



Helene Edwards, MS, RD, LDN  
Health Director

**HOKE COUNTY**  
**Department of Public Health**

683 East Palmer Road  
Raeford, North Carolina 28376



(910) 875-3717  
FAX : (910) 875-6351

**Hoke County Health Department**  
**Board of Health**  
**Agenda**

**Regular Meeting**       **Special Meeting**

**May 9, 2016 at 7:00 PM**  
**Conference Room**

Call to Order	Vance McGougan, Chair
Approval of Meeting Agenda	Vance McGougan, Chair
Approval of Minutes	Vance McGougan, Chair
• April 11, 2016	
Public Comments	
<u>Old Business</u>	
BOCC Meeting: 5/2/2016	Helene Edwards, Health Director
<u>New Business</u>	
Breastfeeding Peer Counselor Contract	Joy Stafford, WIC Director
Clinical Update	Cindy Morton, Nursing Director
Administrative Update	Jenny McDuffie, Administrative Officer
Proposed Budget FY 2016-2017 Update	Helene Edwards, Health Director
Health Director's Update	Helene Edwards, Health Director
Closed Session—Personnel	
Other Business	
Adjourn	



**HOKE COUNTY**  
**Department of Public Health**

683 East Palmer Road  
Raeford, North Carolina 28376



Helene Edwards, MS, RD, LDN  
Health Director

(910) 875-3717  
FAX (910) 875-6351

**Board of Health Attendance Roster**  
**May 9, 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 W. Balfour</i>
Joyce Beard, MSN, RN	
Patricia Crowder	
Elizabeth Hodgin, CPNP	<i>Elizabeth Hodgin, CPNP</i>
Lisa Lewis	
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
<i>Cynthia Morton</i>	<i>Cynthia Morton</i>
<i>Joy Stafford</i>	<i>Joy Stafford</i>
<i>Jenny McDuffie</i>	<i>Jenny McDuffie</i>



**HOKE COUNTY**  
**Department of Public Health**

683 East Palmer Road  
Raeford, North Carolina 28376



**Helene Edwards, MS, RD, LDN**  
*Health Director*

**(910) 875-3717**  
**FAX : (910) 875-6351**

**Hoke County Board of Health**  
**Minutes**

**Regular Meeting**  **Special Meeting**  
**May 9, 2016 at 7:00 PM**  
**Conference Room**

**I. Call to Order and Introductions**

The meeting convened at 7:06 PM with Vance McGougan presiding, and Helene Edwards, Secretary. Invocation was given by Vance McGougan, Chair.

<b>Members Present</b>	Dr. Charles Allen, Joe Alston, Suzanne Balfour, Vice Chair, Elizabeth Hodgin, Vance McGougan Chair, Jean Squier, Keith Walters, and Commissioner Robert Wright
<b>Members Absent</b>	Joyce Beard, Lisa Lewis, and Patricia Crowder
<b>Staff Members Present</b>	Jenny McDuffie, Cindy Morton, and Joy Stafford
<b>Others Present</b>	

**Quorum:** Yes

**II. Approval of Meeting Agenda**

Motion made by Commissioner Robert Wright and seconded by Mr. Keith Walters to approve the May 9, 2016 Board of Health meeting agenda. **Motion carried unanimously.**

**III. Approval of Minutes**

Motion made by Commissioner Wright and seconded by Mr. Joe Alston to approve the minutes from the April 11, 2016 regular Board of Health meeting. **Motion carried unanimously.**

**IV. Public Comments**

- None

## V. Old Business

### BOCC Meeting: 5/2/2016

Helene Edwards, Health Director

- On 4/4/2016, the Hoke County Health Department was awarded **\$1,952.00** from the Division of Public Health for the payment period of 6/01/2015 to 5/31/2016. This funding is an increase from the FY 2015-2016 WIC contract agreement addendum for maintaining the WIC caseload at 100%.
- The Hoke County Health Department was awarded \$2,684.00 from the Division of Public Health for the payment period of 6/01/2015 to 5/31/2016. This funding is be used to enhance the Immunization Action Plan in Hoke County.

## VI. New Business

### Breastfeeding Peer Counselor Contract

Joy Stafford, RD, LDN

- The Hoke County WIC Program has been awarded funding for a part-time Breastfeeding Peer Counselor for FY 2016-2017.
- The Breastfeeding Peer Counselor must be either a former WIC participant or be currently enrolled in the WIC program. The contract is awarded to the candidate who has experience with breastfeeding and desires to provide support to other breastfeeding mothers.
- The person contracted as the Breastfeeding Peer Counselor is bilingual and has completed the mandatory trainings.
- The Breastfeeding Peer Counselor contract is 100% funded by the WIC Program and no county dollars are used to support the program.

Motion made by Mr. Alston and seconded by Ms. Suzanne Balfour to approve the Breastfeeding Peer Counselor contract for the Hoke County WIC Program. **Motion carried unanimously.**

### Clinical Update

Cynthia Morton, Nursing Supervisor

- Ms. Morton reported the following clinical data highlights for the month of April 2016:
  - ❖ One TB case being followed now and this TB case will be finishing treatment in June 2016.
  - ❖ During the month of April, there were 19 new OB appointments.
  - ❖ Ms. Melissa Baxley attended the 7<sup>th</sup> Annual Communicable Disease conference and Zika guidelines and treatment were discussed.
  - ❖ Ms. Morton attended the Preparedness conference to represent Hoke County and she shared important information with the employees.
- The Hoke County Health Department will host its annual Child Health Fair on June 17, 2016.

