



**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**

**Agenda**

**Regular Meeting**     **Special Meeting**

**June 12, 2017 at 7:00 PM**

**Conference Room**

Item	Presenter	Action Item
Call to Order	Vance McGougan, Chair	
Approval of Meeting Agenda	Vance McGougan, Chair	<input checked="" type="checkbox"/>
Approval of Minutes • May 8, 2017	Vance McGougan, Chair	<input checked="" type="checkbox"/>
<b>Public Comments</b>		
<b>Old Business</b>		
Update from the BOCC Meetings	Helene Edwards, Health Director	
<b>New Business</b>		
New BOH Member Introduction	Vance McGougan, Chair	
Oath of Office	Evelyn McLeod, Clerk of Court	
RFPs for HCHD Cleaning Services	Helene Edwards, Health Director	<input checked="" type="checkbox"/>
EHR 2.0 Contract (Security risk assessment & HIPAA Assessment)	Helene Edwards, Health Director	<input checked="" type="checkbox"/>
Environmental Health Scan Project	Jeff Eudy, RS, EH Supervisor Erik Johnson, RS	<input checked="" type="checkbox"/>
Professional Service Contracts • WIC Breastfeeding Peer Counselor • NCAPHA Contract for Social Worker II • Temporary SW II Contract	Helene Edwards, Health Director	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Surplus Declaration of Clinic Refrigerators	Cindy Morton, Nursing Director	<input checked="" type="checkbox"/>
Clinical Update	Cindy Morton, Nursing Director	
Administrative Update	Jenny McDuffie, Business Officer	
Health Director's Update	Helene Edwards, Health Director	
Recruitment of BOH member (Pharmacist)	Vance McGougan, Chair	
<b>Closed Session</b>		
<b>Other Business</b>		
<b>Adjourn</b>		



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**Hoke County Board of Health Minutes**

**Regular Meeting**     **Special Meeting**  
**June 12, 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.

<b>Members Present</b>	Dr. Charles Allen, Joe Alston, Suzanne Balfour, Vice Chair, Patricia Crowder, Elizabeth Hodgin, Gail Lowery, Vance McGougan Chair, Jean Squier, Dr. Mark Thompson, Keith Walters, and Commissioner Robert Wright
<b>Members Absent</b>	
<b>Staff Members Present</b>	Jeff Eudy, Jenny McDuffie, and Cindy Morton, RN
<b>Others Present</b>	

**Quorum:** Yes

**II. Approval of Meeting Agenda**

Motion made by Mr. Joe Alston and seconded by Ms. Susan Balfour to approve the **June 12, 2017** Board of Health meeting agenda. **Motion carried unanimously.**

**III. Approval of Minutes**

Motion made by Commissioner Robert Wright and seconded by Dr. Charles Allen to approve the minutes from the May 8, 2017 regular Board of Health meeting. **Motion carried unanimously.**

**IV. Public Comments**

None

## V. Old Business

### **BOCC Meeting: 5/15/2017**

Helene Edwards, Health Director

- On 5/15/2017, the Hoke County Commissioners approved \$ 58,000 for the Sandhills Center.
- Ms. Whitt reported that the Sandhills Center uses the funds to support various behavioral health programs in Hoke County.
- The partnership between DayMark and the Hoke County Health Department was highlighted as one of the behavioral health programs initiated in 2016 with the use of these local funds provided to the Sandhills Center.
- During FY 2018, the Sandhills Center will continue to support the partnership between DayMark and Hoke County Health Department.

### **BOCC Meeting: 6/05/2017**

Helene Edwards, Health Director

- On June 5, 2017, the Hoke County Commissioners approved the appointment of Dr. Mark Thompson, DDS to the Hoke County Board of Health.

## VI. New Business

### **New Board of Health Member Introduction**

Vance McGougan, Chair

- Mr. McGougan welcomed Dr. Mark Thompson, DDS to the Board of Health.
- The Board of Health members introduced themselves and welcomed Dr. Thompson to the Board of Health.

### **Oath of Office**

Evelyn McLeod, Clerk of Court

- Ms. Evelyn McLeod administered the Oath of Office to Dr. Thompson.
- Ms. McLeod will return the signed and sealed copies to Ms. Edwards within 48 hours.
- Ms. Edwards will mail the Dr. Thompson's Oath of Office to him.

