



HOKE COUNTY
Department of Public Health

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Raeford, North Carolina 28376

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Health Director

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Hoke County Board of Health Minutes

Regular Meeting **Special Meeting**
April 10, 2017 at 7:00 PM
Conference Room

I. Call to Order

The meeting convened at 7:03 PM with Vance McGougan, Chair presiding, and Helene Edwards, Secretary. Invocation was given by Mr. McGougan, Chair.

Members Present	Dr. Charles Allen, Joe Alston, Patricia Crowder, Elizabeth Hodgins, Gail Lowery, Vance McGougan Chair, Jean Squier, Keith Walters, and Commissioner Robert Wright
Members Absent	Suzanne Balfour, Vice Chair
Staff Members Present	Erik Johnson, RS, Roland Little, RS, Jenny McDuffie, Cindy Morton, RN, and Sherita Sutton
Others Present	Dr. Karen Smith, Medical Director and Brittany Atkinson

Quorum: Yes

II. Approval of Meeting Agenda

Motion made by Dr. Charles Allen and seconded by Mr. Keith Walters to approve the **April 10, 2017** Board of Health meeting agenda. **Motion carried unanimously.**

III. Approval of Minutes

Motion made by Commissioner Wrights and seconded by Mr. Joe Alston to approve the minutes from the March 13, 2017 regular Board of Health meeting. **Motion carried unanimously.**

IV. Introduction of New Employee

- Ms. Sherita Sutton, MPH, is the new Public Health Educator II who started employment on February 21, 2017.
- She will partner with Ms. Ulva Little-Bennett with many health promotion projects in the community.

- She will provide the Childbirth Education classes for pregnant women and their families in the Hoke County community.

V. Public Comments

None

VI. Old Business

BOCC Meeting: 3/20/2017

Helene Edwards, Health Director

- On 3/20/2017, Hoke County Commissioners requested the Supervisors of Environmental Health and Utilities to attend the meeting for 2 concerned citizens residing in the Country Walk community.
- Ms. Ann Hooker reported the Country Walk subdivision needed sewer because the septic tanks were failing.
- Ms. Earlene Harper reported that her neighbors' septic tank was leaking and the waste water was traveling in the drinking water areas.
- Mr. Jeff Eudy, Environmental Health Supervisor spoke to Ms. Harper and Ms. Hooker during the meeting. He went to examine Ms. Hooker's lot on 3/21/2017.
- Ms. Harper had her septic tank checked on 3/22/2017 by Mr. Eudy.
- No waste water was seen in the neighbors' yard and Ms. Harper's septic tank was fine.
- Country Walk subdivision has 173 septic tanks and they have 11 repairs since neighborhood was built in the late 1990s.

BOCC Meeting: 4/3/2017

Helene Edwards, Health Director

- On 4/3/2017, Hoke County Commissioners approved reinstatement of the Office Assistant V position for the clerical supervisory duties needed.
- The employee who was selected for vacant billing position has worked for the Hoke County Health Department for 19 years and she was currently at the same level as the vacant billing position (Processing Assistant IV). During her tenure at the Hoke County Health Department, she completed her Undergraduate degree in Business Management, has taking coding classes, and became a Certified Interpreter successfully completing levels I, II, and III.
- In order to increase her salary to compensate for her continuous public health service and educational pursuits, supervisory duties were included in the job description. As a supervisor, the County and State Human Resources mandates that the position is one to two grades higher than the individuals supervised.

Healthcare Update in Hoke County

Dr. Karen Smith, Medical Director

- Dr. Smith summarized the mandates of the Healthcare Reform in the USA and the adoption of changes in North Carolina.

- The first requirements of Healthcare reform were for providers to use an electronic health record and e-scripts for prescription drugs.
- The electronic health records allow third party payers to review quality improvement measures used to improve patients' health outcomes offered by providers.
- The electronic health records are to connect to Health information Exchange and the data must be available to providers in other settings to ensure optimal healthcare.
- Medicare is contracting with different entities to become a Managed Care Model.
- There is legislation to allow e-scripts of narcotics is under review.
- Medicare practices are working with local health departments to utilize valuable resources.
- Data usage is needed for narcotic use.

Clinical Update

Cindy Morton, Nursing Supervisor

- Ms. Morton explained that there were 2 TB cases in Hoke County and one AIDS case.
- In March 2017, the Teen Time clinics only saw 6 patients. The Hoke County Health Department continues to advertise the Teen Time Clinic.
- The BCCCP services have been provided to 1 additional female patient; therefore, the Hoke County Health Department has seen 40 BCCCP patients. The Hoke County Health Department is funded for 45 BCCCP patients.
- The Clinic completed 52 pregnancy test during the month of March and 9 patients became new OB patients.
- Dr. Cooper, MD, was present for 1 day during the month of March 2017 and 16 patients received ultrasounds.
- The Mobile Dentist will be here on June 16, 2017 and the Child Health Fair is scheduled for the same day.
- The spring is very busy time of year for clinical program trainings.

