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HOKE COUNTY
Department of Public Health

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Hoke County Board of Health Minutes

Regular Meeting **Special Meeting**

January 9, 2017 at 7:00 PM

Conference Room

I. Call to Order

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

Members Present	Joe Alston, Suzanne Balfour, Vice Chair, Patricia Crowder, Elizabeth Hodgins, Gail Lowery, Vance McGougan Chair, Jean Squier, Keith Walters, and Commissioner Robert Wright
Members Absent	Dr. Charles Allen and Lisa Lewis
Staff Members Present	Melissa Baxley, RN, Ulva Little-Bennett, Jeff Eudy, RS, Erik Johnson, RS, Roland Little, RS, Jenny McDuffie, Cindy Morton, RN, and Dawn Wilkie
Others Present	Evelyn McLeod, Clerk of Court

Quorum: Yes

II. Approval of Meeting Agenda

Motion made by Mr. Keith Walters and seconded by Commissioner Robert Wright to approve the **January 9, 2017** 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 November 14, 2016 regular Board of Health meeting. **Motion carried unanimously.**

IV. New Board of Health Member Introduction

- Mr. Vance McGougan, Chair, introduced Ms. Gail Lowery, RN, to the Board of Health members.
- Ms. Lowery was welcomed to the Board of Health and each member stated his or her name and role on the Board of Health.

V. Oath of Office for new Board of Health Member

- Ms. Evelyn McLeod, Clerk of Court administered the Oath of Office to Ms. Lowery.
- Ms. Lowery signed the Oath after her affirmation was completed.
- Ms. McLeod will provide the notarized copy to Ms. Edwards within 48 hours.

VI. Old Business

BOCC Meeting: 12/5/2016

Helene Edwards, Health Director

- On 12/5/2016, the Hoke County Commissioners approved the following agenda items:
 - The reappointment of Ms. Elizabeth Hodgkin to the Board of Health for a second term.
 - The new appointment of Ms. Lowery to the Board of Health.
 - Mr. Terry Stanton, Children’s Services Child Protective Services Supervisor, for the Hoke County Department of Social Services, informed the Hoke County Commissioners and public of the 12 fatalities during FY 2015.

BOCC Meeting: 12/19/2016

Helene Edwards, Health Director

- On 12/19/2016, the Hoke County Commissioners denied the following agenda item:

A policy change for tobacco usage at 423 East Central Avenue was presented to the Hoke County Commissioners. The policy change would have prohibited tobacco usage within 50 feet of the building. It was denied because the area between the L. E. McLaughlin building and the fence of Hoke County Sheriff’s Office was 39 feet and the distance from the L. E. McLaughlin building to the buildings behind it was 48 feet. The front of the L. E. McLaughlin building allowed a distance of 50 feet to be next to Highway 401 Business and 50 feet away from building on the other side would have the smokers in the center of the parking lot. Since both places were unsafe locations; therefore the policy change was denied.

VII. New Business

Communicable Disease Annual Report

Melissa Baxley, RN

- Ms. Melissa Baxley, RN presented the Communicable Disease statistics and highlighted programs and activities in Hoke County to reduce the spread of contagious diseases.
- Ms. Baxley reported the number of Communicable Diseases cases in FY 2015-2016 for Hoke County. (Handouts were given to the Board of Health members and other attendees.)

Table #1 *Reported Communicable Disease Cases in Hoke County FY 2015-2016*

<u>Disease</u>	<u>Number of Cases</u>
Chlamydia	302
Gonorrhea	118
Salmonella	22
Campylobacter	13
NGU	8
Pertussis	2 (Confirmed) (1 probable case)
Acute Hepatitis B	1
Haemophilus Influenzae Type B	3
Adult Influenza Death	1
Streptococcal Invasive Infection (Group A)	1
Rocky Mountain Spotted Fever	5
Lyme Disease	6

- Ms. Baxley reported that Chlamydia was the most popular Communicable Disease in Hoke County with 302 cases during FY 2015-2016.

<u>Age of Chlamydia Cases</u>	<u>Number of cases</u>
10-14	5
15-19	74
20-24	119
25-29	54
30-39	41
40-49	9
50-59	0
Total	302

- The number of Chlamydia cases who self-reported being of African American race were 145 and there were 240 females treated for Chlamydia.
- It was recommended that education on Sexual Transmitted Diseases be discussed during Teen Time for individuals seeking Family Planning Services.
- Gonorrhea rates were the second highest of the Communicable Disease statistics for Hoke County.

