

**MINUTES**  
**PERSON COUNTY BOARD OF HEALTH MEETING**  
**PCHD TRAINING ROOM**  
**January 24, 2022**

A regular meeting of the Person County Board of Health was held in the Training Room of the Person County Health Department. The following members constituting a quorum were present: Dr. Jeffrey Noblett, Phillip Edelblute, Ted Michie, Dr. Christopher Atkins, Patsy Clayton, Gordon Powell and Dr. Stephen Saunders were present. Dr. Ben Tillett, Dr. Barbara Harris, and Dr. Kimberly Yarborough were absent. Also present were Bonnie Holt, Interim 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 Ted Michie, and the motion carried.

**D. Financial Reports: November/December 2021**

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

**E. Educational Session-CMARC (Care Management for At Risk Children) and CMHRP (Care Management for High Risk Pregnancies) Program Care Managers**

Kim Nichols, Care Management Supervisor, Elizabeth Haebig, CMHRP Care Manager, and Madison Daly, CMARC Care Manager shared a presentation highlighting their duties at Person County Health Department. These include:

- Providing care management services to at risk children and their families.
- Providing care management services to women with high-risk pregnancies.

Care Management services include: completing assessments to determine barriers to care and assessing what resources the family may need. The group explained the referral process and eligibility for both programs and answered questions from the board about the Medicaid pre-paid health plans, postpartum depression statistics within their caseload, and the number of at risk children on the CMARC caseload.

**F. Workforce Development and Diversity Multi-year Training and Exercise Plan 2019-2022**

Janet Clayton reviewed the Workforce Development and Diversity Multi-year Training and Exercise Plan 2019-2022 with the board. She discussed turnover rate, staff recruitment, training requirements for staff, and staff orientation process. Janet indicated that the plan is reviewed yearly. There were no questions after the review of the plan. A motion to approve the Workforce Development and Diversity Multi-year Training and Exercise Plan was made by Patsy Clayton, seconded by Dr. Christopher Atkins, and the motion carried.

**G. BOH Annual Operating Procedures-Annual Review**

After review by board members, it was decided that no revisions to the operating procedures were needed. A motion to approve the Person County Board of Health Operating Procedures as presented was made by Phillip Edelblute, seconded by Ted Michie, and the motion carried.

**H. Fee Schedule Amendment-Pfizer Pediatric 3<sup>rd</sup> dose**

CMS has released an additional CPT code for the administration of a 3<sup>rd</sup> dose of Pfizer pediatric COVID-19 vaccine. The CPT code for the 3<sup>rd</sup> dose will be added to the current fee schedule. The fee will be \$50 which is consistent with the current administration fee. A motion to accept the fee schedule amendment was made by Dr. Stephen Saunders, seconded by Philip Edelblute, and the motion carried.

**I. COVID Update**

Janet Clayton presented the Person County COVID-19 update to the Board. This presentation outlined the current statistics of positive cases, CDC COVID County view of level of community transmission in NC, COVID-19 vaccine providers, testing sites and provided COVID vaccination data. Tabatha Philpott, Nursing Supervisor explained the changes in verbiage used in defining fully vaccinated vs up-to-date. According to the CDC, a person is considered up-to-date if they have had all recommended COVID-19 vaccines including the booster vaccine if eligible. Fully vaccinated is defined as having the primary series of COVID-19 vaccine. Discussion followed regarding decreasing demand for COVID-19 vaccine, contact tracing, booster vaccine for 5-11 year olds, differentiating between 3<sup>rd</sup> dose and booster vaccines, the possibility of a 4<sup>th</sup> dose becoming available, and over the counter COVID tests.

**J. Staff Liaison Updates**

- **Personal Health**

- Met with members of each school on 1/19 to discuss new guidance for school systems and childcare settings.
- Still monitoring clusters in schools and long-term care facilities.
- Will be interviewing for the Medical Lab Tech position next week.

- **Environmental Health**

- Turnaround time increasing due to weather.
- Still working out kinks in EnerGov.
- Jake working towards stormwater certification.
- Jake and Currin working towards pool authorization certification.

#### **K. Budget Subcommittee**

Dr. Jeffrey Noblett asked volunteers to serve on the Budget Subcommittee with him. Dr. Ben Tillett was not present but previously stated that he would volunteer. Dr. Christopher Atkins also agreed to serve.

#### **L. Public Health Month Awards Committee**

Dr. Jeffrey Noblett asked for 3 volunteers to serve on the Public Health Month Awards Committee. Dr. Stephen Saunders, Patsy Clayton, and Dr. Jeffrey Noblett volunteered.

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

- ❖ **Budget-**

- Dawn and I have completed budget meetings with Management Team members.
- Personnel budget is due to HR by January 28.
- Operating budget is due 2/11.

- ❖ **Various Updates-**

- COVID- see update
- Management Team, Epi Team, and QI Team received Microsoft Teams training from IT on 12/1 and are now utilizing this program to improve communications and efficiency.
- I participated in NCDAVE training on 12/7.
- Environmental Health staff and I have met to discuss the transition period between supervisors. Bonnie Holt is serving as interim supervisor.
- The Region V Workforce group has met multiple times to discuss the needs of our region and the best approach. LeighAnn Creson and Jennifer Melton are participating with me on this group.
- LeighAnn and I participated in the "Protect What You Collect: A Guide to HIPAA Risk Assessments" training on 12/14. We will have a HIPAA security audit in March.
- We are experiencing building maintenance issues. A meeting was held on 12/15 with county administration, a building owner representative, DSS, and me to discuss the issues and needs.
- I participated in the quarterly meetings of Healthy Personians on 1/10 and the Roxboro Housing Authority on 1/18.
- Commissioner Powell and I participated in the VAYA Regional meeting on 1/11.

- I participated in the NCALHD monthly meetings (12/14, 12/15, 1/19, and 1/20).
- I attended the NCAPHA planning retreat 12/1-12/3. I will begin serving as president 2/1/22.
- 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:
  - Environmental Health Supervisor I- Kelly retired 12/31/21. Position is being assessed by the Office of State Human Resources for accurate classification prior to posting.
  - Medical Laboratory Technician I- Position has been posted.
  - Community Health Technician I- Part-time
  - Health Educator I- Position was reposted.
  - WIC Breastfeeding Peer Counselor- Part-time position- assessing the appropriate structure for this position.

❖ **Next meeting is Monday, February 28<sup>th</sup>.**

**N. Adjournment**

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

Respectfully submitted,

Janet Clayton  
Health Director/Secretary

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Dr. Jeffrey Noblett, Board Chair