MINUTES
PERSON COUNTY BOARD OF HEALTH MEETING
CLASSROOM OF THE
PERSON COUNTY HEALTH DEPARTMENT
January 23, 2017

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. Jeffrey Noblett, Jack Hester, Patsy Clayton, Dr. Kimberly Yarborough, Ted Michie, Dr. Christopher Atkins, Dr. Stephen Saunders and Dr. Ben Tillett. Board members Dr. Claudia Berryhill and Tracey Kendrick were absent. Also present were Pam Cook, Administrative Assistant, Harold Kelly, Environmental Health Supervisor, Sharon Rose, Nursing Supervisor and Janet Clayton, Health Director.

A. Call to Order
Steven Bailey, Chairman 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. Carl Durham Award
Ben Tillett congratulated Janet on receiving the Carl Durham Award. The Association of North Carolina Boards of Health at the Annual Health Directors’ Conference in Raleigh honored her with the award. The Carl Durham Award was presented to Janet for her significant contributions to public health and advocacy efforts for public health at local, regional and state levels.

E. Worksite Wellness Clinic Proposal
Janet stated that Dan Phillips, Owner and Medical Director of MedAccess Urgent Care presented a proposal for a joint venture between Person County Health Department, Person County Government and MedAccess Urgent Care. A MedAcess provider would come to the health department a couple of days a week and see employee for minor illnesses. This would reduce time away from work for minor conditions and reduce out of pocket costs for county employees. In addition, reduce health care premiums for the county. Janet explained that minimal labs would be provided and that the health departments would apply for a CLIA Waive Certificate and the county would cover the cost of this partnership. Janet will meet with the county wellness committee and information to employees will be presented during open enrollment. We are tentatively looking at a start date of July 1, 2017.

F. BOH Annual Operating Procedures – Annual Review
Janet stated that the Operating Procedures are reviewed annually. She noted that she had reviewed the procedures and did not see any changes. She asked the board if there were any revisions. A motion to accept the Operating Procedures as presented was made by Jack Hester, seconded by Dr. Jeffrey Noblett and the motion carried.
G. 2016 Communicable Disease Summary Report
Janet distributed and reviewed the annual communicable disease report. Person County had 341 reportable cases. 316 cases were sexually transmitted diseases with 222 Chlamydia cases and 83 Gonorrhea cases, which reflects an increase since last year. There were 39 general communicable disease cases with 10 foodborne illnesses. Janet stated that Cierra Elkerson would be working with Person County Schools on a project to educate fifth grader on Adolescent / Puberty.

H. Patient Satisfaction Surveys
Janet Clayton reviewed the results of the Patient Satisfaction surveys for Family Planning, Maternal Health and STD. The overall results were positive. Wait time was noted for Family Planning and STD. The Quality Improvement Team will address wait times for clinic services.

In addition, Janet reviewed the Client Satisfaction surveys. She noted the results were positive with 82% stating they heard about our services from family/friends.

Dr. Yarborough commended the staff on the very positive surveys and the overall service that they provide to the citizens of Person County.

I. Home Health & Hospice

- Quarterly Complaint Report
  - Sharon reported that the Home Health Advisory meets and reviews quarterly reports. She reported that for the 4th quarter there were no complaints received.

- Quarterly Ethics Report
  - No issues reported for 4th quarter.

- Governing Board By-Law Review
  - A motion to accept the Governing Board By-Laws as presented was made by Dr. Kimberly Yarborough, seconded by Dr. Ben Tillet and the motion carried.

- Contracted Services Update
  - Janet provided an update on contracted services She noted that we have a contract with Roxboro Healthcare & Rehabilitation Center and NC Alliance of Public Health Agencies, Inc. The contract with NC Alliance of Public Health provides staffing needs for the agency.

J. Staff Liaison Updates

- Environmental Health
  - Filing system project is now complete. We have approximately 13,000 files.
  - Bonnie and Henri are working with IT to post restaurant grades / comments on our website.
  - Bonnie attended the regional Food and Lodging meeting.
  - Kelly attended Soil Scientist meeting in Raleigh.
  - We have started migrant inspections.
  - Justin is working on some GPS issues / license renewal.
  - Adam is working with a family regarding a lead case of an 11 year old. The investigation was schedule for today but was cancelled due to family illness. Hope to have it rescheduled soon.

