



# HOKE COUNTY Department of Public Health

683 East Palmer Road  
Raeford, North Carolina 28376



Helene Edwards, MS, RD, LDN  
Health Director

(910) 875-3717  
FAX : (910) 875-6351

## Hoke County Board of Health Minutes

Regular Meeting     Special Meeting

March 9, 2020 at 7:00 PM

Conference Room

### I. Call to Order

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

<b>Members Present</b>	James Davis; Dr. Susan Hendrix OD; Elizabeth Hodgkin, Vice Chair; Kathryn Hostetter; Leah Leach; Ellen McNeill; Chris Pusey; Dr. Mark Thompson DDS; Keith Walters, Chair; and Commissioner Robert Wright
<b>Members Absent</b>	Gail Lowery
<b>Staff Members Present</b>	Melissa Baxley and Jenny McDuffie
<b>Others Present</b>	

Quorum: Yes

### II. Approval of Meeting Agenda

Motion made by Mr. Chris Pusey and seconded by Ms. Kathryn Hostetter to approve the March 9, 2020 Board of Health meeting agenda. **Motion carried unanimously.**

### III. Approval of Minutes

Motion made by Commissioner Robert Wright and seconded by Dr. Mark Thompson to approve the minutes from the February 10, 2020 regular Board of Health meeting as submitted. **Motion carried unanimously.**

### IV. Oath of Office

- Ms. Evelyn McLeod, Clerk of Court, administered the Oath of Office to Ms. Leah Leach.
- Mr. Walters officially welcomed Ms. Leach to the Hoke County Board of Health and the members introduced themselves.

### V. Public Comments

- None

## VI. Old Business

### BOCC Meetings

Helene Edwards, Health Director

#### **Board of County Commissioners Meeting on 2/17/2020:**

- The Hoke County Commissioners appointed Ms. Leah Leach to serve on the Hoke County Board of Health.

### **New Business**

### HCHD Clinical Personnel Changes

Helene Edwards, Health Director

- Ms. Cindy Morton, Nursing Supervisor, retired on March 1, 2020. Ms. Morton announced her retirement decision after the February Board of Health meeting.
- Ms. Melissa Baxley, BSN, ERRN, is serving as Interim Nursing Supervisor.
- The Nursing Supervisor position is advertised with a closing date of March 12, 2020.
- The Hoke County Health Department has two other nursing positions advertised—the Maternal Health Coordinator and the Immunization Coordinator positions.

### FY 2021 HCHD Budget Discussion

Jenny McDuffie, Business Officer  
Helene Edwards, Health Director

- The Hoke County Health Department budget for Fiscal Year 2021 is due to the County Manager on March 31, 2020.
- Ms. McDuffie explained that the proposed budget mirrors the FY 2020 budget, except some reductions in State funding for FY 2021. The reductions are as follows:
  - The CLAS funding ends May 31, 2020.
  - The WIC funding was reduced by \$33,000.00 due to a reduction in the Hoke County WIC participation.
- The Hoke County Health Department will need to replace some computers with expired warranties. These computers will be purchased using State funds.
- Environmental Health has requested a new truck to replace Jeff Eudy's vehicle which has over 100,000 miles.
- The contractual services will remain the same for FY 2021. The contracts will be included in the Board of Health packets next month.

### Clinical Update

Melissa Baxley, Interim Nursing Supervisor

- COVID-19 discussion with a summary of the role of the Hoke County Health Department.
- All of the Health Department's advertising venues are being utilized to educate the public about COVID-19. The venues used are as follows:
  - Digital billboard on 401
  - HCHD Facebook page
  - Hoke County website
  - COVID-19 resource kits for Hoke County Department Heads, congregate living facilities, churches, and child care facilities

- Environmental Health has distributed COVID-19 information and resources to local permitted food establishments, food truck vendors, licensed day cares, and licensed congregate living facilities.
- In preparation for reporting COVID-19 positive cases, Ms. Baxley has updated the contact information for all medical providers practicing in Hoke County.
- With the mandatory use of PPE during the COVID-19 pandemic, Mr. Roland Little is providing FIT Testing and subsequently issuing N95 masks to first responders and Hoke County essential personnel. The N95 mask is the PPE used to protect personnel from COVID-19.
- Ms. Baxley provided a brief summary of the clinical operations of the Health Department with the two vacant nursing positions.
- In February, Hoke County had its first Influenza death.
- The Hoke County Health Department clinicians provided 37 rapid Influenza tests that resulted with 14 cases of Influenza.
- The Maternity clinic appointment had a show rate of 93% for scheduled appointments. Twelve patients had ultrasounds during the month of February.
- The clinicians are engaged in providing excellent customer service to encourage patients to keep scheduled appointments. The goal is to increase the show rate for all Health Department programs by 5% each month; therefore, clerical employees are calling patients to remind them of their appointments. The appointment reminders are sent via text messages to enrolled patients as well.

**Administrative Update**

Jenny McDuffie, Business Officer

- The following table summarizes the finances for January 2020:

	<b>January 2020</b>
Revenues	<b>63,236.82</b>
Expenditures	<b>239,040.53</b>
<b>State Funds Used</b>	
State Funds Used	75,443.76
Local Appropriations	95,146.87
Medicaid	47,069.79
Fees	21,380.11
Total ( <i>Expenditures</i> )	<b>239,040.53</b>

**Health Director's Update**

Helene Edwards, Health Director

- The meetings with the providers are helping to improve clinical services.
- UNC-Chapel Hill will provide the Board of Health Orientation training on April 13, 2020 at 5:30 PM. This training is mandatory for new Board of Health members within the first year of service. Dinner will be provided for the attendees. The regularly scheduled Board of Health Meeting will start at 7:00 PM.
- The Hoke County Health Department is busy assessing PPE needs for the COVID-19 pandemic for other departments as well as completing a thorough clinical assessment of PPE needs to maintain clinical program services.

- The Hoke County Health Department is promoting the COVID-19 messages of the NC DHHS and following CDC guidance.

**VII. Closed Session**

Motion made by Commissioner Wright and seconded by Mr. Davis to go into closed session for G.S. 143-318.11(a)6 -personnel exception. **Motion carried unanimously.**

Motion made by Ms. McNeill and seconded by Commissioner Wright to come out of closed session for personnel discussion. **Motion carried unanimously.**

**VIII. Other Business**

None

**IX. Next Meeting Date**

Next regular meeting will be Monday, April 13, 2020 at 7:00 PM.

**X. Adjournment**

❖ The meeting ended at 8:15 PM.

❖

Motion made by Mr. Davis and seconded by Ms. Leah Leach to adjourn the Board of Health meeting. **Motion carried unanimously.**

Respectfully submitted by:

Helene Edwards  
Helene Edwards  
Board of Health Secretary

5-11-20  
Approval Date