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, Jack Hester, Patsy Clayton, Dr. Christopher Atkins, Dr. Claudia Berryhill and Dr. Ben Tillett. Board members Tracey Kendrick and Dr. Stephen Saunders were absent. Also, present were Roberta Powell, PHN III, Dawn Coleman, Accounting Tech, 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
  Dr. Claudia Berryhill asked questions concerning the financial reports. She noted that the EH revenue had increased 26% and inquired as to the reason for the large increase. Janet Clayton and Harold Kelly explained that services have increased which included water samples throughout the county, and there have been 179 site evaluation applications received year to date. Dr. Berryhill also questioned the Personal Health program numbers. She questioned if patients were going to other facilities for care and if the average of 18 patients seen a day in the clinics was correct. The Health Director responded to the questions: 1. The Breast and Cervical Cancer Program has stopped seeing patients due to the loss of Lisa Lewis. 2. Immunization numbers are lower than in previous years. A local practice began offering high dose flu vaccine this year. 3. Ms. Clayton also noted that the birthrate across the state has decreased, and more patients are being referred to Duke’s high-risk maternity clinic. After discussion, a motion to approve the consent agenda was made by Dr. Jeffrey Noblett, seconded by Jack Hester, and the motion carried unanimously.

D. Child Fatality Preventive Team Annual Report
  Janet Clayton explained the process of the Child Fatality Preventive Team and presented the 2016 Annual Report.

E. Fees – FY 2017/2018
  Ms. Clayton reviewed Personal Health fee changes and highlighted the new LARC related fees. The Health Director also reviewed the Environmental Health fees. Following discussion, a motion to accept the proposed fees was made by Dr. Kimberly Yarborough, seconded by Dr. Claudia Berryhill, and the motion carried.

F. Staff Liaison Updates
  • Environmental Health
    ➢ Bonnie submitted the required state documentation for the Food and Lodging Quality Assurance Program.
There has been an increase in applications for services. Subdivisions created prior to 2008 are now being actively developed. Most of the new construction is in the southern part of Person County.

The scanning project that will begin FY 2018 is anticipated to reduce staff time currently allocated to customers presenting at the window.

- **Personal Health**
  - Shannon Shelton, RN is attending Principles and Practices of Public Health training and is scheduled to attend the TB Management training in May.

- **Home Health & Hospice**
  - Deborah Tinnin attended the annual NC Association for Home and Hospice Care conference on April 3-5, 2017.
  - Avacare presented an in-service to hospice staff regarding protocols for hospice patients and medication review, and ways to control costs of medicines.
  - Advanced Homecare presented training to our hospice nurses regarding accessing their portal for ordering equipment and methods to decrease and manage costs.
  - Sharon Rose and Chris Rebman attended ICD-10 coding updates presented by the NC Association for Home and Hospice Care last week.
  - The Annual Hospice Memorial Service was held on 4/2/2017, and family members were present for four patients in 2016.
  - Reginald Harris Annex draft contract is currently under review to ensure compliance with Medicare COPS as well as ACHC’s standards.

**G. Health Director’s Report**

- Today was our ECU Public Health Intern’s last day. Mikhayla Dunn has been with PCHD this semester. She took on the Zika project, which we received CDC funding to implement.

- **Budget**
  - The County Manager will present the budget in May to the BOCC.

- **Various Updates**
  - We held our annual Public Health Month Breakfast on April 5th. Melinda Long received the Employee of the Year Award, and Roberta Powell received the Going the Extra Mile Award.
  - Staff continue to prepare for the implementation of the Family Planning Grant which begins on June 1st.
  - I participated in the Roxboro Area Chamber of Commerce Reality Store for 8th grade students.
  - I met with David Ziolkowski, PMH CEO, on March 29th and April 21st to discuss the relationship between PCHD and PMH and ways to partner for the betterment of our community.
  - Also on March 29th, I attended the regional Active Routes to School meeting at DOT in Durham.
  - I coordinated the Healthy Personians Nominating Committee for members and officers for FY18. Nominations were presented and approved during the April 10th Healthy Personians meeting.
  - The Hospice Service of Remembrance was held on April 2nd.
  - PCHD and PCIT have received the HIPAA Security Risk Assessment from Carolinas IT.
  - PCHD had a SPICE inspection. There are changes both physical and policy that will need to
be made. We are working with Ray Foushee from General Services on the construction needs.

- On April 7th, I assisted with the Wilson County Health Department Environmental Health Supervisor interviews.
- Sharon Rose and Chris Rebman attend ICD-10 trainings, April 18 & 19.
- The quarterly Child Fatality Prevention Team meeting was held on April 19th. Carolyn Turner led the meeting.
- WIC surpassed its assigned caseload for March, 101%.
- The annual Public Sector STAR report has been submitted to the North Carolina Department of Labor.
- I attended the monthly NCALHD meetings.

- **Personnel**
  - PHNII and Physician Extender positions have been posted.

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

Respectfully submitted,

Janet Clayton
Health Director/Secretary