- Personal Health
  - Personal Health
  - We will be participating in a manganese biomonitoring study for our maternity patients with UNC; working on paperwork / contract.
  - January 27 – webinar training on electronic consents
  - February 14 – MH coding webinar training
  - We currently are recruiting for the CD/Immunization nurse vacancy.
• **Home Health & Hospice**
  - We have 2 PHN III resignations and 1 PHN III retirement.
  - We have a new nurse, Cassidy Hill that started today and we have a part-time contract nurse that is currently working.
  - We have a nurse interview scheduled today and another applicant to interview within a week.

K. **Budget Subcommittee**
Steven Bailey asked volunteers to serve on the budget subcommittee. Jack Hester, Steven Bailey and Dr. Ben Tillett volunteered to serve on the committee. Dawn Coleman, Finance Technician will contact the members to arrange a meeting date.

L. **Public Health Month Awards Committee**
Steven Bailey asked volunteers to serve on the Public Health Month Awards Committee. Dr. Jeffrey Noblett, Dr. Stephen Saunders and Patsy Clayton volunteered to serve on the committee.

M. **Health Director’s Report**
• **Various Updates**-
  - Carl Durham Award from ANCBH
  - Several planning meetings have been held regarding the possibility of an Employee Health Clinic.
  - PCHD supervisors and I attended a safety training sponsored by County HR on 11/30.
  - HHH had its accreditation site visit the week of December 5th. One surveyor reviewed both programs.
  - Our December staff meeting and holiday breakfast were held on December 7th. Thanks to the Environmental Health Staff and others for their coordination of the breakfast!
  - On December 21st, the State Health Director, Dr. Randall Williams, joined the Person County Substance Abuse Committee meeting. Cierra Elkerson and I attended as well.
  - Also, on December 21st, there was a Code 300 training/drill held at the Person County Human Services complex.
  - Region V health directors met via conference call on January 6th. We have decided to meet every other month alternating between conference calls and face to face meetings at various health departments.
  - The quarterly Child Fatality Prevention Team met on January 18th and reviewed two deaths.
  - I attended the monthly NCALHD meetings in December and last week. Also, on December 8th, I attended a joint NC DSS Directors and NCALHD meeting.
  - I also attended the annual State Health Director’s Conference in Raleigh last week. I had the opportunity to meet with Sharon Ricks, US-DHHS Regional Asst. Secretary for Health.
  - Staff are transitioning to bi-weekly pay in MUNIS beginning in December.
  - The PCHD Access and Functional Needs Provision Policy has been selected to be reviewed by a national subject matter expert, and NCEM partners are going to pay for the consultants time. Michelle has been working with Greta Herring on the Intellectual & Developmental Disability Communications Committee after she attended Michelle’s presentation at the NCPHPR symposium. The committee has several ongoing projects all of which center around resources for local responders and the community members they serve. The committee is interested in including our policy within their resource guides as an example to other local counties. After the consultant and Michelle conference to discuss the document and finalize any improvements, NCEM will contact me to partner with Person County to include the document and our contact information. The committee members have seen what existed before the policy Michelle wrote, and they helped her answer the last few questions about who or where to go when they cannot figure it out. Several surrounding counties that
know about Michelle’s work in this area have requested the policy once it was finalized. This route will give us a really solid policy, have a larger reach to partner agencies, and demonstrate PCHD as a leader/pioneer again! The national consultant is June Isaacson Kailes.

- **Personnel**
  - Tracy Gentry joined our staff on December 5th as a WIC Processing Assistant III.
  - The vacant Personal Health PH Nurse II position has been posted.
  - Cassidy Hill began with HHH as a PHNIII today, and an interview for a PHNIII was held today as well.
  - Valrie Loftis is working PRN for HHH through the Public Health Alliance.
  - Crystal Martin’s last day with HHH was 1/20. Wendy Bowes and Martha Winstead both have resigned as well.
  - The vacant HHH Community Health Technician position was posted and is now being held vacant.

**N. Closed Session**
A motion to enter into closed to discuss a legal matter was made by Dr. Jeffrey Noblett, seconded by Dr. Kimberly Yarborough and the motion carried.

A motion to return to open session was made by Jack Hester, seconded by Dr. Kimberly Yarborough, and the motion carried.

**O. Adjournment**
Having no further business to discuss, a motion to adjourn was made by Dr. Jeffrey Noblett, seconded by Dr. Ben Tillett and the motion carried unanimously.

Respectfully submitted,

Janet Clayton
Health Director/Secretary