### **RFPs for HCHD Cleaning Services**

Helene Edwards, Health Director

- The Request for Proposals for the Cleaning Services was advertised on the Hoke County Website and in the News Journal.
- During the RFP process, the potential vendors scheduled appointments to tour the facility between May 22 to May 30, 2017. The vendors were able to ask questions during the tour.
- All proposals were due to the Health Director by 4:00 PM on May 31, 2017.
- There were eight vendors who toured the Health Department; however only five vendors submitted proposals.
- The proposed Cleaning Services Bids were as follows:

*BOH Meeting Minutes 6/12/2017*

Cleaning Services (Required)	Dantzer Landscaping Lawn & Cleaning Services	L & E Management Services, LLC	Bethea Cleaning Services	Bullard's Cleaning Services	Pruitt Pressure Washing & Commercial Cleaning
<b>Daily:</b> <ul style="list-style-type: none"> <li>Clean/sanitize all restrooms, offices, lab rooms, and exam rooms</li> <li>Sanitize waiting room chairs</li> <li>Replenish soap, paper towels, and toilet paper holders in all locations</li> <li>Empty trash cans in all areas of the building</li> <li>Dust and wet mop all tile floors</li> <li>Staff lounge (Clean/sanitize countertops, tables, and sink)</li> </ul>	\$ 2,155.33	\$4000.00	\$2300.00	\$2100.00	\$2000.00
<b>Weekly:</b> <ul style="list-style-type: none"> <li>Vacuum Administration section</li> <li>Conference room (wipe down table and chairs)</li> <li>Wipe down window sills</li> <li>Dust offices throughout building</li> </ul>	Included	Included	Included	Included	Included
<b>Monthly/Quarterly:</b> <ul style="list-style-type: none"> <li>Strip and wax floors as needed</li> </ul>	\$ 125.33 / monthly	\$275 / monthly	Included	Would need to contract (Separate cost)	\$2200.00 each time 2x/ year= \$4400 3x/ year = \$6600 4x/year = \$8800
<b>Total (Price Quote)</b>	<b>\$ 2280.66</b>	<b>\$4275.00</b>	<b>\$2300.00</b>	<b>\$2100.00 +</b>	<b>\$ 2,733.33</b>

- The Management Team reviewed the proposals and concluded that the difference was **\$19.34** between the two closest bids; therefore, Bethea Cleaning Services was selected as the cleaning service for FY 2018.
- With only two weeks until the new fiscal year, the Management Team discussed that the Hoke County Commissioners would not have time to approve a new vendor and contract prior to June 30, 2017.
- The Bethea Cleaning Services is the current vendor for the cleaning services at the Hoke County Health Department.
- The RFP for Cleaning Services will be advertised annually for the Hoke County Health Department. In FY 2018, the RFP for Cleaning Services will be available in March.

Motion made by Commissioner Wright and seconded by Dr. Thompson that the Board of Health approve the Bethea Cleaning Services bid for the cleaning services for FY 2018.

**Motion carried: 9 yes | 2 no**

### EHR 2.0 Contract

Helene Edwards, Health Director

- EHR 2.0 contract is for the Hoke County Health Department to have a Security risk assessment and HIPAA Compliance assessment conducted on its server and daily operations requiring technology.
- The Security risk assessment and HIPAA Compliance assessment are mandatory when using an EHR for medical and clinical services by the Federal government.
- EHR 2.0 will work closely with the Hoke County IT Department to promote a secure environment. Any findings will be addressed.
- EHR 2.0 will provide a comprehensive HIPAA training to the Hoke County Health Department employees and instruct on ways to prevent security breaches.

Motion made by Dr. Allen and seconded by Mr. Keith Walters that the Board of Health approve the contract for EHR 2.0 Security Risk and HIPAA assessments of the IT services for the HCHD. **Motion carried unanimously.**

### Environmental Health Scan Project

Jeff Eudy, ENVR Health Supervisor

- The Hoke County Health Department Environmental Health Section needs to digitize their filing system for Onsite Waste Water, Food and Lodging, and Pools.
- The Environmental Health Section has a grant to assist with funding the scanning project and would like to contract with CST Data.
- CST Data has experience in scanning Environmental Health files and will work closely with the staff to ensure the process is efficient. The scanning project should be completed within weeks.
- The CST Data quote is \$7,630.00 for scanning project.
- Mr. Jeff Eudy is working with IT to determine storage needs and capacity.

