



**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 10, 2022, at 6:30 PM**  
**Hybrid-Zoom & Conference Room**

**I. Call to Order**

The meeting convened at 6:30 PM with Dr. Susan Hendrix, Chair, presiding, and Helene Edwards, Secretary. Invocation given by Mr. Robert Wright.

<b>Members Present</b>	Commissioner Lonnie Baldwin; James Davis, Vice Chair; Florine Fleming; Dr. Susan Hendrix, OD, Chair; Kathryn Hostetter; Leah Leach; Gail Lowery; Ellen McNeill; Chris Pusey; Dr. Mark Thompson, DDS; and Robert Wright
<b>Members Absent</b>	
<b>Staff Members &amp; Guest Present</b>	Jenny McDuffie and Jason Lycans
<b>Public Attendance</b>	None

**Quorum:** Yes

**II. Board of Health Introductions**

- The Board of Health members introduced themselves to Ms. Florine Fleming, the new registered nurse member.

**III. Approval of Meeting Agenda**

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

**IV. Approval of Minutes**

Motion made by Mr. Wright and seconded by Ms. Leah Leach to approve the minutes from the **December 13, 2021,** regular Board of Health meeting as submitted. **Motion carried unanimously.**

**V. Public Comments**

- None

**VI. Old Business**

**Board of County Commissioner Meetings**

Helene Edwards, Health Director

**BOCC Meeting on 1-3-2022**

The Hoke County Commissioners approved the following items:

- The Board of Health appointment for Ms. Florine Fleming for the registered nurse member.
- The approved contract between Hoke County Emergency Services and the Health Department to cover the Public Health Preparedness Response activities for Hoke County.

**New Business**

**Environmental Health Update**

Jason Lycans, RS EH Supervisor

- 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 Wastewater Disposal System | ✓ Private Water Supply Wells                     |
| ✓ Public Swimming Pools              | ✓ Tattoo Artists                                 |
| ✓ Child Day Care Centers             | ✓ Hospitals, Nursing Homes, & other Institutions |
| ✓ Public Swimming Pools              | ✓ All Food Services Facilities                   |
| ✓ Summer Camps & Feeding Sites       | ✓ Adult Care Homes                               |
| ✓ Local Confinement Facilities       | ✓ School Buildings & Lunchrooms                  |
| ✓ Lodging Facilities                 | ✓ Migrant Housing                                |
| ✓ Meat Markets                       | ✓ 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

- Improvement Permits—issues allows for installation of new septic system.

2019	174
2020	227
2021	266

- Repair Permits—allows for replacement or repair of existing septic system

2019	40
2020	72
2021	101

- Re-inspections—allow for continued use of existing system “as is”. Also, may be to approve location of home addition, new building, deck/patio, pool.

2019	191
2020	126
2021	132

- New well permit—allows for installation of new private well.

2019	41
2020	45
2021	50

- Operation permits— “final inspection” of newly installed septic system (new and repair) >130 since May 2021.
- The above permits did not include the following: water sample collections, wellhead inspections, follow-up visits to meet homeowner/landowner/contractor.

### Food and Lodging Statistics 2021

Type of Establishment	Number of Inspections
Category I ( <i>Hotel, Motel, Limited Food/Pushcart</i> )	10
Category II	43
Category III	37
Category IV	46
School Building	18
Hospitals	2
Childcare	30
Swimming pools	9
Tattoo	1
Residential Care/Institution	35
Nursing Homes	3
Summer Camp	1

- Inspections of permitted establishments: **235**
- Total inspections: **520**
- Inspection requirements have grown 30% since January 2019.
- Approximately 10% of the inspections require a Verification Visit.

- Re-inspections required on 1-2% of facilities
- The average time for an inspection requires 75+90 minutes to complete.

