

**MINUTES
PERSON COUNTY BOARD OF HEALTH MEETING
PCHD CLASSROOM
MARCH 27, 2023**

A regular meeting of the Person County Board of Health was held in the Classroom of the Person County Health Department. The following members constituting a quorum were present: Ted Michie, Dr. Christopher Atkins, Gordon Powell, Phillip Edelblute, Dr. Stephen Garrett, Dr. Jeffrey Noblett, Patsy Clayton, Dr. Kimberly Yarborough, Dr. Ben Tillett, and Randy Eakes were present. Dr. Barbara Harris was absent. Also present were 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

Amended meeting minutes were distributed for review. 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: February 2023

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

E. 2022 Child Fatality Prevention Team Report

Janet Clayton explained the process of the Child Fatality Prevention Team and presented the 2022 Annual Report. Questions were asked regarding the number of cases reviewed for 2022 and if criminal charges could be issued against a parent who delivers a child with drug issues. Discussion was held regarding Department of Social Services involvement in these particular cases. A motion to approve the 2022 Annual Report was made by Phillip Edelblute, seconded by Dr. Kimberly Yarborough, and the motion carried.

F. Staff Liaison Updates

- **Environmental Health**

- Three mobile food units, one new restaurant, and one restaurant change in ownership have been permitted since last meeting.
- Adam and Bonnie are attending conferences this week.
- Interns are working through trainings.
- Illegal school that was operating on Depot Street voluntarily closed and relocated to its sister site which is permitted. Discussion was held by board members regarding the permitting of home schools and home daycare facilities.

- **Personal Health**

- All program staff are reviewing 23-24 AA's and prepping for annual policy, procedure, and standing order review/revision.
- All staff are completing final versions of each position profile this week.
- Immunization and STD client appointments are increasing; Savannah has been completing outreach benchmarks by contacting out of compliance parents/guardians to schedule immunization appointments and rescheduling missed appointments; Immunization billboard utilization also.

G. Nominating Committee

Dr. Jeffrey Noblett asked for volunteers to serve on the Nominating Committee, which will present nominees to serve as chair and vice-chair for FY24. Dr. Kimberly Yarborough, Dr. Christopher Atkins, and Dr. Ben Tillett volunteered to serve.

H. Personnel Committee

Dr. Jeffrey Noblett asked for volunteers to serve on the Personnel Committee to conduct the health director's performance evaluation in June. Dr. Jeffrey Noblett, Dr. Christopher Atkins, and Patsy Clayton volunteered to serve.

I. Health Director's Report

- ❖ **The annual Public Health Month Celebration will occur on Wednesday, April 5th.**

- ❖ **Budget**

- All components of the budget have been submitted to the county, pending Board of Health approval.
- Dawn Coleman and I met with the HR Director, Finance Director, and County Manager regarding our proposed budget on 3/9.
- Vaya may execute the local mental health funding contracts for FY24 in order to streamline the process and reduce duplication. Katherine Cathey and I met with Elliot Clark of Vaya this discuss this.

- ❖ **Various Updates-**

- WIC staff are monitoring the Gerber SoothePro infant formula recall, so far, we have had only 1 client needing to change formulas.
- Tabatha Philpott and I met with building consultants on March 9th. The Commissioners authorized the county manager to issue an RFQ to potentially design and build a new facility. Our current lease expires 08/2025.
- Joshua Holland completed the FAA Commercial Drone Training.
- PCHD is partnering with Orange County Health Department and UNC on a regional grant "Thriving Hearts".
- Supervisors are reviewing the staff Position Profile questionnaires as part of a QI succession planning initiative.

- We are continuing to participate in the Region V Workforce group initiatives. Bonnie Holt, Jaunnice Enoch, and LeighAnn Creson are participating in the UNC Management and Supervision course sponsored by Regional funding. I will participate in a regional health director retreat April 2-4; speakers will include Steve Orton and John Wiesman.
- All staff will begin Health Equity training on April 6th. There will be 3 all staff trainings in the next 2 months.
- The Opioid Settlement Advisory Board met on 3/6/2023 and will meet the first Monday of each month until a plan is developed.

❖ **Personnel-**

- We are awaiting to hear the results of the personnel study.
- The following positions are vacant:
 - Community Health Technician I- Part-time
 - WIC Breastfeeding Peer Counselor- Interviews are being scheduled.

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

J. Board Member Remarks

Dr. Ben Tillett provided a report to the board on his recent attendance at the NACCHO sponsored Hill Day in Washington, DC. He attended representing NALBOH. He shared the legislative priorities of NACCHO with the board.

K. Adjournment

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

Respectfully submitted,

Janet Clayton
Health Director/Secretary

Dr. Jeffrey Noblett, Board Chair