

MINUTES
PERSON COUNTY BOARD OF HEALTH MEETING
PCHD TRAINING ROOM
August 22, 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, Gordon Powell, Patsy Clayton, Dr. Jeffrey Noblett, Dr. Kimberly Yarborough, Dr. Barbara Harris, and Dr. Ben Tillett were present. Randy Eakes, Dr. Christopher Atkins, and Ted Michie were absent. Also present were Tabatha Philpott, Nursing Supervisor, Bonnie Holt, Environmental Health 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 6:00 p.m.

B. Public Comment Period

No members of the public were present for comment.

C. Consent Agenda

Janet Clayton noted that more services have been added to the Department Services Report. A motion to approve the consent agenda was made by Dr. Kimberly Yarborough, seconded by Dr. Ben Tillett, and the motion carried.

D. Financial Reports: July 2022

A motion to approve the financial reports was made by Phillip Edelblute, seconded by Gordon Powell, and the motion carried.

E. Bad Debt Write Off

Jennifer Melton, Administrative Assistant, explained the following write offs:

- Debt Set Off (Balances above \$49.99 that can be submitted to the NC Debt setoff program)
 - Total debt amount- \$19,729.05
 - Programs-Adult Health, Family Planning, Immunization, and Maternal Health
- Bad Debt Write Off (Balances below \$50.00 that cannot be submitted to NC Debt setoff program)
 - Total debt amount- \$62.60
 - Programs-Family Planning, Immunization

A motion to approve the bad debt write off was made by Dr. Kimberly Yarborough, seconded by Phillip Edelblute, and the motion carried.

F. Annual Certification of Chargemaster

North Carolina Medicaid and NC Health Choice programs transitioned from a predominately fee for service structure to a managed care health insurance model on July 1, 2021. Janet explained that prior to this change the Division of Health Benefits (DHB) required Local Health Departments (LHDs) to file annual Medicaid cost reports. Now, DHB has implemented a quarterly Separate Directed Payment that approximates 100% of the costs of covered services that LHDs incur in serving NC Medicaid beneficiaries. The Separate Directed Payment calculation is based on each LHD's specific ratio of costs to charges as determined from their base year (State FY 2019) Medicaid cost report and trended forward annually for inflation by the Medicare economic index. To execute the Separate Directed Payment, DHB must annually adjust each LHD's ration of cost to charges if the LHD's aggregate price changes (Chargemaster change) are more or less than the allowed Medicare economic index inflationary increase. For dates of service between July 1, 2021 and July 1, 2022, the percentage of Chargemaster change is -2.01%. A motion to approve the percentage of Chargemaster change was made by Phillip Edelblute, seconded by Dr. Barbara Harris, and the motion carried.

G. Assumption of Duties

Janet Clayton reviewed the "Assumption of Health Director responsibilities in the Health Director's absence" document that discusses who would carry out General Statute 130A-41 (Powers and duties of a local health director) if Janet were not able to be reached. Janet will also review this document with the County Manager once he/she is hired.

H. November Meeting Date

Janet requested to have the November meeting moved to November 21. A motion to move to November meeting to November 21 was made by Dr. Kimberly Yarborough, seconded by Dr. Ben Tillett, and the motion carried.

I. Staff Liaison Updates

- **Personal Health**
 - Interviewed for PHN II position. Offer to be extended soon.
 - Continuing to receive information on Monkeypox.
 - Have received information on the bivalent COVID vaccine. Plan to order soon.
- **Environmental Health**
 - Bonnie participated in a nationwide FDA Risk Factor study on 8/3. She accompanied the Regions FDA Retail Food Specialist to Food Lion deli to evaluate their response to the most common risk factors with food borne illnesses such as cooking, cooling, date marking, cleaning practices, handwashing, etc.

This was not a regulatory visit and not a means of assessment of compliance with the FDA Food Code. This study is performed by the FDA every 3 years with facilities being randomly selected. This was the first time Person County was selected.

J. Health Director's Report

❖ Various Updates-

- Commissioners approved the proposed fees.
- I met with Mr. Ralph Clark, Ray Foushee, and the leasing consultant to discuss the current state of our building and future needs.
- Tabatha Philpott and Joshua Holland have been participating in the VAYA Crisis Response Collaborative meetings.
- The QIA Team continue to meet and review policies.
- Casey Carver, Hillary Gilbert, and Richard Johnson met with RCS staff prior to school starting to provide information about our services.
- On August 12th, I participated in a webinar by Dr. James Johnson regarding the changing of demographics in society and the workforce.
- 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 continue to participate in this group.
- Management Team and staff are reviewing all department and programmatic policies and standing orders.
- I attended the monthly NCALHD meeting on 8/17 and 8/18, and the NCAPHA Board meeting on 8/18 while in Raleigh.

❖ Personnel-

- The following positions are vacant:
 - Environmental Health Program Specialist position- Interviews have been held and references are being checked.
 - Environmental Health Specialist positions (2)- Interviews have been held and offers made.
 - Community Health Technician I- Part-time
 - WIC Breastfeeding Peer Counselor- Part-time position was approved and will be posted.
 - Public Health Nurse II position was posted, and interviews have been held.

❖ Next meeting is Monday, September 26 at 6:00 pm.

K. Board Member Remarks

Dr. Ben Tillett discussed the NALBOH annual conference in which he attended in Grand Rapids, MI on August 1-3, 2022. Dr. Tillett was voted President-elect of NALBOH.

Patsy Clayton expressed her appreciation for the flowers that were sent on behalf of the BOH, and for the support with the recent passing of her Dad.

Gordon Powell asked about vacancies in Environmental Health. Bonnie Holt stated that Environmental Health has 3 positions vacant, but interviews have been conducted and offers are pending.

L. Adjournment

Having no further business to discuss, a motion to adjourn was made by Dr. Kimberly Yarborough, seconded by Dr. Ben Tillett, and the motion carried.

Respectfully submitted,

Janet Clayton
Health Director/Secretary

Dr. Jeffrey Noblett, Board Chair