

MINUTES
PERSON COUNTY BOARD OF HEALTH MEETING
PCHD TRAINING ROOM
January 23, 2023

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: Dr. Jeffrey Noblett, Ted Michie, Dr. Christopher Atkins, Patsy Clayton, Gordon Powell, Dr. Ben Tillett, Dr. Barbara Harris, Dr. Kimberly Yarborough and Randy Eakes were present. Phillip Edelblute and Dr. Stephen Garrett were absent. Also present were Bonnie Holt, Environmental Health Supervisor, Tabatha Philpott, Nursing 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

An updated meeting agenda was distributed to board members. A motion to approve the consent agenda was made by Dr. Ben Tillett, seconded by Randy Eakes, and the motion carried.

D. Financial Reports: November/December 2022

A motion to approve the financial reports was made by Dr. Ben Tillett, seconded by Dr. Christopher Atkins, and the motion carried.

E. BOH Annual Operating Procedures-Annual Review

Person County Board of Health Operating Procedures were included in the meeting packets mailed to BOH members. After review, Dr. Kimberly Yarborough noted that the meeting time needed to be changed to 6:00 p.m. on pages 3 and 6. Janet Clayton will make those changes to the document and forward the document to Dr. Jeffrey Noblett for his signature. A motion to approve the Person County Board of Health Operating Procedures as amended was made by Dr. Kimberly Yarborough, seconded by Randy Eakes, and the motion carried.

F. Fee Schedule Amendment-Pfizer Bivalent Ages 5-11

CMS has released an additional CPT code for the administration of Pfizer bivalent vaccine for ages 5-11. The CPT code for this vaccine will be added to the current fee schedule. The fee will be \$70 which is consistent with the current administration fee. A motion to accept the fee schedule amendment was made by Dr. Kimberly Yarborough, seconded by Gordon Powell, and the motion carried.

G. Pharmacy Bid

Janet Clayton reported that a bid request for pharmacy services for Personal Health services was mailed to all local pharmacies. Only one bid was received. Community Pharmacy-Roxboro submitted a bid proposal of \$5.00 per prescription. Ms. Clayton stated the bid was the same as the current year. A motion to award the contract to Community Pharmacy-Roxboro was made by Dr. Kimberly Yarborough, seconded by Dr. Barbara Harris, and the motion carried.

H. Person County Well Rules Discussion

Bonnie Holt, Environmental Health Supervisor presented a comparison of Person County Health Department well rules and the State 2C well rules. Bonnie noted that the current well rules for the health department have been in effect since 2008. The comparison showed four differences: well site locations, casing type, casing depth, and well head completion. After discussion, the Board of Health agreed with Bonnie Holt's recommendations to change two of Person County's well rules (casing type and well head completion). A motion to accept the recommendations as proposed was made by Randy Eakes, seconded by Dr. Ben Tillett, and the motion carried. Janet Clayton will update the current well rules to reflect these changes and email a draft to the Board. A public hearing period will be scheduled for the Board of Health meeting on February 27. This meeting will be held in the FEMA room to allow for easier public access.

I. Staff Liaison Updates

- **Personal Health**
 - Casey Carver and Hillary Gilbert are fully certified by the State to provide STD screenings. This allows for STD services to be offered 5 days per week.
 - In process of bringing birth control implant as a birth control option for patients.
- **Environmental Health**
 - Alan Gatrell, EHS started on 1/17.
 - Extended offer for other vacant EHS position. Waiting for response.
 - Adam Currin, former EH employee is working part-time on weekends to assist with new site evaluations.

J. Intercultural Development Assessment

Janet Clayton explained that through grant funds, staff have been and are continuing to engage in equity training. As part of this training, staff will complete an Intercultural Development Assessment survey, which will guide upcoming training events for staff. Janet asked if the Board would be willing to also participate in the survey, as this would help the department with Strategic Planning and training needs. The Board unanimously agreed to participate in the survey.

K. Budget Subcommittee

Dr. Jeffrey Noblett asked for 2 volunteers to serve on the Budget Subcommittee with him. Dr. Ben Tillett and Randy Eakes agreed to serve.

L. Public Health Month Awards Committee

Dr. Jeffrey Noblett asked for 2 volunteers to serve on the Public Health Month Awards Committee with him. Patsy Clayton and Dr. Ben Tillett agreed to serve.

M. Health Director's Report

❖ Budget

- Personnel budget has been submitted.
- IT budget requests have been submitted.
- Currently, Dawn and I are meeting with each MT member regarding FY24 operating budget requests. This is due 2/10.

❖ Various Updates

- Thank you to all who attended the holiday dinner on 12/2.
- Staff adopted three children from the Person County Partnership for Children's Angel Tree.
- We are continuing to participate in the Region V Workforce group. Staff have been participating in workforce development trainings and will continue. Upcoming ones are directed at supervisory skills.
- Commissioner Powell and I participated in the VAYA Region 4 Board meeting on 1/12. Person County will host a meeting in June 2023.
- County Salary and Compensation Study- Employee informational meetings were held on 11/28. All HD employees completed a position questionnaire, and supervisors reviewed and approved their responses prior to the deadline.
- Commissioner Thomas and County Manager Cathey visited for a tour and brief orientation on 12/12.
- We are continuing our internal equity assessments and trainings.
- I attended the monthly NCALHD meetings on 12/14 & 12/15 and 1/18 & 1/19.
- I attended the NC Alliance for Public Health Agencies annual retreat 11/28-11/30.
- WIC resumed in person visits for maternity clients.
- STD services are being offered 5 days a week; this resumed 1/18.
- I attended the Person Memorial Foundation Board meeting on 1/11.
- All staff participated in a mandatory county training regarding equity and harassment the week of January 8th.

❖ Personnel-

- The following positions are vacant:
 - Environmental Health Specialist positions (2)- Alan Gatrell, Jr. joined our staff on 1/17. The remaining vacant position is in the reference check stage.
 - Adam Currin, former EH employee, will be assisting with new site evaluations on weekends.
 - Community Health Technician I- Part-time
 - WIC Breastfeeding Peer Counselor- Part-time position has been posted.

❖ **Next meeting is Monday, February 27th at 6:00 pm.**

N. Board Member Remarks

Dr. Jeffrey Noblett mentioned moving the monthly meetings back to the front Classroom instead of the Training Room. The Board agreed, and beginning in March the BOH meetings will be held in the Classroom. Janet Clayton will send out a reminder indicating the location change.

Dr. Ben Tillett mentioned that ANCBH will have a planning session on 1/27, and Patrick Brown will be one of the speakers. He is the Executive Director of the NC Public Health Association, NC Association of Local Health Directors, and the NC Alliance of Public Health Agencies. Dr. Tillett asked members to let him know of anything the organization can do to support local Boards of Health.

NALBOH is having a virtual spring symposium May 4. The annual conference will be July 31-August 2 in Tacoma, Washington.

O. Adjournment

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

Respectfully submitted,

Janet Clayton
Health Director/Secretary

Dr. Jeffrey Noblett, Board Chair