**Facility Growth**

Year	Number of New Permits	Number of Mobile Food Units
2021	19	9
2020	18	8
2019	19	2
2018	11	0

**FY 2023 HCHD Budget Wish List**

Helene Edwards, Health Director

- The Hoke County Health Department is preparing for the FY 2023 Budget.
- Areas of concern are as follows:
  - State of Mental Health in Hoke County and services needed
  - The demand of Environmental Health services needed
  - Maintenance of COVID-19 services

**HCHD Clinical Service Fees**

Jenny McDuffie, Asst. Health Director

Description	CPT Code	Cost	Current Fee	Proposed Fee
Initial Preventive Physical Exam Screening	G0402		--	\$200.00
Initial Annual Wellness Visit Screening	G0438		--	\$200.00
Subsequent Annual Wellness Visit Screening	G0439		--	\$165.00
Annual Depression Screening	G0444		--	\$32.00
Behavioral Counseling for Cardiovascular Disease Screening	G0446		--	\$40.00

Motion made by Mr. Davis and seconded by Ms. Kathryn Hostetter to approve the Hoke County Health Department Clinical Service Fees. **Motion carried unanimously.**

**Declaration of Surplus Items**

Helene Edwards, Health Director

- The Hoke County Health Department has the following items that need to be declared as surplus:
  - Copier purchased with Public Health Preparedness & Response funds.
  - TAB filling system in the Medical Records room.
  - Metal shelves and cabinets from the classroom and offices.

Motion made by Ms. Ellen McNeill and seconded by Mr. Wright to approve the copier and medical furniture items for the declaration of surplus list to be presented to the Hoke County Commissioners. **Motion carried unanimously.**

**Clinical Update: Nursing Report**

Helene Edwards, Health Director

- Ms. Dorsey submitted the following report:

### COVID Vaccinations

- November Vaccination Report: 855 boosters, 7 additional doses, 86 first doses, and 92 second doses.
- Pediatric Vaccines: 41 first doses and 50 second doses provided.
- Upcoming: Pediatric vaccines will be offered at the elementary and middle schools starting in January 2022.
- The Hoke County Schools Vaccination clinics will provide first and second doses as well as boosters.
- Vaccinations are provided monthly at Hoke County Detention Center.
- The Hoke County Health Department nurses provide COVID-19 vaccines to homebound clients.
- COVID-19 outbreaks at long-term care facilities: one outbreak at Open Arms and another outbreak at Autumn Care

### Positions that need to be filled

- Nursing Director
- Immunization Nurse
- Contract Interpreter

### December Clinic Report

- Appointment Scheduled- 671
- Appointments Rescheduled- 48
- No Shows- 113
- Cancelled- 32
- Kept- 441
- TB Cases-one active direct observation therapy. Four latent TB cases
- Ultrasounds-17 showed up and 2 no shows

### Financial Management Update

Jenny McDuffie, Asst. Health Director

The following table summarizes the finances for November 2021:

	November 2021
Revenues	\$285,309.73
Expenditures	\$386,589.69
<b>State Funds Used</b>	
State Funds Used	\$131,222.72
Local Appropriations	\$122,225.35
Medicaid	\$91,448.49
Fees	\$41,693.13
Total (Expenditures)	\$386,589.69

### Health Director's Update

Helene Edwards, Health Director

- Mr. Locklear is working on the Hoke County Community Health Needs Assessment and is requesting any ideas from the Board of Health. The Community Health Needs Assessment Input was distributed to members.
- UNC Public Health Institute will provide both the annual Board of Health training and new member orientation on February 14, 2022 at 6:30 PM.

**VII. Closed Session**

None

**VIII. Other Business**

None

**IX. Next Meeting Date**

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

**X. Adjournment**

❖ The meeting ended at 7:30 PM.

Motion made by Mr. Davis and seconded by Dr. Mark Thompson to adjourn the Board of Health meeting. **Motion carried unanimously.**

Respectfully submitted by:

Helene Edwards

**Helene Edwards**  
Board of Health Secretary

2/14/2022  
**Approval Date**