

MINUTES
PERSON COUNTY BOARD OF HEALTH MEETING
PCHD TRAINING ROOM
September 25, 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: Phillip Edelblute, Gordon Powell, Patsy Clayton, Dr. Jeffrey Noblett, Dr. Stephen Garrett, Ted Michie, Dr. Kimberly Yarborough, and Randy Eakes. Dr. Ben Tillett, Dr. Christopher Atkins, and Dr. Barbara Harris were absent. Also present were Tabatha Philpott, Nursing Supervisor, Bonnie Holt, Environmental Health Supervisor, LeighAnn Creson, Quality Assurance Specialist, Jaunnice Enoch, WIC Supervisor, Joshua Holland, Emergency Preparedness Coordinator, Dawn Coleman, Finance Officer, Jennifer Melton, Administrative Officer, 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. Stephen Garrett, seconded by Ted Michie, and the motion carried.

D. Financial Reports: August 2023

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

E. Fee Schedule Amendments

- EH fee changes due to Session Law 2023-90, HB628
 - A motion to approve the EH fee schedule amendment was made by Dr. Stephen Garrett, seconded by Dr. Kimberly Yarborough, and the motion carried.
- Moderna monovalent-Administration and vaccine codes
 - A motion to approve the Personal Health fee schedule amendment was made by Phillip Edelblute, seconded by Patsy Clayton, and the motion carried.

F. Strategic Plan FY24

LeighAnn Creson, Quality Assurance Specialist led a discussion between Management Team members and the Board of Health regarding the proposed Strategic Plan for fiscal year 2024. Objective 6 was discussed as it is relative to the Board. Objective 6 states, "By May 31, 2024, develop a plan to recruit Board of Health members that reflect the community served, as vacancies become available". Discussion was held, and all board members unanimously agreed that the objective be left in the plan as written. SWOT (Strengths, Weaknesses, Opportunities, and Threats) Analysis was also reviewed and discussed. Board members agreed with the SWOT analysis stated in the plan, and no further factors were identified.

G. Staff Liaison Updates

• Personal Health

- Awaiting RSV vaccine information to be able to create a standing order for staff to administer the vaccine. RSV vaccine is recommended by the CDC for individuals 60+.
- Monovalent COVID-19 vaccines have shipped. Awaiting updated vaccine information to be able to create a standing order or use a state supplied standing order for staff to administer the vaccine.
- Upcoming vacant PHN III position.
- Realigned clinic duties of the Family Planning, STD, and Maternal Health Program Coordinator positions based on the demand for services.
- Continuing to provide required school vaccines for those who need to be updated.
- Flublok vaccine order, geared toward those ages 50-64, has been cancelled by the manufacturer. There seems to be an issue on the manufacturing end. Currently, we will not plan on having Flublok this season. Individuals ages 50-64 can receive a regular flu vaccine.
- We are now offering the birth control implant, removal and insertion, ahead of our goal of October 1st, 2023.

• Environmental Health

- Kenneth and Alan are both Authorized Agents of the State and will be working together in the southern part of the county. We have the county divided into “3 areas”. The breakdown of areas is as follows:
 - 1) Hyco Lake- Adam Sarver
 - 2) Allensville – Jacob Bradsher
 - 3) Timberlake- Alan Gatrell & Kenneth Elliot. In a few months, we will re-evaluate the areas/workload, and Adam will no longer cover an area but will focus on reinstating Pump Maintenance Program.
- Kenneth & Alan have started their final CIT training for Food & Institutions.
- David is working on a new Swimming Pool Plan review for a proposed public swimming pool at a RV park.

H. Health Director’s Report

❖ Various Updates-

- See EH report for the great news of authorizations!
- Brenda Reaves, Clerk to the Board of Commissioners, retired 8/30; Michele Solomon is now serving in this role.
- Some staff will participate in Microsoft Word and Excel training on 10/5 through regional ARPA staff.
- Brixmor will be repainting and replacing carpet in the coming months.
- On September 5th, I participated in regional strategic planning for the Region 5 Health Directors.
- PCHD has now migrated to the county’s new phone system.
- Josh has assisted EMS with RPP fit testing.
- PCHD COOP is being updated.

❖ **Personnel-**

- Social Worker II position- Interviews have been scheduled.
- Processing Assistant V (billing position) has been offered and accepted.
- Casey Carver's last day is later this week. This Public Health Nurse III position has been posted.

❖ **Next meeting is Monday, October 23rd at 6:00 pm.**

I. Board Member Remarks

Dr. Noblett shared with members that former Board of Health member, Dr. Stephen Saunders was experiencing medical difficulties and requested members to remember Dr. Saunders in their thoughts.

J. 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