

MINUTES
PERSON COUNTY BOARD OF HEALTH MEETING
FEMA ROOM
January 25, 2021

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: Patsy Clayton, Dr. Jeffrey Noblett, Phillip Edelblute, Gordon Powell, Ted Michie, Dr. Barbara Harris, Mike Lagaly, Dr. Ben Tillett, Dr. Kimberly Yarborough and Dr. Christopher Atkins. Board member Dr. Stephen Saunders was 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

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, including comments or questions regarding the reopening of our Maternal Health clinic

C. Welcome to Commissioner Gordon Powell

Commissioner Gordon Powell was welcomed to the Board of Health. Commissioner Powell has taken his oath and completed orientation.

Mike Lagaly was also welcomed to the Board of Health, whose term began in November 2020 and has also taken his oath and completed orientation.

Board of Health members introduced themselves and stated the position they serve on the Board of Health.

D. Consent Agenda

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

E. Financial Reports: November/December 2020

Janet Clayton reviewed the Board of Health reports for November and December 2020. She stated that the revenues from the recently received Medicaid cost settlements have been distributed. A motion to approve the financial report was made by Dr. Kimberly Yarborough, seconded by Phillip Edelblute, and the motion carried unanimously.

F. Fee Schedule Amendment-COVID vaccine administration fees

Janet Clayton presented a fee schedule amendment adding two codes for the administration fee of COVID-19 vaccine. She noted that the health department could not charge individuals, but is allowed to bill insurance. Also, it is not permissible to bill for the vaccine itself as it is provided to the health department by the federal government. There was some discussion among Board of Health members of the differing Medicaid reimbursement rates of the first and second doses. A motion to approve the fee schedule amendment was made by Dr. Kimberly Yarborough, seconded by Ted Michie, and the motion carried. Janet Clayton will request approval of the fees by the Board of Commissioners in accordance with NCGS 130A-39(g).

G. Budget-Fiscal Year 2020

Janet Clayton stated the Fiscal Year 2019-2020 was not available for presentation in November due to the cyber incident in June, which created issues with MUNIS and the retrieval of other financial documents. A review of the budget report was provided. Several Medicaid Cost Settlement 10 percent holdback payments were received last fiscal year due to Medicaid pushing through the cost report reviews in preparation for Medicaid Transformation and the new reimbursement process that will be implemented. Those revenues were distributed to the appropriate programs. Janet also reviewed with the Board of Health the process of accounting for staff time through time studies, and the allocation of those expenses to the appropriate programs. For staff with COVID-19 response time, their time is accounted for under a COVID-19 column and not in other clinical programs; therefore, some programs did not experience the same level of expenses in FY20.

H. BOH Annual Operating Procedures – Annual Review

After review by board members, it was decided that no revisions to the operating procedures are needed. A motion to approve the Person County Board of Health Operating Procedures as presented was made by Phillip Edelblute, seconded by Dr. Ben Tillett, and the motion carried unanimously.

I. COVID-19 Update

Janet Clayton presented the Person County COVID-19 update to the Board. This presentation outlined updated statistics, updated timeline, and COVID-19 vaccine information including approved vaccinating providers in Person County. Discussion followed the presentation on the following topics: vaccine phases, vaccine allocations, and vaccine clinics and scheduling.

J. Staff Liaison Updates

- **Environmental Health**
 - Demand for site evaluations for new development have increased in the last several years. Site evaluations are 8 weeks behind.
- **Personal Health**
 - CC4C and OBCM social workers are now fully trained.

- We continue to have FP, STD, and MH clinics.

K. Budget Subcommittee

Dr. Jeffrey Noblett asked volunteers to serve on the Budget Subcommittee with him. Dr. Ben Tillett agreed to serve.

L. Public Health Month Awards Committee

Dr. Jeffrey Noblett 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.

M. Health Directors Report

- **Various Updates-**

- 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 are being provided by appointment.
- PCHD continues to offer flu vaccinations.
- We are beginning to work on budget as well.
- EH continues to be busy.
- We are still offering Duke provider clinics on Mondays and Tuesdays and new OB appointments on Fridays.
- I participated in the NCALHD monthly meetings. As of January 1, 2021, I am now in role of past-president.
- 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- Leslie Dillow joined us in December.
 - Public Health Nurse II- Care Management- Kimberly Nichols joined us in January.
 - Human Services Evaluator I (formerly PHNIII-Preparedness Coordinator) Position in under review.
- I am exploring additional staffing strategies to address the needs of Environmental Health.

N. Adjournment

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

Respectfully submitted,

Janet Clayton
Health Director/Secretary