MINUTES
PERSON COUNTY BOARD OF HEALTH MEETING
CLASSROOM OF THE
PERSON COUNTY HEALTH DEPARTMENT
March 27, 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, Dr. Kimberly Yarborough, Ted Michie, Tracey Kendrick, Dr. Christopher Atkins, Dr. Claudia Berryhill and Dr. Ben Tillett. Board members Patsy Clayton, Jack Hester, and Dr. Stephen Saunders were absent. Also, present were Tabatha Philpott, PHN III, Leigh Ann Creson, Quality Assurance Specialist, 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 Tracey Kendrick and the motion carried unanimously.

D. 2016 SOTCH Report
   Leigh Ann Creson, Quality Assurance Specialist presented the 2016 State of the County Health (SOTCH) Report. She informed the board about the different components of the report, as required by the state/accreditation. Data was shared about leading causes of death for the county, infant mortality, teen pregnancy, communicable diseases, as well as data relative to our priority areas of diabetes and overweight/obesity. There was mention of the progress that occurred in 2016 towards addressing priority areas. LeighAnn and Janet shared information about emerging public health issues identified last year and new initiatives, potentially impacting the health of Personians. There was extended discussion around the issue of hoarding and measures taken to better ensure the health and safety of personnel responding to a hoarding situation. Additionally, there was discussion about substance abuse and the efforts of the substance abuse committee. Board members, Claudia Berryhill and Ben Tillett, had questions about the increase in the infant mortality rate for the county, which led to further explanation from Janet and LeighAnn. Janet stated that the annual Child Fatality Prevention Report will be presented in April. Janet provided the board an update on the status of the Physician Extender position and future changes with the Breast and Cervical Cancer Control Program (BCCCP). Board member, Tracey Kendrick, asked about a potential partnership opportunity with another organization to be able to continue offering BCCCP services in the county. Janet informed the group that she is exploring several options. Board members were told that the SOTCH report is accessible on our website, and a link to it will be posted on Facebook. After discussion about the new Diabetes Prevention Program and the regional collaborative supporting it, a motion to approve the 2016 SOTCH Report was made by Dr. Jeffrey Noblett, seconded by Dr. Ben Tillett and the motion carried unanimously.
E. FY Budget 2017-2018
The budget subcommittee consisting of Steven Bailey, Dr. Ben Tillett and Jack Hester met with the health director and the accounting technician on March 21 and reviewed the proposed budget. He noted that the health director and the accounting technician had met with the county manager and county finance earlier in the day on March 21st.

Steve Bailey presented an overview of the proposed budget. The following points were made:
- An Environmental Health Specialist position has been requested.
- The Environmental Health budget also includes a funding request for document scanning project.
- Personnel expenditures increased due to the inclusion of the Springstead personnel study.
- The BCCCP program was not included with the appropriate adjustments accounted for in both expenditures and revenues.
- There were several vacant positions included in the budget. Janet has requested to the County Manager to keep those budgeted with the agreement not to fill until the expenditures could be offset with revenues being generated.

Following discussion, a motion to accept the proposed budget was made by Tracey Kendrick, seconded by Dr. Kimberly Yarborough and the motion carried.

F. Budget Amendments
Janet stated that the amount of Diabetes Prevention Grant should read $12,850. She distributed the revised budget amendment document and presented and overview of following budget amendments:
- Diabetes Prevention Grant - $12,850
- PHPR Grant: Zika Project - $1,100
- PHPR Grant: Ebola Carryforward - $5,648

A motion to approve the budget amendments was made by Dr. Kimberly Yarborough, seconded by Dr. Claudia Berryhill, and the motion carried.

G. Staff Liaison Updates
- **Environmental Health**
  - Applications continue to rise; there is a 3-week waiting period until EH can make the initial site visit for new or proposed lots.
  - Bonnie and Henri continue to work with IT to make restaurant inspections accessible on the county website.
  - Bonnie worked closely with the new Heirloom restaurant on Depot street.

- **Personal Health**
  - Shannon Shelton started 3/20/16; she’s contacting her consultants, registering for Intro to Public Health and TB trainings for April and May.
  - Lisa Lewis is leaving, last day 3/30/17.
  - Carissa Elliott is leaving, last day 3/31/17.

- **Home Health & Hospice**
  - Hospice has been fully reaccredited by the Accreditation Commission for Home and Hospice Care. The Plan of Correction was accepted, and all issues resolved.
  - Hospice Service of Remembrance is scheduled for Sunday, April 2, 2017 at 2pm.
  - Tracy Shaw and Chris Rebman attended a Barnestorm EMR training on Tuesday, 3/21/17.
  - Our two new RNs are successfully completing orientation.
  - Our contract Speech Therapist has resigned due to her full-time employment responsibilities.
Our Reginal Harris Annex Hospice contract for inpatient care is being revised by Lifepoint.
Upon review of Medicare Hospice guidelines, guidance from the NC AHHC, and in efforts to decrease expenditures, we will no longer be supplying tube feedings, will limit distribution of Ensure, and will no longer cover blood transfusions through Hospice, as coverage of these items are not required by Medicare.

H. Nominating Committee
Steven Bailey asked for volunteers to serve on the nominating committee. Dr. Kimberly Yarborough, Dr. Claudia Berryhill and Dr. Ben Tillett volunteered to serve.

I. Health Director’s Report
- Reminder- Board of Health members are invited to the annual Public Health Month Breakfast on Wednesday, April 5th at 8:15 am in the FEMA room.

  - Budget-
    - Dawn and I met with the County Manager and County Finance on 3/21.
    - We also met with the BOH Budget subcommittee on the evening of 3/21.
    - The BOCC approved the new DPP fee on March 20th.

  - Various Updates-
    - On March 3rd, I attended the Region V Local Health Directors’ meeting.
    - We hosted and participated in the Needle Stick Protocol Follow-up meeting on March 6th.
    - PCHD participated in the annual statewide tornado drill on March 8th.
    - Staff continue to prepare for the implementation of the Family Planning Grant which begins on June 1st.
    - Michelle White and I attended the Person County EOP Kick Off meeting on March 10th. The County has contracted with a company for the revision of the plan.
    - PCHD and PCIT participated in a HIPAA Security Risk Assessment on March 14th. Carolinas IT conducted the assessment.
    - PCHD participated in Person High School’s Local Government Day on March 20th.
    - Also, on March 20th, LeighAnn Creson, Dawn Coleman, Michelle White, and I met to review and update the MRC Strategic Plan.
    - I attended the monthly NCALHD meetings.
    - PCHD and the Person County LEPC hosted the Access and Functional Needs Conversation meeting at PCC on March 22nd.
    - The Home Health and Hospice Advisory Board met on March 22nd.
    - On Friday, March 24th, I participated in the Person Co. Aging Plan Steering Committee meeting at the Senior Center.

  - Personnel-
    - Shannon Shelton joined us on March 20th in Personal Health PH Nurse II position.
    - Lisa Lewis, CNM, has resigned effective March 30th. We will be allowed to fill the Physician Extender position.
    - Carisa Elliott has resigned effective March 31st. We will be allowed to fill this position as well.
J. **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