

MINUTES
PERSON COUNTY BOARD OF HEALTH MEETING
FEMA ROOM
May 24, 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, Dr. Barbara Harris, Dr. Stephen Saunders, Dr. Ben Tillett, Gordon Powell, Dr. Christopher Atkins and Mike Lagaly. Board members Phillip Edelblute, Dr. Kimberly Yarborough, and Ted Michie were absent. Also present were Harold Kelly, Environmental Health Supervisor, Tabatha Philpott, Nursing Supervisor, 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.

Dr. Noblett asked the Board their preference of wearing face coverings and meeting location for future meetings. There was discussion. The board members will follow the county policy regarding masks. Dr. Noblett and Janet Clayton will assess the COVID positivity rate closer to the June meeting and decide the location of the meeting.

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. Ben Tillett, and the motion carried.

D. Financial Reports: April 2021

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

E. Budget Amendment

- Increase in revenue for Environmental Health in receipt of Food & Lodging funds-\$6,091.00.
 - Funds will be allocated for education and medical supplies for Environmental Health.

There was discussion regarding how the revenue is generated and the formula used by the State to determine the amount given to each county. Janet Clayton explained which Environmental Health fees are local and state. She also reviewed the funding formula, including the base amount, percent of completed inspections, and 100% amount.

A motion to accept the budget amendment was made by Dr. Ben Tillett, seconded by Dr. Christopher Atkins, and the motion carried.

F. COVID-19 Update

Janet Clayton presented the Person County COVID-19 update to the Board. This presentation outlined current statistics; staff, contract, and volunteer hours dedicated to COVID-19 response; calls coming into the department regarding COVID-19 as of May 2021; COVID-19 vaccine information including vaccine clinic locations, public outreach efforts, and vaccinating providers in Person County. Discussion was held regarding if face coverings should continue to be worn in public places.

G. Nominating Committee Report

Dr. Ben Tillett presented the slate of officers for FY 21-22. Dr. Jeffrey Noblett has been nominated to serve as the Board Chair with Mike Lagaly as Vice-Chair. Other nominations from the floor can also be accepted. Voting will take place at the meeting on June 28.

H. BOH Meeting Schedule FY 21-22

Janet Clayton presented the proposed Board of Health meeting schedule for FY21-22. She stated the proposed dates are the fourth Monday of each month with the exception of December, when the Board does not routinely meet. A motion to accept the proposed meeting schedule for FY 21-22 as presented was made by Mike Lagaly, seconded by Dr. Stephen Saunders, and the motion carried.

I. Staff Liaison Updates

• Personal Health

- COVID response staff are continuing to work on case investigations, data entry, billing, and assisting with vaccine clinics.
- Dee Dillow, RN has completed Communicable Disease orientation and will begin the CD course through NCDHHS-DPH.
- Caseloads for CMARC and CMHRP case managers are increasing.
- Tabatha and Jennifer are in the process of completing the Management and Supervision training offered through UNC Gillings School of Public Health. Training should be completed by June 30.

• Environmental Health

- On-site staff have reduced the site evaluation wait time to 8 weeks, thanks to hard work and a small number of proposals from consulting soil scientists.
- In addition to managing the Food and Lodging Program, Bonnie also manages the pool program. She has scheduled inspections and permitting of public swimming pools this week so that they can open on Memorial Day weekend.
- Our new administrative assistant, Kathy Comer has been a welcome addition to our staff.
- Janet posted our new EHS position last week. We hope to have someone hired and ready to start in early July.

J. Health Directors Report

- **Budget-**
 - The county manager's recommended budget was presented to the Board of Commissioners on May 17.
 - The Commissioners' public hearing for the budget is June 7. There are several work sessions also scheduled.
- **Various Updates-**
 - A large amount of staff time, including the health director's, continues to be consumed with the COVID-19 response.
 - Greg White of EMS and I worked together to request Narcan kits for emergency services personnel, including EMS, fire, and law enforcement. EMS will distribute the kits.
 - Clinic staff are working to complete the annual review and update standing orders and policies.
 - Management Team is reviewing the department policies.
 - During April, I participated in the Mental Health Advisory Committee meeting and the Partnership for Children meeting via Zoom and attended the Person County Animal Services Advisory Board meeting.
 - I continue to participate in the NCALHD/NCPHA Kate B. Reynolds grant strategic planning process.
 - I participated in the NCALHD monthly meetings and the NC Alliance for Public Health Agencies Board meeting.
 - 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
 - Environmental Health Specialist (newly approved)- Position was posted on 5/17.
 - Public Health Emergency Preparedness position (formerly Human Services Evaluator I) interviews were held; position offered; candidate is currently in the background check process.
 - Health Educator I

K. Adjournment

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

Respectfully submitted,

Janet Clayton
Health Director/Secretary