



HOKE COUNTY
Department of Public Health

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Health Director

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Hoke County Board of Health Minutes

Regular Meeting **Special Meeting**

April 9, 2018 at 7:00 PM

Conference Room

I. Call to Order

The meeting convened at 7:12 PM with Vance McGougan, Chair presiding, and Helene Edwards, Secretary. Invocation was given by Mr. McGougan, Chair.

Members Present	James Davis, Elizabeth Hodgkin, Kathryn Hostetter, Gail Lowery, Vance McGougan Chair, Ellen McNeill, Jean Squier, Dr. Mark Thompson, Keith Walters, and Commissioner Robert Wright
Members Absent	Suzanne Balfour, Vice Chair
Staff Members Present	Jenny McDuffie and Cindy Morton
Others Present	Angela Wiggins

Quorum: Yes

II. Approval of Meeting Agenda

Motion made by Commissioner Robert Wright and seconded by Ms. Gail Lowery to approve the **April 9, 2018** Board of Health meeting agenda with the following amendment: Attorney Grady Hunt will provide the Opening Meetings Law presentation at the May 14, 2018 Board of Health meeting. **Motion carried unanimously.**

III. Approval of Minutes

Motion made by Mr. James Davis and seconded by Commissioner Wright to approve the minutes from the March 12, 2018 regular Board of Health meeting as submitted. **Motion carried unanimously.**

IV. Public Comments

- None

V. Old Business

BOCC Meeting:

Helene Edwards, Health Director

- On March 19, 2018 the BOCC approved the following:
 - FY 2018-2019 Consolidated Agreements
 - Hoke County Health Department WIC Contract for Processing Assistant II
 - Hoke County Health Department Temporary Social Worker Contract
 - The reduction of the Tattoo Artist annual fee to \$250.00.
- On April 2, 2018, the BOCC Approved the following budget amendment:
 - Hoke County Health Department was awarded an additional **\$1313.00** from the Division of Public Health for the payment period of 04/01/2018 to 5/31/2018. This funding was budgeted at \$4000.00; however, the Contract Agreement Addendum #874 Food and Lodging has awarded **\$5313.00**. This funding is for state-mandated Food, Lodging, and Institution sanitation programs and activities conducted in Hoke County.
 - Hoke County Health Department was awarded **\$2,000.00** from the U.S. Food and Drug Administration for Verification Audit for Standard 3 as part of the Retail Standards Grant Program. The Hoke County Environmental Health Program must complete the scope of work and all tasks outlined in the approved grant application by May 1, 2018.

VI. New Business

FY 2018-2019 Proposed Budget

Helene Edwards, Health Director
Jenny McDuffie, Business Officer

- Ms. McDuffie summarized the FY 2018-2019 Proposed Budget packet that was submitted to the County Manager on March 19, 2018.

2018-2019 Proposed Budget Justifications

Revenues- 113510

Increase Medicaid, fees and insurance earnings, projection with 2 FT providers in FY 19.

- MCH Grant Budgeted \$40,613.00
- Increase in BCCCP Federal funds \$8,670.00
- Health Communities increase \$3,772.00
- Medical Nutrition Therapy increased-FT RD in FY 19
- Active Routes to School increase \$8,000

Health Administration-115110

- Increase in Salary and Fringe to cover current employees, includes two reclassifications:
 - PHN I to PHN II current employee in position Samantha Rosol

- Program Coordinator for Immunization Program and complete Post-partum and Newborn Home visit Assessments (Increase in revenue in Child Health and Maternal Health). The increase of \$2,439 in salary will be funded with state funds.
 - PHN II position reclassified to Social Worker II-Vacant
 - Position requires Case Management services rather than clinical skills, reduction in salary of \$19,244. State funded.
- **New Positions:**
 - Two contract Part-time Environmental Health Specialist
 - Increase in Food Service Establishments, Pools, Daycares, Group homes that require Environmental Health inspections. The requirements of the Federal Food code are more stringent inspections and require additional staffing to fulfill 100 % of the State requirements. County funded.
 - Administrative Assistant
 - Increase in Administrative duties for Accreditation activities, HIPAA compliance, documentation of meeting minutes, organization of Administrative files and documents, back-up to Billing Supervisor.
- Professional Services
 - Budgeted for HIPAA Risk Assessment and Training

Primary Care-115115

- Increased travel for two Providers

Communicable Disease-115120

- No change

Bioterrorism-115121

- Reduced Supplies and Materials. Most of funds will be used for Salary and Fringe.

