

MINUTES
PERSON COUNTY BOARD OF HEALTH MEETING
PCHD CLASSROOM
April 24, 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: Phillip Edelblute, Gordon Powell, Patsy Clayton, Dr. Jeffrey Noblett, Dr. Barbara Harris, and Dr. Ben Tillett were present. Dr. Kimberly Yarborough, Dr. Christopher Atkins, Randy Eakes, Ted Michie, and Dr. Stephen Garrett were absent. Also present were Bonnie Holt, Environmental Health Supervisor, Tabatha Philpott, Nursing Supervisor, Dawn Coleman, Finance Officer, Leigh Ann Creson, Quality Assurance Specialist, Richard Johnson, Health Educator, 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 members prior to the meeting. A motion to approve the consent agenda was made by Phillip Edelblute, seconded by Dr. Ben Tillett, and the motion carried.

D. Financial Reports: March 2023

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

E. Budget Amendment

- AA 874 Food & Lodging Distribution - \$3,469.00
 - Funds will be allocated to education/medical supplies for Environmental Health. A motion to approve this budget amendment was made by Dr. Ben Tillett, seconded by Phillip Edelblute, and the motion carried.

F. 2022 Community Health Assessment

The Board of Health reviewed a power point presentation of data and citizen input (via a community health survey) from the recently submitted 2022 CHA. Board members were informed that the document will be accessible on our website once it has been finalized with the state. Hard copies will be available upon request. The presentation included an overview of the CHA process, various data, gender and racial disparities for select data, trends, etc. There are sections in the document on general county demographics, health status, healthcare resources, economic stability, education access and quality, and social, environmental, and community context. The emphasis of the presentation was on

the health status section. Data was specifically presented about teen pregnancy, infant mortality, life expectancy, leading causes of death, morbidity (sexually transmitted infections, diabetes, obesity, etc.), self-reported diagnoses from survey respondents, mental health, substance use, and other pieces of information from the community health survey. Priorities for the next four years were revealed, which are overweight/obesity and substance use. In the upcoming months, workgroups will be established to develop Community Health Improvement Plans (CHIPs) to address the priorities. Dr. Ben Tillett initiated discussion about support that was needed to develop the CHIPs and if there was anything that the board could do to advance such efforts. LeighAnn Creson indicated that board members were welcome to be a part of the process to develop CHIPs.

G. Recommended Fee Schedule FY24

Janet Clayton presented the proposed fee schedule. New fees were highlighted in green. Changes to fees were noted in the FY2024 Requested column. A motion to approve the fee schedule as presented was made by Gordon Powell, seconded by Phillip Edelblute, and the motion carried.

H. Budget: FY 2023-2024

Dr. Jeffrey Noblett reported that the budget subcommittee, which included Randy Eakes, Dr. Noblett, and Dr. Ben Tillett, met with health department staff and reviewed the proposed budget on April 21. Dawn Coleman and Janet Clayton presented a summary of the FY 2024 requested budget and notable budget items which include the anticipated increase in salaries across the board as a result of the salary study. The impact to Health/EH budget would be an increase of approximately \$150,000.00. Health has requested one new Processing Assistant V position for FY 2024. Janet Clayton explained that this position would reinstate the billing position that was lost pre-COVID. Health has requested not to fund the part-time Community Health Tech position in favor of the new position request. A motion to approve the proposed FY Budget 2023-2024 that was presented to the budget subcommittee was made by Phillip Edelblute, seconded by Dr. Barbara Harris, and the motion carried.

I. BOH Delegation to Health Director for Boards and Committees

Janet Clayton requested the board to take formal action to delegate her as their representative on the Person County Animal Services Advisory Board, Healthy Personians Advisory Board, Person County Child Fatality Prevention Team, Person County Partnership for Children Board until June 2023, and the Person Council on Aging-Home and Community Care Block Grant Advisory Committee. Dr. Barbara Harris made a motion to appoint Mrs. Clayton to continue to serve on these committees as a representative of the Board of Health, and Dr. Ben Tillett seconded. The motion carried unanimously.

J. Staff Liaison Updates

- **Personal Health**
 - Staff are working on partnering with the Diaper Bank of NC.

- Monovalent COVID vaccines are no longer authorized. Awaiting standing orders and guidance from the state for the bivalent vaccine to be used for primary as well as booster doses.
- Staff are attending Trauma Informed Care training this week.
- Celebrated National Social Workers month in March; celebrating Medical Laboratory week this week, and Nurses week May 6-12.
- **Environmental Health**
 - Food truck rodeo was held on April 23. Bonnie inspected several local food trucks.
 - Jake and Adam have met with a developer regarding a potential sub-division.
 - Bonnie Holt explained Senate Bill S412-Modify Food Establishment Rules and S616-Environmental Health Associates.

K. Health Director's Report

- ❖ The annual Public Health Month Celebration was held on Wednesday, April 5th. Bonnie Holt was the recipient of the Outstanding Going the Extra Mile Award, and Kim Nichols was the recipient of the Employee of the Year Award.
- ❖ **Budget**
 - The BOH Budget Subcommittee met with Dawn and me on Friday, April 21st to review the proposed budget.
 - Vaya will execute the local mental health funding contracts for FY24. Katherine Cathey and I are working Elliot Clark of Vaya to implement this change.
- ❖ **Various Updates-**
 - A building meeting is scheduled for Tuesday, April 25th.
 - I attended the Vaya Region 4 Board meeting on March 30th in Yanceyville.
 - PCHD is partnering with Orange County Health Department and UNC on a regional grant "Thriving Hearts". We have provided a letter of support for this grant.
 - I participated in a regional health director retreat April 2-4; speakers included Steve Orton and John Wiesman.
 - Our Health Equity trainings began April 6th. We have completed two of the three trainings. The 3rd training will be held on May 11th.
 - The Opioid Settlement Advisory Board met on 4/5/2023 with Nidhi Sachdeva from NCACC. Three additional members have been appointed.
 - Bonnie Holt, Jaunnice Enoch, and LeighAnn Creson are completing the UNC Management and Supervision course sponsored by Regional funding this week.
 - I attended the UNC School of Government's Local Public Health Director's Annual Legal Conference April 19-20, which included the NCALHD monthly meeting. I also attended the NCALHD Strategic Planning meeting on April 18th.

- WIC will transition back to in person services beginning in May.

❖ **Personnel-**

- The salary study has been presented to the Board of Commissioners.
- The following positions are vacant:
 - Community Health Technician I- Part-time
 - WIC Breastfeeding Peer Counselor- Position has been offered and accepted.

❖ **Next meeting is Monday, May 22nd at 6:00 pm.**

L. Board Member Remarks

Dr. Ben Tillett mentioned that a National Nurses Week event will be held on May 5, 2023 at the Greensboro Coliseum Complex. This program is being offered through a collaboration between the Association of North Carolina Boards of Health, the North Carolina Association of Public Health Nurse Administrators, the North Carolina Public Health Association, and the Office of the Chief Public Health Nurse/Public Health Nurse Institute for Continuing Excellence.

Dr. Jeffrey Noblett stated that everyone should attend a Board of Health meeting to get a better picture of everything the health department does for the community. He expressed the board's appreciation for all of the staff's work.

M. Adjournment

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

Respectfully submitted,

Janet Clayton
Health Director/Secretary

Dr. Jeffrey Noblett, Board Chair