



HOKE COUNTY
Department of Public Health

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Hoke County Board of Health Minutes

Regular Meeting **Special Meeting**

March 13, 2017 at 7:00 PM

Conference Room

I. Call to Order

The meeting convened at 7:05 PM with Vance McGougan, Chair presiding, and Helene Edwards, Secretary. Invocation was given by Mr. McGougan, Chair.

Members Present	Dr. Charles Allen, Joe Alston, Suzanne Balfour, Vice Chair, Elizabeth Hodgin, Lisa Lewis, Gail Lowery, Vance McGougan Chair, Jean Squier, and Commissioner Robert Wright
Members Absent	Patricia Crowder and Keith Walters
Staff Members Present	Ulva Little-Bennett, Jenny McDuffie, and Cindy Morton, RN
Others Present	

Quorum: Yes

II. Approval of Meeting Agenda

Motion made by Commissioner Robert Wright and seconded by Mr. Joe Alston to approve the **March 13, 2017** Board of Health meeting agenda. **Motion carried unanimously.**

III. Approval of Minutes

Motion made by Mr. Joe Alston and seconded by Dr. Charles Allen to approve the minutes from the February 13, 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. Lisa Lewis for service on the Hoke County Board of Health as the in lieu of the Dentist member.

- Ms. Lewis served on the Board of Health for four years and was truly an active member.

V. Public Comments

VI. Old Business

BOCC Meeting: 3/6/2017

Helene Edwards, Health Director

- On 3/6/2017, the Hoke County Commissioners approved the following agenda items:
 - The Hoke County Health Department had two budget amendments:
 - ❖ Hoke County Health Department was awarded **\$3,778.00** from the Division of Public Health for the payment period of 6/1/2016 to 5/31/2017. This funding is an increased rate of \$.50 per participant, each month for the remainder of the service period. The current WIC participant rate has been increased from \$ 15.25 to \$15.75 per participant per month.
 - ❖ The Environmental Health Section of Hoke County Health Department was awarded **\$33,000** from the National Association of County and City Health Officials (NACCHO). The Environmental Health Section has been awarded a few mini grants to assist with improving the Food Service Delivery in Hoke County. The funds awarded from the Voluntary National Retail Food Regulatory Program Standards (Retail Program Standards) are for assisting the Hoke County Environmental Health Program with salaries, travel, supplies, and digital/electronic equipment to be used in the field in order to participate in this program.
 - **Consolidated Agreement FY 2017-2018**—The Consolidated Agreement is the State of North Carolina and the Hoke County Health Department for the FY 2017-2018. As a requirement for the Hoke County Health Department to receive State funding in the upcoming year, the following signatures are required: Health Director, Chairman of the Commissioners, and the Finance Director. Mr. Grady Hunt, Hoke County Attorney, reviewed and approved the Consolidated Agreement as written.
 - The Clinical Service Fees that were approved by the Board of Health at the February 13th meeting were approved by the Hoke County Commissioners.

Accreditation Site Visit Report

Helene Edwards, Health Director

- The Hoke County Health Department had a successful Accreditation Site Visit on February 14 and 15, 2017.
- The Site Visit Team Composition was listed as follows: Anne Thomas, Public Health Administration (Lead Site Visitor), Deborah Herring, Public Health Nursing, Robert Stott, Environmental Health, and Nilla Sloop, Board of Health.
- In Reaccreditation Site Visit Report, the Site Visit Team summarized the region served by the Hoke County Health Department, the number of employees, the Hoke County Health Department Budgets for Fiscal Year 2013, 2014, 2015, and 2016, the

services and programs provided by the Hoke County Health Department, and lastly the findings.

