

MINUTES
PERSON COUNTY BOARD OF HEALTH MEETING
FEMA ROOM
April 26, 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, Ted Michie, Dr. Barbara Harris, Dr. Stephen Saunders, Dr. Ben Tillett, Dr. Kimberly Yarborough, Dr. Christopher Atkins and Mike Lagaly. Board members Gordon Powell and Phillip Edelblute were absent. Also present were 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.

C. Consent Agenda

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

D. Financial Reports: March 2021

Janet Clayton reviewed the Board of Health financial reports for March 2021. A motion to approve the financial reports was made by Dr. Kimberly Yarborough, seconded by Dr. Stephen Saunders, and the motion carried.

E. Budget Amendment

Additional COVID CARES Act funding through the NCDPH-Communicable Disease Branch totaling \$316,279.00 will be allocated to contracted services. Janet Clayton noted that the funding may be carried forward to next fiscal year which will allow for additional planning time to utilize funding. A motion to accept the budget amendment was made by Dr. Ben Tillett, seconded by Dr. Kimberly Yarborough, and the motion carried.

F. 2020 Child Fatality Prevention Team Report

Janet Clayton explained the process of the Child Fatality Prevention Team and presented the 2020 Annual Report.

Dr. Kimberly Yarborough asked if there has been an increase in infant deaths from previous years. Janet Clayton explained that there has been an increase in undetermined causes of death in infants in Person County; therefore, the health department has increased outreach efforts in the form of billboards and purchasing pack and plays for individuals whom DSS and PCHD social workers determined did not have adequate sleeping arrangements. She also shared the car seat safety initiatives of the current and past year. Two staff members have completed the car seat safety certification training with members of the Roxboro Fire Department and will hold an event in May. Through child health grant funds, car seats have been purchased each year and are distributed to individuals in need through the health department's care management programs.

G. COVID-19 Update

Janet Clayton presented the Person County COVID-19 update to the Board. This presentation outlined current statistics, COVID-19 vaccine information including enrolled vaccinating providers in Person County, COVID vaccination doses received by provider, vaccination clinics, and continued response. Dr. Kimberly Yarborough congratulated the health department on the job they are doing.

H. Environmental Health Update

Environmental Health and Building Inspections are continuing to experience increased turnaround time for services. The Home Builders Association met last week and invited Inspections, Health Department staff, County Commissioners, and the County Manager to the meeting. Additional positions have been requested for Building Inspections and Environmental Health. Commissioner Powell has added an agenda item for the County Commissioner meeting May 3, 2021 to discuss Inspection and Environmental Health delays.

I. Pharmacy Bid

Janet Clayton, Health Director, reported that a bid request for pharmacy services for Personal Health services was mailed to all local pharmacies. Only one bid was received. Community Pharmacy-Roxboro submitted a bid proposal of \$4.50 per prescription. Ms. Clayton stated the bid was the same as the current price. A motion to award the contract to Community Pharmacy-Roxboro was made by Dr. Kimberly Yarborough, seconded by Dr. Stephen Saunders, and the motion carried.

J. Recommended Fee Schedule FY22

Janet Clayton presented the proposed fee schedule. For personal health services, fee adjustments are highlighted in blue, and the proposed new fees are highlighted in green; fees in red are proposed to be eliminated. Fees in gold were updated April 2021. A motion to approve the fee schedule as presented was made by Dr. Kimberly Yarborough, seconded by Dr. Stephen Saunders, and the motion carried. Janet Clayton stated the approved fees

will be presented to the Board of Commissioners with the county manager's recommended budget in May.

K. Budget: FY Budget 2021-2022

Dr. Jeffrey Noblett reported that the budget subcommittee, which included Mike Lagaly, Dr. Noblett, and Dr. Ben Tillett, met with health department staff and reviewed the proposed budget on April 13. Janet Clayton presented a summary of the FY 2022 requested budget and notable budget items. Dr. Tillett encouraged others to volunteer for the committee to gain additional knowledge of what is involved with the budget process. A motion to approve the proposed FY Budget 2021-2022 that was presented to the budget subcommittee was made by Dr. Stephen Saunders, seconded by Mike Lagaly, and the motion carried.

L. BOH Delegation to Health Director for Boards and Committees

Janet Clayton suggested to provide clearer evidence in the future for Accreditation and other purposes that the board take formal action to delegate her as their representative on the Person County Animal Services Advisory Board, Healthy Personians Advisory Board, Person County Partnership for Children Board, and the Person Council on Aging-Home and Community Care Block Grant Advisory Committee. Dr. Ben Tillett made a motion to appoint Mrs. Clayton to continue to serve on these committees as a representative of the Board of Health, and Patsy Clayton seconded. The motion carried unanimously.

M. Staff Liaison Updates

• Personal Health

- Madison Daly and Elizabeth Haebig completed car seat safety certification training. A car seat community event will be held in May with the Roxboro Fire Department.
- Kim Nichols, Care Management supervisor is in Rockingham County for in-person training with care management staff.

• Environmental Health

- Kathy Comer joined Environmental Health April 12.
- Bonnie continues to assist with vaccination clinics.
- Jake and Adam continue to work hard.

N. Health Directors Report

• Budget-

- Board of Commissioners approved the amended and new fees for FY21 on April 5.
- BOH Budget Subcommittee met April 13.
- Agreement Addenda have been submitted to NCDPH.

- The county manager's recommended budget will be presented to the Board of Commissioners on May 17.
- **Various Updates-**
 - April is Public Health Month. Staff were provided a "bag" lunch on April 12 to celebrate. Also, the announcement was made that the BOH Public Health Month Committee awarded the Employee of the Year and the "GEM" to our department for the outstanding teamwork over this past year.
 - A large amount of staff time, including the health director's, continues to be consumed with the COVID-19 response.
 - Due to the federal Public Health Emergency declaration being extended until 07/20/2021, WIC benefits will continue to be issued to clients remotely until August 19, 2021. WIC continues to serve clients via phone and remote loading of cards. There will be an article in *The Courier-Times* later this week.
 - The Child Fatality Prevention Team met on April 7. Two child fatalities were reviewed.
 - The quarterly Healthy Personians meeting was held on April 12, and new members were approved.
 - By invitation, I attended the Roxboro-Person County Homebuilders Association meeting on April 20. There were concerns/complaints shared by builders regarding delays of permits in the EH and Building Inspections departments.
 - I participated in the NCALHD monthly meetings and the Health Directors Annual Legal Conference by the UNC-School of Government.
 - 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 Emergency Preparedness position (formerly Human Services Evaluator I) has been reclassified to an Emergency Management Planner I classification and has been posted; however, to avoid confusion, the working title of the position is being used.
 - Kathryn Comer joined our staff as the EH Administrative Assistant I on April 12.
 - Mikhayla Dunn, Health Educator I, has resigned effective April 30 to continue her education.

O. Adjournment

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

Respectfully submitted,

Janet Clayton
Health Director/Secretary