Administrative Update

Jenny McDuffie, Business Officer

- Ms. McDuffie explained that the WIRM expenditure report was due the next week, and she provide the report at the May 2017 meeting.
- Ms. McDuffie summarized the July-March budget for the Hoke County Health Department. At the present time, the Health Department has expended **68.9%** of its budget and generated **69.2%** revenues.

New HCHD Position for FY 2018

Helene Edwards, Health Director

Environmental Health Specialist II (Reinstate a position)

Erik Johnson, RS, and Roland Little, RS

- The Hoke County Health Department would like to reinstate the Environmental Health Specialist II position in FY 2017-2018.
- The Environmental Health Section is comprised of two main programs: Onsite Wastewater and Food and Lodging.
- The Onsite Wastewater Program (OSWW) consists of septic systems and private drinking water wells. Mr. Jeff Eudy and Roland Little managed the OSWW program.
- The Food, Lodging, and Institutions (FLI) program is managed by Mr. Erik Johnson, RS and FLI includes the following:
 - ❖ Retail food establishments
 - ❖ Lodging establishments
 - ❖ Institutions
 - ❖ Child Care
 - ❖ Schools
 - ❖ Public Swimming Pools
- In Hoke County, the FLI program consists of 190 different facilities and the different types of facilities are required to mandatory inspections at varying frequencies.
- The list below exhibits the frequency of inspections required for the different facility types:

❖ Child Care Centers	2 times per year (minimum)
❖ Hospital	2 times per year (minimum)
❖ Jail	1 time per year (minimum)
❖ Food Service Establishments*	2 times per year (minimum)
	3 times per year (minimum)
	4 times per year (minimum)
- * Frequency is based on risk category, which is assigned during plan review based on menu and types of food preparation processes.*
- FLI program has increased from 350 (FLI inspections in 2006) to 424 (FLI inspections in 2017) with complexity using the Federal Food Code criteria for inspections.
- The FLI inspections may have to be repeated several times for low scoring establishments.
- The OSWW program has the same issue with large number of inspections too.
- Hoke County continues to grow and with growth the Environmental Health services has increased.

Motion made by Dr. Allen and seconded by Mr. Walters that the Board of Health approve the reinstatement of the Environmental Health Specialist II for FY 2017-2018. **Motion carried unanimously.**

Social Worker III (Reclassification)

Helene Edwards, Health Director

- Ms. Isley Cotton completed her MSW in December 2016 and she is preparing to be a Licensed Clinical Social Worker. Ms. Cotton is currently a Social Worker II.

- There is a tremendous need to have a Social Worker III to utilize supervisory skills with the other Social Workers, partner with other facilities to provide assistance to patients, and offer counseling services to patients in need of a Licensed Clinical Social Worker.
- Since 2011, the Hoke County Health Department had a Public Health Nurse II in the supervisory roll; however, after several discussions this a poor way to utilize a PH Nurse II and it erodes the clinical skills of the nurse.
- This position is funded at 100% by the Community Care of North Carolina. (No local funds needed)

Motion made by Commissioner Wright and seconded by Mr. Alston that the Board of Health approve the reclassification of the Social Worker II position to a Social Worker III for FY 2017-2018. **Motion carried unanimously.**

Nutritionist II (Reclassification)

Helene Edwards, Health Director

- The Hoke County WIC Program would like to reclassify the Nutritionist I position to a Nutritionist II.
- Ms. Tomi Meachum has completed breastfeeding clinical and education skills to prepare her for the International Lactation Consultant examination.
- While she gains experience in becoming a breastfeeding expert, she would like to serve as the Breastfeeding Coordinator for the Hoke County WIC Program.
- This position is funded at 100% by the North Carolina WIC Program. (No local funds needed)

Motion made by Dr. Allen and seconded by Mr. Walters that the Board of Health approve the reclassification of the Nutritionist I position to a Nutritionist II for FY 2017-2018. **Motion carried unanimously.**

Summary of Proposed Budget FY 2017-2018

Jenny McDuffie, Business Officer
Helene Edwards, Health Director

- The Proposed Budget for FY 2017-2018 includes all professional service contracts that will be reviewed at the Board of Health meeting on May 8, 2017.
- The salaries provided in the Proposed Budget for FY 2017-2018 include the following: reinstatement of the Environmental Health Specialist II position, the reclassification of the Social Worker II position to Social Worker III, the reclassification of the Nutritionist I position to Nutritionist II and the salaries for employees due longevity pay raises.
- There are no requests for any capital outlay items in Proposed Budget for FY 2017-2018.

