



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**

April 8, 2019 at 7:00 PM

Conference Room

I. Call to Order

The meeting convened at 7:00 PM with Elizabeth Hodgins, Vice Chair, and Helene Edwards, Secretary. Invocation given by Commissioner Robert Wright.

Members Present	Dr. Susan Hendrix, OD; Elizabeth Hodgins, Vice Chair; Kathryn Hostetter; Gail Lowery; Jean Squier; Dr. Mark Thompson, DDS; and Commissioner Robert Wright
Members Absent	James Davis; Ellen McNeill; and Keith Walters, Chair
Staff Members Present	Mara Hunt, Jenny McDuffie, and Cindy Morton
Others Present	

Quorum: Yes

II. Approval of Meeting Agenda

Motion made by Commissioner Wright and seconded by Dr. Mark Thompson to approve the **April 8, 2019** Board of Health meeting agenda. **Motion carried unanimously.**

III. Approval of Minutes

Motion made by Commissioner Wright and seconded by Ms. Kathryn Hostetter to approve the minutes from the March 11, 2019 regular Board of Health meeting as submitted. **Motion carried unanimously.**

IV. Introduction of New HCHD Employees

Helene Edwards, Health Director

- Ms. Mara Hunt, BSN, RN joined the Hoke County Health Department on November 1, 2018. She is a Public Health Nurse II and her job responsibilities include managing the immunizations, works all clinical programs, and completing the postpartum home visits and newborn assessments.

V. Public Comments

- None

VI. Old Business

Board of County Commissioners' Meeting 3/18/2019

- The Hoke County Commissioners approved the following items:
 - The FY 2019-2020 Consolidated Agreement for the Hoke County Health Department to receive State funds.
 - The Memorandum of Agreement between Tia Hart Community Recovery Center and the Hoke County Health Department to provide the Syringe Exchange Program.
 - The reclassification of the vacant WIC Nutritionist II position to a Nutritionist I classification.
 - Proposed Clinical Service Fee for EKG screenings of \$50.00.
 - The 5-year renewal of the Patagonia Health EHR contract with the requested enhancements for the Hoke County Health Department.

Board of County Commissioners' Meeting 4/1/2019

- The Hoke County Commissioners approved the following items:
 - The appointment of Mr. Chris Pusey to the Board of Health as the in lieu of Engineer member.
 - The Records Retention and Disposition Schedule Update for the Hoke County Health Department.

VII. New Business

FY 2019-2020 Reclassification of Employee Positions

Helene Edwards, Health Director

- The Administrative Team would like to reclassify a Processing Assistant III position to a Processing Assistant IV. This position would serve as a Billing Technician to the Processing Assistant V.

Motion made by Commissioner Wright and seconded by Ms. Gail Lowery that the Board of Health approve the reclassification of the Processing Assistant III to a Processing Assistant IV.

Motion carried unanimously.

- Active Routes to School funding will end on May 31, 2019; therefore, the ARTS Coordinator/ Human Planner/Evaluator II will cease to exist. The Hoke County Health Department would like to convert the Human Evaluator II position to a Quality Assurance Specialist II. There is a great need for the Quality Assurance Specialist II position to manage quality improvement measures, HIPAA compliance, breach security risk assessment, management of the opioid grant, Accreditation coordinator, and manager of any wellness education programs. This position would be a county position; however, any grants awarded can supplement the salary and fringe of this position.

Motion made by Commissioner Wright and seconded by Ms. Lowery that the Board of Health approve the reclassification of the Human Services Planner/Evaluator II to Quality Assurance Specialist II. **Motion carried unanimously.**

FY 2019-2020 HCHD Budget Requests

Helene Edwards, Health Director

- The Hoke County Environmental Health Supervisor and Specialist need to replace two trucks that have over 100,000 miles. Vehicle Maintenance provided two quotes for the Ford Ranger and F-150. Mr. Eudy decided on the Rangers which cost \$24,000.00 each.
- Environmental Health requested \$5,900.00 for new carpet and paint for their offices at the Old Armory building.

Motion made by Commissioner Wright and seconded by Ms. Lowery that the Board of Health approve the Environmental Health budget requests for two Ranger trucks and the equipment to refurbish their offices. **Motion carried unanimously.**

FY 2019-2020 Proposed HCHD Budget

Helene Edwards, Health Director
Jenny McDuffie, Business Officer

- Ms. McDuffie summarized the FY 2019-2020 Proposed Budget packet that will be submitted to the County Manager on April 15, 2019.

