

**MINUTES  
PERSON COUNTY BOARD OF HEALTH MEETING  
VIA ZOOM  
May 18, 2020**

A regular meeting of the Person County Board of Health was held remotely via Zoom. The following members constituting a quorum were present: Dr. Christopher Atkins, Dr. Ben Tillett, Phillip Edelblute, Dr. Stephen Saunders, Dr. Kimberly Yarborough, Dr. Barbara Harris, Steven Bailey, Patsy Clayton and Ted Michie. Board member Dr. Jeffrey Noblett was absent. Also present were Harold Kelly, Environmental Health Supervisor, Tabatha Philpott, Nursing Supervisor, 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 7:15 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 add a time for voting for the Chair and Vice-Chair for FY 20-21 immediately following the Nominating Committee report. A motion to approve the consent agenda as amended was made by Dr. Ben Tillett, seconded by Dr. Stephen Saunders, and the motion carried unanimously.

**D. Financial Report**

A motion to approve the financial reports was made by Dr. Christopher Atkins, seconded by Patsy Clayton and the motion carried.

**E. PCHD Accreditation Status**

Person County Health Department was deemed reaccredited with Honors by the NC Local Health Department Accreditation Board on May8, 2020. Janet and LeighAnn expressed their gratitude to the Board members and PCHD employees for their support.

**F. COVID-19 Update**

Update as of 5/18/2020: Person Co. Health Dept. is now reporting 34 total confirmed cases of COVID-19 since the start of this event. Of these 34 total confirmed cases:

23 have been released from Health Dept. isolation, \*

9 are still being monitored at home,

1 is hospitalized, and there has been 1 death.

\*released from HD isolation means that an individual has met CDC guidelines and no longer requires monitoring by the HD thus there is no need to remain in isolation.

The ESF-8 group continues to meet twice a week.

The JIC continues to meet weekly.

NCDHHS Secretary Mandy Cohen, MD, announced a directive to increase contact tracing for confirmed cases. PCHD has performed contact tracing with each case throughout the event. The state has also directed medical providers including local health departments to increase testing availability, for those individuals who meet criteria, regardless an individual's ability to pay. PCHD is working with local partners to increase testing.

County buildings reopened on May 11<sup>th</sup>.

Janet, LeighAnn, and Bonnie hosted two Zoom meeting with local food service establishments.

Steven Bailey asked how severe the symptoms have been for the patients who are not hospitalized. Tabatha stated that patients have presented with a wide range of symptoms including cough, fever, headache, nausea, vomiting, and fatigue. Dr. Christopher Atkins asked if the positive cases have been related or community spread. Tabatha stated that there have been cases with no contact to a known positive case, and cases that have known contact with a positive case. Ray Jeffers asked why Person Memorial Hospital is not listed on DHHS website as a testing site for Person County. Tabatha stated that Person Memorial Hospital does have test kits, but our goal is for patients to utilize the seven other test sites and not present to the hospital for the sole purpose of coronavirus testing. Dr. Stephen Saunders asked how self-quarantine is enforced. Tabatha stated that positive cases are called and placed on home isolation. The health department is in contact with the patient for the duration of the home isolation. If a patient were to violate the home isolation order, the health department would obtain papers from the magistrate that would be served by law enforcement; this has not occurred.

#### **G. Department Services Update**

- WIC is providing services using technology.
- Immunizations are being provided by appointments.
- TB, CD, Rabies, and some STD services are being provided.
- We are planning the resumption of clinics the first of August.
- Staff are leveraging grant funding to prepare for the resumption of services.
- Interviews to begin soon.

#### **H. Staff Update**

We will be conducting interviews for the Medical Laboratory Technician, Public Health Nurse II, and Social Worker/CC4C positions in the next couple of weeks.

#### **I. Staff Liaison Updates**

- **Environmental Health**
  - Slight decline in applications for April and May
  - Bonnie is working with restaurants to help them prepare for reopening

- Adam is continuing to work on the EnerGov project
- Jake and Adam are continuing to work with GIS on the GPS project
- **Personal Health**
  - Carol and Casey have completed SPICE infection control training
  - Updated guidance on COVID-19 is being sent out to all providers in Person County including long term care facilities
  - Carol Carr, RN was nominated as Employee of the Year and accepted her award in April. Tabatha read a message written by Carol to the Board of Health thanking them for the honor of being named Employee of the Year and for supporting her in her role within the health department.

## **J. Nominating Committee Report**

Dr. Ben Tillett presented the slate of officers for FY 20-21. Dr. Jeffrey Noblett has been nominated to serve as the Board Chair with Patsy Clayton as Vice-Chair. There were no nominations from the floor. A motion to approve the nominations was made by Dr. Kimberly Yarborough, seconded by Dr. Stephen Saunders, and the motion carried unanimously.

## **K. BOH Meeting Schedule for FY 20-21**

A motion to accept the proposed meeting schedule for FY 20-21 as presented was made by Dr. Stephen Saunders, seconded by Dr. Kimberly Yarborough, and the motion carried.

## **L. Health Directors Report**

- **Accreditation-** PCHD was deemed reaccredited with Honors by the NC Local Health Department Accreditation Board on May 8<sup>th</sup>.
- **Budget-**
  - The Board of Commissioners received the County Manager's proposed budget for FY21 today.
    - The requested EHS position was eliminated.
    - The 2 vacant Processing Assistant IV positions and the vacant PHN II position were eliminated. The funding request was for 6 months to hire in January. The County Manager reassured me that if these positions are deemed to be needed mid-year to present this request to the Commissioners for approval.
    - The replacement truck for EH was eliminated.
- **Various Updates-**
  - 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 and have received a grant to purchase mobile technology. WIC continues to meet or exceed caseload.
  - Immunizations are being provided by appointment.

- CFPT funding has provided two billboards along the 501 south reminding individuals to check “Look before You Lock” especially in summer months.
- Various meetings continue to be held via Zoom and other means to incorporate social distancing guidelines. Staff are continuing to not congregate in breakrooms, hallways, offices, etc.
- As time allows, staff are continuing to purge and scan files and various areas.
- **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
    - Public Health Nurse II- Clinic
    - Public Health Nurse II- Care Management
    - Public Health Nurse III- FP/STD Program Coordinator (Posted, no applicants; requested reposting)
    - Med Lab Technician I
    - Social Worker II- CC4C (Posted twice; position offered, accepted, then declined; reposted)

## **M. Adjournment**

Having no further business to discuss, a motion to adjourn was made by Dr. Stephen Saunders, seconded by Dr. Ben Tillett, and the motion carried unanimously.

Respectfully submitted,

Janet Clayton  
Health Director/Secretary