



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**

March 14, 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
• February 8, 2016	
Public Comments	
<u>Old Business</u>	
BOCC meeting: 3/7/2016	Helene Edwards, Health Director
<u>New Business</u>	
Open Meetings Law Update	Attorney Grady Hunt
ARTS Update	Rebekah Edens, ARTS, Coordinator
Letter of Support for Goshen FQHC	Helene Edwards, Health Director
ERRN (PHN III) salary review	Helene Edwards, Health 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
March 14, 2016
Regular Meeting

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

Employees & Guests

Print Name	Signature
Jenny Mumffie	<i>Jenny Mumffie</i>
Rebekah Edens	<i>Rebekah Edens</i>
Samantha Clinch	<i>Samantha Clinch</i>
Tom Clinch	<i>Tom Clinch</i>



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**Hoke County Board of Health
Minutes**

Regular Meeting **Special Meeting**
March 14, 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	Dr. Charles Allen, Joe Alston, Suzanne Balfour, Vice Chair, Joyce Beard, Lisa Lewis, Vance McGougan Chair, Jean Squier, Keith Walters, and Commissioner Robert Wright
Members Absent	Patricia Crowder and Elizabeth Hodgin
Staff Members Present	Rebekah Edens, Jenny McDuffie, and Cindy Morton
Others Present	Samantha Clinch and Tom Clinch

Quorum: Yes

II. Approval of Meeting Agenda

Motion made by Commissioner Robert Wright and seconded by Mr. Joe Alston to approve the **March 14, 2016** Board of Health meeting agenda with the following amendment: Remove the ERRN (PHNIII) salary review section and the Clinical Update section because Cindy Morton, Nursing Supervisor is absent due to illness. **Motion carried unanimously.**

III. Approval of Minutes

Motion made by Dr. Charles Allen and seconded by Mr. Keith Walters to approve the minutes from the February 8, 2016 regular Board of Health meeting. **Motion carried unanimously.**

IV. Public Comments

- None

V. Old Business

BOCC meetings

Helene Edwards, Health Director

BOCC meetings: 3/7/2016

- On 3/7/2016, the following agenda items were approved by the Hoke County Commissioners:
 - ❖ Contract with NC Alliance of Public Health Agencies for the Maternal Child Health (MCH) Grant Program Manager to write the grant for Cumberland, Hoke, Montgomery, and Richmond counties. If the MCH Grant is awarded to the four counties, funding will be provided to enhance and/or implement evidence based programs that will reduce infant mortality, improving birth outcomes, and improving the overall health status of children birth to five years.
 - ❖ FY 2016-2017 Consolidated Agreements for the Hoke County Health Department were approved and signed by Chairman James Leach and Mr. Garvin Ferguson.

VI. New Business

Open Meetings Law Update

Grady Hunt, Hoke County Attorney

- As a condition of the settlement for the Open Meetings Law violation in 2011, the Hoke County Board of Health had the Hoke County Attorney provide an annual training on the Open Meetings Law and any updates.
- Mr. Grady provided packets that included the following resources: Annual Open Meetings Law Update handout, the G.S.143-318.11 Closed Sessions, and Open Meetings: Questions and Answers.
- Closed sessions are required for any personnel or medical discussions.
- Any decisions made in Closed Session must be voted on and presented in Open session.
- Open Meetings are preferable, because Boards are doing “the business of the people”.
- Remember, when the Board goes into Closed Session, note any action that is taken and the minutes should provide a general account of the meeting, in case any absent members need an account of the Closed Session.
- Public Announcements are required for all Board of Health Meetings. Ms. Edwards has posted the Board of Health meeting schedule in the lobby of the Health Department, on the Hoke County Government web page, with the Clerk of Court, and each month a public announcement is placed in the Raeford-News Journal.
- Announcement of any Special Board of Health meetings must be posted at least 48 hours and all media outlets need to be notified. An Emergency Board of Health meeting requires public notice of at least 2-hours.

- With Personnel issues, firing can be discussed in Closed Session; however the termination is decided in Open Session. All disciplinary actions are done in Closed Session and the actions are not presented in Open Session.
- Mr. Hunt provided an example of how the Closed Session minutes of the Alamance County Board of Education were open for inspection by a judge in Court of Appeal. The Closed Session minutes were 40 pages in length for the termination of an employee, but only 2 paragraphs of 40 pages were relevant to the case. Mr. Hunt stressed that brevity is best with all minutes. (Handouts are attached.)

