

**MINUTES**  
**PERSON COUNTY BOARD OF HEALTH MEETING**  
**FEMA ROOM**  
**June 28, 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. Stephen Saunders, Dr. Ben Tillett, Gordon Powell, Kimberly Yarborough, Ted Michie, Phillip Edelblute, and Mike Lagaly. Board members Dr. Barbara Harris and Dr. Christopher Atkins were absent. Also present were Harold Kelly, Environmental Health Supervisor, 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. Ben Tillett shared information regarding a virtual Town Hall meeting on July 13, 2021 at 3:00 p.m. He also shared information on the NALBOH Annual Conference being held virtually on August 2-3, 2021. The NALBOH Annual Conference agenda was passed out to board members. A NALBOH 2021 membership survey will be distributed soon; Dr. Tillett stated that he would appreciate the input of the board.

**C. Consent Agenda**

An updated meeting agenda was distributed to board members. A motion to approve the consent agenda was made by Dr. Stephen Saunders, seconded by Phillip Edelblute, and the motion carried.

**D. Financial Reports: May 2021**

A motion to approve the financial reports was made by Dr. Stephen Saunders, seconded by Phillip Edelblute, and the motion carried.

**E. Fee Schedule Amendment-COVID vaccine administration fees**

CMS has released additional CPT codes for COVID-19 vaccine. Pfizer, AstraZeneca, Novavax, and a vaccine home administration code will be added to the current fee schedule. The fee will be \$50.00 which is consistent with the current administration fee. A motion to accept the fee schedule amendment was made by Dr. Kimberly Yarborough, seconded by Dr. Ben Tillett, and the motion carried.

**F. SOTCH Report**

Board of Health members received a copy of the 2020 State of the County Health Report in their packets for review prior to the meeting. LeighAnn Creson, Quality Assurance Specialist/Health Educator, briefly reviewed the mortality and morbidity data presented in the report. Much of the data was the same as what was cited in the 2019 report, as updated data was not available for

some things. The SOTCH Report review also included information about progress on Community Health Improvement Plans and the impact of COVID on such plans. Additionally, there was discussion about emerging issues in public health and new/paused/discontinued initiatives since the last Community Health Assessment. The report invites anyone interested in helping to address priority areas to call the Health Department. Board members were informed about how the SOTCH Report could be accessed. There was some discussion about the availability of data. An explanation was provided about where county level data is obtained for this report. A motion to accept the SOTCH Report was made by Dr. Kimberly Yarborough, seconded by Dr. Stephen Saunders, and the motion carried.

#### **G. Patient Satisfaction Survey Reports (Family Planning, Maternity, STI)**

LeighAnn reviewed the results of the patient satisfaction surveys for the Family Planning, Maternal Health, and STI Programs. The overall results were positive and the majority of surveys indicated that clients learn of Health Department services through a family/friend or doctor's office.

#### **H. Client Satisfaction Survey Report**

LeighAnn reviewed the results of the client satisfaction surveys. This is a more generic survey that can be conducted with any Health Department program/service. Survey responses came from clients served through the Environmental Health, WIC, Immunization, and Care Management Programs. Responses were favorable and showed that most respondents learned about local public health services through a family/friend or doctor's office.

#### **I. 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 vaccine clinic locations, public outreach efforts, and vaccinating providers in Person County.

#### **J. Election of Chair and Vice-Chair for FY 21-22**

Dr. Jeffrey Noblett has been nominated to serve as the Board Chair with Mike Lagaly as Vice-Chair. The board voted unanimously to accept the nominations as presented.

#### **K. Staff Liaison Updates**

##### **• Environmental Health**

- We conducted two interviews this morning for the newly approved EHS position. Both candidates were very strong. Thanks to Jennifer for coordinating and guiding EH through the interview process.
- Adam has invested a significant amount of time and effort in implementation of EnerGov software. We expect to go live in the coming weeks.
- Bonnie continues to work hard managing the Food and Lodging program. She spent a day last week with a State regional food and lodging specialist as part of a mandated quality assurance program.
- Jake has become our technology expert and in addition to assisting Adam with the adoption of EnerGov, he is working closely with GIS staff to implement GPS technology.
- Kathy, our recently hired office administrator, is doing an excellent job and has already made positive contributions to our programs.

## **L. Health Directors Report**

- **Budget-**
  - The budget was approved by the Board of Commissioners on June 21.
- **Various Updates-**
  - A large amount of staff time, including the health director's, continues to be consumed with the COVID-19 response.
  - Clinic staff are working to complete the annual review and update standing orders and policies.
  - Management Team is reviewing the department policies.
  - 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. Interviews were held today, 6/28.
    - Public Health Emergency Preparedness position (formerly Human Services Evaluator I) interviews were held; position offered; candidate is currently in the background check process. Candidate will start 8/2.
    - Health Educator I

## **M. Health Director's Annual Summary/Job Description**

A copy of the Health Director's job description and annual summary were included in the BOH packet for review. A motion to approve the job description was made by Mike Lagaly, seconded by Phillip Edelblute, and the motion carried.

## **N. Closed Session-Personnel**

A motion to enter into closed session to discuss personnel was made by Dr. Stephen Saunders, seconded by Mike Lagaly, and the motion carried.

A motion to return to open session was made by Dr. Kimberly Yarborough, seconded by Dr. Stephen Saunders, and the motion carried unanimously.

A motion to approve the Health Director's annual evaluation as presented by the Personnel Committee was made by Dr. Kimberly Yarborough, seconded by Dr. Ben Tillett, and the motion carried unanimously.

**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