

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

D. Financial Reports: March 2024

A motion to approve the financial reports was made by Dr. Christopher Atkins, seconded Ted Michie, and the motion carried.

E. Recommended Fee Schedule FY25 Amendment

Ms. Janet Clayton explained that Environmental Health fees were not included in the Fee Schedule presented during the March meeting. The corrected Fee Schedule was included in Board packets for review prior to the meeting. A motion to approve the Fee Schedule FY25 Amendment was made by Dr. Ben Tillett, seconded by Dr. Christopher Atkins, and the motion carried.

F. Budget Amendment

- AA 874 Food & Lodging Distribution - \$6,451.00
 - Funds will be allocated to supplies for Environmental Health. A motion to approve this budget amendment was made by Dr. Stephen Garrett, seconded by Dr. Barbara Harris, and the motion carried.

G. 2023 Child Fatality Prevention Team Report

Janet Clayton explained the process of the Child Fatality Prevention Team and presented the 2023 Annual Report. A motion to approve the 2023 Annual Report was made by Ted Michie, seconded by Patsy Clayton, and the motion carried.

H. Nominating Committee

Dr. Jeffrey Noblett asked for volunteers to serve on the Nominating Committee, which will present nominees to serve as chair and vice-chair for FY25. Dr. Jeffrey Noblett, Ted Michie, and Dr. Ben Tillett volunteered to serve.

I. Personnel Committee

Dr. Jeffrey Noblett asked for volunteers to serve on the Personnel Committee to conduct the health director's performance evaluation in June. Dr. Jeffrey Noblett, Dr. Christopher Atkins, Dr. Ben Tillett, and Patsy Clayton volunteered to serve.

J. BOH Delegation to Health Director for Boards and Committees

Janet Clayton requested the board to take formal action to delegate her as their representative on the Person County Animal Services Advisory Board, Healthy Personians Advisory Board, Person County Child Fatality Prevention Team, and the Person Council on Aging-Home and Community Care Block Grant Advisory Committee. Ms. Clayton has also been appointed by the Board of Commissioners to serve on the Person County Opioid Settlement Advisory Committee, and the Vaya Health Region 4 Board. Patsy Clayton made a motion to appoint Mrs. Clayton to continue to serve on these committees as a representative of the Board of Health, and Ted Michie seconded. The motion carried unanimously.

K. Staff Liaison Updates

- **Personal Health**
 - Kim Nichols, RN started in the FP Coordinator position today. Her vacant position has been posted.
 - Interviews are scheduled for the vacant CMARC position.
- **Environmental Health**
 - Bonnie and two other staff members attended the NC EPI Ready Conference in Durham last week that focused on Foodborne Illness Outbreak and Investigation. Based on course material and discussion with some staff, EH will be revising the complaint form for food complaints as well as implementing a better tracking method for complaints using Excel.
 - Staff are gearing up and preparing for the upcoming pool season.

L. Health Director's Report

- ❖ **May meeting is Monday, May 20th at 6:00 pm due to the holiday on the 4th Monday.**

- ❖ **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 Awards Committee met March 28th.
 - Employee of the Year Award- Kim Nichols
 - "GEM" Award – Hillary Gilbert
- The Opioid Settlement Advisory Committee held its monthly meeting on 4/3. The committee submitted two initiatives to the Board of Commissioners for approval of funding, Post Overdose Response Team-EMS, Early Intervention-Person County Schools. The BOC approved these initiatives on 4/15/24. Funding will be for two years beginning 7/1/2024.
- The annual opioid settlement community meeting will be June 10 at 5:00 pm at the library.
- The quarterly Child Fatality Prevention Team was held on 4/3.
- Healthy Personians held its quarterly meeting on 4/8.
- Management Team participated in the second of two regional retreats regarding "Culture and Organizational Change" on April 11th.
- Management Team continues to work with Angel Oak Consulting regarding the updated logo; staff input was gathered as well.
- I attend the UNC-School of Government's annual legal conference for local health directors, April 17 & 18; the monthly NCALHD meeting was held in conjunction with this conference on the 18th.
- I also attended the Region 5 Health Directors' annual leadership retreat April 3-5.
- We are continuing to work with Tego for HIPAA policy updates.
- This is audit season... WIC program review was held last week, and we are awaiting the report. Maternal and Family Programs will be audited in April and May.

- ❖ **Personnel-**

- Kim Nichols transitioned to the Public Health Nurse III (Family Planning Program) position today.
- Public Health Nurse II position has been posted.
- Social Worker II has been posted, and interviews have been scheduled.

- ❖ **Next meeting is Monday, May 20, 2024 at 6:00 pm.**

M. Board Self-Assessment

Board members received the “NALBOH Tool: Governing Board Assessment” in their packets. Janet Clayton explained that this tool was the resource that was discussed during the January 2024 meeting and is found on the NALBOH website under “Resources”. Dr. Ben Tillett provided a history of the document. Members reviewed the document and discussed the format and questions. Dr. Tillett will provide the feedback on the tool to NALBOH.

N. Board Member Remarks

There were no board member remarks for this meeting.

O. Adjournment

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

Respectfully submitted,

Janet Clayton
Health Director/Secretary

Dr. Jeffrey Noblett, Board Chair