

**MINUTES**  
**PERSON COUNTY BOARD OF HEALTH MEETING**  
**PCHD CLASSROOM**  
**January 22, 2024**

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, Dr. Kimberly Yarborough, Randy Eakes, and Patsy Clayton. Dr. Barbara Harris was absent. Also present were Tabatha Philpott, Nursing Supervisor, Bonnie Holt, Environmental Health Supervisor, 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 Phillip Edelblute, seconded by Dr. Christopher Atkins, and the motion carried.

**D. Financial Reports: November/December 2023**

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

**E. Pharmacy Bid**

Janet Clayton, Health Director, reported that a bid request for pharmacy services for Personal Health services was mailed to all local pharmacies. Only one bid was received. Community Pharmacy-Roxboro submitted a bid proposal of \$7.00 per prescription. Ms. Clayton stated the bid was \$2.00 higher than the current price. A motion to award the contract to Community Pharmacy-Roxboro was made by Randy Eakes, seconded by Dr. Kimberly Yarborough, and the motion carried.

**F. Staff Liaison Updates**

- **Environmental Health**

- Septic rules were updated 1-1-24. Applications and permits have been revised. Adam and Jake are working to reconfigure the software program so that applications can be submitted online.
- Oldest application is 5 weeks out.

- **Personal Health**

- Staff will be attending program conferences in the coming months.
- New Social Worker has completed required trainings.

## **G. Budget Subcommittee**

Dr. Jeffrey Noblett asked volunteers to serve on the Budget Subcommittee with him. Dr. Ben Tillett and Dr. Christopher Atkins agreed to serve.

## **H. Public Health Month Awards Committee**

Dr. Jeffrey Noblett asked for 3 volunteers to serve on the Public Health Month Awards Committee. Dr. Stephen Garrett, Patsy Clayton, and Randy Eakes volunteered.

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

### **❖ Budget-**

- IT Budget – submitted on 1/5/24
- Personnel Budget – submitted on 1/10/24
- Dawn and I are meeting with each management team member to discuss programmatic budgets.

### **❖ Various Updates-**

- The Opioid Settlement Advisory Committee held its monthly meetings on 12/6 and 1/3. Survey results were shared and prioritized. Two initiatives are being developed for proposal to the commissioners.
- All staff participated in an onsite “Communication and Conflict Resolution Workshop” on December 6<sup>th</sup>.
- Staff donated items to the Person County Veteran’s Council for the annual Christmas bags for veterans who are in long-term care facilities. Staff assisted with the delivery on 12/18. Twenty-four veterans were provided gift bags.
- Our Internal Equity Committee met on January 10<sup>th</sup>.
- I attended the annual NCAPHA Board planning retreat 11/29-12/1.
- After interviewing multiple companies, PCHD has selected Angel Oak Consulting to work with regarding rebranding.
- I attended the Department Head Retreat on December 14<sup>th</sup>.
- Staff have participated in social media training provided by Kim Strickland, County Public Information Officer.
- I participated in the NCALHD monthly meetings on 12/20 & 12/21 and 1/17 & 1/18.
- The Board of Commissioners passed a resolution on 1/16/24 to consolidate DSS with Veterans Services.
- Members of Management Team are participating in an educational series, “Every Conversation Matter”.
- On January 19<sup>th</sup>, I participated in “News Media Communications” by Betty Farmer.
- We are working with Tego for HIPAA policy updates.
- Brixmor has resumed painting.

### **❖ Personnel-**

- Public Health Nurse III (Family Planning Program) position is vacant.

### **❖ Next meeting is Monday, February 26, 2024 at 6:00 pm.**

## **J. Board Member Remarks**

There have been a couple of incidents recently of individuals posing as health department employees. Discussion was held regarding the incidents.

Discussion was held regarding Brixmor and the painting issues within the department.

Dr. Ben Tillett stated that the Board of Health Self-Assessment Tool has been approved and is now loaded on the website. Dr. Tillett will be providing a presentation on the tool in May at the Georgia Public Health Association. The Board decided to complete the assessment; date and time TBD. Dr. Tillett also mentioned that the Board may want to consider learning more about North Carolina Citizens for Public Health and attending some of the Zoom conferences that are offered.

## **K. Adjournment**

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

Respectfully submitted,

Janet Clayton  
Health Director/Secretary

---

Dr. Jeffrey Noblett, Board Chair