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, Tracey Kendrick, Dr. Claudia Berryhill, Patsy Clayton, Dr. Kimberly Yarborough, Ted Michie, Dr. Christopher Atkins, and Dr. Ben Tillett. Board member Dr. Stephen Saunders was absent. Also present were Pam Cook, Administrative Assistant, Harold Kelly, Environmental Health Supervisor, Sharon Rose, Home Health and Hospice Nursing Supervisor, Roberta Powell, Acting Personal Health 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. Strategic Plan 2016 – 2017 Revised
Janet noted that the department’s goal and objective 1 was revised to be more specific by adding a Diabetes Prevention Program and increasing the capacity of the department to address diabetes prevention. Dr. Claudia Berryhill stated that there is a need for this in the county. A motion to approve the revised Strategic Plan 2016-2017 was made by Dr. Ben Tillett, seconded by Dr. Claudia Berryhill and the motion carried.

E. New Fee – Diabetes Prevention Program: participant Fee $25
Janet explained that the fee is a programmatic requirement. A motion to approve the fee was made by Dr. Christopher Atkins, seconded by Dr. Kimberly Yarborough and the motion carried.

F. Pharmacy Bids
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 submitted a bid proposal of $4.50 per prescription. Ms. Clayton stated the bid was the same as the current price. A motion to award the contract to Community Pharmacy was made by Dr. Kimberly Yarborough, seconded by Ted Michie and the motion carried.

G. Budget Amendments
Janet presented the following budget amendments:
- Medical Reserve Corps - $13,000
- General Fees - $7,133.75
- General Fes - $21,250
A motion to approve the budget amendments was made by Dr. Claudia Berryhill, seconded by Dr. Ben Tillett and the motion carried.

H. Rabies Compendium Update
Janet stated that the Animal Control Advisory Committee met and discussed the local adoption of the National Rabies Compendium by reference through a Board of Health rule. Janet updated the Advisory Board of the recent introduction of SB74 by Senator Davis. If passed this bill would adopt the Rabies Compendium by reference. The recommendation of the Advisory Board to the Board of Health is to follow SB74, and if the bill does not pass, then move forward with a Board of Health rule.

I. Staff Liaison Updates
- **Environmental Health**
  - We are busy with site evaluations. The number of site evaluation applications has doubled.
  - Backlog – 4-5 weeks
  - Bonnie is assisting Cooperative Extension with Safe Plates (Serv/Safe) all this week.
  - We have a fourth lead investigation. Adam has successfully identified the causes in all cases.
- **Personal Health**
  - Tabatha Philpott and I are splitting up the duties of the Personal Health Supervisor, and things are going well.
  - Shannon Shelton, CD/Immunization nurse will start March 20.
  - Immunization consultant completed our 2016 annual immunization assessment. The cohort assessed included all clients born within the 10/2/2013 – 10/1/2014 birth date range. We met the benchmark with a 98%, and the county received a 76%.
- **Home Health & Hospice**
  - ACHC Plan of Correction for Home Health was accepted and approved. The Hospice Plan of Correction was accepted and is under review.
  - We have two new nurses and an additional new contract nurse.

J. Health Director’s Report
- **Budget**
  - Dawn and I met with MT members individually to discuss their programmatic budget needs.
  - Dawn, Pam, Roberta, Tabatha, and I met on 2/22 to review the Personal Health Fees and to make recommendations.
  - The Personnel and Operating Budgets have been submitted to the County Finance Dept in accordance with the deadlines noted on the Budget Calendar.
  - Dawn and I will meet with the County Manager and County Finance on 3/21. We will meet with the BOH subcommittee on the evening of 3/21.
- **Various Updates**
  - I attended the AENC 2017 Legislative Reception on the evening on 1/25 in Raleigh.
  - Heidi York provided a tour of our facility to Person and Vance County Commissioners on 1/26.
  - We hosted and participated in the Needle Stick Protocol Follow-up meeting on 1/31.
  - On February 2nd, I presented information regarding PCHD and current health updates to the Rotary Club.
  - I continue to explore the employee health clinic.
  - Michelle White coordinated an animal hoarding training for community partners on 2/7.
  - The quarterly EPI Team meeting was held on 2/8.
  - I attended the monthly NCALHD meetings last week. Also, I participated in a meeting with
the DHHS Secretary, Dr. Cohen while there.

- On February 16th, I attended the Animal Services Advisory Board meeting and revisited the rabies compendium proposal.
- PCHD and PCIT will be participating in a HIPAA Security Risk Assessment in the coming weeks. Carolinas IT will be conducting the assessment.
- Last week, I attended the farewell reception for the Orange Co. Health Director, Dr. Colleen Bridger.
- On Friday, February 24th, I participated in the Person Co. Aging Plan Steering Committee meeting at the Senior Center.

- **Personnel**
  - The vacant Personal Health PH Nurse II position has been accepted. The person will begin on March 20.
  - Jayne Lefever joined us on February 17 as a PHN III in HHH.
  - The vacant HHH Community Health Technician position was posted and is now being held vacant.
  - The Health Educator I position is vacant.

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

Respectfully submitted,

Janet Clayton
Health Director/Secretary