

MINUTES
PERSON COUNTY BOARD OF HEALTH MEETING
PCHD CLASSROOM
March 25, 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: Phillip Edelblute, Ted Michie, Dr. Christopher Atkins, Gordon Powell, Dr. Barbara Harris, Dr. Kimberly Yarborough, Patsy Clayton, Dr. Jeffrey Noblett, Dr. Ben Tillett, and Dr. Stephen Garrett were present. Randy Eakes was absent. Also present were Bonnie Holt, Environmental Health Supervisor, Adam Sarver, Environmental Health Program Specialist, Jennifer Melton, Administrative Officer, Dawn Coleman, Finance Officer, LeighAnn Creson, Quality Assurance Specialist/Health Educator, 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

An updated meeting agenda was distributed to members prior to the meeting. A motion to approve the consent agenda was made by Dr. Christopher Atkins, seconded by Dr. Kimberly Yarborough, and the motion carried.

D. Financial Reports: February 2024

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

E. Educational Program-Environmental Health

- On-Site Wastewater 15A NCA 18E Rules Update
- Ground Penetrating Radar (GPR) Cart Demonstration

Adam Sarver, Environmental Health Program Specialist, presented a brief overview of what the differences are between the Onsite Septic Rules .1900 and 18E. He explained the differences in setbacks for septic system with both rules, revisions, and Notice of Violations. He also showed the board the new Ground Penetrating Radar (GPR) and explained the benefits of the GPR for the department.

F. 2023 State of the County Health Report

Board of Health members received a copy of the 2023 State of the County Health Report in their packets for review prior to the meeting. The report was discussed at the meeting. An explanation about progress on the Community Health Improvement Plans was provided. The board was informed about data relative to infant mortality, teen pregnancy, obesity, communicable disease, and substance abuse. Additionally,

information about emerging issues in public health and new/paused/discontinued initiatives since the last Community Health Assessment was provided. This report can be accessed by contacting LeighAnn Creson or by going to the Health Department website.

G. Recommended Fee Schedule FY25

Janet Clayton presented the recommended fee schedule for FY25. The proposed fee schedule shows fee increases as well as fees to be added, removed, or remain unchanged. A motion to approve the fee schedule as presented was made by Dr. Kimberly Yarborough, seconded by Phillip Edelblute, and the motion carried.

H. Budget: FY 2024-2025

Dr. Jeffrey Noblett reported that the budget subcommittee, which included Dr. Christopher Atkins, Dr. Noblett, and Dr. Ben Tillett, met with health department staff and reviewed the proposed budget. Dr. Christopher Atkins recommended that board members serve on the budget subcommittee to gain better understanding of the budget process. Dr. Ben Tillett added that board members can request more information from health department staff if further information is needed regarding certain budget items. Janet Clayton presented a summary of the FY 2025 requested budget and notable budget items. Ms. Clayton reminded the board that salary and fringe increases are due to the salary study that was performed earlier in the year. A motion to approve the proposed FY Budget 2024-2025 as presented was made by Phillip Edelblute, seconded by Dr. Ben Tillett, and the motion carried.

I. Staff Liaison Updates

- **Personal Health**

- Madison Daly, Social Worker II, has submitted her resignation. The position has been posted.
- Vacant FP position has been advertised and will start interviews soon.
- Preparing for state audit for FP and MH; April and May visit dates.
- Preparing for state audit for Immunization in April.
- Clinic staff shadowed at Caswell County Health Department; reviewed their processes and procedures; reviewed their EMR use and functions; Lab staff and eligibility staff will also set dates to shadow.
- Partnering with Caswell County for their staff to shadow our department.

- **Environmental Health**

- Onsite staff are learning how to use the new radar equipment to locate septic systems. They are also still navigating the new 18E rules on revising permits.
- David Helms is having an increase in mobile food unit applications.
- Working with City Planning and Building Inspections on the Twins Meat Market project near Clarksville Station.

J. Board of Health Advocacy

- NALBOH Midwinter Leadership meeting
- NACCHO Capitol Hill Day Event

Dr. Ben Tillett gave a report of his recent attendance to the NALBOH Midwinter Leadership meeting and the NACCHO Capitol Hill Day Event. Dr. Tillett thanked the board for their membership in both NALBOH and the Association of NC Boards of Health, and asked board members to visit the websites to look at the updated resources that have been added. Dr. Tillett also mentioned a book that would be beneficial for board members to read titled "Talking Health". The book discusses how to structure presentations advocating for public health.

K. Health Director's Report

❖ Budget-

- IT Budget – submitted on 1/5/24
- Personnel Budget – submitted on 1/10/24
- Operating Budget – submitted on 2/8/24
- Budget Narrative- submitted 3/4/24
- Meeting was held with county management and county finance on 3/12/24.
- BOH Budget Subcommittee met on 3/21/24.

❖ Various Updates-

- Public Health Month Planning Committee has been hard at work planning the celebrations for April, Public Health Month.
- Clerical and clinical staff met on 2/29 to follow-up on the Patagonia trainings and to discuss the uniform implementation of options found in the EHR.
- The Opioid Settlement Advisory Committee held its monthly meeting on 3/6. The committee continues to work on initiatives. There were four requests for funding discussed. Jamie is researching two of the requests to verify the requests would be permissible under the agreement.
- On March 12th, the Substance Use Disorder Subcommittee (SUDS) of Healthy Personians, hosted a luncheon at Long Memorial UMC, "Ministering to Families Impacted by Substance Misuse and Mental Health Issues- Finding Resources". There were 42 participants which included 13 pastors.
- LeighAnn, Tabatha, and I met with Tammy Tuck and Eric Kaplan from PMH regarding services and potential partnerships.
- Management Team continues to work with Angel Oak Consulting regarding the updated logo; staff input was gathered as well.
- Through the utilization of grant funding, there will be a few billboards posted in the next several months to increase awareness of programs/services.
- I participated in the NCALHD monthly meeting on 3/13 and attended the annual NC Public Health Leaders' Conference 3/14 & 3/15 while in Raleigh.
- On March 18th, I participated in the Region 5 Health Directors' monthly meeting.
- We are continuing to work with Tego for HIPAA policy updates.

- This is audit season...Healthy Communities has been completed. WIC and Immunization programs will occur in April. Maternal and Family Programs will be audited in April and May.

❖ **Personnel-**

- Public Health Nurse III (Family Planning Program) position has been posted.
- Madison Daly, Social Worker II, has resigned; position has been posted.

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

L. Board Member Remarks

There were no board member remarks for this meeting.

M. 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