



HOKE COUNTY
Department of Public Health

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Hoke County Board of Health Minutes

Regular Meeting **Special Meeting**
January 8, 2018 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.

Members Present	Suzanne Balfour, Vice Chair, James Davis, Elizabeth Hodgin, Kathryn Hosteller, Gail Lowery, Vance McGougan Chair, Ellen McNeill, Keith Walters, and Commissioner Robert Wright
Members Absent	Jean Squier and Dr. Mark Thompson
Staff Members Present	Melissa Baxley, RN, Jeff Eudy, RS, Roland Little, RS, Jenny McDuffie, Cindy Morton, RN, and Dawn Wilkie
Others Present	Ashley Smith

Quorum: Yes

II. Approval of Meeting Agenda

Motion made by Mr. Keith Walters and seconded by Ms. Elizabeth Hodgin to approve the **January 8, 2018** Board of Health meeting agenda. **Motion carried unanimously.**

III. Approval of Minutes

Motion made by Ms. Hodgin and seconded by Ms. Suzanne Balfour to approve the minutes from the November 13, 2017 regular Board of Health meeting. **Motion carried unanimously.**

IV. Public Comments

- None
- Introduction of guest and Hoke County Health Department employees

V. Old Business

BOCC Meeting: 12/4/2017

Helene Edwards, Health Director

- On 12/4/2017, Ms. Erica Sampson, Children’s Services Child Protective Services Supervisor, for the Hoke County Department of Social Services, informed the Hoke County Commissioners and public of the 14 child fatalities during the calendar year 2016.

BOCC Meeting: 12/18/2017

Helene Edwards, Health Director

- On 12/18/2017, the Hoke County Commissioners approved the following budget amendment:

Since August 2017, Ms. McDuffie and Ms. Edwards have been working with Mr. Steven Garner, CPA for Public Health Medicaid Cost Settlements, to reduce the amount that the Hoke County Health owes to DMA for the FY 2013 Medicaid Cost Settlement. The amount was reduced to **\$61,225.00** from **\$116,907.00**. During FY 2017, the Hoke County Health Department received **\$96,099.00** from the Department of Public Health to offset the Medicaid Cost Settlement FY 2013 payback. The payment of \$61,225.00 was made prior to the deadline.

- On 12/18/2017, the Hoke County Commissioners approved the Hoke County Health Department Bad Debt Write-Off for FY 2016-2017.
- Per North Carolina G.S. § 130A-35(b), the Hoke County Commissioners appointed the following new Board of Health members:
 - ◆ Mr. James Davis, Public member
 - ◆ Ms. Ellen McNeill, Public member

VI. New Business

New Board of Health Member Introduction

Vance McGougan, Chair

- Mr. McGougan introduced Mr. James Davis and Ms. Ellen McNeill to the Board of Health members.
- Mr. Davis and Ms. McNeill were welcomed to the Board of Health and each member stated his or her name and role on the Board of Health.

Communicable Disease Annual Report

Melissa Baxley, RN

- Ms. Melissa Baxley, RN presented the Communicable Disease statistics and highlighted programs and activities in Hoke County to reduce the spread of contagious diseases.
- Ms. Baxley reported the number of Communicable Diseases cases in 2017 for Hoke County. (Handouts were given to the Board of Health members and other attendees.)

Table #1 Reported Communicable Disease Cases in Hoke County 2017

<u>Disease</u>	<u>Number of Cases</u>
Chlamydia	295
Gonorrhea	110
HIV/AIDS	5
Syphilis	5
NGU	11
PID	2
Salmonella	29
Campylobacter	9
NGU	8
E. Coli	1
TB	2
Adult Influenza Death	1
Rocky Mountain Spotted Fever	10
Lyme Disease	3

- Ms. Baxley reported that Chlamydia was the most popular Communicable Disease in Hoke County with 295 cases during calendar year 2017.

<u>Age of Chlamydia Cases</u>	<u>Number of cases</u>
10-14	1
15-19	88
20-24	104
25-29	67
30-39	23
40-49	11
50-59	0
≥ 60	1
Total	295

- The number of Chlamydia cases who self-reported being of African American race were 123 and there were 225 females treated for Chlamydia.
- It was recommended that education on Sexual Transmitted Diseases be discussed during Teen Time for individuals seeking Family Planning Services.
- Gonorrhea rates were the second highest of the Communicable Disease statistics for Hoke County during 2017.
- The number of Gonorrhea cases were 62 females and 48 males.
- In 2017, a new age category was added for both Chlamydia and Gonorrhea: ≥ 60 years. This new age category included 1 case of Chlamydia and 2 cases of Gonorrhea.
- With the new trend in data, education on Sexual Transmitted Diseases is provided during Primary Care/Adult Health appointments.
- The Gonorrhea cases were among every age category except 10-14 years of age.

<u>Age of Gonorrhea Cases</u>	<u>Number of cases</u>
10-14	0
15-19	20
20-24	34
25-29	24
30-39	20
40-49	7
50-59	3
≥ 60	2
Total	110

- Ms. Baxley worked with Environmental Health on any NCEDS alerts concerning food borne illnesses in Hoke County.
- During 2017, Hoke County had 29 cases of Salmonella reported. The below table outlines the number of cases by age.

