



**HOKE COUNTY**  
**Department of Public Health**

683 East Palmer Road  
Raeford, North Carolina 28376



**Helene Edwards, MS, RD, LDN**  
*Health Director*

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**Hoke County Board of Health Minutes**

**Regular Meeting**     **Special Meeting**  
**May 13, 2019 at 7:00 PM**  
**Conference Room**

**I. Call to Order**

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

<b>Members Present</b>	James Davis; Dr. Susan Hendrix, OD; Elizabeth Hodgins, Vice Chair; Kathryn Hostetter; Ellen McNeill; Chris Pusey; Jean Squier; Dr. Mark Thompson, DDS; Keith Walters, Chair; and Commissioner Robert Wright
<b>Members Absent</b>	Gail Lowery
<b>Staff Members Present</b>	Ulva Little-Bennett, Jenny McDuffie, and Cindy Morton
<b>Others Present</b>	Evelyn McLeod, Clerk of Court and Tracie Davis

**Quorum:** Yes

**II. Approval of Meeting Agenda**

Motion made by Ms. Ellen McNeill and seconded by Commissioner Robert Wright to approve the **May 13, 2019** Board of Health meeting agenda. **Motion carried unanimously.**

**III. Approval of Minutes**

Motion made by Commissioner Wright and seconded by Mr. James Davis to approve the minutes from the April 8, 2019 regular Board of Health meeting as submitted. **Motion carried unanimously.**

**IV. Oath of Office Presentation**

Evelyn McLeod, Clerk of Court

- The Board of Health welcomed Mr. Chris Pusey to the Board.
- Ms. McLeod administered the Oath of Office to Mr. Pusey.

**V. Public Comments**

- None

**VI. Old Business**

Board of County Commissioners' Meeting 4/15/2019

- No agenda items

Board of County Commissioners' Meeting 5/6/2019

- No agenda items

**VII. New Business**

2018 HCHD Community Health Assessment Presentation

Ulva Bennett, Health Educator

- Ms. Ulva Bennett highlighted the demographics for Hoke County in the 2018 Community Health Assessment.
- The 2018 Community Health Assessment was a partnership between the Hoke County Health Department and Cape Fear Valley Medical Center.
- The leading causes of death for Hoke County were as follows:

<b>Cause of Death</b>	<b>Number of Deaths</b>
1. Cancer	348
2. Heart Disease	330
3. Cancer: trachea, bronchus, lung	107
4. Chronic lower respiratory disease	86
5. Alzheimer's disease	81
6. Cerebrovascular disease	67
7. Diabetes	58
8. Unintentional motor vehicle injuries	56
9. All other intentional injuries	44
10. Pneumonia & influenza	35

- Ms. Bennett discussed the evidence-based interventions implemented by the Hoke County Health Department to address these causes of death.
- Also, Ms. Bennett discussed other health concerns for Hoke County and new evidence-based interventions that the Hoke County Health Department has introduced as recommendations from community partners.

Motion made by Commissioner Wright and seconded by Ms. McNeill that the Board of Health approve the 2018 Community Health Assessment as presented. **Motion carried unanimously.**

FY 2019-2020 Professional Service Contracts

Helene Edwards, Health Director

- Medical Director Professional Service Contract
  - Dr. Karen Smith, MD will continue to serve as the Medical Director for the Hoke County Health Department.

- The Professional Service Contract will start July 1, 2019 and expire June 30, 2021 and the rate will increase to \$2,800 a month.

Motion made by Commissioner Wright and seconded by Dr. Mark Thompson that the Board of Health approve the Medical Director Professional Service Contract for FY 2020. **Motion carried unanimously.**

- Mid-level Provider Professional Service Contract
  - Mr. Allen Brown, PA will continue to work at the Hoke County Health Department as needed.
  - The Professional Service Contract will start July 1, 2019 and expire June 30, 2020 and the rate will be \$75.00 per hour.
  - At the request of the Hoke County Commissioners, Mr. Brown will see patients at least once a month to provide continuity healthcare.

Motion made by Commissioner Wright and seconded by Mr. Davis that the Board of Health approve the Mid-level Provider Professional Service Contract for FY 2020. **Motion carried unanimously.**

- Spanish Interpreter Professional Service Contracts
  - The Hoke County Health Department contracts with two part-time Spanish Interpreters to assist with translating medical care plans to Hispanic patients.
  - The Professional Service Contracts will start July 1, 2019 and expire June 30, 2020 and the rate will increase from \$10.00 to \$10.25 per hour.