<u>Age of Gonorrhea Cases</u>	<u>Number of cases</u>
10-14	0
15-19	21
20-24	43
25-29	24
30-39	20
40-49	6
50-59	2
Total	118

- The number of Gonorrhoea cases was 62 females and 56 males.
- Ms. Baxley worked with Environmental Health on any NCEDS alerts concerning food borne illnesses in Hoke County.
- During the FY 2015-2016, Hoke County had 22 cases of Salmonella reported. The below table outlines the number of cases by age.

<u>Age of Salmonella Cases</u>	<u>Number of cases</u>
<1	3
1-4	6
5-9	3
15-19	1
25-29	1
30-39	2
40-49	2
50-59	1
>60	3
Total	22

- Salmonella is caused by consuming contaminated water or food; therefore investigations are conducted immediately after the diagnosis is reported by a medical professional.
- Campylobacter is the other foodborne illness that Environmental Health and Communicable Disease departments have to investigate.

<u>Age of Campylobacter Cases</u>	<u>Number of cases</u>
<1	2
1-4	2
5-9	3
20-24	1
25-29	3
>60	2
Total	13

- Most cases of Campylobacter are associated with eating raw or undercooked poultry meat or from cross-contamination of other foods by these items. Outbreaks of *Campylobacter* have most often been associated with unpasteurized dairy products, contaminated water, poultry, and produce.
- Ms. Baxley reported that Hoke County currently has 2 confirmed cases of Pulmonary TB and 1 suspect TB case of CNS (brain). All cases are male. The 2 Pulmonary TB cases are no longer on isolation. All the contacts of the TB cases have been screened and they are all negative for TB.

- Mr. Jeff Eudy stressed the Environmental Health promotes the public health laws through the enforcement of State Environmental Health regulations to ensure that Hoke County citizens reside in a clean and safe environment.
- Environmental Health departments are responsible for protecting the public through the application of principles of environmental science and epidemiology to identify, control, and/or eliminate pathogenic agents (biological, chemical, and physical) and to limit the incidence and spread of disease in the community.
- The Environmental Health section of the Hoke County Health Department regulates the following:

- ✓ On-site Waste Water Disposal System
- ✓ Public Swimming Pools
- ✓ Child Day Care Centers
- ✓ Public Swimming Pools
- ✓ Summer Camps & Feeding Sites
- ✓ Local Confinement Facilities
- ✓ Lodging Facilities
- ✓ Meat Markets
- ✓ Private Water Supply Wells
- ✓ Tattoo Artists
- ✓ Hospitals, Nursing Homes, & other Institutions
- ✓ All Food Services Facilities
- ✓ Adult Care Homes
- ✓ School Buildings & Lunchrooms
- ✓ Migrant Housing
- ✓ Residential Care Facilities

- The Environmental Health section of the Hoke County Health Department investigates the following:

- ✓ Investigation of Childhood Lead poisoning cases
- ✓ Investigation of Communicable Disease Outbreaks
- ✓ Complaints from Citizens

- Mr. Eudy reported the following services were provided in On-site Waste Water Disposal System and Private Water Supply Wells:

OSWWD & Private Water Supply Wells	Number of Services
New septic systems	159
Old septic systems repairs (permit)	73
Private water supply wells (permit)	36

- After Hurricane Mathew, Mr. Eudy stated that 4 private water supply wells were tested as a result of flood waters. These water samples were collected and tested at no charge to the citizens per State protocol.
- At the present time, Hoke County does not have any tattoo artists.
- Hoke County Environmental Health inspects the Hoke County Detention Center; however the State Division of Prisons inspects McCain prison.
- Mr. Eudy discussed the 2 childhood lead poisoning cases investigated in 2016. In one case, the family used lead painted plates for meals and the residence had old mini

blinds with lead. In the other case, the child resided in a home built in 1908 that had lead paint chips. Changes were made in both cases and the lead levels were within normal range.

- Mr. Eudy reiterated the collaboration between the Communicable Disease and Environmental Health sections to investigate all food borne illnesses.
- Mr. Eudy stressed the importance of using licensed caterers for food sale purchases. The permit for licensed caterers and/or restaurants ensures that the sanitation standards should be followed.
- Mr. Erik Johnson explained the inspection and service requirements for the Food, Lodging and Institutions.