2017-2018 Proposed Budget Justifications

Revenues- 113510

- Additional Smart Start funds \$1,000
- Carolina Access increased based on FY 17 projections
- Family Planning Fees increased based on FY 17 projections
- Family Planning State Funds decrease of \$7,244
- Maternal Care State Funds increased \$1,945
- WIC State funds decrease \$12,291
- Reduction in BCCCP Federal funds \$3,825
- Health Communities increase \$9,466
- Active Routes to School increase \$12,000

Health Administration-115110

- Increase in Salary and Fringe to cover current employees, includes two reclassifications and one reinstatement of Environmental Health position.
- Increase Professional Services by \$8,840, includes contracts for Medical Director, OB Contract with Cape Fear OB/GYN, Cleaning Contract and Pharmacy Contract with Hoke Pharmacy and Patagonia Health EHR

Primary Care-115115

- No change

Communicable Disease-115120

- No change

Bioterrorism-115121

- No change

BCCCP-115151

- Reduction in Supplies and Materials by \$3,825.00

Family Planning-115153

- No change

Child Health-115160

- Increase in Child Fatality Funds \$103

CC4C-115161

- No change

NC Partnership for Children

- Increase of \$1,000

Maternal Health-115164

- No Change

Active Routes to School-115165

- Increase Supplies \$8,025

Immunizations-115166

- Only budget for Supplies increase \$4,000

Pregnancy Care Management-115170

- No significant change

Environmental Health-115180

- No change

Health Promotion-115190

- Increase in Healthy Communities by \$4,000.00

WIC Client Services-115200

- No significant change

WIC Nutrition-115201

- No change

WIC Administration-115202

- No change

WIC Breastfeeding-115203

- Increase Travel

WIC Breastfeeding Peer Counseling-115204

- Increase Professional Services and Telephone Services \$5,700

BOH Approval of Proposed Budget

Jenny McDuffie, Business Officer
Helene Edwards, Health Director

FY 2017-2018 Proposed Budget:

- Total estimated expenditures: **\$ 3,249,388.00**
- Projected revenue and State funds: **\$ 2,831,789.00.**
- Estimated County contribution: **\$ 1,384,351.00**

Motion made by Commissioner Wright and seconded by Dr. Allen that the Board of Health approve the Proposed Budget for FY 2017-2018. **Motion carried unanimously.**

Health Director Job Description

Helene Edwards, Health Director

- The Health Director Job Description for 2017 has been updated to reflect the current budget for FY 2016-2017.
- The Board of Health discussed the duties of the Health Director.
- No content change was made to the Health Director Job Description.

Motion made by Mr. Walters and seconded by Dr. Allen that the Board of Health approve the Health Director Job Description for 2017. **Motion carried unanimously.**

Health Director's Update

Helene Edwards, Health Director

- The Health Director Evaluation will be conducted during the Board of Health meeting on May 8, 2017.
- The Board of Health requested that Ms. Edwards complete a self-evaluation and submit all accomplishments to the Board members prior to the next meeting.
- Ms. Edwards explained the Prescription Overdose project that the Hoke County Health Department has coordinated with the following community partners: FirstHealth Hoke Hospital, Cape Fear Valley Healthcare System, DayMark, Public Health Advisory Committee members, Hoke County Sheriff Department, and Raeford Police Department. The first meeting was held on April 5, 2017 at the Hoke County Health Department and the partners plan to meet on the first Wednesday of every month at 11 AM, in order to create the strategic plan to prevent prescription overdoses in Hoke County.
- On April 11th, the Hoke County Health Department will host a public health luncheon for National Public Health Month. The theme this year is *Healthy 2030* and each program will showcase the public health services provided at the Hoke County Health Department. The employees will be networking with the Public Health Advisory Committee members, Hoke County Commissioners, Board of Health members, and various community partners.

BOH Member Recruitment (Dentist)

Vance McGougan, Chair

- Mr. McGougan explained that Dr. Bullard is not interested in serving on the Board of Health; however, two people were recommended if a dentist is not willing to serve.
- Ms. Edwards will send a Board of Health recruitment letter to all the dentists practicing in Hoke County, to recruit a dentist who resides in Hoke County.
- If dentist recruitment is unsuccessful, the Board of Health will select one of the two potential candidates for appointment.

VII. Closed Session

None

VIII. Other Business

IX. Next Meeting Date

Next regular meeting will be Monday, May 8, 2017 at 7:00 PM.

X. Adjournment

❖ The meeting ended at 8:21 PM.

Motion made by Mr. Alston 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

5/8/17

Approval Date