

**MINUTES**  
**PERSON COUNTY BOARD OF HEALTH MEETING**  
**FEMA ROOM**  
**October 26, 2020**

A regular meeting of the Person County Board of Health was held in the FEMA room of the Person County Human Services complex. The following members constituting a quorum were present: Dr. Jeffrey Noblett, Dr. Christopher Atkins, Patsy Clayton, Ray Jeffers, Phillip Edelblute, Dr. Barbara Harris, Dr. Ben Tillett, Dr. Stephen Saunders, and Ted Michie were present. Dr. Kimberly Yarborough was absent. Also present were Tabatha Philpott, Nursing Supervisor, Harold Kelly, Environment Health Supervisor, Jennifer Melton, Administrative Assistant, Janet Clayton, Health Director, and Michael Lagaly, Structural Engineer.

**A. Call to Order**

Dr. Jeffrey Noblett, 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 were present for comments or questions.

**C. Consent Agenda**

A motion to approve the consent agenda was made by Dr. Stephen Saunders, seconded by Dr. Christopher Atkins, and the motion carried.

**D. Financial Report: September 2020**

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

**E. Budget Amendment-115 COVID Relief Funds**

COVID Relief Funds of \$63,880.00 will be allocated to contracted services, which for additional COVID case investigators/contact tracers. A motion to accept the budget amendment was made by Dr. Stephen Saunders, seconded by Dr. Ben Tillett, and the motion carried.

**F. COVID Update**

Janet Clayton presented the Person County COVID-19 update to the Board. This presentation outlined updated statistics. Current statistics show a rapid rise in the number of confirmed cases. Discussion was held regarding the following topics: COVID-19 clusters within the county, problems staff are experiencing with

contact tracing, COVID-19 testing, media outreach, and self-quarantine violations and repercussions. Janet shared that a message will be going out tonight to local law enforcement, Roxboro Fire Department, EMS and EM asking that they assist us in setting an example of wearing face coverings and social distancing, and reinforcement of the Three W's in the community. Janet shared a letter mentioned on the news that was sent to some counties by Secretary Mandy Cohen regarding local actions to improve compliance. Several counties of concern participated in a conference call with Secretary Cohen; Person County was not one of the counties.

#### **G. Workforce Development Plan Follow-up**

Janet Clayton presented a spreadsheet compiled by HR director Lisa Alston which shows salary information from UNC School of Government website, information gathered from five surrounding counties (Alamance, Caswell, Durham, Granville, and Orange), Person County salary information, and side by side comparison of State, five county, and Person County. After discussion, it was decided that Janet would compile the averages of the minimum salary and maximum salary of each position instead of using average salary for the comparison; she will add this to the spreadsheet and present at the next meeting.

#### **H. Staff Liaison Updates**

- **Personal Health**
  - Several surveys have been completed at the request of NCDHHS regarding COVID vaccines.
  - COVID vaccine agreement with the State has been approved
  - There is a COVID vaccine planning meeting on 11/5/20 which includes Emergency Management.
  - The second day of Duke clinic will start next month.
  - Flu clinic update:  
Senior Center flu shot clinic has been conducted.  
Goal for clinics: Person County jail (inmates), Cambridge Hills, Person County Group Homes, Roxboro Housing Authority
- **Environmental Health**
  - Due to a steady increased demand for site evaluations, the turnaround time is now 5-6 weeks.

#### **I. Department Services Update**

- A large amount of staff time, including the health director's, continues to be consumed with the COVID-19 response.
- WIC continues to serve clients via phone and remote loading of cards and have received a grant to purchase mobile technology.

- Immunizations, including seasonal flu vaccinations, are being provided by appointment.

## **J. Health Director's Report**

### **• Various Updates**

- On October 7, the Child Fatality Prevention Team held its quarterly meeting and reviewed 4 deaths.
- Healthy Personians held its quarterly meeting on October 12. To celebrate the 20<sup>th</sup> anniversary of Healthy Personians, bags were distributed at early voting with hand sanitizer, tissues, and HP information.
- Allison Satterfield, the executive director of the Partnership for Children has resigned. I am serving on the personnel committee and assisting with the hiring process.
- The City Council is supportive of the waterline extension request to Winco Pointe.
- PCHD held flu vaccination clinics for county and city employees and for school systems' employees. Also, one extended hours clinic was held. On October 20, and offsite flu shot clinic was held at the Senior Center.
- The QIA Team met on October 23.
- On October 14, I participated in the NCALHD legislative priority planning session. On October 23, NCALHD and NCACC leadership held a Zoom meeting to discuss priorities and upcoming opportunities.
- On October 22, Katherine Caffey, assistant county manager, and I met for a tour of PCHD and for an overview of our services.
- 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.

### **• Personnel**

- Mikhayla Dunn, Health Educator I, returned from military leave today, October 26.
- The following positions are vacant:
  - Community Health Technician-Part-time
  - Public Health Nurse II-Clinic-posted
  - Public Health Nurse II-Care Management-posted
  - Public Health Nurse III-FP/STD Program Coordinator, Hillary Gilbert moved from PHNII
  - Human Services Planner I (formerly PHNIII-Preparedness Coordinator) has been posted, and interviews are being scheduled

On behalf of the Association of North Carolina Boards of Health, Dr. Ben Tillet asked that the board inform him of anything the Association could do to advocate for our local health department.

**K. 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.

Respectfully submitted,

Janet Clayton  
Health Director/Secretary