

**MINUTES**  
**PERSON COUNTY BOARD OF HEALTH MEETING**  
**FEMA ROOM**  
**July 26, 2021**

A regular meeting of the Person County Board of Health was held in the FEMA room of the Person County Government complex. The following members constituting a quorum were present: Dr. Jeffrey Noblett, Phillip Edelblute, Dr. Kimberly Yarborough, Dr. Stephen Saunders, Ted Michie, Dr. Christopher Atkins, Patsy Clayton, Dr. Barbara Harris, Gordon Powell, and Mike Lagaly were present. Dr. Ben Tillett was 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 comment.

**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 Report: June 2021**

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

**E. Bad Debt Write-Off-\$104.80**

Janet presented the bad debt write-off for Personal Health services. A motion to approve the bad debt write-off of \$104.80 was made by Dr. Kimberly Yarborough, seconded by Phillip Edelblute, and the motion carried.

**F. Budget Amendment**

Communicable Disease Program (COVID-19) grant funds of \$236,242.00 were carried forward to fiscal year 21-22 and will be budgeted in contracted services. WIC funds of \$19,500.00 were received and will be spent to fund the Breastfeeding Peer Counselor position. A motion to approve the budget amendment was made by Dr. Kimberly Yarborough, seconded by Dr. Stephen Saunders, and the motion carried.

## **G. Board of Health Structure Review**

Janet provided the board a review of the possible structures of consolidation of human service agencies. This topic is on the agenda for the County Commissioner meeting on August 2. Janet and Dr. Noblett will be attending the meeting; other members were invited to attend as well.

## **H. COVID-19 Update**

Janet Clayton presented the Person County COVID-19 update to the Board. This presentation outlined the current statistics of positive cases and provided COVID vaccination data. Discussion followed regarding severity of sickness in vaccinated individuals testing positive for COVID and the possibility of a booster vaccine in the future.

## **I. Staff Liaison Updates**

- **Personal Health**
  - Casey Carver, RN and Hillary Gilbert, RN have applied for the STD ERRN course.
  - Preparing for FP/MH audit.
  - Caseloads for CMARC and CMHRP have almost doubled.
  - Sent updated COVID guidance to medical providers and long-term care facilities.
- **Environmental Health**
  - Applications have decreased slightly.
  - Adam Currin, EHS will start on 8/16.

## **J. BOH Handbooks**

Janet distributed flash drives that include the updated BOH handbook, 2021-2022 meeting schedule, members list, BOH operating procedures, BOH training policy, and approved budget.

## **K. Health Director's Report**

- ❖ **Various Updates-**
  - COVID- see update
  - Annual respiratory protection program training and respiratory fit testing has been completed by all staff.
  - Jennifer Melton and Tabatha Philpott have completed the "Management and Supervision for Public Health Professionals" course through NCIPH.
  - Healthy Personians held its quarterly meeting.
  - PCHD staff are meeting with the Medicaid Prepaid Health Plan (PHP) representatives regarding the plans and expectations especially for CMARC and CMHRP.
  - Medicaid is working with the LHD finance staff to update fee schedules and the cost settlement process.

- Clinic staff are continuing to complete the annual review and update standing orders and policies.
- Management Team has one remaining policy that will be reviewed tomorrow and will review the strategic plan draft tomorrow.
- I assisted DSS with interviews on 7/13.
- I continue to participate in the NCALHD/NCPHA Kate B. Reynolds grant strategic planning process.
- I participated in the NCALHD monthly meetings and the Region V monthly meeting.
- As an officer of NCALHD, I attended Governor Cooper's "Thank You" breakfast on July 15<sup>th</sup> at the Governor's residence.
- I participated in the monthly Community Mental Health Initiative meeting on 7/19.
- PCHD has a team who is working with the NCIPH to design QI tools. The program is call QI Design Team Training. The program began on 7/23.
- Various meetings continue to be held via Zoom and other means to incorporate social distancing guidelines. We are continuing to require masks of everyone in public areas.

❖ **Personnel-**

- The following positions are vacant:
  - Community Health Technician I- Part-time
  - Environmental Health Specialist (newly approved)-Position has been offered; individual is in the background check process.
  - Public Health Emergency Preparedness position (formerly Human Services Evaluator I) Candidate will start 8/2.
  - Health Educator I

**L. Adjournment**

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

Respectfully submitted,

Janet Clayton  
Health Director/Secretary