2019-2020 Proposed Budget Justifications

Revenues- 113510

- MCH Grant Budgeted \$29,053.00
- Opioid Grant Budgeted \$31,164.00
- CLAS Grant Budgeted \$20,000.00
- Increase in WIC funds of \$22,374.00
- Decrease in BCCCP Federal Funds of \$10,200.00
- Funds ending on 5/31/2019 for the Active Routes to School Program

Health Administration-115110

- Increase in Salary and Fringe to cover current employees, includes two reclassifications:
 - Processing Assistant III to Processing Assistant IV:
 - ◆ Billing duties will be added to the job responsibilities. Currently, Grade 59 Step 7, will go to a Grade 61 Step 7. (Increase of \$3,588.00)
 - Human Services Planner/Evaluator II to Quality Assurance Specialist II:
 - ◆ Active Routes to School funding ends 5/31/2019. Reclassification of the position to include the following job responsibilities: Quality Improvement of programs and services, HIPAA Privacy Officer, Accreditation Coordinator, and oversee wellness programs and services. (No change in salary)
- Professional Services contracts budgeted in General Aid to County line item.
- Mosquito Abatement Funds eliminated in FY 2020 budget.
- Increase in Health Insurance premiums, budgeted \$11,000.00 per employee.

- Increase in Retirement from 7% to 9.03%
- Increase in Postage
- Increase in Utilities.

Primary Care-115115

- Increase in Professional Services to cover contract Physician Assistant position.

Communicable Disease-115120

- Increase in Professional Services to cover contract Physician Assistant position.

Bioterrorism-115121

- No change

BCCCP-115151

- Reduction in state funding

Family Planning-115153

- Increase in Professional Services to cover contract Physician Assistant position.
- Increase for MCH grant funds to purchase LARCs.

Child Health-115160

- Increase in Professional Services to cover contract Physician Assistant position.
- Reduction in MCH grant

CC4C-115161

- Increase in telephone for cell phones for case managers.

NC Partnership for Children

- No change

Maternal Health-115164

- Increase in Supplies and Materials due to increase in LabCorp fees.

Active Routes to School-115165

- Increase Supplies \$9,640.00

Immunizations-115166

- Supplies increased \$15,000.00

Pregnancy Care Management-115170

- Increase in telephone for cell phones for case managers.

Environmental Health-115180

- Increase in Supplies and Materials, Tires and Tubes, and Telephone
- Budgeted for iWorq, Digital Health Department, CST Scanning, and Copier Lease. Increase iWorq contract to include credit card processing.
- Funds requested to replace two trucks due to excessive mileage.

- Funds requested to replace carpet and paint the Environmental Health offices.

Health Promotion-115190

- Addition of Opioid and CLAS grants.

WIC Client Services-115200

- No change

WIC Nutrition-115201

- No change

WIC Administration-115202

- No change

WIC Breastfeeding-115203

- No change

WIC Breastfeeding Peer Counseling-115204

- No change

Summary of the FY 2018-2019 Proposed Budget

Expenses	\$ 3,671,153.00
Revenues	\$ 2,011,156.00
County Funds	\$1,659,997.00

Motion made by Dr. Susan Hendrix and seconded by Commissioner Wright that the Board of Health approve the FY 2019-2020 Proposed Hoke County Health Department Budget. **Motion carried unanimously.**

Clinical Update

Cindy Morton, Nursing Supervisor

- Hoke County has one current TB case, who is receiving treatment from the Hoke County Health Department.
- Since the last Board of Health meeting, Hoke County had one Influenza death.
- The Maternity Program enrolled 19 new pregnant women for prenatal services during the month of March. The Hoke County Health Department had 13 deliveries.
- The Breast and Cervical Cancer Control Program (BCCCP) started a waiting list for new BCCCP patients and the FY 2019-2020 BCCCP funds will start June 1, 2019.
- Ms. Morton explained that when reviewing the patient show rates for appointments, the PPD skin test readings had 100% show rate.
- Teen Time continues to serve patients for all services on the first and third Mondays from 4:30 to 7:00 PM.

Administrative Update

Jenny McDuffie, Business Officer

- The following table summarizes the finances for February 2019:

	February 2019
Revenues	80,424.62
Expenditures	277,170.91
State Funds Used	
State Funds Used	118,914.83
Local Appropriations	77,828.08
Medicaid	57,624.90
Fees	22,803.10
Total (<i>Expenditures</i>)	277,170.91

- The Medicaid Cost Settlement for FY 2017-2018 was \$223,000.00.

Health Director's Update

Helene Edwards, Health Director

- Public Health Luncheon was celebrated on April 2, 2019. We had 27 guests attend this year.
- During the month of April, we will provide education of on child abuse prevention and ways to decrease child fatalities in Hoke County.
- It is that time of year again for the Health Director's evaluation and job description review. Ms. Edwards has provided the following items for the evaluation process: current resume, current Health Director job description, and the Health Director Evaluation Tool. A "Year in Review" will be mailed to the Board of Health members.
- Mr. Grady Hunt will provide the Open Meetings Law training during the BOH meeting on June 10, 2019.

VIII. Closed Session

None

IX. Other Business

None

X. Next Meeting Date

Next regular meeting will be Monday, May 13, 2019 at 7:00 PM.

XI. Adjournment

- ❖ The meeting ended at 7:25 PM.

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

Respectfully submitted by:

Helene Edwards

Helene Edwards
Board of Health Secretary

5/13/2019

Approval Date