these committees as a representative of the Board of Health, and Dr. Stephen Saunders seconded. The motion carried unanimously.

L. Nominating Committee

Steven Bailey asked volunteers to serve on the Nominating Committee, which will present nominees to serve as chair and vice-chair for FY21. Dr. Kimberly Yarborough, Dr. Ben Tillett, and Ted Michie volunteered to serve.

M. Personnel Committee

Steven Bailey asked volunteers to serve on the Personnel Committee to conduct the health director's performance evaluation in June. Steven Bailey, Dr. Jeffrey Noblett, Patsy Clayton, and Dr. Kimberly Yarborough volunteered to serve.

N. Staff Liaison Updates

• **Personal Health**

- Tabatha expressed to the Board that the entire health department staff has been working on COVID-19 response and she appreciates everyone's support.

• **Environmental Health**

- Staff is continuing to provide services but are following COVID-19 protocol.
- Currently, EH is 4 weeks behind on-site evaluations for new lots.
- Food & lodging and facility inspection program has been temporarily suspended. Bonnie is working on other projects and duties including those associated with COVID-19.
- Adam is leading the EnerGov project.
- Henri is managing the UPS project.

O. Health Directors Report

- **Accreditation**- PCHD has been recommended for Reaccreditation with Honors! LeighAnn and I will participate in an NC Local Health Department Accreditation Board meeting on May 8th for a final determination.

- **Budget-**
 - BOH Subcommittee met on March 12.
 - Dawn Coleman and Janet Clayton met with the County Manager, HR Director, and County Finance on March 17 to discuss the PCHD requests.
 - The County Manager will present the budget to the County Commissioners on May 18th.
 - The Agreement Addenda and the Consolidated Agreement have been reviewed and will be submitted to DPH prior to the extended deadline.
- **Various Updates-**
 - As shared earlier in the meeting, the majority of time of many staff members including the health director has been consumed with the COVID-19 response.
 - WIC is continuing to serve clients via phone and remote loading of cards.
 - Immunizations are being provided by appointment.
 - Various meetings are being held via Zoom and other means to incorporate social distancing guidelines. Staff have also been asked to not congregate in breakrooms, hallways, offices, etc.
 - As time allows, staff are continuing to purge and scan files and various areas.
 - I attended the monthly NCALHD via Zoom.
- **Personnel-**
 - The hiring process has been delayed due to COVID-19. All applicants that were selected for interviews were notified of the delay.
 - PHNIII-PH Emergency Preparedness Coordinator, is being reclassified.
 - The following positions are vacant:
 - Community Health Technician I
 - Public Health Nurse II- Clinic (Interviews pending)
 - Public Health Nurse II- Clinic
 - Public Health Nurse II- Care Management
 - Public Health Nurse III- FP/STD Program Coordinator (Interviews pending)
 - Med Lab Technician I (Interviews pending)
 - Social Worker II- CC4C (Interviews pending)

P. 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