

**MINUTES**  
**PERSON COUNTY BOARD OF HEALTH MEETING**  
**PCHD CLASSROOM**  
**June 26, 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, Dr. Christopher Atkins, Gordon Powell, Dr. Jeffrey Noblett, Dr. Stephen Garrett, Dr. Ben Tillett, Dr. Barbara Harris, and Ted Michie were present. Patsy Clayton, Dr. Kimberly Yarborough, and Randy Eakes were absent. Also present was 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.

Dr. Jeffrey Noblett asked board members to remember in their thoughts, Dr. Kimberly Yarborough, Dr. Stephen Saunders, and their families.

**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: May 2023**

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

**E. Environmental Health Services Update**

Janet Clayton reviewed a memo that she shared with Katherine Cathey, County Manager providing insight regarding the Environmental Health Program and site evaluation delays. A copy of this memo, the Person County Environmental Health Prioritization of Services document, and the Application for Site Evaluation Utilizing Available Soil Scientist Options documents were included in the meeting packets for board members to review prior to the meeting. Discussion was held regarding salaries, paying for contract staff, and recruitment.

## **F. Staff Liaison Updates**

- **Personal Health**

- NCDHHS through UNC Gillings School of Global Public Health are offering a course, NC Credentialed Public Health Nurse course. One PHN has completed the course. We will look into other PHN's completing the course.
- Dr. Michael Godard will begin as our new Medical Director for the CD/Immunization Programs July 1<sup>st</sup>.
- One Strategic Plan goal for FY 2023 was to increase the FP program by 25% (uninsured client participation). We have exceeded that goal before the end of FY 23.
- Spreading/sharing clinic duties as we will have 2 PHN's on maternity leave within a month of each other.
- Resumed clinical opportunities with PCC Nursing Program 1/2023. Received an appreciation card from Nursing Instructor Janine Wall (attached) stating ALL students had "a true eye-opening experience as to the valuable part public health contributes to the well-being and safety of our community and state", and the students observed "awesome role modeling" in our nurses.

- **Environmental Health**

- Bonnie attended local Building Association meeting with Building Inspections and Planning & Zoning (City & County) Departments to explain and demonstrate Energov software and applying through the public portal.
- Starting in July, we will be working with Contracted Licensed Soil Scientists in an effort to improve our Soil/Site Evaluation applications. The LSS' will perform an A2 option at no extra cost to the applicant. Adam and Bonnie will work with the LSS' and evaluating the applications to ensure best use of the LSS and our times. Staff will still have to make site visits locate the LSS soils areas and issue permits. Timeframe for the A2 permits is 10 business days of received their report.
- Both Kenneth and Alan are continuing to work through authorization process. They each must complete 20 individual/separate site evaluations (cannot be the same 20 for each of them) that have been or soon to be evaluated by Adam or Jake and have not been built on yet and write mock permits and perform 10 septic installation inspections.

## **G. Election of Chair and Vice-Chair for FY 23-24**

Dr. Jeffrey Noblett reviewed the slate of officers for FY23-24 as presented by the Nominating Committee during the May 22, 2023 meeting. Nominations were Dr. Jeffrey Noblett to serve as the Board Chair and Dr. Christopher Atkins as Vice-Chair. Motion from committee needs no second. All board members voted unanimously to accept the nominations as presented for FY 23-24 as presented.

## **H. Board of Health Meeting Schedule FY 23-24**

Janet Clayton reviewed the proposed Board of Health meeting schedule for FY 23-24 which was included in the packets for review. She stated the meetings are scheduled for the fourth Monday of each month with the exceptions of December and May. There is no meeting in December, and the May meeting is proposed to be the 3<sup>rd</sup> Monday due to Memorial Day being the fourth Monday. The meetings will begin at 6:00 pm. A motion to accept the Board of Health meeting schedule was made by Dr. Christopher Atkins, seconded by Phillip Edelblute, and the motion carried.

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

### **❖ Budget**

- County Commissioners approved the FY24 budget on 6/19/2023.

### **❖ Various Updates**

- We have been continuing to experience building issues, especially with HVAC. Most of these were resolved the week of June 12<sup>th</sup> after two months of ongoing issues; the county has issued 4 RFPs to interested developers.
- I participated in the NCAPHA Board meeting virtually on May 25<sup>th</sup>.
- I coordinated a meeting between city and county departments who are involved in the permitting processes of food and lodging establishments on June 1<sup>st</sup>. We have a follow-up meeting on June 28<sup>th</sup>. The departments include EH, Building Inspections, City Planning and Development, City Public Services, and City and County Fire Inspectors.
- The Board of Health Personnel Committee met on June 6<sup>th</sup>.
- Our EPI Team and IEQ Committee held their quarterly meetings in June.
- I attended the NCACC NC Summit on Reducing Overdose in Durham on June 7 & 8. The annual public meeting is scheduled for June 30<sup>th</sup> at 9:00 am in the FEMA room.
- I participated in the Person County Home and Community Care Block Grant Advisory Committee meeting on June 8<sup>th</sup>.
- I scheduled and held an introductory meeting with the new Juvenile Justice supervisor on June 9<sup>th</sup>.
- The Regional Health Directors met in Burlington on June 13<sup>th</sup> to continue the ARPA Workforce Development Planning.
- I attended the NCALHD monthly meetings on June 14 and 15.
- I completed the BEAM course through the University of Miami. "Building Expertise in Administration and Management", BEAM, is an online course designed for public health professionals. This opportunity was made available through regional ARPA funds.

- LeighAnn and I met with Kim Strickland, Person County's new Public Information Officer on June 16<sup>th</sup>.

❖ **Personnel**

- The salary study changes were approved with the FY24 budget. These changes will be effective July 1, 2023.
- The billing position was reinstated in the FY24 budget. This position has been submitted to OSHR for reclassification and updates.

❖ **Next meeting is Monday, July 24<sup>th</sup> at 6:00 pm.**

**J. Health Director's Annual Summary/Job Description**

A copy of the Health Director's job description and annual summary were included in the BOH packet for review. A motion to approve the job description was made by Gordon Powell, seconded by Phillip Edelblute, and the motion carried.

**K. Closed Session-Personnel**

A motion to enter into closed session to discuss personnel was made by Dr. Christopher Atkins, seconded by Dr. Ben Tillett, and the motion carried.

A motion to return to open session was made by Dr. Christopher Atkins, seconded by Dr. Stephen Garrett, and the motion carried unanimously.

A motion to approve the findings of the Personnel Committee regarding the health director's performance review was made by Dr. Ben Tillett, seconded by Phillip Edelblute, and the motion carried unanimously.

**L. Board Member Remarks**

Dr. Jeffrey Noblett shared with the members that Dr. Ben Tillett will become the President of NALBOH on August 1<sup>st</sup>. He thanked Dr. Tillett for his dedication to the advancement of public health.

**M. Adjournment**

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

Respectfully submitted,

Janet Clayton  
Health Director/Secretary

---

Dr. Jeffrey Noblett, Board Chair