



**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**  
**February 13, 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.

<b>Members Present</b>	Dr. Charles Allen, Joe Alston, Suzanne Balfour, Vice Chair, Elizabeth Hodgins, Gail Lowery, Vance McGougan Chair, Jean Squier, Keith Walters, and Commissioner Robert Wright
<b>Members Absent</b>	Patricia Crowder and Lisa Lewis
<b>Staff Members Present</b>	Ulva Little-Bennett, Isley Cotton, MSW, Jeff Eudy, RS, Erik Johnson, RS, Roland Little, RS, Jenny McDuffie, and Cindy Morton, RN
<b>Others Present</b>	Grady Hunt, Hoke County Attorney and Peggy Owens, Executive Director of Student Support Services, Joyce Beard, Crystal Renee Saunders

**Quorum:** Yes

**II. Approval of Meeting Agenda**

Motion made by Commissioner Robert Wright and seconded by Dr. Charles Allen to approve the **February 13, 2017** Board of Health meeting agenda with following amendment: Certificate presentation for Ms. Joyce Beard a former Board of Health Member. **Motion carried unanimously.**

**III. Approval of Minutes**

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

#### IV. Board of Health Member Presentation

- Mr. Vance McGougan, Chair, presented a Certificate of Appreciation to Ms. Joyce Beard for service on the Hoke County Board of Health as the registered nurse member.
- Ms. Beard served on the Board of Health for one term and was truly an active member.

#### V. Old Business

##### BOCC Meeting: 2/6/2017

Helene Edwards, Health Director

- On 2/6/2017, the Hoke County Commissioners approved the following agenda item:
  - The WNCN CBS Media Campaign will promote services of the Hoke County Health Department throughout the county that will help reduce the infant mortality rate.
  - The WNCN CBS Media Campaign will cost \$19,800.00 for three months. The Maternal Child Health Grant funds will be used for this project because it will promote the following evidence based programs:
    - Increase participation in the Long-Acting Reversible Contraceptive Program (LARC) within Hoke County.
    - Promote the Ten Steps for Successful Breastfeeding and assist the local area hospitals to become Baby-Friendly hospitals.
    - Promote the CEASE (Clinical Effort Against Secondhand Smoke Exposure) program in Hoke County.
  - Mr. Grady Hunt, Hoke County Attorney, reviewed and approved the WNCN CBS Media Plan and proposal.
  - The Hoke County Commissioners requests to have the vignettes previewed by the Board of Health and/or Commissioners before aired.

#### VI. New Business

##### Open Meetings Law Training

Grady Hunt, Hoke County Attorney

- Mr. Hunt provided handouts to all attendees of the Annual Open Meetings Law Update.
- The Board of Health is appointed by the Commissioners to conduct the business of the public.
- The Board of Health will need to have a closed session to discuss personnel issues and any confidential information of patients, clients, and/or partners that conduct business transaction with the Hoke County Health Department.
- Mr. Hunt stated that one change has occurred to closed session meetings since the 2016 Annual Open Meetings Law. The change is that video camera film or webcam can be viewed by public officials in closed session.
- Closed session minutes must exist and must provide a general account of the meeting. (A member not present should be able to know what happened.)

- For the best accountability of the closed session business, Mr. Hunt recommends recording the meeting.
- If the Board of Health needs to discuss something of importance and it doesn't involve personnel or confidentiality; it needs to be conducted during the open meeting. It is better to amend the meeting agenda to include new topics for discussion or introduce it as a new business item.
- Boards can be sued for violations to the Open Meetings Law. It is not a good practice to have dedicated Board of Health members who volunteer their time to conduct the business of the public penalized for such violations.
- If there is ever a question about business conducted in closed session, a judge will listen to any recordings and read any minutes for inspection if the public requests information about the closed session business conducted by the Board.
- The following actions can be made in closed session: personnel decisions, any pending litigation, and or confidential information.
- Any rulings need to be final before presented during open session.
- Mr. Hunt stressed that the public comment section is recommended at the beginning of the meeting instead of the end, so the public members can leave after they have made their comments.
- Mr. Hunt concluded with a question and answer session. He stressed that he is always available if anyone has questions at a later time.
- Ms. Edwards explained that with Re-Accreditation for NC Health Departments, the Board of Health minutes need to present the Board of Health actions and exhibit that the public had a chance to communicate.

