

MINUTES
PERSON COUNTY BOARD OF HEALTH MEETING
CLASSROOM OF THE
PERSON COUNTY HEALTH DEPARTMENT
September 26, 2016

A regular meeting of the Person County Board of Health was held in the Classroom in the Person County Health Department. The following members constituting a quorum were present: Steven Bailey, Dr. Christopher Atkins, Jack Hester, Dr. Kimberly Yarborough, Dr. Jeffrey Noblett, Dr. Ben Tillett, Tracey Kendrick, Dr. Claudia Berryhill, and Patsy Clayton. Board members Dr. Stephen Saunders and Ted Michie were absent. Also present were Sharon Rose, Nursing Supervisor, Harold Kelly, EH Supervisor, and Janet Clayton, Health Director.

A. Call to Order

Steven Bailey, Chair of the Board of Health called the meeting to order at 7:00 p.m.

B. Public Comment Period

No members of the public were present.

C. Consent Agenda

A motion to approve the consent agenda was made by Dr. Jeffrey Noblett, seconded by Jack Hester and the motion carried unanimously.

D. BOH Annual Training – “Public Health Capabilities”

Janet provided training to board members on “Public Health Capabilities”. Janet shared with the board members that since 2001, public health’s role in emergency preparedness has grown tremendously. In 2011, the CDC released *Public Health Preparedness Capabilities: National Standards for State and Local Planning*. The Executive Summary and the “At A Glance: Capability Definitions, Functions, and Associated Performance Measures” of the aforementioned document were distributed. Janet provided the board with a summary of 15 capabilities and provided details of the status and the roles and responsibilities of our agency in regards to the eight capabilities that are currently being addressed by local public health in North Carolina.

E. Annual Home Health Policy Review / Orientation Training

The board was provided training on the following Home Health and Hospice policies. Following the review of policies, board members signed the Confidentiality Policy, Conflict of Interest, and Acknowledgement of Standard of Conduct.

- Governing Board
- Organization Structure
- Complaint/Grievance Procedure
- Conflict of Interest
- Quality Improvement Plans – Home Health / Hospice
- Mission Statements – Home Health / Hospice
- Confidentiality Policy
- Corporate Compliance
- Agency Philosophy and Goals

F. Staff Liaison Updates

- **Environmental Health**

- Henri continues to work on the filing system and hopes to get the PCC student back for assistance; 6,500 files down with 6,500 files to go. We have requested a bid from One Source to convert to digitize files.
- Adam attended a contractor's workshop in Johnston County.
- Justin will be attending an On-site conference in October
- We will be implementing a new software program to replace the Edgar system.
- Bonnie has permitted a mobile food unit and a new restaurant. Two additional restaurants pending.

- **Personal Health**

- Personal Health
- Flu shots released to public on 9/23.
- Lisa Lewis has submitted her application to become a Medicare and Blue Cross Blue Shield provider.

- **Home Health & Hospice**

- Tracy, Sharon and Wendy attended the AHHC Leadership conference last week.
- We have filled the HHH nurse vacancy and she will be starting soon.
- Deborah attended the Carolina Center 40th Annual Hospice Palliative End of Life Care conference.
- Accreditation pre-survey call is scheduled for 10/5.

G. Health Director's Report

In addition to the health director's report, Janet stated that the Rabies topic has been postponed until November. It is on the November agenda for the Animal Control Advisory Board, and Janet will provide the BOH with an update at the November meeting. She also provided an update on the availability of the flu vaccine and the health department's outreach efforts.

- **Various Updates-**

- Staff completed intensive PPE competency checkoff. A big thanks to Stephanie Fallen, Roberta Powell, Sharon Rose, Carolyn Turner, and Michelle White for observing and checking off staff!
- The Person County Board of Commissioners approved the Engineer Option Permit fee for EH on September 6th.
- EPI Team held its quarterly meeting on September 7th. The team began another training module.
- On September 10th, staff participated in the Roxboro Family Medicine & Healthy Personians Family Fun Day. Our Flu Virus participated and was caught doing Zumba too!
- I participated in the NCALHD Education and Awards Committee conference call with the UNC-SOG to plan the 2017 Health Directors' Legal Conference.
- PCHD staff members provided flu immunizations to the employees of Person County Schools on September 19th from 2:00 pm – 7:00 pm. Those employees were Kay Kegley,

- Melinda Long, Sandy Mangum, Roberta Powell, Paola Stone, and Mitzy Wilbourne.
- On September 21st, staff held two flu immunization clinics for the City of Roxboro's employees from 7:00 am – 10:00 am and 2:00 pm – 5:00 pm. The employees who provided these clinics were Melinda Long, Brenda Pettiford, Carolyn Turner, and Mitzy Wilbourne.
 - PCHD began providing flu immunizations to the public on September 22nd after receiving the VFC flu immunizations from DPH.
 - The County Employee flu immunization clinics are scheduled for October 3rd and 12th.
 - Dawn Coleman and Pam Cook attended a HIPAA workshop in conjunction with NCPHA.
 - Several employees attended the NCPHA Annual Fall Conference in New Bern. The PCHD Flu Virus made a couple of appearances at the conference as well.
 - Michelle White was selected to be a 2016 NCPHA Public Health All Star. She received this award on September 14th during the conference.
 - I attended the monthly NCALHD meeting which was held on September 13th in conjunction with NCPHA.
 - The compression only CPR initiative is moving along. PCHD and PCS staff members met this past week to work on additional details.
 - Cierra Elkerson and I visited the journalism class at RCS and held a focus group with the teens in that class regarding messaging for their generation, etc.
 - We received word that PCHD is now a BCBS provider due to having Lisa Lewis on staff as a provider. Thanks to Pam Cook and Lisa Lewis for working through this arduous process. They are working on Medicare now!
 - Kelly and I will be attending a DPH & DHHS meeting regarding CAMA and well water in Greensboro tomorrow. The State Health Director has called the meeting with all of the health departments with coal ash ponds in their counties.

- **Personnel-**

- The HHH PHNIII position has been offered.
- The vacant HHH Community Health Technician position has been posted.
- The recently vacated WIC Processing Assistant III position has been posted.

H. Adjournment

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

Respectfully submitted,

Janet Clayton
Health Director/Secretary