

MINUTES
PERSON COUNTY BOARD OF HEALTH MEETING
PCHD TRAINING ROOM
March 28, 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: Phillip Edelblute, Ted Michie, Dr. Christopher Atkins, Gordon Powell, Dr. Barbara Harris, Dr. Kimberly Yarborough, Patsy Clayton, Dr. Jeffrey Noblett, and Dr. Stephen Saunders were present. Dr. Ben Tillett was absent. Also present were Bonnie Holt, Environmental Health Supervisor, Jennifer Melton, Administrative Assistant, LeighAnn Creson, Quality Assurance Specialist/Health Educator, Joshua Holland, Emergency Preparedness Coordinator, 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

Melody Moore, an RN to BSN student, attended the meeting as part of a Nursing Policy course.

C. Consent Agenda

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

D. Financial Reports: February 2022

Janet Clayton explained that a new entry titled "Qtly IGT Payments" is located in the Expense column on the report to capture the new Medicaid cost settlement process. A motion to approve the financial reports was made by 4 Ted Michie, seconded by Patsy Clayton, and the motion carried.

E. SOTCH Report

Board of Health members received a copy of the 2021 State of the County Health Report in their packets for review prior to the meeting. The report was discussed at the meeting. An explanation about progress on the Community Health Improvement Plans and how COVID has impacted work on such was provided. The board was informed about data relative to infant mortality, teen pregnancy, morbidity and mortality, cancer, diabetes, obesity, and COVID-19. Additionally, information about emerging issues in public health and new/paused/discontinued initiatives since the last Community Health Assessment was provided. This report can be accessed by contacting LeighAnn Creson or by going to the Health Department website.

F. Program Highlight

- **Medical Point of Dispensing**

Joshua Holland, Emergency Preparedness Coordinator, shared a video on Medical Point of Dispensing (POD). Following the video, he reviewed POD operation and purpose, and answered questions from the Board regarding Strategic National Stockpile and the process for requesting medications and supplies. The local receiving site was also discussed.

G. Vacant Engineer Position

The Board of Health has a vacant engineer position seat. Janet Clayton explained that according to the General Statutes, an engineer who resides in the county would need to apply and be appointed; if a licensed professional engineer is not available for appointment, another general member could be appointed. Ms. Clayton asked the Board to think of someone who could fill the vacancy as a general member if they do not know of an engineer who would be interested.

H. April Meeting Schedule

After discussion, the April meeting will remain on April 25, but the time of the meeting will be 5:30 p.m. instead of 7:00 p.m. A motion to move the meeting time to 5:30 p.m. on April 25, 2022 was made by Dr. Kimberly Yarborough, seconded by Dr. Stephen Saunders, and the motion carried.

I. COVID-19 Update

Janet Clayton presented the Person County COVID-19 update to the Board. This presentation outlined the current statistics of positive cases, COVID-19 response, and COVID vaccination data. She shared the changes in the NCDHHS reporting of data on the COVID Dashboard as well.

J. Staff Liaison Updates

- **Personal Health**
 - New booster approval for immunocompromised individuals who received J&J COVID vaccine as their initial dose
- **Environmental Health**
 - Turnaround time currently at 8 weeks
 - Changes in pumps for public pools

K. Nominating Committee

Dr. Jeffrey Noblett asked volunteers to serve on the Nominating Committee, which will present nominees to serve as chair and vice-chair for FY23. Dr. Kimberly Yarborough, Ted Michie, and Dr. Ben Tillett volunteered to serve.

L. Personnel Committee

Dr. Jeffrey Noblett asked volunteers to serve on the Personnel Committee to conduct the health director's performance evaluation in June. Dr. Jeffrey Noblett, Dr. Christopher Atkins, and Patsy Clayton volunteered to serve.

M. Health Director's Report

❖ Public Health Month Breakfast is April 13.

- ❖ **Website-** The County website is currently undergoing an update. The Board of Health Agenda and Minutes page is outdated. This will be updated once the new site is launched.

❖ Budget-

- Dawn Coleman and I met with the County Manager, Finance Director, and HR on March 10 to review our proposed budget.
- The BOH Budget Subcommittee will meet on Wednesday, March 30 at 5:30 pm.
- Staff are reviewing the FY23 Agreement Addenda for submission to NCDPH in April.

❖ Various Updates-

- COVID- see update
- Our Internal Equity Workgroup met on 3/9 to review the results of the internal agency assessment. There will be focus
- PCHD will undergo a routine HIPAA Security Risk Assessment in the near future. This assessment will be conducted by Tego.
- The Region V Workforce group continues to meet to discuss the needs of our region and the best approach. LeighAnn Creson and Jennifer Melton are participating with me on this group.
- ADA door openers have been installed on the FEMA room doors.
- The QIA team held its quarterly meeting on 3/23.
- I participated in the NCALHD monthly meetings (3/16 and 3/17).
- 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.
- Continue to serve on the VAYA Regional Board.
- Management Team will begin the strategic planning process and annual policy review in April.

❖ Personnel-

- The following positions are vacant:
 - Environmental Health Supervisor II- Bonnie Holt accepted this position effective March 25.
 - Medical Laboratory Technician I- Danielle Gentry joined our staff on 3/14.

- Health Educator I- Richard Johnson joined our staff on 3/14.
- Community Health Technician I- Part-time
- WIC Breastfeeding Peer Counselor- Part-time position- assessing the appropriate structure for this position.

❖ **Next meeting is Monday, April 25.**

N. Board Member Remarks

Dr. Kimberly Yarborough asked if the SOTCH information could be presented to students. Janet Clayton stated that COVID dollars were received recently that will be used for school health team building. A temporary position for school outreach will be housed at Person County Health Department. This position will address issues such as STD and obesity with all schools and daycares in Person County. Gordon Powell asked if the PCC Nursing Program could be included in this initiative. Janet Clayton stated that including the Nursing Program is a good idea and would further community involvement.

Gordon Powell asked if the Sheriff's office is the only location for unused medication drop off. Janet Clayton and other members confirmed that the Sheriff's office has two drop boxes for unused medications. Mr. Powell asked Ms. Clayton if she would be interested in having a drop box at the health department. Ms. Clayton stated that she would not be interested due to individuals dropping controlled substances in the drop boxes.

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.

Respectfully submitted,

Janet Clayton
Health Director/Secretary

Dr. Jeffrey Noblett, Board Chair