- The NCLHDA Site Visit Team was able to designate 145 activities out of 147 as 'Met' by the Hoke County Health Department.
- The activities that were 'Not Met' were as follows:
 - ❖ **Activity 24.2:** The local health department shall have a staff development plan that includes identifying and continuing education needs of the staff. Documentation required: Staff development plan and evidence of plan implementation. Site Visit Findings: The Site Visit Team found that the Health Department was not following their policy for staff development and were unable to show that individual staff development plans for all employees. This activity was under the Assurance category: 37 of 38.
 - ❖ **Activity 30.9:** The local health department shall prohibit the use of tobacco in its facility. Documentation: Verification of signage at all health department facilities. Site Visit Findings: The Site Visit Team toured the Environmental Health Department and found that signs stating "No Tobacco" were not present during the tour. The Environmental Health Director had requested those signs at the Management Team meeting, but the order had not been completed by the time of the Site Visit. This activity was under the Facilities and Administrative Services category: 26 of 27.
- The Hoke County Health Department Accreditation Team will attend the NC Accreditation Board meeting on May 19, 2017.

SOTCH Report 2016

Ulva Little-Bennett, Health Educator

- Ms. Little-Bennett presented the 2016 State of the County Health Report (SOTCH Report) to the Board of Health.
- Some basic statistics for Hoke County in 2016 are as the follows: 52,671 population, 49.5% males and 50.5% females, the per capita income was \$18,421.00, and the racial composition is 50.6% White, 34.1% Blacks, 12.4% Hispanic, 9.3% American Indian, 1.6% Asian, and .4% Pacific Islander/Hawaiian.
- The leading causes of death are Heart Disease, All Cancers, and Chronic Lower Respiratory Disease.
- Diabetes has dropped to the seventh cause of death.
- The Hoke County Health Department will diligently work on Adolescent Pregnancy reduction, STI prevention, and Chronic Disease management.
- The Adolescent Health and Wellness programs are the following:
 - ◆ Teen Time promotion
 - ◆ Baby Think It Over
 - ◆ Choosing the Best Journey
 - ◆ Self-esteem Program
 - ◆ Summer Youth Programs

- Some activities that were highlighted were the Smile Mobile Dentists for the uninsured children, continue to provide the Child Health Dental Vanish program, 15th Annual Diabetes Symposium, the Diabetes Support Group, the Child Safety Seat Program, American Red Cross CPR/First Aid/AED classes, the UNC Pembroke Nursing Project, and the Hoke County Health Department is on the National Diabetes Certified site.
- New and Emerging Health Issues:
 - ◆ Mosquitos
 - ◆ Teen Pregnancy Prevention
 - ◆ Obesity
 - ◆ Mental Health

Motion made by Ms. Lisa Lewis and seconded by Mr. Alston that the Board of Health approve the SOTCH 2016 Report with the corrections of the grammatical errors. **Motion carried unanimously.**

WNCN Media Campaign Images

Ulva Little-Bennett, Health Educator

- Ms. Little-Bennett provided a copy of the sample images for the Social Media campaign.
- The pictures featured promoted the Family Planning services with emphasis placed on Long Acting Reversible Contraceptives, the promotion of breastfeeding for healthier babies, and the dangers of secondhand smoke.
- Dr. Allen and Ms. Jean Squier objected to the picture with the pacifier with cigarettes; therefore, the Board recommended the use of another picture for secondhand smoking dangers.

Motion made by Dr. Allen and seconded by Ms. Lisa Lewis that the Board of Health approve the first four images presented and look for another secondhand smoke picture for the social media campaign. **Motion carried unanimously.**

Workforce Development Policy and Plan

Jenny McDuffie, Business Officer I

- Ms. McDuffie explained that at the August 2016 Board of Health meeting, the Workforce Development Plan was revised and approved.
- From the Accreditation Site Visit, it was recommended that the Work Force Development Policy and Plan needs to be applicable to all employees.
- The Workforce Development Policy includes an Individual Staff Development Plan that will be completed by all employees during the first quarter of the year.
- The training request by employees will be included in the budget each fiscal year.
- The Individual Staff Development Plans will be included with in the Workforce Development Plan of the Hoke County Health Department.