Motion made by Mr. Walters and seconded by Commissioner Wright that the Board of Health approve CST Data as the vendor to complete the Environmental Health Scan Project. **Motion carried unanimously.**

### Professional Service Contracts

Helene Edwards, Health Director

#### WIC Breastfeeding Peer Counselor

- The State WIC Program has approved the Breastfeeding Peer Counselor contract for FY 2018.
- There were no changes to the contract and the Federal government has contributed more funds to support breastfeeding efforts in the community.

Motion made by Mr. Alston and seconded by Dr. Allen that the Board of Health approve the WIC Breastfeeding Peer Counselor contract for FY 2018. **Motion carried unanimously.**

### **NCAPHA Contract for Social Worker II**

- The nurse position with CC4C and OBCM has become vacant as of June 2017.
- After assessing the clients' needs for both case management programs, it was determined that a Social Worker would be more beneficial to the clients.
- It is too late to request a position change from the State Office of Human Resources for FY 2018; therefore, the Administration staff researched contracting a Social Worker II through the NC Alliance of Public Health Agencies (NCAPHA).
- It was proposed that NCAPHA can provide benefits to the contractor. The consulting fees for NCAPHA services would be 33% for the first 6 months and then 24% afterwards for the duration of the contract.

Motion made by Dr. Allen and seconded by Mr. Alston that the Board of Health approve the NCAPHA Contract for Social Worker II for the entire FY 2018. **Motion carried unanimously.**

### **Temporary Contract for Social Worker II**

- The OBCM and CC4C programs may have a Social Worker who will need to use FMLA during FY 2018.
- To maintain the case management clients, the OBCM and CC4C programs would benefit from a temporary Social Worker during the employee's absence.

Motion made by Mr. Walters and seconded by Dr. Allen that the Board of Health approve the temporary contract for a Social Worker as needed in FY 2018. **Motion carried unanimously.**

### **Surplus Declaration of Clinic Refrigerators**

Cindy Morton, Nursing Supervisor

- The Hoke County Health Department has 2 refrigerators no longer being used.
- The State Immunization Branch purchased refrigerators and freezers that meet the specifications mandated by the CDC.
- The refrigerators are the following models: True T-49DT Two Section Dual Temp Reach In Combination Refrigerator / Freezer and True T-23DT T-Series 2-Solid Half Door Reach-In Refrigerator / Freezer.

Motion made by Commissioner Wright and seconded by Mr. Alston that the Board of Health approve the surplus declaration of the two refrigerators. **Motion carried unanimously.**

### **Clinical Update**

Cindy Morton, Nursing Supervisor

- Ms. Morton explained that as of May 2017 there was only one TB case in Hoke County and no new TB suspects.

- In May 2017, the Gonorrhea cases increased to 17 cases and Chlamydia continues to be on the rise with 33 cases.
- Ms. Margaret Williams, MOA, who worked in the clinic for over 10 years, transferred to WIC.
- The BCCCP services were provided to 45 female patients; therefore, the Hoke County Health Department met the mandatory number of women for the BCCCP funding. The BCCCP funding will be available in July 2017.
- The Clinic completed 65 pregnancy tests during the month of May and 14 patients became new OB patients.
- Dr. Cooper, MD provided ultrasounds for 20 patients during the month of May 2017.
- The Mobile Dentist will be here this Friday, June 16, 2017 and the Child Health Fair will be held in the lobby.
- During June and July 2017, the Hoke County Health Department will have the FTCC Nursing students to complete their Public Health experience. Also, a few BSN Nursing students will complete their Public Health rotation.

**Administrative Update**

Jenny McDuffie, Business Officer

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

	<b>April 2017</b>
Revenues	<b>\$ 46,028.41</b>
Expenditures	<b>\$ 246,499.80</b>
<b>State Funds Used</b>	
State Funds Used	\$ 101,320.60
Local Appropriations	\$ 97,727.28
Medicaid	\$ 11,495.67
Fees	\$ 35,956.25
<b>Total (Expenditures)</b>	<b>\$ 246,499.80</b>

- The Administrative Monitoring of the Hoke County Health Department will be June 22, 2017.

**Health Director's Update**

Helene Edwards, Health Director

- The FY 2017-2018 budget for the Hoke County Health Department was submitted and every item was approved except for the reinstatement of the Environmental Health Specialist.
- On June 5, 2017, the Hoke County Health Department met with the Hoke County Commissioners to discuss the FY 2017-2018 Budgetary needs. At this meeting, the Environmental Health Department presented the data to support the reinstatement of the Environmental Health Specialist.