BCCCP-115151

- Increase in state funding

Family Planning-115153

- Increase for MCH grant

Child Health-115160

- Increase for MCH grant

CC4C-115161

- Increase in travel and training for new position

NC Partnership for Children

- No change

Maternal Health-115164

- Increase for MCH grant

Active Routes to School-115165

- Increase Supplies \$9,640.00

Immunizations-115166

- Supplies increased \$10,000

Pregnancy Care Management-115170

- Increase in travel and training for new position

Environmental Health-115180

- Awarded AFDO grant of \$3,000 for Training
- Budgeted for IWorq and Digital Health Department, CST Scanning and Copier Lease

Health Promotion-115190

- No significant change

WIC Client Services-115200

- No significant change

WIC Nutrition-115201

- No change

WIC Administration-115202

- No significant change

WIC Breastfeeding-115203

- No change

WIC Breastfeeding Peer Counseling-115204

- Reduction in Professional Services, funds will be used for current employees Salary and fringe instead of contracting services.

Summary of the FY 2018-2019 Proposed Budget

Expenses	\$ 3,445,879.00
Revenues	\$ 2,027,140.00
County Funds	\$1,418,739.00

Motion made by Ms. Ellen McNeill and seconded by Mr. Keith Walters that the Board of Health approve the FY 2018-2019 Proposed Budget for the Hoke County Health Department. **Motion carried unanimously.**

HCHD Cleaning Proposals

Helene Edwards, Health Director

- Some of the Board of Health members walked through the Health Department to assess the cleaning needs prior to the meeting.

- The Board of Health determined the cleaning was not being done per contract and a new cleaning service was needed.

Cleaning Services (Required)	Bullard's Cleaning Services	Two Sons & a Mop Enterprises, LLC	Bethea Cleaning Services	B & M Janitorial Services	Blink Facility Solutions
Daily: <ul style="list-style-type: none"> • Clean/sanitize all restrooms, offices, lab rooms, and exam rooms • Sanitize waiting room chairs • Replenish soap, paper towels, and toilet paper holders in all locations • Empty trash cans in all areas of the building • Dust and wet mop all tile floors • Staff lounge (Clean/sanitize countertops, tables, and sink) 	\$ 2,200.00	\$2,300.00	\$2300.00	\$2500.00	\$2395.00
Weekly: <ul style="list-style-type: none"> • Vacuum Administration section • Conference room (wipe down table and chairs) • Wipe down window sills • Dust offices throughout building 	Included	Included	Included	Included	Included
Monthly/Quarterly: <ul style="list-style-type: none"> • Strip and wax floors as needed 	Included	Included	Included	Included	Included
One-time service <ul style="list-style-type: none"> • Initial cleaning, stripping & waxing floors, deep clean of restrooms, dusting vents, etc. 	n/a	\$2500.00	n/a	n/a	n/a
Total (Price Quote)	\$ 2200.00	\$2300.00	\$2300.00	\$2500.00	\$ 2395.00

Motion made by Mr. Davis and seconded by Dr. Mark Thompson that the Board of Health approve the proposal for Bullard's Cleaning Service at \$2200.00 per month.
Motion carried unanimously.

Clinical Update

Cindy Morton, Nursing Director

- Ms. Morton presented the Clinical Services Spreadsheet to the Board of Health that shows service count data for March 2018.

- Ms. Morton announced that there were 30 Chlamydia cases in March and the nurses are educating all patients about STD prevention.
- The Depo Provera is still the number one birth control method and the Nexplanon is the number one LARC.
- Ms. Chavis has seen 6 women for Breast Cervical Cancer Control Program (BCCCP) during the month of March.
- Ms. Morton stated that the FTCC and nurses are in the clinic between Monday to Thursday to complete the pediatric rotation.

Administrative Update

Jenny McDuffie, Business Officer

- The following table summarizes the finances for February 2018:

	February 2018
Revenues	61,971.22
Expenditures	202,151.95
State Funds Used	
State Funds Used	55,844.76
Local Appropriations	69,319.54
Medicaid	56,800.25
Fees	20,187.40
Total (<i>Expenditures</i>)	202,151.95

Health Director's Update

Helene Edwards, Health Director

- Ms. Natalie Meltzer, RD, LDN, CLC the new Nutrition Director started on April 2, 2018.
- Ms. Edwards and Ms. McDuffie met with Ms. Edens on March 16, 2018 to discuss the FY 2018-2019 Proposed budget and possible positions.

Evaluation of Health Director

Vance McGougan, Chair

- Mr. McGougan explained the process for the Health Director's Annual Evaluation.
- The packet includes the following:
 - Ms. Edwards' resume
 - Health Director's Job Description
 - Health Director's Evaluation tool
- Mr. McGougan requested that Ms. Edwards send to the Board any highlights from 2017-2018.
- At the Board of Health Meeting on May 14, 2018, there will be a closed session for the personnel discussion.

VII. Closed Session

VIII. Other Business

IX. Next Meeting Date

Next regular meeting will be Monday, May 14, 2018 at 7:00 PM.

X. Adjournment

❖ The meeting ended at 8:20 PM.

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

Respectfully submitted by:

Helene Edwards

Helene Edwards
Board of Health Secretary

5/14/18

Approval Date