



Helene Edwards, MS, RD, LDN
Health Director

HOKE COUNTY
Department of Public Health

683 East Palmer Road
Raeford, North Carolina 28376



(910) 875-3717
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Hoke County Health Department
Board of Health
Agenda

Regular Meeting Special Meeting

February 8, 2016 at 7 PM
Conference Room

Call to Order

Vance McGougan, Chair

Approval of Meeting Agenda

Vance McGougan, Chair

Approval of Minutes

Vance McGougan, Chair

- January 11 , 2016

Public Comments

Old Business

BOCC meeting: 2/1/2016

Helene Edwards, Health Director

New Business

Environmental Health Annual Update

Jeff Eudy & Staff

MCH Grant Update

Helene Edwards, Health Director

Reclassification of CHA to MOA

Cindy Morton, Nursing Director

Clinical Update

Cindy Morton, Nursing Director

Administrative Update

Jenny McDuffie, Administrative Officer

Health Director's Update

Helene Edwards, Health Director

Closed Session

Other Business

Adjourn



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Board of Health Attendance Roster
February 8, 2016
Regular Meeting

Name	Signature
Dr. Charles Allen	
Joseph Alston	absent
Suzanne Balfour, Vice Chair	Suzanne Balfour
Joyce Beard, MSN, RN	Joyce Beard
Patricia Crowder	Patricia Crowder
Elizabeth Hodgin, CPNP	absent
Lisa Lewis	absent
Vance McGougan, Chair	VM
Jean Squier	absent
Keith Walters	Keith Walters
Robert Wright, Commissioner	Robert Wright
Helene Edwards, Health Director (Secretary)	Helene Edwards

Employees & Guests

Print Name	Signature
Cornelia Murchison	Cornelia Murchison
Ulva Little-Bennett	Ulva Little-Bennett
Cynthia Morton RN	Cynthia Morton RN
Jill Eudy	Jill Eudy
John Little-Bennett	John Little-Bennett
Jenny McDuffie	Jenny McDuffie



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Hoke County Board of Health
Minutes

Regular Meeting **Special Meeting**
February 8, 2016 at 7:00 PM
Conference Room

I. Call to Order and Introductions

The meeting convened at 7:00 PM with Vance McGougan presiding, and Helene Edwards, Secretary. Invocation was given by Vance McGougan, Chair.

Members Present	Suzanne Balfour, Vice Chair, Joyce Beard, Patricia Crowder, Vance McGougan, Chair, Keith Walters, and Commissioner Robert Wright
Members Absent	Dr. Charles Allen, Joe Alston, Elizabeth Hodgin, Lisa Lewis, and Jean Squier
Staff Members Present	Ulva Little-Bennett, Jeff Eudy, Erik Johnson, Roland Little, Jenny McDuffie, Cindy Morton, and Cornelia Murchison
Others Present	

Quorum: Yes

II. Approval of Meeting Agenda

Motion made by Commissioner Robert Wright and seconded by Mr. Keith Walters to approve the **February 8, 2016** Board of Health meeting agenda with the following amendment: *The Health Educators will present the data from the Community Assessment of 2015.* **Motion carried unanimously.**

III. Approval of Minutes

Motion made by Commissioner Wright and seconded by Ms. Suzanne Balfour to approve the minutes from the January 11, 2016 regular Board of Health meeting. **Motion carried unanimously.**

IV. Public Comments

- None

V. Old Business

BOCC meetings

Helene Edwards, Health Director

BOCC meetings: 2/1/2016

Helene Edwards, Health Director

- On 2/1/2016, the following agenda items were approved by the Hoke County Commissioners:
 - ❖ Mr. Vance McGougan and Ms. Lisa Lewis were appointed to the Board of Health for another term.
 - ❖ Several budget amendments were approved for the Hoke County Health Department:
 - Hoke County Health Department was awarded **\$8,223.77** from the National Association of County and City Health Officials (NACCHO). The Hoke County Health Department was selected as a mentee local health department in the Voluntary National Retail Food Regulatory Program Standards (Retail Program Standards) Mentorship Program. This funding is for salaries, travel, and supplies to participate in this program.
 - Hoke County Health Department was awarded **\$20,000.00** from the Division of Public Health for the payment period of 11/01/2015 to 5/31/2016. This funding is to be used for the attached Activity #164 Evidence-Based Strategies for Maternal and Child Health.
 - Hoke County Health Department was awarded additional funds in the amount of **\$4,160.00** from the Division of Public Health for the payment period of 06/01/2015 to 5/31/2016. This funding is to be used for the attached Activity #886 Healthy Communities.
 - Hoke County Health Department had a reduction of funds in the amount of **-\$4,588.00** from the Division of Public Health for the payment period of 6/01/2015 to 5/31/2016. This funding reduction was due to a reduction in the Maternal and Child Health Block grant. The contract agreement addendum, Activity #101 Maternal Health (HMHC), is attached for your review.
 - Hoke County Health Department was awarded **\$6,385.00** from the Division of Public Health for the payment period of 06/01/2015 to 5/31/2016. This funding is an increase from the FY 2014-2015 contract. This funding is to be used for the attached Activity #151 Family Planning Program.