Active Routes to School (ARTS) Presentation

Rebekah Edens, ARTS Coordinator

- Ms. Edens introduced herself and provided a brief summary of Region 6 ARTS Program to the Board of Health.
- Explained the 5 E's of Safe Routes to School (Evaluation, Engineering, Education, Encouragement, and Enforcement)
- During National Walk to School Day 2015, there were 235 NC schools participated.
- In Hoke County, the following schools are participating in the ARTS Program: McLaughlin Elementary, Don Steed Elementary, Sandy Grove Elementary, West Hoke Elementary, and East Hoke Middle schools. Hawkeye Elementary and Upchurch are considering participating in FY 2016-2017.
- During 2015, BMX bikers provided bike safety presentations to students at West Hoke and McLaughlin Elementary schools.
- Pedestrian Safety Trainings were completed at McLaughlin Elementary on March 9th and at Sandy Grove Elementary on March 10th.
- The Bike Safety Trainings are scheduled for the following dates:
 - ❖ April 11th- Sandy Grove Elementary
 - ❖ April 12th- West Hoke Elementary
 - ❖ April 13th- McLaughlin Elementary
 - ❖ June 6th- Don Steed Elementary
- Jason Williams with SAFE Kids of Cumberland will bring the bicycles and helmets.
- Ms. Jean Squier informed Ms. Edens of the Safe Kids meetings in Hoke County and invited her to attend.

Letter of Support for Goshen FQHC

Helene Edwards, Health Director

- On March 4, 2016, Dr. Greg Bounds, CEO, left a message about the needs of Hoke County and the need for a medical home for the patients who frequently visit the emergency room for medical treatment and management of chronic diseases.
- Ms. Edwards spoke with Dr. Greg Bounds about the needs of the community based on most recent Community Health Assessment. The population health services provided at the Hoke County Health Department were discussed too..

- Adult Primary Care with Chronic Disease Management and Behavioral Health services were reported to be in the greatest demand in Hoke County.
- Ms. Edwards contracted Dr. Karen Smith, Hoke County Health Department Medical Director, about the proposal of a FQHC practice coming into Hoke County.
- Dr. Karen Smith, MD, reviewed patient data from the State for Hoke County and concluded that this would not benefit any of the providers currently serving patients in Hoke County.
- Since Goshen FQHC wanted a letter of support by 3/14/16, the Health Department could not support the initiative without more information.
- Dr. Bounds has been invited to attend the April 11th Board of Meeting. During this time his team can explain their business strategy for Hoke County.
- First Health uses a transition team to address people who are “frequent visitors” to the Emergency Room for chronic disease management. This transition team is located in the First Health building in front of Walmart.
- The Adult Primary Care services in Hoke County have been in turmoil for last 24 months with addition of two hospital systems and patients electing to go the Emergency Room instead of their medical home because of shorter waiting times.
- Dr. Smith recommended that the local providers need to collaborate on the best way to serve the residents of Hoke County.

Administrative Update

Jenny McDuffie, Administrative Officer

The following table summarizes the finances for February 2016:

	February 2016
Revenues	76,476.36
Expenditures	189,042.14
State Funds Used	
State Funds Used	70,786.47
Local Appropriations	67,490.13
Medicaid	14,345.09
Fees	36,420.45
Total (<i>Expenditures</i>)	189,042.14

Health Director’s Update

Helene Edwards, Health Director

Medicaid Cost Settlement for Health Departments

- The Hoke County Health Department has not received any funds this month.
- The Hoke County Health Department was awarded an extension until June 30, 2016 for FY 2014-2015 Medicaid Cost Settlement; however Mr. Garvin Ferguson will provide the information needed to Ms. McDuffie to complete the Hoke County Medicaid Cost Settlement Packet by March 17, 2016.

- Again, Mr. Stephen Garner will not work on the FY 2014-2015 Medicaid Cost Settlement for Hoke County until all the documents are received.

Provider Status

- Dr. Connie Locklear-Jones from Physician Solutions Inc. continues to provide healthcare to the Health Department patients on Mondays and Fridays.
- On the days that Dr. Jones is unavailable, other providers are sent by Physician Solutions.
- Mr. Brown, PA-C continues to assist the Hoke County Health Department by seeing patients on Tuesdays and sometimes when Dr. Jones is unavailable.
- We had interviews scheduled with potential mid-level providers; however many of them accept a job somewhere else and did not attend the interviews.

Board of Health Training

- Ms. Edwards check with UNC School of Government for the next Board of Health training for new Board members.

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.
- 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>
- The State has allotted Preparedness funds from FY 2015-2016 to be used for communicable disease education for the public and providers.

Budget Preparation

- The Health Department Program Coordinators have been given their contract agreement addenda from the State for FY 2016-2017.
- The Program Coordinators will return the contracts to their supervisors by March 24th at noon.
- We are waiting for our budget packets from the Hoke County Finance Department.

Other News

On March 16-17th, Ms. Edwards will be attending the NC Association of Local Health Directors meeting in Raleigh, NC.

VII. Closed Session

None

VIII. Other Business

None .

IX. Next Meeting Date

Next regular meeting will be Monday, April 11, 2016 at 6:30 PM.

X. Adjournment

❖ The meeting ended at 8:01 PM.

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

Respectfully submitted by:



Helene Edwards
Board of Health Secretary

4-11-2016

Approval Date