



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 Health Department
Board of Health
Agenda

Regular Meeting **Special Meeting**

September 12, 2016 at 7:00 PM
Conference Room

Call to Order	Suzanne Balfour, Vice Chair
Approval of Meeting Agenda	Suzanne Balfour, Vice Chair
Approval of Minutes <ul style="list-style-type: none">June 13, 2016	Suzanne Balfour, Vice Chair
St. Joseph of the Pines PACE Program	Meagan E. Honaker
Public Comments	
<u>Old Business</u>	
Update from BOCC Meetings	Helene Edwards, Health Director
<u>New Business</u>	
Child Fatality Report FY 2015-2016	Terry Stanton, DSS Supervisor
CHA 2015 Action Plans Discussion	Ulva Little, Health Educator
Family Planning Annual Review & Update	Ellen Chavis, RN
	Dr. Karen Smith, MD
Update Policy on Policy	Helene Edwards, Health Director
Administrative Update <ul style="list-style-type: none">Bad Debt Write-offManagement of Funds & Family Planning Billing, Collection & Fee Policies	Jenny McDuffie, Administrative Officer
Clinical Update	Cindy Morton, Nursing Director
Health Director's Update	Helene Edwards, Health Director
BOH Policies & Operations Manual	Helene Edwards, Health Director
BOH Members Term Expiration (3)	Suzanne Balfour, Vice Chair
Closed Session	
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

Hoke County Board of Health Minutes

Regular Meeting **Special Meeting**
September 12, 2016 at 7:00 PM
Conference Room

I. Call to Order

The meeting convened at 7:04 PM with Suzanne Balfour, Vice Chair presiding, and Helene Edwards, Secretary. Invocation was given by Commissioner Robert Wright.

Members Present	Dr. Charles Allen, Suzanne Balfour, Vice Chair, Patricia Crowder, Elizabeth Hodgin, Lisa Lewis, Jean Squier, Keith Walters, and Commissioner Robert Wright
Members Absent	Joe Alston, Joyce Beard, and Vance McGougan Chair
Staff Members Present	Ellen Chavis, RN, Shaquita Jones, FNP-C, Ulva Little-Bennett, Jenny McDuffie, Cindy Morton, RN, Cornelia Murchison, Cheryl Williams, RN, and Dr. Karen Smith, MD (Medical Director)
Others Present	Cherri Agbemashior, Angela Wiggins, Meagan E. Honaker (St. Joseph of the Pines), and Terry Stanton (DSS)

Quorum: Yes

II. Introductions

The Board of Health members introduced themselves to the employees and guests.

III. Approval of Meeting Agenda

Motion made by Ms. Lisa Lewis and seconded by Commissioner Robert Wright to approve the **September 12, 2016** Board of Health meeting agenda. **Motion carried unanimously.**

IV. Approval of Minutes

Motion made by Commissioner Wright and seconded by Mr. Keith Walters to approve the minutes from the June 13, 2016 regular Board of Health meeting. **Motion carried unanimously.**

V. St. Joseph of the Pines PACE Program Presentation

Meagan E. Honaher

- Governor McCrory proclaimed September as “PACE Month”! PACE is an acronym for a Program of All-inclusive Care for the Elderly (55-104 years of age).
- St. Joseph of the Pines is currently providing PACE services to 276 elderly adults residing in the community at the Life Center.
- Ms. Honaher wants to recruit more elderly adults to participate in the PACE Program. (The maximum capacity is 405).
- To participate in PACE services, applicants must meet the following requirements:
 1. Must be 55 years or older
 2. Must have a medical problem or condition
 3. Must reside in the service area
 4. Must be able to live alone safely.
- The monthly fee for the PACE program is \$4,200.00 a month.
- Everyone is invited to celebrate the PACE Program at the St. Joseph of the Pines Life Center’s Fall Open House on September 20th 5:30 to 7:30 PM.