Facility Type	Number of Facilities	Number of Inspections
Food Service Establishments	100	407
<i>Restaurants/Food Stands</i>	<i>60</i>	<i>226</i>
<i>School Lunchrooms</i>	<i>16</i>	<i>110</i>
<i>Elderly Nutrition Sites</i>	<i>3</i>	<i>13</i>
<i>Institutional Food Service</i>	<i>3</i>	<i>18</i>
<i>Meat Markets</i>	<i>6</i>	<i>28</i>
<i>Mobile Food Units/Pushcarts</i>	<i>5</i>	<i>10</i>
<i>Limited Food Service</i>	<i>7</i>	<i>2</i>
Lodging Establishments	3	4
<i>Motels</i>	<i>2</i>	<i>2</i>
<i>Bed & Breakfast</i>	<i>1</i>	<i>2</i>
Institutions	5	6
<i>Hospitals</i>	<i>2</i>	<i>0</i>
<i>Nursing Homes</i>	<i>1</i>	<i>2</i>
<i>Rest Homes</i>	<i>2</i>	<i>4</i>
Residential Care Facilities	27	45
Local Confinement Facilities	1	2
Resident Camps	1	2
Child Care Centers	37	124
Schools	15	23
Public Swimming Pools	11	11
Total (Overall)	200	624

- Mr. Johnson explained that 5 facilities on non-community water supply; therefore water samples were tested.
- The Environmental Health section investigated 17 complaints in Hoke County during the year of 2016.
- A Bed Bug Policy was created for the Hoke County Health Department because of the request for assistance from the citizens, schools, institutions, and other facilities. The policy explains the role of Environmental Health in the investigation of Bed bug complaints and the process to exterminate bed bugs. Mr. Eudy had worked with the Hoke County Schools to create their bed bug policy and provided the first Bed Bug training to the administrators and nurses of the Hoke County Schools.

- Mr. Roland Little explained his role as the Public Health Preparedness Coordinator for the Hoke County Health Department.
- Mr. Little discussed the Medical Countermeasure (MCM) Operational Readiness Review (ORR) and the changes in this budget phase from the CDC. In the past, the CDC generated a numerical score for the MCM-ORR evaluation; however now the jurisdictions are to assess their readiness level of each individual element using continuum of implementation levels.
- For the CDC, Hoke County is considered a small jurisdiction; therefore it is in the Fourth Quartile and geographically located in the Eastern Region of the State.
- The Hoke County BP4 MCM-ORR results are attached to the minutes. Mr. Little summarized the status of Hoke County with capabilities evaluated.
- Hoke County was evaluated as Advanced in the operational side of Community Preparedness and Emergency Operations Coordination.
- Mr. Little explained that the Board of Health can be more involved by taking the FEMA ICS courses and participating in Hoke County preparedness activities.
- Mr. Eudy introduced Ms. Dawn Wilkie, Processing Assistant III, for Environmental Health.

Tobacco Usage Policy Annual Update

Ulva Little-Bennett, Health Educator

- Ms. Ulva Little-Bennett summarized the denial of the policy change for prohibiting tobacco usage within 50-feet of the L. E. McLaughlin building.
- Ms. Little-Bennett explained the revisions made to the Tobacco Free Environment Policies that were created in 2012 for the Hoke County Health Department.
- Ms. Little-Bennett explained the Smoke-free Policy Housing Final Rule that bans smoking in public housing residences, due to the healthcare expenses and cost to professionally clean the residence after a smoker vacates.
- Ms. Little-Bennett stressed that E-cigarettes are gaining popularity among youth and young adults, and more education is needed to deter the use of E-cigarettes.

Motion made by Mr. Alston and seconded by Commissioner Wright to approve the Hoke County Health Department Tobacco Usage Policy with the amendments discussed. **Motion carried unanimously.**

Health Data Discussion for SOTCH report

Ulva Little-Bennett, Health Educator

- Ms. Little-Bennett explained the assistance needed from the Board of Health to evaluate programs implemented from the Community Health Assessment 2015.
- The 2016 State of the County Health Report (SOTCH) Worksheet was given to the Board of Health members to complete for their opinions about Hoke County Health Department Services.
- Ms. Little-Bennett was seeking input on any new and emerging health issues that affect community health status.

- Any changes in Hoke County that affect health concerns (For example, economy, politics, new funding sources, etc.) were solicited for inclusion in the 2016 SOTCH report.
- The 2016 State of the County Health Report work sheet results will be discussed at the February 13, 2017 Board of Health Meeting. Ms. Little-Bennett will provide the current health data at the meeting.

WNCN Public Health Marketing Campaign

Helene Edwards, Health Director

- Ms. Edwards explained that the Hoke County Health Department would like to contract with WNCN for the Public Health Marketing Campaign to Lower the Hoke County Infant Mortality Rate and reduce the child mortality rate.
- WNCN CBS presented the campaign to the Board of Health members at the November 13, 2016 meeting.
- The WNCN Public Health Marketing Campaign would utilize a variety of media platforms to advertise the services of the Hoke County Health Department. The media to be used are as follows: TV, social media—Facebook, local website, etc. The advertisements will be professional made vignettes and photo advertisements that would be the property of the Hoke County Health Department.
- The cost would be \$6600.00 per month for 3 months. Total expense would be \$19,800.00.
- WNCN would provide all the marketing data needed to evaluate the campaign.