**Administrative Update**

Jenny McDuffie, Administrative Officer

The following table summarizes the finances for March 2016:

	<b>April 2016</b>
Revenues	<b>45,305.92</b>
Expenditures	<b>195,823.49</b>
<b>State Funds Used</b>	
State Funds Used	68,076.99
Local Appropriations	83,644.25
Medicaid	10,694.43
Fees	33,407.82
<i>Total (Expenditures)</i>	<b>195,823.49</b>

- Revisions for Healthy Communities State funds and Maternal and Child Health Grant were made to the State funds in March 2016.

**Proposed Budget FY 2016-2017**

Helene Edwards, Health Director

- On April 14, 2016, Ms. Edwards and Ms. McDuffie met with Ms. Edens, the County Manager, and Mr. Garvin Ferguson, the Interim Finance Officer, to discuss the proposed budget for FY 2016-2017.
- The requests for two job reclassifications, the Business Officer I and the Processing Assistant IV, were explained with the strong need to be re-visited this budget year.
- Also, there is a great demand to have the Public Health Nurse I position reinstated in the clinic area. The Public Health Nurse I position would assist the providers, manage the Adult Primary Care clinic, and provide postpartum home visits and newborn assessments.
- There was the discussion about purchasing a Ford Focus for travel to meetings out of town. The County Manager requested that we solicit three quotes from local vendors and the color of the vehicle must be white.
- The budget retreat with the Commissioners will be held on May 16 and May 17, 2016.

**FY 2016-2017 Proposed Budget presented to the BOCC:**

- Total estimated expenditures: **\$3,003,024.00.**
- Projected revenue and State funds: **\$1,855,328.00.**
- Estimated County contribution: **\$1,147,696.00**

**Health Director's Update**

Helene Edwards, Health Director

**Medicaid Cost Settlement for Health Departments**

- No funds received.

**Provider Status**

- For the month of May 2016, the Health Department continues to contract with Physician Solutions Inc. 3 days a week. Mr. Gene Gonzalez, PA-C will work on Mondays, Tuesdays, and Fridays. He is bilingual and works well with staff.
- Ms. Shaquita Jones is still interested in one of the mid-level positions and she is taking her Board exam at the end of May 2016.

**Other News**

Hoke County Partnership for Children awarded the Hoke County Health Department an additional \$1,000.00 for the Child Safety Seat Program.

**VII. Closed Session**

Motion made by Mr. Keith Walters and seconded by Dr. Charles Allen to go into closed session for the discussion of the Health Director’s Job Description and Evaluation pursuant to G.S. 143-318.11 (6). **Motion carried unanimously.**

Motion made by Commissioner Wright and seconded by Mr. Alston to come out of closed session. **Motion carried unanimously.**

**VIII. Other Business**

- The Board of Health discussed the Health Director’s Job Description and agreed to the updates.
- The Board of Health explained the findings of the Health Director’s Job Evaluation.

Motion made by Commissioner Wright and seconded by Mr. Alston to accept the Job Description of the Health Director and offer a 2.5% merit raise to the Health Director’s current salary based upon the outstanding Job Evaluation for FY 2015-2016. **Motion carried unanimously.**

- Mr. Vance McGougan, Chair will submit a letter to Ms. Edens, the County Manager, requesting the 2.5% salary increase for the Health Director.

**IX. Next Meeting Date**

Next regular meeting will be Monday, June 13, 2016 at 7:00 PM.

**X. Adjournment**

❖ The meeting ended at 8:05 PM.

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

Respectfully submitted by:

*Helene Edwards*  
**Helene Edwards**  
Board of Health Secretary

4/13/2016  
**Approval Date**

2016 Clinic Services Spread Sheet

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
LTBI	0	0	0	0								
Tb Suspect / Tb Case	0 / 2	0 / 2	0 / 1	1 / 1								
Chlamydia	16	37	22	17								
Gonorrhea	6	6	15	7								
NGU	0	2	0	0								
Syphilis			1	2								
Salmonella	1	0	0	0								
Influenza Death			1 adult	0								
HIV Tests	77	89	101	90								
Pregnancy Tests / # Positive	50 / 17	37 / 11	66 / 20	54 / 19								
NOB Patients	13	16	21	19								
Ultrasounds	11	17	11	18								
Maternity Patients / Deliveries / Transferred	2	69 4 --	82 4 ---	67 6 ---								
PP / Newborn Assessment Home visiting	0 / 0	0 / 0	0 / 0	0 / 0								
Child Health Scheduled / Confirmed / Seen	77 55 49	117 77 76	100 74 80	87 42 57								

2016 Clinic Services Spread Sheet

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Dental Varnishing	17	21	22	13								
Birth Control												
Depo	33	36	48	27 doses								
Cryselle	50 packs	69 packs	10	27 packs								
Ortho-												
Micronor	3 packs	8 packs	10 packs	0								
Ortho-												
TriCyclen Lo	3 packs	16 packs	9 packs	23 packs								
Ortho-Cyclen			6 packs	0								
Norgestimate – Ethinyl												
Estradiol	12 packs	24 packs	16 packs	30 packs								
Trisprintec	4 packs	2 packs	0 packs	0								
Foam	1		1	0								
Nexplanon		1	0	0								
IUD:												
Paragard	0	0	0	0								
Mirena	0	0	0	0								
Liletta	3	2	4	0								
BCCCP	2	6	6	3								
Teen Time	4 <sup>th</sup> = 2 18 <sup>th</sup> Cl	1 <sup>st</sup> = 3 15 <sup>th</sup> = 4	7 <sup>th</sup> = 7 21 <sup>st</sup> = 2	4 <sup>th</sup> = 0 18 <sup>th</sup> = 3								
MNT Scheduled/Seen		25 / 14	27 / 13	18 / 6								
Please note: Cl = 1/19 MLK Holiday;												