VI. Public Comments

- None

VII. Old Business

BOCC Meeting: 6/20/2016

Helene Edwards, Health Director

- On 6/20/2016, the Hoke County Commissioners approved the Memorandum of Agreement between Richmond and Hoke counties. This MOA allows for the distribution of funds to implement the Maternal and Child Health Initiatives Grant in Hoke County. Hoke County Health Department is committed to implementing evidence based programs that will reduce infant mortality, improve birth outcomes, and improve the overall health status of children birth to five. The proposed funding amount is **\$76,150.33** for FY 2016-2017. The Hoke County Health Department will implement the following evidence based programs with this funding:
 - Increase participation in the Long-Acting Reversible Contraceptive Program (LARC) within Hoke County.
 - Promote the Ten Steps for Successful Breastfeeding and advocate and assist the local area hospitals to become Baby-Friendly hospitals.
 - Implementation of the CEASE (Clinical Effort Against Secondhand Smoke Exposure) program in Hoke County.
- Also, the Health Educators, Ulva Little-Bennett and Cornelia Murchison, presented the Hoke County Community Health Assessment 2016 to the Hoke County Commissioners at June 20, 2016 during the regular meeting.

BOCC Meeting: 7/18/2016

- On 7/18/2016, the Hoke County Commissioners approved two clinical fees for health services at the Hoke County Health Department. The Health Department will be able

to provide drug testing services as ordered by providers or employers for employee hiring physicals. The clinical service fee for drug testing is \$45.00. The Hoke County Health Department provides the Gardasil 9 vaccine now. The Gardasil 9 vaccine replaces the Gardasil 7 vaccine and it is more expensive because it protects against 9 types of human papillomavirus (HPV); therefore the proposed fee for the Gardasil 9 vaccine is \$200.00 per dose.

BOCC Meeting: 8/15/2016

- On 8/15/2016, the Hoke County Commissioners approved the Mutual Aid Agreement between County of Moore and the County of Hoke concerning the provision of a back-up Sudden Infant Death Syndrome (SIDS) Counselor. In the event either county's primary SIDS Counselor is unavailable, that county may request the presence of a back-up SIDS Counselor from the other county; furthermore the assistance provided will not be to the detriment of the responding county. The Hoke County Health Department is committed to implementing evidence based programs and strategies that will reduce infant mortality and improve the overall health status of children birth to five. This Mutual Aid Agreement will enhance the Child Health services provided to infants and their families at the Hoke County Health Department. There will be no additional local funds required to implement the Mutual Aid Agreement between Moore County and Hoke County.

BOCC Meeting: 9/6/2016

- On 9/6/2016, the Hoke County Commissioners approved the budget amendment for the Hoke County Health Department to receive \$76,150.33 from the Richmond County Health Department for the payment period of 6/1/2016 to 5/31/2017. This funding is to be used for the Memorandum of Agreement between Richmond and Hoke Counties approved on 6/20/2016.

VIII. New Business

Child Fatality Report FY 2015

Terry Stanton, DSS Supervisor

- Mr. Stanton explained the annual Child Fatality to the Board of Health. There were a total of 12 fatalities during the FY 2015: 2 deaths from weapons, 2 SIDS, 2 birth defects, 1 renal failure, 1 cardiac arrest, 1 pneumonia death, and 3 extremely premature infants.
- The Hoke County Child Fatality Team recommends more educational programs on gun safety and the gang violence education, work more with Health Department to promote early entry into prenatal care, education on safe sleeping and SIDS prevention, referrals to the Smoking cessation program, and referrals to CC4C programs.
- During the same FY 2015, 486 reports were filed at Child Protective Services with 361 Family Assessments completed, 125 investigations conducted, and 102 assessments.

Community Health Assessment 2016 Action Plans

Ulva Little, Health Educator

- From the Community Health Assessment 2016, the three top priority areas were as follows: Chronic Disease (Disease, Heart Disease, Hypertension, and Obesity), Adolescent Pregnancy Prevention and Sexually Transmitted Diseases/Infections, and Tobacco Prevention.
- The proposed action plan for Chronic Diseases —Cardiovascular Disease, Diabetes, Physical Activity, and Nutrition—By June 2019, reduce the rate of heart disease related deaths in Hoke County by 10%.
 - ❖ Target population will be African Americans, Native Americans, and Hispanics between the ages of 35-64 years of age.
 - ❖ The evidence based programs that will be implemented are as follows:
 - Eat Smart Move More Weigh Less Program Online
 - ADA Diabetes Self-Management Program (DSME)
 - Stanford Chronic Disease Self-Management Program
 - National Diabetes Prevention Program (DPP)
 - Faithful Families Eating Smart and Moving More
 - UNC Greensboro Health Coaching Program
 - Hoke County Diabetes Support Group
- The proposed action plan for Adolescent Pregnancy Prevention & Sexually Transmitted Diseases/Infections—By 2019, the teen pregnancy rate will be reduced by 5% through community education and awareness.
 - ❖ Plans are to provide community outreach programs to pre-teens in after school programs and in youth groups.
 - ❖ Two programs are Baby Think It Over Program and Choosing the Best Journey: Evidence Based Teen Pregnancy Prevention Education Program.
- The proposed action plan for Tobacco Prevention—By 2019, decrease the percentage of smokers in Hoke County by 5%.
 - ❖ In Hoke County, to implement smoke free/tobacco free policy at all the Health Department locations.
 - ❖ Offer Smoking Cessation Programs to all citizens who want to quit smoking.
 - ❖ Introduce the C.E.A.S.E. Program (Clinical Efforts Against Secondhand Smoke Exposure)