Motion made by Commissioner Wright and seconded by Dr. Allen that the Board of Health approves the Work Force Development Policy and Plan for 2017-2018. **Motion carried unanimously.**

Administrative Update

Jenny McDuffie, Business Officer

- The following table summarizes the finances for February 2017:

	February 2017
Revenues	\$ 45,061.07
Expenditures	\$ 207,763.88
State Funds Used	
State Funds Used	\$ 62,184.21
Local Appropriations	\$ 103,144.89
Medicaid	\$ 9,710.05
Fees	\$ 32,724.73
Total (<i>Expenditures</i>)	\$ 207,763.88

- Ms. Jenny McDuffie presented data from the FY 2016-17 Munis Financial Report that summarized the July-February budget for the Hoke County Health Department. At the present time, the Health Department has expended **60%** of its budget and generated **65%** revenues.

Clinical Update

Cynthia Morton, Nursing Supervisor

- Ms. Morton explained that the Nexplanon is most popular LARC in Family Planning.
- In February 2017, the Teen Time clinics only saw 2 patients; however, in March 2017, 3 patients were seen on March 6th. The Hoke County Health Department is continuing to advertise the Teen Time Clinic.
- The BCCCP services have been provided to 8 additional female patients; therefore, the Hoke County Health Department has seen 39 BCCCP patients. The Hoke County Health Department is funded for 45 BCCCP patients.
- Dr. Cooper, MD, was present for 1 day during the month of February 2017 and 12 patients received ultrasounds.
- The Mobile Dentist will be here on June 16, 2017 and the Child Health Fair is scheduled for the same day.
- Ms. Morton explained that the Hoke County Health Department will host several students for public health clinical experience in the next 3 months. The following students will be at the Health Department:
 - BSN students from UNC-Pembroke at the end of March 2017
 - A MOA student from Fayetteville Technical Community College at the end of March 2017
 - ADN students from Fayetteville Technical Community College in April 2017
 - A Nurse Practitioner Intern from Duke will be here May 2017

Yard Sale

- The Hoke County Health Department employees would like to host the second annual yard sale on Saturday, May 20, 2017, from 7 AM to Noon.
- The yard sale will be in the parking lot of the Hoke County Health Department and participants (County employees) will pay \$10.00 to purchase a table for selling their goods.
- The funds generated from the participants will be used to assist the Health Department families with the purchase of school supplies and books.
- The Yard Sale Coordinator, Ms. Sonya Fairley, has contacted the City of Raeford for yard sale requirements and there are no fees or permits required.
- Ms. Fairley stated that date and time would be given to Raeford Police Department for safety.

Motion made by Ms. Lisa Lewis and seconded by Mr. Alston that the Board of Health approves the Annual Community Yard Sale on May 20, 2017 and the table registration fees will be used to purchase school supplies for Child Health patients. **Motion carried unanimously.**

- The monthly NC Association of Health Directors' meeting will be on 3/15 and 3/16/2017 main discussion will focus on State Contract Agreement Addenda and ACA.
- On March 17, 2017, Mr. Roland Little, Ms. Morton and Ms. Edwards will attend the "Eastern Counties Hurricane Matthew Hot wash" at the Cumberland County Health Department.
- On March 17, 2017, Ms. Morton and Ms. Edwards will meet with Dr. Braswell about the Maternity Clinic services. The maternity clinic is growing at the Hoke County Health Department.
- On March 22, 2017, the Region 6 Health Directors will attend their monthly meeting at the Hoke County Health Department. The topic of the meeting will be improving the Community Health Assessment & SOTCH input of data and community input.

BOH Member Recruitment (Dentist)

Vance McGougan, Chair

- Ms. Lewis has recommended Ms. Amy Lunsford, Dental Assistant
- Mr. McGougan will contact Dr. Bullard to see if he is interested in serving. He was the dentist on the Board of Health years ago.
- Dr. Allen has recommended Ms. Allen if no one is interested in serving on the Board of Health.

VII. Closed Session

None

VIII. Other Business

IX. Next Meeting Date

Next regular meeting will be Monday, April 10, 2017 at 7:00 PM.

X. Adjournment

❖ The meeting ended at 8:15 PM.

Motion made by Dr. Allen 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

4-10-17

Approval Date