



HOKE COUNTY
Department of Public Health

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Health Director

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Hoke County Board of Health Minutes

Regular Meeting **Special Meeting**
March 12, 2018 at 7:00 PM
Conference Room

I. Call to Order

The meeting convened at 7:01 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, Jean Squier, Dr. Mark Thompson, and Keith Walters
Members Absent	Commissioner Robert Wright
Staff Members Present	Ulva Little-Bennett, Jenny McDuffie, Cindy Morton, and Erik Johnson
Others Present	

Quorum: Yes

II. Approval of Meeting Agenda

Motion made by Mr. Keith Walters and seconded by Mr. Jim Davis to approve the **March 12, 2018** Board of Health meeting agenda. **Motion carried unanimously.**

III. Approval of Minutes

Motion made by Mr. Davis and seconded by Ms. Suzanne Balfour to approve the minutes from the February 12, 2018 regular Board of Health meeting as submitted. **Motion carried unanimously.**

IV. Public Comments

- None

V. Old Business

BOCC Meeting:

Helene Edwards, Health Director

- None

VI. New Business

Environmental Health Review of Food & Lodging Program

Erik Johnson, RS

- Mr. Johnson summarized the requirement of the Hoke County Health Department Food and Lodging Program.
- The Food and Lodging Program field activities completed totaled 920 in 2017.

<u>Food and Lodging Service</u>	<u>Total Number</u>
Regular Inspections	637
Re-Inspections	43
Verifications & Consultations	110
Complaint investigations	16
Plan Review visits	104
Outbreak investigations	10
Total Field Activities	920

- Mr. Johnson explained that Hoke County has 16 schools with one private school that required inspections.
- All swimming pools and splash pads must have the original plans reviewed by Environmental Health before and during construction.
- There were 43 re-inspections completed in 2017 because the restaurant managers wanted to achieve an A.
- Hoke County had 5 Salmonella cases in the same neighborhood. After completing the investigation, the children had been kissing frogs.
- Hoke County Environmental Health has been awarded \$9400 in NACCHO funding for education and training for the FDA Retail Food Service Program Standards.
- All the Food and Lodging inspections are electronic now.
- The Environmental Health files have been scanned and are all digital.
- Hoke County High Schools have two new concession stands.
- On March 5, 2018, Mr. Johnson conducted an information session on how to become a licensed caterer. It was well attended and several people would like to obtain a Food and Lodging permit.

SOTCH Report

Ulva Little-Bennett, Health Educator II

- The State of the County Health (SOTCH) Report is completed in the years between the Community Health Assessment (CHA).
- The 2017 SOTCH report is available on the Hoke County website.
- Cardiovascular disease remains the number 1 cause of death in Hoke County.

- Communicable Diseases have gradually increased over the past 3 years. The Hoke County Health Department is diligently working with other providers and media to promote testing for symptomatic people.
- In 2019 the Hoke County Health Department wants to reduce Teen Pregnancy by 5% through community education and awareness.
- By June 2019, the Hoke County Health Department wants to reduce the rate of heart disease related deaths by 10% through improving access to medical care for uninsured residents and providing community education and awareness.
- By June 2019, the Hoke County community leaders would like to promote a safe and healthy environment for Hoke County citizens by decreasing the percentage of smokers by 5%.
- The Hoke County Prescription Overdose Coalition will sponsor a Take Back Event on April 20, 2018.

Motion made by Ms. Jean Squier and seconded by Ms. Ellen McNeill that the Board of Health approve the 2017 State of the County Health Report. **Motion carried unanimously.**

Clinical Update

Cindy Morton, Nursing Director

- Ms. Morton presented the Clinical Services Spreadsheet to the Board of Health that shows service count data for February 2018.
- Ms. Morton announced there was one new AIDS case confirmed.
- Hoke County had one flu death from Influenza type A.
- The Mobile Dentist was at the Hoke County Health Department on March 12, 2018. The dentist examined 30 children.
- Ms. Cheryl Williams is rostered as the Enhanced Role RN for Child Health services for FY 2018-2019.

Administrative Update

Jenny McDuffie, Business Officer

- The following table summarizes the finances for January 2018:

	December 2017
Revenues	72,704.76
Expenditures	187,888.26
45,590.88	45,590.88
Local Appropriations	52,784.60
Medicaid	70,650.38
Fees	18,862.40
Total (Expenditures)	187,888.26

FY 2018-2019 Budget Discussion

Helene Edwards, Health Director
Jenny McDuffie, Business Officer

Two new positions:

Administrative Assistant I

- Grade 66 step 1 \$35,506.00
- Assistant to the Health Director, Business Officer, and Nursing Director

Motion made by Mr. Davis and seconded by Ms. Balfour that the Board of Health approve the Administrative Assistant position for FY 2019. **Motion carried unanimously.**

Environmental Health Specialist I

- Grade 70 step 1 \$43,158.00
- Reinstatement the Environmental Health Specialist I position that has been dropped from the budget since 2012.

Motion made by Mr. Keith Walters and seconded by Mr. Davis that the Board of Health approve the Environmental Health Specialist I position for FY 2019. **Motion carried unanimously.**

Reclassification

Public Health Nurse I to Public Health Nurse II

- Grade 73 step 2 \$51,210.00
- The Public Health Nurse I position has had an increase in job duties:
 - Change from Immunization Program Assistant at 10% of to the Immunization Program Coordinator at 25%
 - Post-Partum Assessment and Home Visiting Nurse time completion (Revenue)

Motion made by Dr. Mark Thompson and seconded by Ms. Ellen McNeill that the Board of Health approve the reclassification of the Public Health Nurse I to a Public Health Nurse II position. **Motion carried unanimously.**

Public Health Nurse II to Social Worker II

- Grade 67 step 1 \$37,282.00
- The PH Nurse II was the coordinator of the PCM and CC4C programs.
- Last year, that was changed because the nurse felt like she loses her clinical skills.
- The supervisor position was changed to a MSW.
- The PHN II left at the end of the FY 2017.

Motion made by Ms. Squier and seconded by Ms. Kathryn Hostetter that the Board of Health approve the reclassification of the Public Health Nurse II to a Social Worker II position. **Motion carried unanimously.**

- Cleaning Services Contract will go out for bid tomorrow per directive of the County Manager.
- Environmental Health will be requesting more funds for electronic software used within the department.

Health Director's Update

Helene Edwards, Health Director

- Ms. Gladys Dorsey, FNP started on 2/26/2018 and she is doing well.
- Ms. Edwards will be in Raleigh for the NCAHLD meetings on March 14 and 15th.
- At the Commissioners' meeting next week 3/19, the Health Department has 4 agenda items:
 - Consolidated Agreement which a contract between the Health Department and the State.
 - Tattoo Artist Fee reduction to \$250
 - WIC Processing Assistant II contract until 5/31
 - Temporary Social Worker contract for 8 weeks.
- Attorney Grady Hunt will provide the annual BOH training on open meetings laws at the April 9, 2018 meeting.
- FY 2018-2019 budget is due 3/19/2018 to the County Manager.

VII. Closed Session

VIII. Other Business

IX. Next Meeting Date

Next regular meeting will be Monday, April 9, 2018 at 7:00 PM.

X. Adjournment

- ❖ The meeting ended at 8:31 PM.

Motion made by Ms. McNeill and seconded by Dr. Thompson to adjourn the Board of Health meeting. **Motion carried unanimously.**

Respectfully submitted by:



Helene Edwards
Board of Health Secretary

4-9-2018
Approval Date