<u>Age of Salmonella Cases</u>	<u>Number of cases</u>
<1	8
1-4	7
5-9	2
30-39	3
40-49	4
50-59	1
>60	4
Total	29

- Salmonella is caused by consuming contaminated water or food; therefore, investigations are conducted immediately after the diagnosis is reported by a medical professional.
- Campylobacter is the other foodborne illness that Environmental Health and Communicable Disease departments have to investigate.

<u>Age of Campylobacter Cases</u>	<u>Number of cases</u>
<1	1
1-4	1
20-24	1
25-29	1
30-39	2
40-49	1
50-59	2
Total	9

- Most cases of Campylobacter are associated with eating raw or undercooked poultry meat or from cross-contamination of other foods by these items. Outbreaks of *Campylobacter* have most often been associated with unpasteurized dairy products, contaminated water, poultry, and produce.

- Hoke County had 2 cases of Pulmonary TB that completed treatment in early 2017.
- Ms. Baxley reported that Hoke County had 1 suspect TB case (an 18-month female) who moved with her family from SC. She received treatment for a short time before moving to Maryland.
- In December 2017, Hoke County reported one adult Influenza Type A death. It is unknown if the patient received the Flu vaccine; however, the patient had no previous illnesses or hospitalizations.

Environmental Health Annual Report

Jeff Eudy, EH Supervisor

- 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 departments are 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.
- The Environmental Health section of the Hoke County Health Department regulates the following:

- ✓ On-site Waste Water 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 Waste Water Disposal System and Private Water Supply Wells:

OSWWD & Private Water Supply Wells	Number of Services
Waste water installation inspections	279
Waste water installation permits	205
On-site waste water system visits	700+
Private wells	27

- At the present time, Hoke County does not have any tattoo artists.
- Hoke County Environmental Health inspects the Hoke County Detention Center; however, the State Division of Prisons inspects McCain prison.
- Mr. Eudy discussed the 3 childhood lead poisoning cases investigated in 2017. The State has reduced the lead levels for investigation from 10 micrograms per deciliter ($\mu\text{g}/\text{dL}$) to 5 $\mu\text{g}/\text{dL}$. For children with confirmed blood lead levels of 5 – 9 $\mu\text{g}/\text{dL}$, an investigation must be offered to the family. For children with confirmed blood lead levels of 10 $\mu\text{g}/\text{dL}$ or greater, the investigation and remediation of lead hazards are mandatory. The amendment to the State law includes environmental investigation and remediation for pregnant women with similarly elevated blood lead levels.
- Mr. Eudy reiterated the collaboration between the Communicable Disease and Environmental Health sections to investigate all food borne illnesses. After investigation, it was discovered that some of the 29 salmonella cases were clustered in one neighborhood. These salmonella cases were found in children who were kissing frogs. The parents explained that the children were imitating a movie where the princess kissed a frog that turned into a prince.
- Mr. Eudy stressed the importance of using licensed caterers for food sale purchases. The permit for licensed caterers and/or restaurants ensures that the sanitation standards should be followed.
- Mr. Erik Johnson will attend the February Board of Health meeting to explain the inspection and service requirements for the Food, Lodging and Institutions in Hoke County.
- Hoke County has 25 residential care facilities. One residential facility, group home, was closed down because of an infestation of roaches at the residence. The owner had to evict the tenant who was using the property as a group home.
- Ms. Dawn Wilkie, Processing Assistant III, for the Environmental Health section emailed 250 surveys to contractors in Hoke County to have Environmental Health services evaluated. The department received 50 completed surveys. The responses were positive feedback.
- The Paper Vision project to scan all Environmental Health files was completed in September 2017. The realtors, septic installers, and well installers are very pleased with the service, which allows Ms. Wilkie to email copies of permits and information about the site of septic tanks within minutes of request.
- Mr. Roland Little explained his role as the Public Health Preparedness Coordinator for the Hoke County Health Department.
- **Public health preparedness capabilities.** CDC identified the following 15 public health preparedness capabilities as the basis for local public health preparedness:
 1. Community Preparedness
 2. Community Recovery
 3. Emergency Operations Coordination
 4. Emergency Public Information and Warning
 5. Fatality Management
 6. Information Sharing

7. Mass Care
8. Medical Countermeasure Dispensing
9. Medical Materiel Management and Distribution
10. Medical Surge
11. Non-Pharmaceutical Interventions
12. Public Health Laboratory Testing
13. Public Health Surveillance and Epidemiological Investigation
14. Responder Safety and Health
15. Volunteer Management

- Mr. Little expressed the Preparedness Capabilities during the monthly Epidemiology Team meeting held on the 3rd Tuesdays at 11:00 AM. All of our partners and designated staff are invited to this meeting every month. The EPI Team discusses what is happening in the community--death rates, exposures rates, statistics, etc.
- The EPI Team has fallen short on participation of community partners. Mr. Little attributes the lack of participation, because there is a lack of disaster, exposure, or any catastrophic event near Hoke County. The EPI Team is continuing to conduct outreach and coordination of service to be prepared.
- Mr. Davis volunteered to represent the Board of Health at the EPI Team meetings and he will actively help recruit community partners.

