



HOKE COUNTY Department of Public Health

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Hoke County Board of Health Minutes

Regular Meeting Special Meeting
October 10, 2022, at 6:30 PM
Regular Meeting (Conference Room & Zoom)

I. Call to Order

The meeting convened at 6:32 PM with Dr. Susan Hendrix, Chair, presiding, and Jenny McDuffie, as Secretary. Invocation given by Mr. Robert Wright.

Members Present	James Davis, Vice Chair; Dr. Susan Hendrix, OD, Chair; Kathryn Hostetter; Leah Leach; Gail Lowery; Ellen McNeill; Chris Pusey; and Robert Wright
Members Absent	Commissioner Lonnie Baldwin; Florine Fleming; and Dr. Mark Thompson, DDS
Staff Members & Guest Present	Jenny McDuffie
Public Attendance	

Quorum: Yes

II. Approval of Meeting Agenda

Motion made by Mr. James Davis and seconded by Mr. Wright to approve the **October 10, 2022**, Board of Health meeting agenda. **Motion carried unanimously.**

III. Approval of Minutes

Motion made by Mr. Wright and seconded by Ms. Ellen McNeill to approve the minutes from the **September 12, 2022**, regular Board of Health meeting as submitted. **Motion carried unanimously.**

IV. Public Comments

None

V. Old Business

BOCC Meeting on 9/19/2022

Jenny McDuffie, Asst. Health Director

- Mr. Tony Locklear and Ms. Ulva Little-Bennett presented the findings from the 2021 Community Health Assessment at the Board of County Commissioners' meeting on September 19, 2022. The presentation provided beneficial health information to the Hoke County citizens; furthermore, the Commissioners advocated for more services to support the children and seniors regarding poverty and food insecurity issues.

BOCC Meeting on 10/3/2022

Jenny McDuffie, Asst. Health Director

- The Hoke County Commissioners approved the following items:
 - The FY 2022 Hoke County Health Department Bad Debt Write-Off for accounts. The total amount was \$30,874.22.

VI. New Business

Board of Health Standard Operating Procedures

Jenny McDuffie, Asst. Health Director

- The Board of Health discussed the Standard Operating Procedures and made no amendments.

Motion made by Ms. Leah Leach and seconded by Mr. Davis to approve the 2022 Hoke County Board of Health Standard Operating Procedures. **Motion carried unanimously.**

2022 HCHD Strategic Planning Worksheets

Jenny McDuffie, Asst. Health Director

- The Hoke County Board of Health members submitted completed HCHD Strategic Planning Worksheets to Ms. McDuffie.

Clinical Update: Nursing Report

Jenny McDuffie, Asst. Health Director

Ms. Karen Blanks submitted the following report:

COVID Vaccinations

- COVID-19 vaccines/boosters: By appointment on Mondays and Fridays from 8 AM to 4:30 PM and walk-ins accepted on Friday afternoons.
- Flu vaccines offered at the same time if the patient wants to receive both while in the clinic.

Positions that need to be filled

- Family Planning Nurse starting on October 11, 2022.
- Immunization Nurse Coordinator and Primary Care Coordinator positions are posted.

September Clinic Report

- Appointment Scheduled- 761
- Appointments Rescheduled- 92
- No Shows- 164

- Cancelled- 147
- Kept- 558
- Show rate-0.73
- Ultrasounds-28 scheduled with a show rate of 100%.
- A “school age vaccine clinic” is being held next Tuesday, October 18th, for children who still need the required Tdap and Meningococcal vaccines required for school. Dr. Owens with the Hoke County Schools has been notified and will be getting that information out to the parents.
- Video Interpreting services through our current telephone interpreting company is being implemented in the next week to better serve our patients with face-to-face interpreting. Clinicians will be utilizing iPads to provide this service. The service is available in over 240 languages and sign language.

Fiscal Management Update

Jenny McDuffie, Asst. Health Director

The following table summarizes the finances for August 2022:

	August 2022
Revenues	\$182,881.74
Expenditures	\$266,556.84
State Funds Used	
State Funds Used	\$72,643.79
Local Appropriations	\$30,044.95
Medicaid	\$101,358.23
Fees	\$62,509.87
Total (Expenditures)	\$266,556.84

Health Director’s Update

Jenny McDuffie, Asst. Health Director

- The Hoke County Health Department had the Public Health Preparedness and Response monitoring with the State for FY 2018, 2019, FY 2020. There were several items not available:
 - Annual training records for all staff included in the Respiratory Protection Program were not available.
 - The Crisis Emergency Risk Communication Plan provided did not meet requirements.
 - The Pandemic Influenza Plan was last updated in 2010 and did not meet requirements.
 - IS 29 was not completed by the back-up Public Information Officer.
- The corrective action plan is due on December 3, 2022. Daniel Wood, Melinda Coleman, and Helene Edwards are diligently working on updating the PHP&R deficiencies.
- Mr. Roland Little served as PHP&R Coordinator until November 2021; however, he was not prepared for the programmatic monitoring visit.
- The PHP&R financial component of the monitoring visit had no findings.
- Mr. Davis asked if there was a potential payback for PHP&R monitoring deficiencies and Ms. McDuffie stated that if the CAP is completed and submitted on time, there should not be a payback situation.
- The Hoke County Health Department is advertising for the following vacant positions:

- Environmental Health Specialist (1)
- Registered Nurses (2)
- Licensed Practical Nurse (1)
- Health Educator (1)
- The Hoke County Health Department will host a Flu Vaccine Clinic for employees tentatively on November 1, 2022. The Flu vaccine clinic will also serve as a preparedness exercise.

VII. Closed Session

None

VIII. Other Business

- The Board of Health members discussed that the swim lessons will be offered for babies at the new aquatic center. The Health Department could offer baby wraps as an incentive for parents.
- The Board of Health was interested in HCHD Mobile App status. Ms. McDuffie demonstrated the app on her cell phone and passed around the table for members to see.

IX. Next Meeting Date

Next regular meeting will be Monday, November 14, 2022, at 6:30 PM.

X. Adjournment

- ❖ The meeting ended at 7:00 PM.

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

Respectfully submitted by:



Helene Edwards
Board of Health Secretary

11-14-2022

Approval Date