

**MINUTES  
PERSON COUNTY BOARD OF HEALTH MEETING  
FEMA ROOM  
November 23, 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, Phillip Edelblute, Dr. Barbara Harris, and Ted Michie were present. Dr. Kimberly Yarborough, Dr. Ben Tillett, Dr. Stephen Saunders, and Ray Jeffers were absent. Also present were Tabatha Philpott, Nursing Supervisor, Harold Kelly, Environment Health Supervisor, Jennifer Melton, Administrative Assistant, and Janet Clayton, Health Director.

**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. Welcome New Board Member Mike Lagaly**

Mike Lagaly will be meeting with Janet Clayton on Wednesday, November 25 to take his oath and attend orientation.

**D. Consent Agenda**

A motion to approve the consent agenda was made by Phillip Edelblute, seconded by Ted Michie, and the motion carried.

**E. Financial Reports: October 2020**

Janet Clayton stated that the Fund 10 YTD amount is current as of October 31, 2020. There were several budget amendments approved by the Board of Commissioners on November 16, 2020. Those amendments will be shown in the November 2020 financial report, which will be presented during the January 2021 Board of Health meeting. Those amendments included the Fund 10 allocations. A motion to approve the financial reports was made by Ted Michie, seconded by Phillip Edelblute, and the motion carried.

**F. Budget Amendment-715 Immunization Action Plan**

Immunization grant funds of \$7,994.00 will be allocated to contracted services, salary/wages, capital outlay, supplies, and advertising for offsite flu clinics. A

motion to accept the budget amendment was made by Dr. Christopher Atkins, seconded by Ted Michie, and the motion carried.

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

In follow-up to the Workforce Development Plan discussions during the September and October meetings, Janet Clayton presented an updated salary study spreadsheet showing the averages of the minimum salaries and maximum salaries of positions statewide, 5 County area (Alamance, Caswell, Durham, Granville, and Orange), and Person County. She noted not all counties have positions classified the same which is indicated on the combine table. Also, the Person County salary amounts are the range and not salaries of specific current employees.

## **H. COVID Update**

Janet Clayton and Tabatha Philpott presented the Person County COVID-19 update to the Board. This presentation outlined updated statistics, COVID-19 vaccine information, and Person County Health Department's continued response. Discussion followed the presentation on the following topics: COVID-19 clusters and outbreaks within the county, vaccine storage, mass vaccination planning, COVID vaccine data entry, and rapid test kit dispersal.

## **I. Flu Update**

Janet Clayton presented a graph showing data for 2017, 2018, 2019, and 2020 offsite flu clinic totals. Several sites are still pending a scheduled date.

## **J. Staff Liaison Updates**

- **Personal Health**
  - Pfizer submitted information for EUA on 11/20/20; NCDHHS expects Moderna's soon; FDA set a hearing date for 12/10/20 for approval; the vaccine will only ship to the 10 early ship sites right after EUA approval, which are the hospitals that have ULC storage.
    - NCDHHS will provide a template standing order for the COVID vaccine in BON format.
    - NCDHHS will provide a EUA fact sheet for providers and one for patients.
    - Immunization Branch, CDC, and Pfizer working on vaccine trainings.
    - Once vaccine receives final approval, we will have more concrete guidance on usage and storage.
  - Roxboro Healthcare and Rehab: current outbreak; three staff members as of today.

- St. Mary and Edward Catholic Church (Main Street); current cluster with five congregation members.
  - Offered rapid COVID test kits to all providers in the county; PFMC, RFM, NSM, and Dr. Long's office accepted 80 kits; in person training for reporting was offered to all offices; reporting includes aggregate number of tests (positive and negative) to the State through e-CATR, fax of all positives to the State and to us; assisted the hospital on correct reporting of the aggregates and positives at the local and state level.
  - PHN II Clinic nurse and PHN II Nurse Case Manager positions have been offered and accepted; waiting on clearance from HR.
  - Duke 2<sup>nd</sup> clinic day started 11/17/20.
- **Environmental Health**
    - Short staffed in November but still able to deliver services.
    - Site evaluations are 6 weeks behind.
    - Staff continuing to implement EnerGov.

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

- **Various Updates**
  - A large amount of staff time, including the health director's, continues to be consumed with the COVID-19 response, including vaccination planning meetings.
  - 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.
  - The County Commissioners did not render a decision regarding of the waterline extension request to Winco Pointe. Additional information has been requested.
  - PCHD continues to offer flu vaccinations.
  - I attended an Energov meeting on 11/4 to gain a better understanding of the remaining tasks.
  - On November 5<sup>th</sup>, I participated in a continuing education webinar regarding norovirus.
  - The monthly Community Mental Health Advisory Council meetings resumed on November 9<sup>th</sup>.
  - Our new On Target Preparedness contractor, Josh Wyse, joined us on 11/9.
  - The Person County Animal Services Advisory Board met on November 10. We discussed additional changes to the Ordinance which includes provisions addressing domestic poultry.

- Tabatha and I participated in a DPH All Consultant Check-In Zoom meeting on November 12<sup>th</sup>. This was in follow-up to the meetings previously held during the clinic rebuilding phases.
- NC Partnership for Children is establishing regional Child Care Health Consultants. Allison Satterfield and I participated in the virtual regional planning meeting on 11/12.
- NCALHD adopted its 2021 Legislative Agenda on 11/19.
- 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**
  - The following positions are vacant:
    - Community Health Technician I- Part-time
    - Public Health Nurse II- Clinic-Position has been offered and accepted.
    - Public Health Nurse II- Care Management- Position has been offered and accepted.
    - Public Health Nurse III- FP/STD Program Coordinator, Hillary Gilbert moved from PHNII.
    - Human Services Planner I (formerly PHNIII-Preparedness Coordinator) Position has been reposted.
  - I am exploring additional staffing strategies to address the needs of Environmental Health.

## **L. Adjournment**

Having no further business to discuss, a motion to adjourn was made by Phillip Edelblute, seconded by Patsy Clayton, and the motion carried.

Respectfully submitted,

Janet Clayton  
Health Director/Secretary