

MINUTES
PERSON COUNTY BOARD OF HEALTH MEETING
PCHD TRAINING ROOM
April 25, 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, Dr. Christopher Atkins, Gordon Powell, Patsy Clayton, Dr. Jeffrey Noblett, and Dr. Stephen Saunders were present. Dr. Ben Tillett, Ted Michie, Dr. Barbara Harris, and Dr. Kimberly Yarborough were absent. Also present were Bonnie Holt, Environmental Health Supervisor, Tabatha Philpott, Nursing Supervisor, Dawn Coleman, Finance Officer, 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 5:30 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 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: March 2022

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

E. Fee Schedule Amendment-Moderna 2nd booster

CMS has released an additional CPT code for the administration of a 2nd Moderna booster vaccine. The CPT code for the 2nd Moderna booster vaccine will be added to the current fee schedule. The fee will be \$70.00, which is consistent with the current administration fee for COVID vaccines. A motion to accept the fee schedule amendment was made by Dr. Christopher Atkins, seconded by Dr. Stephen Saunders, and the motion carried.

F. Budget Amendment

- AA 546 Communicable Disease Pandemic Recovery
 - Funds will be allocated to contracted services. A motion to approve this budget amendment was made by Dr. Stephen Saunders, seconded by Phillip Edelblute, and the motion carried.
- AA 874 Food & Lodging Distribution

- Funds will be allocated to education/office supplies for Environmental Health. A motion to approve this budget amendment was made by Dr. Christopher Atkins, seconded by Phillip Edelblute, and the motion carried.

G. 2021 Child Fatality Prevention Team Report

Janet Clayton explained the process of the Child Fatality Prevention Team and presented the 2021 Annual Report.

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, COVID-19 response, testing site information, and COVID vaccination data. Tabatha Philpott, Nursing Supervisor, explained the eligibility criteria for booster vaccines.

I. Recommended Fee Schedule FY23

Janet Clayton presented the proposed fee schedule. Changes to current fees are highlighted in green. A motion to approve the fee schedule as presented was made by Dr. Christopher Atkins, seconded by Patsy Clayton, and the motion carried.

J. Budget: FY 2022-2023

Dr. Jeffrey Noblett reported that the budget subcommittee, which included Dr. Christopher Atkins, Dr. Noblett, and Dr. Ben Tillett, met with health department staff and reviewed the proposed budget on March 30. Janet Clayton presented a summary of the FY 2023 requested budget and notable budget items. Gordon Powell asked what category accounts for the major increase in expenditures. Janet Clayton explained that an Environmental Health Specialist position as well as a part-time WIC Breastfeeding Peer Counselor position are being requested. Dr. Christopher Atkins asked why the Medicaid revenue is increasing so much in 2023 compared to 2022. Dawn Coleman, Finance Officer, explained that the cost settlement for FY 2022 is being budgeted for FY 2023. A motion to approve the proposed FY Budget 2022-2023 that was presented to the budget subcommittee was made by Dr. Stephen Saunders, seconded by Phillip Edelblute, and the motion carried.

K. BOH Delegation to Health Director for Boards and Committees

Janet Clayton suggested to provide clearer evidence in the future for Accreditation and other purposes that the board take formal action to delegate her as their representative on the Person County Animal Services Advisory Board, Healthy Personians Advisory Board, Person County Child Fatality Prevention Team, Person County Partnership for Children Board, and the Person Council on Aging-Home and Community Care Block Grant Advisory Committee. Phillip Edelblute made a motion to appoint Mrs. Clayton to continue to serve on these committees as a representative of the Board of Health, and Gordon Powell seconded. The motion carried unanimously.

L. Staff Liaison Updates

- **Personal Health**
 - Danielle Gentry, Medical Lab Tech, continues to complete required trainings.
 - Casey Carver and Hillary Gilbert have completed and passed the bookwork and exam the Enhanced Role Registered Nurse course. Practicum to begin in May.
- **Environmental Health**
 - QA review has been completed for the Food and Lodging program.

M. Health Director's Report

- ❖ **Budget-**
 - The BOH Budget Subcommittee met on Wednesday, March 30 at 5:30 pm.
 - FY23 Agreement Addenda were submitted to NCDPH prior to the April deadline.
- ❖ **Various Updates-**
 - The Public Health Month Breakfast was held on April 13. Casey Carver was presented the GEM (Going the Extra Mile Award), and Hillary Gilbert was presented the Employee of the Year Award.
 - Public Health Month Planning Committee has planned several events throughout the month. The committee members are Carol Carr, Tracy Gentry, Joshua Holland, Bonnie Holt, Jeri Lynn Kendrick, and Paola Stone.
 - On April 4th, Bonnie, Jennifer, LeighAnn, and I participated in training for the new county website. This will allow us to update content once the site is launched.
 - I continue to serve on the VAYA Regional Board with Commissioner Powell. We participated in the 3/29 meeting. I also participate in the monthly Person Co. Mental Health Advisory Committee meetings. This month the meeting was held on 4/11.
 - Healthy Personians's SUDS coordinated the "When Love is Not Enough" evening on 4/12.
 - Our Internal Equity Workgroup met on 4/13 to review the results of the internal focus group assessment.
 - PCHD had a HIPAA Security Risk Assessment on April 18 conducted by Tego. The written assessment will be received within a month.
 - The WIC program had its audit by NCDPH April 19-21. Report will be forthcoming.
 - The Region V Workforce group continues to meet to discuss the needs of our region and the best approach. LeighAnn Creson, Jennifer Melton and I are participating in this group. We attended the monthly meeting on 4/19.
 - Management Team has started the strategic planning process.

❖ **Personnel-**

- The following positions are vacant:
 - Environmental Health Program Specialist position- Job Description is being reviewed.
 - Community Health Technician I- Part-time
 - WIC Breastfeeding Peer Counselor- Part-time position- assessing the appropriate structure for this position.

❖ **Next meeting is Monday, May 23rd.**

N. Board Member Remarks

There were no board member remarks for this meeting.

O. Adjournment

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

Respectfully submitted,

Janet Clayton
Health Director/Secretary

Dr. Jeffrey Noblett, Board Chair