



Helene Edwards, MS, RD, LDN
Health Director

HOKE COUNTY Department of Public Health

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Hoke County Board of Health Minutes

Regular Meeting Special Meeting
May 8, 2017 at 7:00 PM
Conference Room

I. Call to Order

The meeting convened at 7:05 PM with Vance McGougan, Chair presiding, and Helene Edwards, Secretary. Invocation was given by Mr. McGougan, Chair.

Members Present	Dr. Charles Allen, Suzanne Balfour, Vice Chair Elizabeth Hodgin, Vance McGougan Chair, Jean Squier, Keith Walters, and Commissioner Robert Wright
Members Absent	Joe Alston, Patricia Crowder, and Gail Lowery
Staff Members Present	Ulva Little-Bennett, Jenny McDuffie, and Cindy Morton, RN
Others Present	

Quorum: Yes

II. Approval of Meeting Agenda

Motion made by Mr. Keith Walters and seconded by Commissioner Robert Wright to approve the **May 8, 2017** Board of Health meeting agenda. **Motion carried unanimously.**

III. Approval of Minutes

Motion made by Commissioner Wright and seconded by Dr. Charles Allen to approve the minutes from the April 10, 2017 regular Board of Health meeting. **Motion carried unanimously.**

IV. Public Comments

None

V. Old Business

BOCC Meeting: 5/1/2017

Helene Edwards, Health Director

- On 5/1/2017, Hoke County Commissioners approved the following budget amendment:
 - The Hoke County Health Department was awarded an additional \$1,000.00 from the Hoke County Partnership for Children and Families for Child Passenger Safety Seat Program.

VI. New Business

Prescription Drug Overdose Coalition

Ulva Little-Bennett, Health Educator

- The Hoke County Health Department has organized key leaders to participate in the creation of the Hoke County Prescription Overdose Coalition and Strategic Plan.
- The Department of Health and Human Services provided funds to all counties to create coalitions.
- The Prescription Drug Overdose Coalition met for the first time on April 5, 2017 and the second meeting was held on May 3, 2017.
- Ms. Little-Bennett reported that in NC during 2015-2016, there were over 20,000 cases of Opioid use.
- Hoke County had no opioid deaths in Fiscal Year 2015, but one opioid overdose was reported in Fiscal Year 2016.
- The Coalition membership consists of the following: FirstHealth, Cape Fear Hospital, Hoke County Sheriff Department, Raeford Police Department, Department of Social Services, DayMark Behavioral Health services, Public Health Advisory Coalition, and other key partners continue to be solicited.
- Project Lazarus presentation was discussed on May 3rd and options for providing Narcan to local law enforcement officers.
- Ms. Little-Bennett is seeking a pharmacist and any Board of Health members who have interest in opioid overdose.
- Dr. Charles Allen agreed to serve on the Prescription Drug Overdose Coalition as a community pharmacist and Ms. Suzanne Balfour volunteered to serve as a community health professional.
- The next Prescription Drug Overdose Coalition meeting will be held on June 7, 2017 at 11:00 am in the Health Department Conference Room.

Clinical Update

Cindy Morton, Nursing Supervisor

- Ms. Morton explained that as of April 2017 there is only one TB case in Hoke County and no new AIDS cases.
- In April 2017, the Teen Time clinics saw four patients. The Hoke County Health Department continues to advertise the Teen Time Clinic.

- The BCCCP services were provided to four additional female patients; therefore, the Hoke County Health Department has seen 45 BCCCP patients. The Health Department seen the mandatory number of women for the BCCCP funding.
- The Clinic completed 45 pregnancy tests during the month of April and 15 patients became new OB patients.
- Dr. Cooper, MD, was present for 1 day during the month of April 2017 and 13 patients received ultrasounds.
- The Mobile Dentist will be here on June 16, 2017 and the Child Health Fair is scheduled for the same day.
- Ms. Samantha Rosol, RN completed the Public Health Nursing Principles and passed the certification exam required for public health.
- On May 22, 2017, the Hoke County Health Department providers will serve as preceptor for a Duke Nurse Practitioner student.
- The UNC Pembroke Nursing students completed their Public Health rotation this spring.
- Also, the FTCC Nursing students completed their Public Health experience during the months of March and April 2017.
- The Hoke County Health Department Annual Yard Sale will be held on May 20, 2017. To promote services, the Health Education Department will host the community health day for the citizens to promote Family Planning, Maternity, and Child Health services to help reduce infant mortality in Hoke County. The WIC Program will host a pop-up WIC Clinic from 8 AM to 11 AM to enroll patients on WIC.

Administrative Update

Jenny McDuffie, Business Officer

- Ms. McDuffie presented the March WIRM expenditure report to the Board of Health.
- The following table summarizes the finances for March 2017:

	March 2017
Revenues	\$ 67,854.01
Expenditures	\$ 391,431.88
State Funds Used	
State Funds Used	\$ 84,844.66
Local Appropriations	\$ 229,770.83
Medicaid	\$ 27,003.13
Fees	\$ 49,813.26
Total (<i>Expenditures</i>)	\$ 391,431.88

- Ms. McDuffie explained that there was a loan payment for the Hoke County Health Department paid in March for **\$ 168,823.00**.