Motion made by Commissioner Wright and seconded by Mr. Alston to approve the WNCN Pubic Health Marketing Campaign targeted to reduce infant mortality in Hoke County.
Motion carried unanimously.

Administrative Update

Jenny McDuffie, Administrative Officer

- The following table summarizes the finances for November 2016:

	November 2016
Revenues	60,822.84
Expenditures	240,233.37
State Funds Used	
State Funds Used	95,006.35
Local Appropriations	91,321.52
Medicaid	18,413.04
Fees	35,492.46
Total (<i>Expenditures</i>)	240,233.37

- The following table summarizes the finances for December 2016:

	December 2016
Revenues	48,732.23
Expenditures	279,476.23
State Funds Used	
State Funds Used	86,351.15
Local Appropriations	134,756.55
Medicaid	14,617.06
Fees	43,751.47
Total (<i>Expenditures</i>)	279,476.23

- Ms. Jenny McDuffie presented data from the FY 2016-17 Munis Financial Report that summarized the July-December budget for the Hoke County Health Department. At the present time, the Health Department has expended **48.2%** of its budget and generated **52.6%** revenues.
- The Hoke County Commissioners have created the Employee of the Month (EOM) program for employees. Ms. McDuffie represents the Hoke County Health Department on the committee created by the County Manager. Nominations will be reviewed by the EOM committee monthly and an employee will be selected. The Employee of the Month will receive a certificate and gift card from the Commissioners. (Department Heads and EOM Committee members are not eligible for nominations.)

Clinical Update

Cynthia Morton, Nursing Supervisor

- Ms. Morton presented the Clinical Services Spreadsheet to the Board of Health that shows service count data ending in December 2016.
- Ms. Morton announced that no family members have contracted TB from the 3 TB cases being managed by the Communicable Disease nurse.
- The maternity clinic gained 16 new pregnant women during the month of December 2016 and the maternity census count is 87 patients.
- Ms. Jean Squier asked about postpartum appointments, if the visit counts as a Maternal Health appointment or a Family Planning appointment. Ms. Morton explained that if the patient receives a birth control method then it is counted and billed as a Family Planning appointment. If no birth control method is provided, the appointment is counted as a the postpartum appointment of the Maternal Health.
- The BCCCP services have been provided to 21 women; therefore the Hoke County Health Department is recruiting 24 more patients to meet 100% service delivery.
- Ms. Joy Stafford, RD, LDN counseled 13 patients for medical nutrition therapy during the months of November and December.
- Ms. Morton evaluated the Teen Clinic data for the Board of Health. From January to December 2016, **47** teens or youth received health care services during the Teen clinic hours. It was noted that during the months of April-August, there was not a provider to provide services during Teen clinic; therefore limited services were provided during

those Teen clinic hours. For 2017, the clinicians would like to increase the number of teen patients seen during the Teen Clinic by 10% to 52. Also, the clinicians would like to know what types of clinical services were provided to the youth during the Teen Clinic hours. Ms. Morton and Ms. Chavis plan to meet with local providers to advertise the Teen Clinic services.

Health Director's Update

Helene Edwards, Health Director

- The Accreditation Site visit is scheduled for February 14-15, 2017. Ms. Gay Welsh is reviewing the evidence submitted for the Accreditation activities. Ms. Welsh is also preparing the employees for the questions to be received by the Accreditation Site Visit Team.
- The painting and housekeeping is being done in the evenings and on the weekends.
- The Community Health Interventions was awarded funding for a Federally Qualified Health Center (FQHC) in Hoke County. FQHCs provide primary medical care and behavioral health services for the underserved in Hoke County. The FQHC will open in Hoke County by May 1, 2017. There are concerns about who will become the Chief Medical Officer for FQHC; because the Hoke County Health Department provides healthcare services to the same service population.
- The Annual State Health Directors' Conference will be held in Raleigh, January 18-20, 2017. Ms. Edwards and Ms. McDuffie will be attending the conference.

VIII. Closed Session

IX. Other Business

X. Next Meeting Date

Next regular meeting will be Monday, February 13, 2017 at 7:00 PM.

XI. Adjournment

❖ The meeting ended at 8:36 PM.

Motion made by Mr. Keith 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

2/13/2017
Approval Date