

MINUTES
PERSON COUNTY BOARD OF HEALTH MEETING
FEMA ROOM
March 22, 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, Dr. Kimberly Yarborough, Mike Lagaly and Dr. Christopher Atkins. Board members Dr. Stephen Saunders and Dr. Ben Tillett were absent. Also present were Tabatha Philpott, Nursing 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.

Dr. Kimberly Yarborough took a few moments to recognize the passing of Sue McWhorter, a previous BOH member in Caswell County and a public health advocate on many levels.

Gordon Powell noted that he attends the BOH meetings as a liaison between the BOH and Board of County Commissioners.

C. Consent Agenda

A motion to approve the consent agenda was made by Dr. Kimberly Yarborough, seconded by Patsy Clayton, and the motion carried.

D. Financial Reports: February 2021

Janet Clayton reviewed the Board of Health financial reports for February 2021. A great deal of staff time is being spent on COVID efforts; therefore, the majority of the COVID grant funds are being utilized for salaries and related personnel expenses. As mentioned during a previous meeting, staff normally earn comp time that may be utilized for time off at a later date, but because of the amount that was being accrued by staff due to various activities related to COVID, the decision was made to pay out all comp time and holiday time that has been and will be accrued due to COVID duties. The Person County Personnel Policy allows for the pay out these balances. Pay out began with the first March paycheck. To avoid being paid out for a comp time balance, staff may choose to request the time in MUNIS as soon as the time is earned. A motion to approve the financial report was made by Dr. Christopher Atkins, seconded by Dr. Kimberly Yarborough, and the motion carried unanimously.

E. Budget Amendment

Increased revenue from donations, an Immunization Grant, and projected revenue from reimbursement for COVID vaccine administration fees totaling \$291,100.00 will be allocated to expenses directly related to COVID, which include food purchases, supplies, contracted services, salary and wages, printing, advertising, and ed/med supplies. A motion to accept the budget amendment was made by Dr. Kimberly Yarborough, seconded by Mike Lagaly, and the motion carried.

F. Fee Schedule Amendment

Medicare has increased reimbursement to \$40.00 for the administration fee of each dose of COVID vaccine for dates of service 3-15-21 or after. The previous reimbursement rate was \$16.94 for dose 1, and \$28.39 for dose 2. Staff recommended to increase the administration fees for Moderna to \$50.00 to allow for the full \$40.00 reimbursement and to establish an administration fee for the Janssen vaccine of \$50.00. Patients who are uninsured will not be charged. A motion to accept the fee schedule amendment was made by Dr. Kimberly Yarborough, seconded by Patsy Clayton, and the motion carried.

G. COVID-19 Update

Janet Clayton presented the Person County COVID-19 update to the Board. This presentation outlined current statistics, an explanation of suppressed data from NCDHHS, COVID-19 vaccine information including vaccine phases, and continued response. Discussion followed the presentation on the following topics: COVID deaths, vaccine phases, vaccinating providers in Person County, possibility of needing a booster vaccine, and vaccine clinics and scheduling.

H. Communicable Disease Report

Janet Clayton distributed and reviewed the 2020 Communicable Disease report. Person County had 351 reportable cases. 323 cases were sexually transmitted infections with 240 Chlamydia cases, 69 Gonorrhea cases, 10 Syphilis cases, and 4 Non-gonococcal urethritis cases. There were 15 foodborne illness cases and 13 general communicable disease cases. The report shows an increase in sexually transmitted infections and Salmonella cases.

I. Staff Liaison Updates

- **Environmental Health**

- It currently takes about 8 weeks from application to evaluation for new construction. Contractor meetings/inspections, repair of failing system permits, and building additions/expansions take precedent over new construction.
- Bonnie continuing to assist with vaccination clinics.
- Jake will take the required Environmental Health Specialist exam this week. This is one of the requirements for registration as an Environmental Health Specialist.

- Interviews are under way to fill the Administrative Assistant position. Four applicants are scheduled to be interviewed this week. Henrietta's last day is 3-31-21.
- **Personal Health**
 - CC4C and OBCM social workers will be attending a car seat safety training at Roxboro Fire Department. A car seat safety event will be planned after training for the community.
 - We continue to have FP, STD, and MH clinics.

J. Nominating Committee

Dr. Jeffrey Noblett asked volunteers to serve on the Nominating Committee, which will present nominees to serve as chair and vice-chair for FY22. Dr. Kimberly Yarborough, Dr. Stephen Saunders, and Dr. Ben Tillett volunteered to serve.

K. Personnel Committee

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

L. Health Directors Report

- **Budget-**
 - Meetings have been held with Management Team members.
 - Personnel Budget - Submitted
 - Operating Budget – Submitted
 - Fees-Submitted
 - BOH Subcommittee meeting will be scheduled for April, and the budget will be presented to BOH in April.
 - Local mental health applications were received and reviewed with Katherine Cathey, Assistant County Manager on March 3.
 - Agreement Addenda have been received from NCDPH and are being reviewed.
- **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.
 - Immunizations are being provided by appointment.
 - I participated in the North Carolina Alliance for Public Health Agencies strategic planning meeting and the Person County Partnership for Children Board meeting on February 25.
 - The Community Mental Health Advisory Council meeting was held on March 8.
 - I participated in the LEPC meeting on March 9 as the health department representative.

- I participated in the NCALHD monthly meetings.
- 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
 - Human Services Evaluator I (formerly PHNIII-Preparedness Coordinator)
Position in under review.
 - Henrietta Moore, EH Administrative Assistant I, is retiring April 1. Position was posted, and interviews are being conducted.

M. 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