

**MINUTES**  
**PERSON COUNTY BOARD OF HEALTH MEETING**  
**PCHD TRAINING ROOM**  
**November 21, 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: Gordon Powell, Patsy Clayton, Dr. Stephen Garrett, Ted Michie, Dr. Christopher Atkins, Dr. Jeffrey Noblett, Phillip Edelblute, and Dr. Barbara Harris. Dr. Kimberly Yarborough, Dr. Ben Tillett, and Randy Eakes 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**

A motion to approve the consent agenda was made by Dr. Christopher Atkins, seconded by Phillip Edelblute, and the motion carried.

**D. Financial Reports: October 2022**

A motion to approve the financial reports was made by Dr. Stephen Garrett, seconded by Ted Michie, and the motion carried.

**E. Educational Session-Board of Health Rule Making Process Training**

Janet Clayton presented a training on the Board of Health rulemaking process. She also reviewed General Statute 130A-39- "Powers and duties of a local board of health", and provided Health Law Bulletin No. 81 from UNC School of Government titled "The Rulemaking Authority of North Carolina Local Boards of Health" for review. Mrs. Clayton reviewed the proposed changes to the Person County Board of Health Public Hearing Rules of Procedure document that was originally adopted on February 25, 2008. She stated that she consulted the county attorney to review the document as well. A motion to approve the amended Person County Board of Health Public Hearing Rules of Procedure document was made by Phillip Edelblute, seconded by Gordon Powell, and the motion carried.

## **F. Staff Liaison Updates**

- **Personal Health**

- Third Moderna bivalent clinic was held on 11/18.
- Pfizer 12+ bivalent clinic scheduled on 11/30.
- Completed and turned in Family Planning RFA on 11/9. Should be notified by 11/29 if approved.

- **Environmental Health**

- Timberland and America's Best Value Inn are currently closed due to health issues and other violations found by Environmental Health staff and local law enforcement.
- Currently have two open positions. Looking into possible contract staff.
- Kathy is helping to train a new staff member in Planning and Zoning on EnerGov.
- Hospital and Institution rules are being updated.

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

- ❖ **Various Updates-**

- ❖ In January, a comparison of the Person County Well Rules and the NCDHHS well rules and laws will be presented by staff. We have received recommended updates and will include these in the presentation.
- Staff donated treats and participated as a department to have Trick or Treaters on 10/31.
- The Community Health Assessment Team has been reviewing the data presented on 10/25. The Team met on 11/7, 11/14, and 11/21 to narrow down the priorities. On December 5, the Team will review the results from the Community Survey and include this input in the decisions.
- PCHD staff is thankful to our veterans. Staff donated items to the Person Veterans Council for holiday gift bags that are provided to veterans in long term care facilities at Christmas. Staff delivered the items on 11/10 to the Veterans Council.
- We are continuing to participate in the Region V Workforce group. PCHD staff are drafting a training plan for the training funds each county will receive. I participated in the HD meeting on 11/14 and 11/21.
- A COVID vaccination booster clinic was held on 11/18. Another COVID vaccination booster clinic will be held on 11/30.
- Commissioner Powell and I participated in the VAYA Region 4 Board meeting on 11/1. Person County will host a meeting in 2023.
- The Quality Improvement Team met on 10/26.
- County Salary and Compensation Study- Employee informational meetings are being held on 11/28. Each employee also must complete a position questionnaire.

Jennifer submitted all position descriptions to HR for submission to the consultant.

- I attended the monthly NCALHD meetings on 11/16 and 11/17.
- I attended the quarterly PC Animal Services Advisory Board meeting on 11/17.

❖ **Personnel-**

- The following positions are vacant:
  - Environmental Health Specialist positions (2)- One position has been offered and accepted and then declined; person reapplied. Person started on 11/7, did not show or provide adequate notice on 11/9 or per policy on 11/10. Person is no longer with PCHD. Interview was scheduled for this morning; however, the candidate has postponed the interview due to a family emergency.
    - Staffing options are being explored.
  - Community Health Technician I- Part-time
  - WIC Breastfeeding Peer Counselor- Part-time position was approved and will be posted.

❖ **Next meeting is Monday, January 23<sup>rd</sup> at 6:00 pm.**

**H. Board Member Remarks**

Gordon Powell asked if the Maternal Health Grant on the financial report is a recurring grant. Janet Clayton stated that the Maternal Health Grant is a grant that is received by the State and is recurring. Mr. Powell asked what other grants could potentially be received. Mrs. Clayton stated that funding for programs such as Preparedness, Food and Lodging, and Maternal Health are provided by the state with no particular application unlike the Family Planning grant funds. In years past, grant funds were sought to purchase vehicles from the NCSU Solar Center, MRC funding, and Kate B. Reynolds.

**I. Adjournment**

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

Respectfully submitted,

Janet Clayton  
Health Director/Secretary

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Dr. Jeffrey Noblett, Board Chair