Clinical Service Fees

Cindy Morton, Nursing Director
Jenny McDuffie, Business Officer

- The Hoke County Health Department provides the Varicella vaccination (Chicken pox shot) to children who have private insurance. The current fee of \$105.00 was approved in 2012 and it has not been evaluated since that time. The lowest bid price to purchase the Varicella vaccine is \$110.00.
- The current fee doesn't include the administrative costs to provide the vaccine.
- Ms. McDuffie presented the information from the NC Practice Management Clinical Fee Determination worksheet used to set fees for local Health Departments. The product cost is \$110.00 and the administrative costs is \$116.00 based upon salaries of employees to provide the service, operating costs, and supplies. The proposed clinical service fee for the Varicella vaccine is \$230.00.
- Commissioner Wright commented that the proposed fee seems rather high and wanted to know if there were anyways this could be lower.
- Ms. McDuffie explained that working with Ms. Morton, they had reduced the initial proposed clinical service fee to this amount by reducing staff time and the service delivery time to lower the administrative costs.
- Ms. Morton explained the role of the clinician and the required electronic documentation, screening, education, and side effects discussion for the Varicella vaccine.
- Ms. Balfour had reiterated that fee schedules are typical higher than what is actually paid by insurance companies, because of the medical practice's costs.

- The Hoke County Health Department provides Vaccine For Children (VFC) for patients under 21 years of age who meet the following criteria Native American, uninsured, and underinsured. These VFC vaccines are provided by the State and they are free to patients who qualify.
- The proposed clinical service fee of \$230.00 is needed when billing for services to Medicaid because it includes what it costs the Hoke County Health Department to provide the service.
- When billing for services, insurance companies will pay the provider what their rates for that service received. (For example, if insurance company A pays \$160.00 for the Varicella vaccine and administration fee, then the Hoke County Health Department will receive payment of \$160.00 and the \$70.00 is adjusted off the patient's account.)
- The Hoke County Health Department doesn't make the patient pay for the difference, because as a service provider under contract with insurance companies, the Health Department agrees to accept their reimbursement rates.

Motion made by Mr. James Davis and seconded by Ms. Balfour that the Board of Health approve the proposed for the Varicella vaccine clinical service fee of \$230.00. **Motion carried unanimously.**

Clinical Update

Cynthia Morton, Nursing Supervisor

- Ms. Morton presented the Clinical Services Spreadsheet to the Board of Health that shows service count data ending in December 2017.
- Ms. Morton announced that in December there was one new HIV/AIDS case confirmed.
- Child Health program continues to have approximately 60-70% of its scheduled patients.
- The Depo Provera remains the most popular birth control method.
- The BCCCP Program has seen 44 of the 45 patients allotted for in FY 2018. Ms. Morton stated that we may be eligible for additional funding this budget year if the State has a surplus of funds.

Administrative Update

Jenny McDuffie, Business Officer

- The following table summarizes the finances for October 2017:

	October 2017
Revenues	60,395.83
Expenditures	216,567.97
State Funds Used	70,764.80
Local Appropriations	89,357.33
Medicaid	16,500.67
Fees	39,945.17
Total (Expenditures)	216,567.97

- The following table summarizes the finances for November 2017:

	November 2017
Revenues	85,220.21
Expenditures	252,894.32
State Funds Used	
State Funds Used	75,490.41
Local Appropriations	102,056.06
Medicaid	32,885.04
Fees	42,462.81
Total (Expenditures)	252,894.32

Health Director's Update

Helene Edwards, Health Director

- Ms. Shaquita Jones, FNP has returned to the Hoke County Health Department. Today was Ms. Jones first day back. Working with Human Resources and the County Manager, Ms. Jones was able to receive the benefits of the salary increase.
- We are still interviewing candidates for the other full-time Physician Extender II position.
- On December 22, 2017 the Hoke County Health Department had its team building fun day with luncheon.
- On January 17-19th, Ms. Morton, Ms. Sherita Sutton, Ms McDuffie and Ms. Edwards will attend the Public Health Leaders' Conference in Raleigh. This conference used to be the State Health Director Conference. Ms. Sutton was awarded a scholarship for attendance. Ms. Edwards serves on the Conference Planning Committee; therefore, her registration fee was paid by the State.
- Ms. Edwards will coordinate with Ms. McLeod to have Ms. McNeill and Mr. Davis installed in their new roles on the BOH.
- Ms. Edwards will also coordinate with Attorney Grady Hunt for annual BOH training on open meetings laws.
- The Hoke County Health Department and Hoke County Cooperative Extension has introduced a new wellness program entitled Faithful Families. There will be a dinner meeting on January 29, 2018 at 6:30 PM to introduce the program to the local churches.

VII. Closed Session

VIII. Other Business

IX. Next Meeting Date

Next regular meeting will be Monday, February 12, 2018 at 7:00 PM.

X. Adjournment

- ❖ The meeting ended at 8:15 PM.

Motion made by Commissioner Wright 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

2/12/2018

Approval Date