



**HOKE COUNTY  
Department of Public Health**

683 East Palmer Road  
Raeford, North Carolina 28376



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

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**Hoke County Board of Health Minutes**

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

**January 13, 2020 at 7:00 PM**

**Conference Room**

**I. Call to Order**

The meeting convened at 7:00 PM with Keith Walters, Chair, and Helene Edwards, Secretary. Invocation given by Mr. Jim Davis.

<b>Members Present</b>	James Davis; Dr. Susan Hendrix OD; Elizabeth Hodgkin, Vice Chair; Kathryn Hostetter; Gail Lowery; Ellen McNeill; Chris Pusey; Keith Walters, Chair; and Commissioner Robert Wright
<b>Members Absent</b>	Dr. Mark Thompson DDS
<b>Staff Members Present</b>	Melissa Baxley, Jeff Eudy, Melissa Ham, Corey Lawson, Roland Little, Jenny McDuffie, Dawn Molchan, and Cindy Morton
<b>Others Present</b>	Katherine Ramirez

**Quorum:** Yes

**II. Approval of Meeting Agenda**

Motion made by Mr. James Davis and seconded by Ms. Elizabeth Hodgkin to approve the **January 13, 2020** Board of Health meeting agenda. **Motion carried unanimously.**

**III. Approval of Minutes**

Motion made by Mr. Chris Pusey and seconded by Mr. Davis to approve the minutes from the November 12, 2019 regular Board of Health meeting as submitted. **Motion carried unanimously.**

**IV. Public Comments**

- Ms. Katherine Ramirez, from Donate Life America organization, introduced herself and stated that she was interested in learning about public health in Hoke County.

**V. Old Business**

**BOCC Meetings**

Helene Edwards, Health Director

**Board of County Commissioners Meeting on 12/2/2019**

- The Hoke County Commissioners approved the following Board of Health appointments:
  - Mr. Keith Walters was appointed to serve a third term.
  - Ms. Elizabeth Hodgins was appointed to serve a third term.
  - Ms. Gail Lowery was appointed to serve a second term.
- The Hoke County Commissioners approved the following two proposed clinical service fees:
  - Men B vaccine for children **\$200.00**
  - Sklya IUD (3-year long-acting reversible contraception) **\$950.00**

**Board of County Commissioners Meeting on 12/16/2019**

- The Hoke County Department of Social Services presented the 2018 Child Fatality Report.
- As part of the implementation strategies to reduce the fatalities of infants and children, Hoke County DSS partners with the Hoke County Health Department to create better health outcomes for pregnant women and children.

**New Business**

**Communicable Disease Annual Review**

Melissa Baxley, ERRN

- Ms. Melissa Baxley, ERRN, highlighted the state of Communicable Diseases in Hoke County for 2019. The Communicable Disease statistics will be reported at the February 2020 Board of Health meeting.
- In 2019, Hoke County had four TB cases. One TB case was drug resistant to the traditional medications and had to receive an alternative medication treatment for 18 months.
- With the increase number of cases of Chlamydia, Gonorrhea, and Syphilis from 2018 to 2019, Ms. Baxley recommended more education will be on sexually transmitted infections (STIs) with younger people.
- Ms. Baxley highlighted an increase in the following foodborne illnesses in 2019: Salmonella cases-19, Campylobacter cases-6, and Shigella cases-2.

**Environmental Health Annual Report**

Jeff Eudy, EH Supervisor  
Roland Little, RS  
Corey Lawson, RS  
Melissa Ham, RS  
Dawn Molchan, PAIII

- 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 is 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.
- Environmental Health was fully staffed in 2019.

- The Environmental Health section of the Hoke County Health Department regulates the following:
  - ✓ On-site Wastewater 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 Wastewater Disposal System and Private Water Supply Wells:

<b>OSWWD &amp; Private Water Supply Wells</b>	<b>Number of Services 2018</b>	<b>Number of Services 2019</b>
New Septic Permits	172	175
Re-inspections of existing sewage disposal systems	115	191
New private water wells	40	41
Repairs for sewage disposal systems	92	90
Private water well samples	20	-
Complaints	42	26

- More poultry houses were built in Hoke County, which has led to more complaints from neighbors about the odors from the large poultry houses. There are 48 poultry houses along Highway 20. The Department of Agriculture regulates these poultry houses; however, Environmental Health receives calls weekly about odor complaints.
- Several of the Hoke County Health Department Accreditation activities include data from Environmental Health services. Ms. Molchan ensures the proper Environmental Health information is submitted for the accreditation activities.
- Ms. Molchan is responsible for managing the Environmental Health office activities: answering calls; sending information to realtors, builders, and homeowners; receipting permit payments; managing preparedness activities: "call down drills", preparedness documentation, and minutes for EPI Team meetings; and participating on various committee meetings at the health department.