Motion made by Dr. Charles Allen and seconded by Commissioner Wright to approve and fully endorse the Community Health Action Plans for 2016. **Motion carried unanimously.**

Family Planning Annual Review & Update

Ellen Chavis, RN
Dr. Karen Smith, MD

- During the first week of August 2016, the Family Planning Program was monitored for programmatic compliance.
- The Hoke County Health Department provides Title X Family Planning Services for men and women. Title X is the only federal grant program dedicated solely to providing individuals with comprehensive family planning and related preventive health services. Title X is legally designed to prioritize the needs of low-income families or uninsured people who might not otherwise have access to these health

care services. These services are provided to low-income and uninsured individuals at reduced or no cost. (The sliding fee scale is used for all family services).

- Title X Program Guidelines offer patient protections by requiring that programs are voluntary, confidential and include a broad range of contraceptive methods.
- Family planning services are provided without regard to religion, race, color, national origin, handicapping condition, age, sex, number of pregnancies or marital status. Family planning service charges are based in accordance with a schedule of discounts (sliding fee scale) based on ability to pay and family size, except for person from families whose annual income exceeds 250% of the federal poverty level.
- The overall purpose of Family Planning services is to promote positive birth outcomes and healthy families by allowing individuals to decide the number and spacing of their children.
- The primary mission is to reduce the number of unintended pregnancies especially among the adolescent population.
- The Family Planning Program offer a broad range of FDA-approved contraceptive methods and related counseling, breast and cervical cancer screening, pregnancy testing and counseling, screening and treatment for sexually transmitted infections (STIs), HIV testing, and other patient education and referrals.
- The Hoke County Health Department offers a variety of Family Planning methods: birth control pills, Depo Provera[®], condoms, and LARCS (Long-Acting Reversible Contraceptives—Mirena[®], Liletta[®], Paragard[®], and Nexplanon[®]).
- Dr. Smith completes all the mandatory Title X educational trainings as the Medical Director and is always available for consultation.
- On August 6, 2016, Ms. Chavis provided Family Planning outreach materials at National Night Out and she surveyed convenience of health department operation hours for services.
- In April 2014, OPA and the US Centers for Disease Control and Prevention (CDC) jointly released *Providing Quality Family Planning (QFP) Services* which provides evidence-informed recommendations for quality family planning service delivery across all reproductive health and primary care settings.

Update HCHD Policy on Policy

Helene Edwards, Health Director

- The updated Policy on Policy was enclosed in the Board of Health packets.
- The revisions made were as follows: the Hoke County Health Department Policy Review Committee will continue to review policies that are new or have procedural change and the process reviewing policies has changed.
- The Hoke County Health Department Policy Review Committee consists of members of the management team and in order for a policy to be adopted a minimum of 5 members must sign the documentation form, Attachment B.
- The 5 mandatory signatures must be from the following: Program Coordinator, Supervisor, Health Director, Administrative Officer, and one other person from the Policy Review Committee.
- Attachment E form is a sample of the new form to document the annual review of policies. The Program Coordinator will list all program policies on a Table of content

form and signatures will be at the end for attestation of review for Program Coordinator, Supervisor, and Health Director.

Bad Debt Write-off FY 2015

Jenny McDuffie, Administrative Officer

- All accounts used for the Bad Debt Write-off this year were from Patagonia EHR.
- For the FY 2014-2015, the total amount for the Bad Debt Write-off was **\$14,375.55**.
- The individual program amounts were as follows:

Child Health	\$1,960.00
Immunizations	\$ 450.00
Family Planning	\$2,678.15
Maternal Health	\$1,504.36
Primary Care	\$7,782.35
- Ms. McDuffie reminded the Board of Health that the outstanding balance returns to patient's account when she or he returns to the clinic for services.
- In addition, accounts will be sent to Debt Set-off if there is a social security number on the account.

