

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

A motion to approve the consent agenda was made by Dr. Kimberly Yarborough, seconded by Ted Michie, and the motion carried.

D. Financial Reports: June 2023

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

E. Bad Debt Write Off

Jennifer Melton, Administrative Assistant, presented the following write offs:

- Debt Set Off (Balances above \$49.99 that can be submitted to the NC Debt setoff program)
 - Total debt amount- \$6,993.55
 - Programs- Family Planning, Immunization, and Maternal Health
- Bad Debt Write Off (Balances below \$50.00 that cannot be submitted to NC Debt setoff program)
 - Total debt amount- \$77.74
 - Programs-Family Planning, Immunization

Additionally, she provided explanation of the Debt Set Off process. A motion to approve the bad debt write off was made by Dr. Kimberly Yarborough, seconded by Dr. Ben Tillett, and the motion carried.

F. Staff Liaison Updates

- **Personal Health**

- We will be implementing the birth control implant within the next few months. The implant is a birth control option that lasts for 3 years
- Coordinated with Person County Schools to send a parent/guardian wide e-mail reminder with information on school immunization requirements targeting kindergarten, 7th, and 12th grade students
- We will begin planning for flu vaccine clinics August 2023.
- Mike Godard, the new Medical Director for the Immunization & CD programs has started.
- Preparing for 2 employees to be out on maternity leave during the same timeframe; duties and responsibilities are being shifted to cover program needs.

- **Environmental Health**

- Currently have 52 open applications. Staff are working with 3 Licensed Soil Scientists to perform contract work. Working with contract employees requires additionally planning and logistics for our current staff; this process was shared with the Board. Kenneth and Alan are continuing to work through the authorization process. Discussion was held regarding timeliness of completing applications.

G. BOH Handbooks (distributed at meeting)

Janet Clayton distributed flash drives that include the updated BOH handbook. A hard copy of the table of contents was distributed at the meeting.

H. Health Director's Report

- ❖ **Various Updates-**

- Monthly virtual meetings have been scheduled with Brixmor, Ray Foushee, Carlton Paylor, and me to continue to address areas of concern.
- The city and county departments who are involved in the permitting processes of food and lodging establishments met again on June 28th. The departments included EH, Building Inspections, City and County Planning and Development, City Public Services, and City Fire Inspector. The meetings will continue on an as needed basis.
- Person County hosted the Vaya Health Region 4 Board meeting on 6/29. Commissioner Powell and I attended.
- The Opioid Settlement Advisory Committee held an annual public meeting with the City of Roxboro on June 30th at 9:00 am in the FEMA room.
- The quarterly Child Fatality Prevention Team occurred on 7/5, and one death was reviewed.

- Staff have completed the annual respiratory fit testing.
- I attended the annual NACCHO conference 7/10-7/13.
- On July 12th, Bonnie, Adam, and I met with 3 LSS firms. Contracts with these firms have been executed, and they are expected to begin this week. They will assist EH with the backlog of site evaluations.
- I attended the NCALHD monthly meetings on July 19 and 20.
- CHIP Workgroup met on 7/24 to begin the planning process.
- I have worked with Kim Strickland, Person County's Public Information Officer (PIO), to eliminate the PCHD LinkedIn page that was automatically generated by the platform.

❖ **Personnel-**

- Social Worker II has resigned effective 7/28/23. Position will be posted soon.
- The billing position was reinstated in the FY24 budget. This position has been submitted to OSHR for reclassification and updates.

❖ **Next meeting is Monday, August 28th at 6:00 pm.**

I. Board Member Remarks

Dr. Kimberly Yarborough expressed her appreciation for the outpouring of love, support, thoughts, and prayers with the recent passing of her son.

Janet Clayton and Dr. Ben Tillett will attend the 2023 NALBOH Annual Conference next week. Dr. Tillett will become President of NALBOH on August 1.

J. Adjournment

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

Respectfully submitted,

Janet Clayton
Health Director/Secretary

Dr. Jeffrey Noblett, Board Chair