VI. New Business

Environmental Health Annual Update

Jeff Eudy, ENVR Supervisor & Staff

- The Hoke County Environmental Health Section is responsible for enforcing the public laws for North Carolina and there are four employees within the department.
- Hoke County is one of the fastest growing counties in NC.

- In 2015, the Environmental Health Section inspected 335 waste water installations and permitted 228 to be installed. Over 800 site visits were made concerning on site waste water systems.
- Over 500 inspections/visits were completed by the Food and Lodging Program.
- Mr. Roland Little, Environmental Health Specialist, is the part-time Preparedness Coordinator.
- See Environmental Health handouts attached about services.
- Mr. Little discussed Preparedness emergencies facing Hoke County. Ebola has been downgraded; however the Zika virus is the emerging disease that is dangerous for infected pregnant women.
- The Board of Health members received information on Preparedness.
- Some projects implemented by the Preparedness Coordinator and Assistant are as follows:
 - ❖ Coordinating a Shelter database for Hoke County residents with Special Needs.
 - ❖ Creating a database for Volunteer Management during times of the disaster. At the present time, there are 2 nurses and 1 church registered to assist.

Presentation of the 2015 Community Health Assessment for Hoke County

Ulva Little-Bennett & Cornelia Murchison, Health Educators

- The Community Health Assessment for Hoke County is required every four years. Now that Hoke County has two hospitals, we have agreed to work with the hospitals during the next Community Health Assessment which will be due in 2019-2020.
- Cape Fear Valley Hospital has agreed to partner with the Hoke County Health Department on the next Community Health Assessment 2019.
- The Primary collection of survey data was collected between 2/1/2012 to 11/30/2015. There were 1200 surveys given to members in the public; however only 690 surveys were returned. (The State required a minimum of 500 surveys for the 2012-2017 Community Health Assessment.)
- The barriers for the survey were as follows:
 - ❖ Paper method only
 - ❖ Survey on website
 - ❖ Surveys were available at health outreach activities
 - ❖ Only 1.3% of the Hoke County residents were represented.
- Ms. Patricia Crowder suggested using Survey Monkey and/or students from the local universities to obtain more surveys.
- Leading Causes of Death in Hoke County:
 - ❖ Heart disease
 - ❖ Cancer
 - ❖ Cancer: Trachea, bronchus, lung

- ❖ Chronic Lower Respiratory Disease
- ❖ Cerebrovascular Disease
- ❖ Alzheimer's Disease
- ❖ Diabetes
- ❖ All other Intentional Injuries
- ❖ Nephritis, Nephrotic Syndrome and Nephrosis
- ❖ Unintentional motor vehicle injuries
- Hoke County has two hospitals since the last Community Health Assessment of 2011.
- Summary of the Community Health Assessment 2015 and the Community Health survey data are attached.
- The Board of Health supports the data presented for the Community Health Assessment 2015.

MCH Grant (Region 6)

Helene Edwards, Health Director

- The North Carolina General Assembly allocated funding to be distributed to the local health departments to implement evidence-based strategies that are proven to lower infant mortality rates, improve birth outcomes, and improves the overall health status of children ages birth to five.
- This MCH funding requires health departments to work with other counties in order to be considered for funding.
- Hoke County has partnered with Cumberland, Montgomery, and Richmond to provide these evidence-based strategies.
- Richmond County will be the lead county for this initiative.
- The grant is due February 29th and Ms. Nina Breech is a contractor who has been writing the grant for the Region.
- The programs that the Region will work on are as follows:
 - LARC: increase the use of long-term birth control methods
 - 10 Steps for Successful Breastfeeding
 - CEASE program: educational program to decrease second smoke around children.
- If awarded the grant, all trainings and devices will be purchased with the funds.