Motion was made by Mr. Walters and seconded by Dr. Allen to approve the Bad Debt Write-off for FY 2015 for \$14,375.55. **Motion carried unanimously.**

Administrative Update

Jenny McDuffie, Administrative Officer

Management of Funds Policy

- The Management of Funds Policy was updated to include the new electronic health record system, Patagonia EHR.

Motion was made by Ms. Lisa Lewis and seconded by Dr. Allen to approve the Management of Funds Policy for the Hoke County Health Department. **Motion carried unanimously.**

Family Planning Billing, Collection, & Fee Policy

- The Family Planning Billing, Collection, and Fee Policy was amended to include the sliding fee scale must be applied to insurance co-pay.
- A decision tree was added for the clerical staff as a job aid to assist with income eligibility. (Attachment A)

Motion was made by Mr. Walters and seconded by Dr. Allen to approve the Family Planning Billing, Collection, and Fee Policy for the Hoke County Health Department. **Motion carried unanimously.**

Workforce Development Policy

- The Workforce Development Policy was updated to include new employees will be trained annually with employees for tornado and fire extinguisher trainings.

Motion was made by Dr. Allen and seconded by Ms. Patricia Crowder to approve the Workforce Development Policy for the Hoke County Health Department. **Motion carried unanimously.**

The following table summarizes the finances for June 2016:

	June 2016
Revenues	49,379.30
Expenditures	316,281.87
 	
State Funds Used	81,878.00
Local Appropriations	172,044.50
Medicaid	13,484.07
Fees	48,875.30
Total (<i>Expenditures</i>)	316,281.87

The following table summarizes the finances for July 2016:

	July 2016
Revenues	55,002.47
Expenditures	147,225.90
 	
State Funds Used	52,553.02
Local Appropriations	44,756.27
Medicaid	18,949.61
Fees	30,967.00
Total (<i>Expenditures</i>)	147,225.90

The following table summarizes the finances for August 2016:

	August 2016
Revenues	55,984.88
Expenditures	191,143.29
 	
State Funds Used	55,110.13
Local Appropriations	81,421.36
Medicaid	191,874.02
Fees	34,737.78
Total (<i>Expenditures</i>)	191,143.29

Clinical Update

Cynthia Morton, Nursing Supervisor

- Ms. Morton presented the Clinical Services Spreadsheet to the Board of Health.
- Ms. Morton announced that Ms. Samantha Rosol RN accepted the Public Health Nurse I position and today was her first day of employment.

- Ms. Cheryl Williams, BSN, RN, discussed the dangers of Meningitis B with the Board of Health and engaged the board in a conversation to consider offering the vaccine to private patients. Ms. Williams explained the choice between two vaccines Bexsero® (2 doses) and Trumenba® (3 doses). Since it was unclear with the need and total expense it was recommended that more information be brought to the October 10th Board of Health meeting.
- At the present time, the Hoke County Health Department provides the Bexsero® vaccine to high-risk patients who qualify for Vaccine for Children.
- The Annual Breast Cancer Walk will be held on October 7, 2016 at 12:00 PM.

Health Director's Update

Helene Edwards, Health Director

- Ms. Shaquita Jones, MSN, FNP-C, has been employed with us since August 1, 2016 and she is doing a great job. Ms. McDuffie has been working on the credentialing application for Medicaid, Medicare, Blue Cross Blue Shield, and other insurance companies.
- Mr. Brown, PA-C is working on Tuesdays and some Mondays or Fridays, so Ms. Jones has colleagues to communicate problems with regularly. A provider from Cape Fear OB/GYN is here on Wednesdays and Thursdays for the Maternity Clinic.
- The Health Department is advertising for another fulltime mid-level provider to offer healthcare services to patients.

Medicaid Cost Settlement FY 2015

- The Medicaid Cost Settlement for the FY 2015 was completed using the new statistical formula.
- The proposed Medicaid Cost Settlement for Hoke County Health Department is \$269,165.00; however DMA holds 10% for audits therefore the proposed amount should be **\$242,248.50**.
- Ms. McDuffie is collecting the information for the FY 2016 Medicaid Cost Settlement. This information is due November 30, 2016.
- There are some trainings across the State in October to explain the 2016 Medicaid Cost Settlement process.

Accreditation

- The Hoke County Health Department will submit documentation for reaccreditation December 1, 2016.
- The Accreditation evidence is from 2013-2017 and the same activities as with initial accreditation.
- The Accreditation site visits will be conducted during the spring of 2017.