### **Whole School, Whole Community, Whole Child**

Peggy Owens, Executive Dir.

- Ms. Owens presented the Whole School, Whole Community, Whole Child (WSCC) Initiative to the Board of Health.
- The WSCC Initiative includes the State Board of Education (SBE) Goal 5: "Every Student is Healthy, Safe and Responsible" and the Objective 2: Promote healthy active lifestyles for students.
- The Healthy Active Children Policy has been in effect since 2003. In 2014, revisions to the policy impacted the Coordinated School Health Model.
- The SBE endorsed the WSCC Model in November 2016 and the Hoke County Schools adopted resolution in December 2016.
- Hoke County Schools was selected as a pilot site.
- The WSCC model is an expansion and update of the Coordinated School Health approach; therefore the implementation will strengthen a unified and a collaborative approach to learning and health.
- The Wrap Around Services of the WSCC Initiative are as follows: Health/Medical Care, Mental Health Care, Dental Care, Early Childhood Learning, Academic Achievement, Family Support, Mentoring, Postsecondary Education and Career Awareness, School-to-Home Meals, and Juvenile Justice.

- The WSCC Initiative include many service providers and partners:
  - Local Education Agency—School District or Charter
  - Local Government Agency—Health Department, Department of Social Services
  - Faith-Based Organization—Churches
  - Higher Education Institution—Universities, Community Colleges
  - Nonprofit Organization—Food Banks, Boys & Girls Club
  - Private Healthcare Provider—Hospitals/Clinics
  - Community-Based/Civic Organization—Communities in Schools, Kiwanis, Rotary
  - Local Business—Chamber of Commerce
- Data Driven Prevention + Data Responsive Problem Solving= Healthy School Environment
- Ms. Owens summarized that the next steps are as follow: sign the partnership agreement, present the NC Whole Child Initiative at the School Health Advisory Council Meeting, participate in data collection and attend the NCDPI training.

Motion made by Mr. Joe Alston and seconded by Mr. Walters that the Board of Health supports the collaboration of the Hoke County Health Department and the Hoke County School System to implement the Whole School, Whole Community, Whole Child Program in Hoke County. **Motion carried unanimously.**

**Community Input for the SOTCH Report 2016**

Ulva Little-Bennett, Health Educator

- Ms. Little-Bennett presented the 2016 State of the County Health Report Worksheet results with the Board of Health.
- One recommendation was to implement a new evidence based teen program for teen pregnancy prevention and STI education for school-aged children. These programs could be introduced during the Teen Time.
- More promotion of the HPV vaccine to parents of children eligible to receive the vaccine.
- The Board of Health recommended a County Health & Wellness Program to help screen and educate employees about diabetes mellitus, ways to increase healthy food consumption, health education, and increase physical activity.
- Also, bi-weekly weight loss meetings to assist citizens maintain a healthy weight.
- Promote the tobacco cessation programs in the community and include the dangers of ecigarettes and vapping.
- Strengthen programs to address mosquito-borne illnesses, such as encephalitis, West Nile, Zika, and others.
- Increase Pertussis education to public and provide the vaccination to family members with young children in the home.
- Mental Health awareness needs to be discussed in the community and referrals made to entities under Sandhills Mental Health Services.

- The Board of Health recommended the partnership between the Hoke County Health Department and DayMark Inc. should continue to address behavioral issues with patients.
- The Hoke County Health Department and partners should work with food pantries and churches to address the food insecurity issues in Hoke County.

Motion made by Commissioner Wright and seconded by Mr. Walters to support the suggestions presented to enhance the action plans of the SOTCH 2016 report; therefore improve the health of the citizens in Hoke County.

