

MINUTES
PERSON COUNTY BOARD OF HEALTH MEETING
PCHD TRAINING ROOM
September 26, 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, Randy Eakes, Dr. Steve Garrett, and Ted Michie. Dr. Ben Tillett and Dr. Christopher Atkins were absent. Also present were LeighAnn Creson, Quality Assurance Specialist/Health Educator, 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. He welcomed two new Board members: Randy Eakes and Dr. Stephen Garrett.

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 Gordon Powell, seconded by Phillip Edelblute, and the motion carried.

D. Financial Reports: August 2022

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

E. Strategic Plan FY23

LeighAnn Creson, Quality Assurance Specialist/Health Educator reviewed the 2022-2023 Strategic Plan. Discussion was held regarding Objective 3 -By May 31, 2023, onboard Person County Health Department into the NCCARE360 system. A motion to approve the Strategic Plan 2022-2023 was made by Dr. Kimberly Yarborough, seconded by Phillip Edelblute, and the motion carried.

F. Workforce Development Policy

LeighAnn Creson, Quality Assurance Specialist/Health Educator explained that the Workforce Development and Diversity Multi-year Training and Exercise Plan has been separated into two plans. The Multi-year Training and Exercise component is now included in Safety and Preparedness. LeighAnn reviewed the Workforce Development Plan and explained the changes including adding an equity piece to the plan that includes Equity training for new and existing staff. A motion to accept the Workforce Development Policy was made by Dr. Kimberly Yarborough, seconded by Phillip Edelblute, and the motion carried.

G. Fee Schedule Amendment

An updated fee schedule document was distributed to members prior to the meeting. CMS has released additional CPT codes for the administration of Pfizer and Moderna COVID-19 bivalent vaccine. A motion to approve the fee schedule amendment was made by Phillip Edelblute, seconded by Ted Michie, and the motion carried.

H. Person County Board of Health Hearing Procedures Review

Janet Clayton reviewed the Board of Health Hearing Procedures that document the appeal process for Board of Health rules, which were adopted by the Board of Health in 2011. A motion to affirm the Board of Health Hearing Procedures was made by Randy Eakes, seconded by Patsy Clayton, and the motion carried.

I. General Communicable Disease Update

Janet Clayton provided a communicable disease update which compared data from years 2020-2022 of sexually transmitted infections. Janet noted that overall cases have decreased since 2021, which includes a decrease of cases among the 15-19 year-old population.

J. Staff Liaison Updates

• Personal Health

- Interviewed for PHN II position. An offer has been made; waiting on background check to clear.
- Clinic was held on 9/14 for bivalent COVID vaccine. Will be planning another clinic-tentative date 10/14.
- DHHS is close to approving the bivalent vaccine for 5-11 year olds. We will be placing a pre-order this week.
- Pfizer bivalent for 12 and older has been approved. Will be ordering soon.
- 5 offsite flu clinics are scheduled in October.

- **Environmental Health**

- Adam and Jake are continuing to work through applications.
- The State has reached out to Bonnie for more information on the repair grant-funding program that Person County offers. Person County is the only county in the state that has a repair-funding program for citizens.

K. Health Director's Report

- ❖ **Welcome to Dr. Garrett!**

- ❖ **Various Updates-**

- Facility discussions are continuing.
- I participated in the Partnership for Children Board meeting on August 23rd.
- Tabatha and I attended the Rotary Club meeting on August 23rd to discuss monkey pox and polio.
- 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.
- Richard Johnson is coordinating PCHD's NCCARE360 implementation. A planning meeting was held on 8/31.
- I am working with Katherine Cathey, assistant county manager, and Amy Wehrenberg, finance director, on the initiation of the opioid settlement funding planning for Person County. We met on 9/8 to develop a plan of action.
- A COVID vaccination booster clinic was held at Somerset Baptist Church on 9/14.
- County Human Resources issued an RFP for a comprehensive salary and compensation study. I am a member of the RFP review and selection committee. We have met twice and will meet again tomorrow, 9/27.
- I have been asked to serve on the Person Memorial Foundation board. I met with the board on 9/21.
- Dr. Garrett and I met on 9/23 for orientation and oath administration.
- I attended the monthly NCALHD meeting on 9/13 and the annual NCPHA conference 9/14-9/16.
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- ❖ **Personnel-**

- The following positions are vacant:
 - Environmental Health Program Specialist position- Position has been offered and accepted pending a background check.
 - Environmental Health Specialist positions (2)- One position has been offered and accepted pending a background check; the other position was offered and declined. Position has been reposted.

- Community Health Technician I- Part-time
- WIC Breastfeeding Peer Counselor- Part-time position was approved and will be posted.
- Public Health Nurse II position has been offered and accepted pending a background check.

❖ **Next meeting is Monday, October 24th at 6:00 pm.**

L. Board Member Remarks

There were no board member remarks for this meeting.

M. Adjournment

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

Respectfully submitted,

Janet Clayton
Health Director/Secretary

Dr. Jeffrey Noblett, Board Chair