Other News

- The North Carolina Public Health Association Fall Education Conference will be held in New Bern, NC this week, September 13-16, 2016 .
- On September 28, 2016, the Region 6 Health Directors will meet at the Hoke County Health Department for the regional informational meeting.

BOH Policies & Operational Manual

Helene Edwards, Health Director

- Ms. Edwards asked if there were any changes to the Hoke County Board of Health Standard Operating Procedures. The Board members stated no changes needed at this time.
- Ms. Edwards explained that the Workforce Development Policy approved by the Board of Health during this meeting would replace the previous policy.

BOH Term Expiration (3)

Suzanne Balfour, Vice Chair

- Mr. Keith Walters has agreed to serve another term on the Board of Health in lieu of the Veterinarian member.

Motion made by Ms. Lewis and seconded by Dr. Allen to nominate Keith Walters to serve a second term on the Board of Health. **Motion carried unanimously.**

- Ms. Elizabeth Hodgkin has agreed to serve another term on the Board of Health in lieu of the Physician member.

Motion made by Dr. Allen and seconded by Ms. Lewis to nominate Elizabeth Hodgkin to serve a second term on the Board of Health. **Motion carried unanimously.**

- Ms. Beard is unable to serve a second term on the Board of Health, because she will be relocating to Robeson County.
- The Board of Health needs to actively search for a Registered Nurse member to serve on the Board of Health.

IX. Closed Session

None

X. Other Business

XI. Next Meeting Date

Next regular meeting will be Monday, October 10, 2016 at 7:00 PM.

XII. Adjournment

- ❖ The meeting ended at 8:02 PM.

Motion made by Ms. Crowder and seconded by Ms. Lewis to adjourn the Board of Health meeting. **Motion carried unanimously.**

Respectfully submitted by:

Helene Edwards

Helene Edwards
Board of Health Secretary

10/24/2016

Approval Date

2016 Clinic Services Spread Sheet

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
LTBI	0	0	0	0	0	0	0	0				
Tb Suspect / Tb Case	0 / 2	0/2	0/1	1/1	1/2	0/2	0/1	1/2				
Chlamydia	16	37	22	17	18	22	22	18				
Gonorrhea	6	6	15	7	12	12	6	11				
NGU	0	2	0	0	1	0	0	0				
Syphilis			1	2	0	1	2	0				
Salmonella	1	0	0	0	2	0	0	3				
Influenza Death			1 adult	0	0	0	0	0				
HIV Tests	77	89	101	90	79	82	80	108				
Pregnancy Tests / # Positive	50 / 17	37 / 11	66 / 20	54/19	48 / 5	72/18	59 / 17	73 / 25				
NOB Patients	13	16	21	19	7	10	6	17				
Ultrasounds	11	17	11	18	6	30	12	21				
Maternity Patients / Deliveries / Transferred	2	69 4 --	82 4 ---	67 6 ---	69 8 ---	74 8 ---	77 6 ---	73 8 ---				
PP / Newborn Assessment Home visiting	0 / 0	0 / 0	0 / 0	0 / 0	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	107 67 69	84 58 56	77 44 52	148 51 119				

2016 Clinic Services Spread Sheet

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Dental	17	21	22	13	18	20	14	23				
Varnishing												
Birth Control												
Depo	33	36	48	27 doses	46	50	45	38				
Cryselle	50 packs	69 packs	10	27 packs	19	20	30	15				
Ortho-												
Micronor	3 packs	8 packs	10 packs	0	6	3	3	14				
Ortho-												
TriCyclen Lo	3 packs	16 packs	9 packs	23 packs	33	0	13	9				
Ortho-Cyclen			6 packs	0	3	0	0	0				
Norgestimate –												
Ethinyl												
Estradiol	12 packs	24 packs	16 packs	30 packs	45	24	53	12				
Trisprintec	4 packs	2 packs	0 packs	0	0	0	0	0				
Foam	1		1	0	0	0	1	0				
Nexplanon		1	0	0	1	0	0	3				
IUD:												
Paragard	0	0	0	0	0	0	0	2				
Mirena	0	0	0	0	0	0	0	3				
Liletta	3	2	4	0	3	2	0	0				
BCCCP	2	6	6	3	4	1	4	6				
Teen Time	2	7	9	3	0	2	4	8				
MNT												
Scheduled/Seen		25 / 14	27 / 13	18 / 6	9 / 7	15 / 5	12 / 7	13 / 4				