

**MINUTES**  
**PERSON COUNTY BOARD OF HEALTH MEETING**  
**PCHD CLASSROOM**  
**November 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: Gordon Powell, Dr. Stephen Garrett, Ted Michie, Dr. Ben Tillett, Dr. Jeffrey Noblett, Phillip Edelblute, Dr. Christopher Atkins, and Dr. Barbara Harris. Dr. Kimberly Yarborough, Randy Eakes, and Patsy Clayton were absent. Also present were Tabatha Philpott, Nursing 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. Phillip Edelblute, seconded by Ted Michie, and the motion carried.

**D. Financial Reports:**

- **October 2023**
- **Fiscal Year 2022-2023 Report by Program**-Janet reviewed the Fiscal Year 2022-2023 Report by Program. She stated that regional ARPA funding and COVID funding offset some expenditures.

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

**E. Workforce Development Plan**

A copy of the Workforce Development Plan was included in the Board of Health packets for review. Janet Clayton reviewed the plan which includes workforce by age category, department turnover, training requirements, and staff recruitment. A motion to approve the Workforce Development Plan was made by Phillip Edelblute, seconded by Ted Michie, and the motion carried.

## **F. Flu Update**

Janet Clayton presented flu data from the offsite flu clinics that were conducted in October 2023.

## **G. Person County Board of Health Hearing Procedures Review**

Janet Clayton reviewed the Board of Health Hearing Procedures that document the appeal process for Board of Health rules, which were adopted by the Board of Health in 2011. Ms. Clayton informed the Board that the county attorney reviewed the document, and no changes were made. A motion to accept the Board of Health Hearing Procedures was made by Dr. Christopher Atkins, seconded by Ben Tillett, and the motion carried.

## **H. Staff Liaison Updates**

- **Personal Health**
  - Cassandra Davis, Social Worker II started on 11/6.
- **Environmental Health**
  - Onsite is currently about 6-7 weeks out from applications. The oldest application is 10/12. Slight delays may occur at the end of the year due to holidays and staff taking time off.

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

- ❖ **PCHD Staff and BOH members are invited to the Annual Holiday Dinner on Thursday, December 14<sup>th</sup> at 5:00 pm at the Old Country Club Steakhouse. Please RSVP to Janet or Jennifer by 12/1/2023.**
- ❖ **Various Updates-**
  - Several offsite flu vaccination clinics were offered throughout the community.
  - I attended the County Commissioners' strategic planning session on 10/24.
  - Our QIA Team held its quarterly meeting on 10/25.
  - The Opioid Settlement Advisory Committee held its monthly meeting on 11/1. The survey has been released. Results will be reviewed with the committee on 12/6.
  - An offsite COVID vaccination clinic was held on 11/3 at Somerset Baptist Church.
  - The Board of Commissioners discussed human services consolidation and decided to hold a public hearing regarding the consolidation of DSS and PATS on 1/2/24.
  - Staff donated items to the Person County Veteran's Council for the annual Christmas bags for veterans who are in long-term care facilities. These items

were delivered on 11/17. Staff have adopted 3 children from the Partnership for Children's Angel Tree.

- On November 14<sup>th</sup>, three PCHD employees were recognized at the annual Longevity Luncheon- Jennifer Melton with 30 years, Jaunnice Enoch with 20 years, and Jacob Bradsher- 5 years.
- On November 7<sup>th</sup>, I continued participation in the regional leadership development meeting for Region 5 Health Directors.
- I participated in the Region 5 Health Directors' monthly meeting on 11/20, and the NCALHD monthly meetings were held on 11/15 & 11/16.
- Brixmor has placed painting on hold until after the first of the year.

❖ **Personnel-**

- Social Worker II position- Cassandra Davis started on 11/6.
- Processing Assistant V (billing position) – Shellie Pulse started on 11/6.
- Public Health Nurse III (Maternal and STD Program) position was accepted by Hillary Gilbert.

❖ **Next meeting is Monday, January 22, 2024 at 6:00 pm.**

<b>Offsite Flu Clinics</b>		
10/18/2023	Bethel Hill	10
10/20/2023	Person County Schools	59
10/20/2020	County/City	15
10/25/2023	Roxboro Community School	15
<b>Total</b>		<b>99</b>

**J. Board Member Remarks**

Dr. Jeffrey Noblett asked if other board members were aware of the incident involving individuals posing as health department employees offering COVID vaccines. Janet Clayton stated that she received two reports of individuals arriving unannounced to a residential care home to provide COVID vaccines stating they were health department employees. The operator of the residential care home contacted Ms. Clayton directly. Ms. Clayton stated that she immediately notified both law enforcement agencies and EMS; a post was also added to Facebook stating that Person County Health Department only administers the COVID-19 vaccine in-house and are not making unannounced visits to long-term care facilities or private homes to administer the vaccine.

Gordon Powell stated that he is pleased that the EH permitting time is decreasing. He also mentioned the ongoing issues with Brixmor, and discussion was held regarding the building and the lease.

## **K. Adjournment**

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

Respectfully submitted,

Janet Clayton  
Health Director/Secretary

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Dr. Jeffrey Noblett, Board Chair