- The NC Local Health Department Accreditation Board met on May 19, 2017 in Raleigh. The Hoke County Health Department was approved by the Board for reaccreditation.
- The NC Health Directors Legal Conference was June 7<sup>th</sup> and June 8<sup>th</sup>. The focus this year was opioid addiction in the communities across North Carolina.

**BOH Member Recruitment (Pharmacist)**

Vance McGougan, Chair

- Dr. Allen, the Board of Health pharmacist, will have nine years of service in August 2017.
- Mr. McGougan expressed the need for a pharmacist to serve on the Board of Health and the need to recruit someone.
- Ms. Elizabeth Hodgin will contact Ms. Sissy Wood, a local pharmacist.
- Ms. Edwards will mail Board of Health recruitment letters to all the pharmacies in Hoke County.

**VII. Closed Session**

None

**VIII. Other Business**

- The slate of officers for the Board of Health will remain the same. Mr. McGougan agreed to serve as Chair for another year and Ms. Balfour agreed to serve as Vice Chair.

Motion made by Commissioner Wright and seconded by Dr. Allen that Board of Health approve the slate of officers as presented. **Motion carried unanimously.**

**IX. Next Meeting Date**


Next regular meeting will be Monday, September 11, 2017 at 7:00 PM.

**X. Adjournment**

- ❖ The meeting ended at 8:10 PM.

Motion made by Mr. Alston and seconded by Dr. Allen to adjourn the Board of Health meeting. **Motion carried unanimously.**

Respectfully submitted by:

  
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 Helene Edwards  
 Board of Health Secretary

9-19-2017  
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 Approval Date



2017 Clinical Spread Sheet

Program	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Total
Tb Suspect	0	0	0	0	0								
Tb Case	2	2	2	1	1								
HIV/AIDS	0	0	1	0	0								1
Chlamydia	18	27	33	24	33								135
Gonorrhoea	7	5	14	8	17								51
NGU	0	0	0	0	0								0
Syphilis	0	0	0	0	0								0
Campyobacter	1	0	0	0	2								3
E. Coli	1	0	0	0	0								1
Group A Srep Invasive	1	0	0	0	0								1
Salmonella	0	0	0	0	1								1
Rocky Mtn. Spotted Fever	0	0	0	0	3								3
Lyme	0	0	0	0	1								1
Legionella	1	0	0	0	0								1
PID	0	0	2	0	0								2
<b>Child Health</b>	<b>Jan</b>	<b>Feb</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Total</b>
Scheduled	122	115	121	89	53								500
Confirmed	75	71	83	62									291
Seen	79	88	81	60	39								347
Dental Varnishing	17	13	19	18	7								74
<b>Birth Control</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Total</b>
IUD	5	7	2	6	7								27
Implant	8	10	13	9	12								52
Injection	34	26	25	27	36								148
Oral	26	27	32	15	16								116
Male Condom	4	4	0	4	8								20
Not Reported	0	3	1	0	0								4
FAM or LAM	0	1	0	0	0								1
Withdrawal/Other	0	4	4	2	2								12
Patch/Ring	0	0	0	0	2								2
Female Sterilization	0	0	1	0	0								1
<b>Total Female Users</b>	<b>77</b>	<b>82</b>	<b>78</b>	<b>63</b>	<b>83</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

2017 Clinical Spread Sheet

Service/Program	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Pregnancy Tests	66	55	52	45	65								283
Positive Tests	18	14	16	15	16								79
NOB Patients	20	15	9	15	14								73
Deliveries	10	8	6	3	8								35
Ultrasounds	31	12	17	13	20								93

PP HV	0	0	0	0	0								0
NB Assessment HV	0	0	0	0	0								0

BCCCP	10	8	7	5	0								30
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Teen Time	0	2	6	4	3	2	0	0	0	0	0	0	17
Male			2	2	1	1							6
Female		2	4	2	2	1							11
Age 11			1	1	1								3
Age 12				1									1
Age 13													0
Age 14				1									1
Age 15			1										1
Age 16		1	2										3
Age 17				1	1	1							3
Age 18		1	2			1							4
Age 19 - 22					1								1
Family Planning		1	2	1	1	1							6
Well Child		1	2	2	1								6
Child Problem				1		1							2
Immunizations			1										1
STD					1								1
BCCCP			1										1