**“Walking Through Grief” Group Support**

Isley Cotton, MSW

- Ms. Cotton explained that the Hoke County Health Department employees have been active participants in a new program entitled “Walking Through Grief”.
- Ms. Lisa DeCandia, Liberty Home Health, was asked to facilitate the program to the employees, so it could be evaluated by employees as a program that would work well for people in the community.
- The Hoke County Health Department started the program in September of 2016 and each class had 10-15 employees participate in the grief assignments.
- Since the “Walking Through Grief” Program has been successful, Ms. DeCandia and Ms. Cotton would like advertise for participants and start a group support program in April or May 2017.

Motion made by Dr. Allen and seconded by Mr. Alston to support implementing the “Walking Through Grief” Program to provide emotional support to citizens who have experienced a loss. **Motion carried unanimously.**

**Environmental Health Funding Opportunities**

Erik Johnson, RS

- Mr. Johnson expressed the need to modernize the Food Inspection Program in Hoke County.
- In August 2015, the New Food Regulation Program was considered the Gold Standard for food regulation.
- Hoke County Environmental Health Program was awarded a NACCHO grant for \$8,000.00 for the new Federal Regulation Program implementation and guidelines.
- The Food Lodging Program uses paper and pen in the field and transfers findings into the Digital Health Department system in the office. This practice is archaic and needs to be upgraded to a digital system. The Environmental Health Program was awarded \$20,000.00 from NACCHO to research a digital system to use in the field.
- To complete audit of the New Federal Regulation, Hoke County Environmental Health was awarded \$2,000.00 to complete the task.
- The Association of Food and Drug Officials (AFDO) awarded Environmental Health \$3,000.00 for training.

- The Hoke County Environmental Health Program was awarded \$33,000.00 to improve the Food and Lodging Program.

Motion made by Dr. Allen and seconded by Mr. Alston for the Board of Health to endorse the efforts of the Environmental Health staff to seek funding that will enhance the following services: Federal Food Code Enforcement, electronic equipment for food service inspections, software systems to assist with food service inspections, and ways to provide transparency of Environmental Health Services to the Hoke County citizens.

**Motion carried unanimously.**

**HCHD Clinical Services Fees**

Jenny McDuffie, Business Officer

- Ms. McDuffie explained to the Board of Health that some pharmaceutical products have had a unit price increase; therefore clinical services fees needed to be reviewed.
- Also, some clinical services needed fees in order for the Billing Department to add the encounter form.
- The Hoke County Health Department provides the following clinical services and needed to have fees established for appropriate CPT Codes:

CPT Code	Clinical Service	Proposed Fee
J7298	Mirena	\$900.00
J7609	Albuterol	\$13.00
94664	Nebulizer Treatment	\$25.00
90651	Gardasil HPV	\$255.00
90670	Prevnar 13	\$235.00
96127	Brief Emotional/Behavioral Assessment	\$15.00
96160	Administration of Patient-Focused Health Risk Assessment	\$15.00
96161	Administration of Caregiver-Focused Health Risk Assessment	\$15.00

- The proposed clinical service fees were determined by calculating employees' time, equipment needed, cost of the medicine/vaccine/device, and operational expenses.

Motion made by Mr. Walters and seconded by Commissioner Wright to approve the proposed Clinical Service fees presented for the Hoke County Health Department in order to sustain the delivery of existing services. **Motion carried unanimously.**

**Administrative Update**

Jenny McDuffie, Business Officer

- The following table summarizes the finances for January 2017:

	January 2017
Revenues	46,804.46
Expenditures	204,511.29
<b></b>	
State Funds Used	94,493.78
Local Appropriations	65,324.77
Medicaid	13,788.54
Fees	30,904.20
Total ( <i>Expenditures</i> )	204,511.29