HCHD Cleaning Services

Helene Edwards, Health Director

- Ms. Edwards has been working on a Request for Proposal (RFP) with Mr. Grady Hunt, Hoke County Attorney, for the Hoke County Health Department Cleaning services.
- Mr. Bethea submitted bid request that was 30% over current contract rate for FY 2018. There was no explanation for the increase and it arrived after the Board of Health had approved the proposed budget for FY 2018.
- When the work began on the RFP for Cleaning Services, Mr. Bethea submitted the original bid.
- Ms. Edwards solicited any contractual changes from established between January to March for FY 2018 budget preparation.

Motion made by Dr. Allen and seconded by Ms. Suzanne Balfour that the Board of Health approve the RFP process for the Cleaning services or consider reinstating the Housekeeping position created in the past for the janitorial services. **Motion carried unanimously.**

HCHD Professional Services Contracts

Helene Edwards, Health Director

- Medical Director Contract
 - Dr. Karen Smith has agreed to serve as the Medical Director for the Hoke County Health Department.
 - As the Medical Director, Dr. Smith is the supervising physician for the Physician Extenders, Ms. Shaquita Jones, FNP, and Mr. Allen Brown, PA.

Motion made by Dr. Allen and seconded by Commissioner Wright that the Board of Health approve the Medical Director Professional Service Contract for 24 months. **Motion carried unanimously.**

- Provider Contract
 - Mr. Allen Brown, PA, provides medical services to the clients on Tuesdays and when the Hoke County Health Department is without a provider.

Motion made by Mr. Keith Walters and seconded by Commissioner Wright that the Board of Health approve the Provider Contract for Mr. Brown, PA. **Motion carried unanimously.**

- Accreditation Consultant Contract
 - Ms. Gay Welsh will continue to provide consultative services for the Hoke County Health Department Accreditation throughout FY 2018.
 - Ms. Welsh will continue to provide her expertise to the Accreditation Team at the Hoke County Health Department.

Motion made by Dr. Allen and seconded by Commissioner Wright that the Board of Health approve the Accreditation Consultant Contract for Ms. Gay Welsh for FY 2018. **Motion carried unanimously.**

- **Spanish Interpreters**

- The Hoke County Health Department has three Spanish Interpreters to assist Spanish speaking clients who receive services in the Clinics.
- The PCM and CC4C has one Spanish Interpreter to assist with Spanish speaking clients who seek case management services.

Motion made by Ms. Jean Squier and seconded by Commissioner Wright that the Board of Health approve the 4 Spanish Interpreter contracts for FY 2018. **Motion carried unanimously.**

Health Director's Update

Helene Edwards, Health Director

- The dates for the Hoke County Budget retreat for FY 2017-2018 have not been scheduled.
- The NC Local Health Department Accreditation Board will meet next Friday on May 19, 2017 in Raleigh. As an honor, Ms. Little-Bennett, Agency Accreditation Coordinator, Ms. McDuffie, and Ms. Morton will attend the Accreditation Board meeting to assist with answering questions.
- The Eastern District NCPHA Educational Conference was during the last week in April 2017. Hurricane Matthew was the focus of many of the sessions. The Red Cross failed to provide the usual services in all the counties affected by Hurricane Matthew and the flood waters.
- An offer has been made to one of the applicants for the ARTS Coordinator and she will start on May 22, 2017.
- Sad news from WIC, Ms. Lyda Ellis, MOA, passed away on April 14, 2017 after a long battle with health problems.

BOH Member Recruitment (Dentist)

Vance McGougan, Chair

- Dr. Mark Thompson, DDS is interested in serving on the Hoke County Board of Health.
- Ms. Squier commented on some of the community services activities provided by Dr. Thompson, DDS.

Motion made by Commissioner Wright and seconded by Mr. Walters that the Board of Health approves Dr. Mark Thompson, DDS to serve on the Board of Health. **Motion carried unanimously.**

VII. Closed Session

Motion made by Dr. Allen and seconded by Commissioner Wright that the Board of Health go into closed session for personnel reasons. **Motion carried unanimously.**

Motion made by Commissioner Wright and seconded by Dr. Allen that the Board of Health to come out of closed session. **Motion carried unanimously.**

VIII. Other Business

Motion made by Commissioner Wright and seconded by Mr. Walters that Board of Health approve the Health Director's Evaluation for FY 2017 and request a 2.5% raise for the Health Director for all her achievements and successes with the Hoke County Health Department. **Motion carried unanimously.**

Motion made by Mr. Walters and seconded by Dr. Allen that the Board of Health approve Ms. Edwards' Individual Training Plan for 2017. **Motion carried unanimously.**

IX. Next Meeting Date

Next regular meeting will be Monday, June 12, 2017 at 7:00 PM.

X. Adjournment

❖ The meeting ended at 8:20 PM.

Motion made by Commissioner Wright and seconded by Mr. Walters to adjourn the Board of Health meeting. **Motion carried unanimously.**

Respectfully submitted by:



Helene Edwards
Board of Health Secretary

6/12/2017
Approval Date