Motion made by Commissioner Wright and seconded by Mr. Davis that the Board of Health approve the Spanish Interpreter Professional Service Contracts for FY 2020. **Motion carried unanimously.**

- Betha Professional Cleaning Service Contract
  - Mr. Dennis Betha will continue to provide cleaning services at the Hoke County Health Department.
  - The Hoke County Health Department did not solicit request for proposals for the professional cleaning services this year.
  - The Betha Professional Cleaning Service Contract will start July 1, 2019 and expire June 30, 2020 and the rate will be \$2,300 a month.

Motion made by Ms. McNeill and seconded by Dr. Susan Hendrix that the Board of Health approve the Betha Professional Cleaning Service Contract for FY 2020. **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.
- From January through April of 2019, the Hoke County Health Department has provided treatment for 104 Chlamydia cases and 49 Gonorrhea cases. The clinicians continue to educate patients on “safe sex” practices and disease prevention.

- The providers inserted 38 long acting reversible contraceptives (LARCs) between the months of January through April 2019.
- The Depo Provera injections continues to be the most popular birth control method, with 148 injections provided since January 2019.
- The Maternity Program has enrolled 62 new pregnant women for prenatal services since January 2019 and there have been 30 deliveries.
- Dr. Cooper has provided 75 ultrasounds to the pregnant women of the Maternal Health clinic since January 2019. By providing the ultrasounds at the Hoke County Health Department, the pregnant women are able to have the ultrasounds completed on the same day as their OB appointments.
- Teen Time continues to serve patients for all services on the first and third Mondays from 4:30 to 7:00 PM. Teen Time has served 16 patients since January 2019 and the services provided are as follows:
  - Family Planning -5 patients
  - Well Child visits -6 patients
  - Immunizations -4 patients
  - Communicable Disease -1 patient
- The Hoke County Health Department continued be an academic health department. The Fayetteville Technical Community College rotated nursing students from the ADN Program on Mondays and Thursdays for their public health clinical rotations.

**Administrative Update**

Jenny McDuffie, Business Officer

- The following table summarizes the finances for March 2019:

	<b>March 2109</b>
Revenues	<b>58,108.63</b>
Expenditures	<b>296,525.59</b>
<b>State Funds Used</b>	
State Funds Used	111,624.39
Local Appropriations	123,380.43
Medicaid	37,065.81
Fees	24,454.96
<b>Total (Expenditures)</b>	<b>296,525.59</b>

**Health Director's Update**

Helene Edwards, Health Director

- Mr. Grady Hunt will provide the Annual Open Meetings Law training during the Board of Health meeting on June 10, 2019.
- The Hoke County Health Department staff is preparing for hurricane season for shelter management and mosquito abatement.
- Department of Social Services and the Health Department meet quarterly with Emergency Management to organize shelter trainings and management.

**Approval of Health Director's Job Description**

Keith Walters, Chair

- The Board of Health reviewed and discussed the Health Director Job Description.

Motion made by Commissioner Wright and seconded by Dr. Thompson that the Board of Health approve the Health Director's Job Description for 2019. **Motion carried unanimously.**

**Staff Development Plan for the Health Director**

Keith Walters, Chair

- Ms. Edwards explained the Individual Training Plan 2019 for the Health Director to the Board of Health. All employees of the Hoke County Health Department complete a staff development annually to improve and maintain public health skills.

Motion made by Dr. Thompson and seconded by Commissioner Wright that the Board of Health approve the Individual Training Plan 2019 for the Health Director. **Motion carried unanimously.**

**VIII. Closed Session**

Motion made by Mr. Davis and seconded by Ms. McNeill that the Board of Health go into closed session for the discussion of the Health Director's Performance Evaluation pursuant to G.S. 143-318.11 (6). **Motion carried unanimously.**

Motion made by Commissioner Wright and seconded by Mr. Davis to come out of closed session. **Motion carried unanimously.**

**IX. Other Business**

- The Board of Health explained the findings of the Health Director's Performance Evaluation.

Motion made by Commissioner Wright and seconded by Mr. Davis to accept the Health Director's Performance Evaluation for FY 2018-2019. **Motion carried unanimously.**

**X. Next Meeting Date**

Next regular meeting will be Monday, June 10, 2019 at 7:00 PM.

**XI. Adjournment**

- ❖ The meeting ended at 8:27 PM.

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

**Respectfully submitted by:**

Helene Edwards

**Helene Edwards**  
Board of Health Secretary

6-10-2019

**Approval Date**