### Hoke County Preparedness Update

- Mr. Little explained his role as the Public Health Preparedness Coordinator for the Hoke County Health Department.
- Mr. Little briefly explained Public Health Preparedness activities in Hoke County.
- The Hoke County Health Department successfully completed their mandatory preparedness exercise in June 2019. The exercise included participants from several Hoke County entities: Hoke County Schools, DSS, Emergency Management, Hoke County Sheriff Department, Board of Health members, and participants from local businesses.
- Merck Pharmaceuticals has been authorized to test a vaccine for Ebola.
- Board of Health members were invited to participate in the monthly EPI Team meetings on the third Tuesdays of the month at 11:00 AM.

### Hoke County Food and Lodging Update

- Hoke County had 205 permitted Food and Lodging establishments in 2019; therefore, 416 inspections were conducted by the Hoke County Health Department.
- During 2019, Hoke County experienced a 10% increase in new permits issued.

#### Summary of New Permits Issued

<b>New Establishment</b>	<b>Number</b>
Restaurants	13
Mobile Food Units	4
Childcare Facility	1
Tattoo (One Closed)	3

- Hoke County restaurants had an average grade of 95.04%.
- In 2019, Mr. Lawson stated that Hoke County Health Department had a 100% completion rate of mandated inspections.
- Mr. Lawson and Ms. Ham addressed and resolved 12 complaints.
- Ms. Ham stated in upcoming weeks, the News-Journal will spotlight an article on "Illegal Food for Sale".
- In 2020, Environmental Health will be actively educating the public about the dangers of illegal catering. The message will enforce the law of using a permitted establishments or caterers for food purchases.
- Many illegal caterers sell their dishes through social media, which makes it difficult to catch individuals until foodborne illnesses occur.
- The Hoke County Health Department was awarded three grants from the FDA to enforce the Federal Food Code. The total awarded was **\$34,285.00**.

### Clinical Update

Cindy Morton, Nursing Supervisor

- Ms. Morton summarized the 2019 Clinical Report of Hoke County Health Department services.
- The Hoke County Health Department Teen Time annual statistical were as follows: 38 total patients seen during Teen Time with 16 males and 22 females.
- In 2020, Teen Time was replaced with an evening clinic for all patients. The Hoke County Health Department will have extended hours to 7:00 PM on the first and third Mondays of the month. All health department services are available during the extended hours.

**Administrative Update**

Jenny McDuffie, Business Officer

- The following table summarizes the finances for October 2019:

	<b>October 2019</b>
Revenues	<b>70,675.53</b>
Expenditures	<b>267,919.16</b>
<b>State Funds Used</b>	
State Funds Used	88,731.16
Local Appropriations	107,163.44
Medicaid	46,465.43
Fees	25,559.13
<b>Total (Expenditures)</b>	<b>267,919.16</b>

- The following table summarizes the finances for November 2019:

	<b>November 2019</b>
Revenues	<b>64,718.40</b>
Expenditures	<b>355,756.27</b>
<b>State Funds Used</b>	
State Funds Used	85,591.21
Local Appropriations	183,301.59
Medicaid	58,116.23
Fees	28,747.24
<b>Total (Expenditures)</b>	<b>355,756.27</b>

**Health Director's Update**

Helene Edwards, Health Director

- On November 13, 2019, the Hoke County Health Department had an irate patient who threatened to "shoot up the place". As a result of this incidence, the employees are hypervigilant in making the department a safe place.
- The Hoke County Health Department will change some of its annual mandatory trainings so that employees will be more engaged. Activities for improving team building skills are scheduled monthly, which will improve communication among employees and their interactions with patients.
- The Hoke County Health Department Safety Committee has been revamped to include quality improvement activities that can help assess and correct problems within the department.
- The Providers will meet with the Health Director, Business Officer, and Nursing Supervisor monthly to address and resolve clinical issues.
- Implementation of "Get Fit 2020", to provide employee wellness opportunities within the department.
- The Hoke-N-Hope community action committee is working to assist local pharmacist with medication drop boxes.
- The North Carolina Public Health Leadership Conference is scheduled for January 22-24, 2020. It will be at the North Raleigh Hilton.

**Recruitment of Board of Health Member**

Keith Walters, Chair

- The Hoke County Board of Health needs a general member to serve on the Board.
- Mr. Wright recommended Ms. Leah Leach. Ms. Hodgins said she would follow-up with Ms. Leah to request a resume and letter of interest from her.
- Mr. Davis had a recommendation for the Board of Health. He will remind the candidate to bring his information to the health director.
- The Board of Health will vote on the candidates and select one at the next meeting.

**VI. Closed Session**

None

**VII. Other Business**

None

**VIII. Next Meeting Date**

Next regular meeting will be Monday, February 10, 2020 at 7:00 PM.

**IX. Adjournment**

- ❖ The meeting ended at 8:05 PM.
- ❖

Motion made by Ms. Ellen McNeill and seconded by Commissioner Robert Wright to adjourn the Board of Health meeting. **Motion carried unanimously.**

Respectfully submitted by:

*Helene Edwards*

Helene Edwards  
Board of Health Secretary

2-10-20

Approval Date