### Clinical Update

Cynthia Morton, Nursing Supervisor

- Ms. Morton unveiled the *new* 2017 Clinical Services Spreadsheet to the Board of Health that shows total of services at the end of column.
- Ms. Morton announced that there are 2 TB cases being managed by the Communicable Disease nurse.
- The birth control type will be counted this year instead of number issued.
- In January 2017, the Teen Time clinics didn't occur because of the holidays on the first and third Mondays.
- The BCCCP services have been provided to 10 additional female patients; therefore the Hoke County Health Department has seen 31 BCCCP patients. The Hoke County Health Department is funded for 45 BCCCP patients.
- Dr. Cooper, MD, was present 3 days during the month of January 2016 and 31 patients received ultrasounds.
- Ms. Morton discussed the new Child Health section that includes the following monthly statistics:
  - Scheduled patients
  - Confirmed patients
  - Seen patients
  - Dental Varnishing patients
- Mr. Walters asked about taking some of the Hoke County Health Department programs out into the community.
- Ms. Squier requested that a cross reference be made between the CC4C patients and their Child Health appointments. The Case managers could contact the patients who miss their Child Health appointments.

### Health Director's Update

Helene Edwards, Health Director

### Funding

- The Hoke County Health Department employees want to continue searching for funding opportunities for Essential Public Health services provided at the Hoke County Health Department.
- As a part of Accreditation, the Board of Health can designate the Health Director to actively search for grant opportunities.

- Also, if a mini grant application is completed by any Health Department employees, the Health Director will inform the Board of Health Chair and ensure BOH support for the grant in the form of a letter of support or motion at the next BOH meeting.

Motion made by Mr. Alston and seconded by Commissioner Wright that the Board of Health endorses the efforts of the Hoke County Health Department staff to seek grant funds to supplement costs of established public health programs; furthermore the Board supports the Chair to endorse any letters of support on its behalf. **Motion carried unanimously.**

#### **BOH Representation**

- The Health Director represents the Hoke County Health Department at many meetings.
- As a part of Accreditation, the Board of Health can designate the Health Director to represent the Board of Health at various community meetings.
- The Health Director attends the Commissioner meetings regularly and appropriately submits agenda items for inclusion and approval.

Motion made by Dr. Allen and seconded by Mr. Alston to authorize the Board of Health to designate the Health Director to represent the Board of Health at community meetings and the Health Director will inform the Board of Health of any pertinent information. **Motion carried unanimously.**

#### **Community Care Physician Network (CCPN)**

- The Hoke County Health Department would like to join the Community Care Physician Network for physician extenders to have membership.
- Being a member allows for providers to have access to valuable resources to improve practice delivery of services.

Motion made by Dr. Allen and seconded by Mr. Alston for the Board of Health to approve the membership of the Hoke County Health Department to join the Community Care Physician Network for representation of its physician extender positions. **Motion carried unanimously.**

- The Hoke County Health Department Strategic Plan for 2016-2019 is located in the dark blue folders.
- Ms. Edwards has been asked to serve on the First Health Hoke Community Hospital Board. Ms. Edwards will be trained on February 21, 2017 and attend her first meeting on February 28, 2017.
- The Accreditation Site visit will start at 10:50 AM on February 14, 2017. The interviews are scheduled for 4:30 PM with the Board of Health members.

#### **VII. Public Comments**

Ms. Saunders stated that she is the business owner of CR Scrubs on NC HWY 401. She had flood damage caused by Hurricane Matthew; therefore she was closed in the fall of



2016. She open for business and she carries scrubs, lab coats, equipment, and shoes for males and females.

**VIII. Closed Session**

**IX. Other Business**

Motion made by Commissioner Wright and seconded by Dr. Allen to approve the minutes from May 9, 2016 closed session. **Motion carried unanimously.**

Motion made by Commissioner Wright and seconded by Dr. Allen to approve the minutes from October 24, 2016 closed session. **Motion carried unanimously.**

**X. Next Meeting Date**

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

**XI. Adjournment**

❖ The meeting ended at 8:25 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**  
Board of Health Secretary

3/13/2017

**Approval Date**