Reclassification of CHA to MOA

Cindy Morton, Nursing Director

- The Hoke County Health Department has one position entitled Community Health Assistant (CHA).
- This position has limited job duties; therefore Ms. Morton would like to upgrade the CHA position to the Medical Office Assistant.
- The Medical Office Assistant position can assist in the lab, assist with clerical duties, and assist providers.

Medicaid Cost Settlement for Health Departments

- The Hoke County Health Department has not received any funds this month.
- Mr. Garvin Ferguson will provide the reports needed for the FY 2015 Medicaid Cost Settlement as soon as they become available.
- Mr. Stephen Garner will not work on the FY 2014-2015 Medicaid Cost Settlement for Hoke County until all the documents are received.

Physician Solution Inc.

- Dr. Connie Locklear-Jones from Physician Solutions Inc. continues to provide healthcare to the Health Department patients on Mondays and Fridays.
- Mr. Brown, PA-C will continue to assist the Hoke County Health Department by seeing patients on Tuesdays.

BOH Training

- Ms. Jean Squier will be attending the Board of Health training on February 16, 2016 at 6 PM at the Cumberland County Public Health Center.

Zika Virus

- Zika virus is the communicable disease that is causing birth defects in babies born to infected mothers in South America and the Caribbean countries.
- The local health departments are preparing for suspected cases of travelers who may have the Zika virus and may or may not be pregnant.
- Several webinars and training sessions are available for healthcare providers.
- The CDC website has the most current and accurate information. The following website is an excellent resource: <http://epi.publichealth.nc.gov/cd/diseases/zika.html>

Inclement Weather

- The Annual State Health Directors' Conference was held January 20-22, 2016. The conference was very good and there were a variety of topics.
- On January 22nd, the conference ended after the first speaker due to the inclement weather.
- Major Freddy Johnson opened a shelter at the East Hoke Middle School on January 22nd due to the numerous power outages in Hoke County. Ms. Cindy Morton and I worked the shelter from 6 to 11 PM. No one from the community showed up.

VII. Closed Session

None

VIII. Other Business

- Ms. Morton would like reclassify the CHA position to the MOA, so that the employee can participate in educational opportunities to improve skills and have the capability of assisting lab staff in the lab.
- The employee in the CHA position has a salary above the reclassification salary of the MOA; therefore there will not be a salary increase. The reclassification is needed to enhance job duties and responsibilities and the EHR systems don't recognize CHA as positions to chart in the medical record.

Motion made by Commissioner Wright and seconded by Ms. Balfour to approve the reclassification of the Community Health Assistant position to a Medical Office Assistant with no salary increase. **Motion carried unanimously.**

Clinical Update

Cindy Morton, Nursing Director

- Ms. Morton reviewed the monthly clinical data from January 2016.
- Some clinical section highlights were as follows:
 - ❖ Two active TB Infection patients diagnosed in Hoke County and they are receiving direct observation therapy of TB medicines twice a week.
 - ❖ In January, there were 13 New OB patients enrolled in the clinic.
 - ❖ Dr. Cooper provided 11 OB ultrasounds in January 2016.
- Ms. Morton would like to increase the new OB appointments to three appointments a day; furthermore this change would ensure that new pregnant women will be enrolled in the Maternity clinic within 5 days.
- There is a great need for a Public Health Nurse I (PHN I) in the clinic. During the FY 2016-2017 budget preparations, Ms. Morton would like to present information and show clinic flow chart exhibits to validate the need and benefit of the PHN I position.
- Ms. Cheryl Williams will attend the next meeting for migrant farm working parents at the Hoke High School. Ms. Williams will present information about the Child Health program and the availability for uninsured children to receive healthcare services and annual wellness screenings at the Hoke County Health Department.

Administrative Update

Jenny McDuffie, Administrative Officer

The following table summarizes the finances for January 2016:

	January 2016
Revenues	25,915.46
Expenditures	184,064.43
State Funds Used	
State Funds Used	63,484.45
Local Appropriations	73,903.44
Medicaid	12,862.43
Fees	33,814.11
Total (Expenditures)	184,064.43

None

IX. Next Meeting Date

Next regular meeting will be Monday, March 14, 2016 at 7:00 PM.

- Attorney Grady Hunt will provide the Annual Legal training on Open Meetings Law (**Mandatory**)
- ARTS (Active Route to Schools) Update Presentation –Ms. Rebekah Edens

X. Adjournment

❖ The meeting ended at 9:09 PM.

Motion made by Mr. Walters and seconded by Commissioner Wright to adjourn the Board of Health meeting. **Motion carried unanimously.**

Respectfully submitted by:

Helene Edwards
Helene Edwards
Board of Health Secretary

3/14/2016
Approval Date