



HOKE COUNTY
Department of Public Health

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Hoke County Board of Health Minutes

Regular Meeting **Special Meeting**
September 9, 2019 at 7:00 PM
Conference Room

I. Call to Order

The meeting convened at 7:00 PM with Keith Walters, Chair presiding and Helene Edwards, Secretary. Invocation given by Commissioner Robert Wright.

Members Present	James Davis; Elizabeth Hodgin, Vice Chair; Dr. Susan Hendrix, OD; Gail Lowery; Ellen McNeill; Jean Squier; Dr. Mark Thompson, DDS; Keith Walters, Chair; and Commissioner Robert Wright
Members Absent	Kathryn Hostetter and Chris Pusey
Staff Members Present	Ulva Little-Bennett, Jeff Eudy, Jenny McDuffie, Dawn Molchan, and Cindy Morton
Others Present	Grady Hunt, Hoke County Attorney

Quorum: Yes

II. Approval of Meeting Agenda

Motion made by Commissioner Wright and seconded by Ms. Ellen McNeill, to approve the **September 9, 2019** Board of Health meeting agenda. **Motion carried unanimously.**

III. Approval of Minutes

Motion made by Commissioner Wright and seconded by Ms. McNeill to approve the minutes from the June 10, 2019 regular Board of Health meeting as submitted. **Motion carried unanimously.**

IV. Public Comments

- None

V. Old Business

Board of County Commissioners' Meeting 8/5/2019

Helene Edwards, Health Director

- The Hoke County Commissioners approved the Mental Health First Aid course of \$50.00.

- Ms. Ulva Little-Bennett and Ms. Sherita Sutton presented the 2018 Community Health Assessment to the Commissioners.

Board of County Commissioners' Meeting 8/19/2019

Helene Edwards, Health Director

- The Hoke County Commissioners approved the proposed FY 2019-2020 Well Water Testing Fees for Environmental Health. These new fees are effective September 10, 2019.
- The Commissioners approved the Hoke County Partnership for Children and Families contract for **\$4,000.00**. These funds are used to sustain the Child Passenger Safety Seat Program in Hoke County.

Board of County Commissioners' Meeting 9/3/2019

Helene Edwards, Health Director

- The Hoke County Commissioners approved the Lamar Media Campaign contract for **\$11,700.00**. This contract allows the Hoke County Health Department to promote public health services and events on the digital billboard on Hwy 401. Funding from the Improving Community Outcomes for Maternal and Child Health (ICO4MCH) Sandhills Collaborative grant pays for the digital billboard subscription.
- The Commissioners approved the following contracts with Dex Imaging, LLC.:
 - The lease and service agreements of three copiers
 - The maintenance and service agreements for two copiers owned by the Health Department.

VI. New Business

Annual Open Meetings Law Training

Grady Hunt, Hoke County Attorney

- Mr. Hunt opened the training with discussion of the Board of Health meeting requirements:
 1. The Board of Health meeting advertised for public participation. Post the public notice on the Hoke County website, courthouse, the Pratt building, and Raeford-News Journal newspaper.
 2. The Board of Health approves the meeting agenda before the meeting starts.
 3. The meeting minutes are an account of the meeting and must include all action items.
- Boards of Health need to handle confidential matters in closed session—any HIPAA matters and personnel issues.
- The North Carolina General Statutes outline the permitted purposes for a closed session and the board can only discuss the permitted item in closed session.
- There are ten exemptions for closed session:
 1. **Confidential and Privileged Information:** G.S. § 143-31.811(a)(1)
 2. **Honoraria:** G.S. § 143-31.811(a)(2)
 3. **Attorney-Client Privilege:** G.S. § 143-31.811(a)(3)
 4. **Industry/Business Expansion:** G.S. § 143-31.811(a)(4)
 5. **Real Estate Acquisitions and Employment Contracts:** G.S. § 143-31.811(a)(5)
 6. **Specific personnel and employee issues:** G.S. § 143-31.811(a)(6)
 7. **Criminal misconduct:** G.S. § 143-31.811(a)(7)
 8. **Emergency response plans:** G.S. § 143-31.811(a)(8)
 9. **Public safety:** G.S. § 143-31.811(a)(9)

10. **To view law enforcement agency recordings:** G.S. § 143-31.811(a)(10)

- Meeting minutes are public record once approved and adopted by the board.
- Mr. Hunt answered board members' questions before concluding the Annual Open Meetings Law Training.

HCHD Community Health Improvement Plans

Ulva Bennett, Health Educator

- The Hoke County Community Health Improvement Plan (CHIP) was due six months after the submission of the Community Health Assessment 2018.
- The CHIP is a comprehensive plan that sets goals to improve the health of Hoke County residents. The CHIP establishes measurable goals and objectives for three priority areas identified by community residents.
- Chronic Disease and Cancer management are short-term objectives for 2019-2021.
- Adolescent Pregnancy Prevention and STDs are long-term objectives for 2019-2029.
- The Hoke County CHIP will make a collective impact when the community partners' efforts align with the health needs of the community.

Motion made by Mr. James Davis and seconded by Ms. McNeill that the Board of Health approve the Hoke County Community Healthy Improvement Plans. **Motion carried unanimously.**

HCHD Bad Debt Write-Off FY 2017-2018

Jenny McDuffie, Business Officer

- The Bad Debt Write-Off FY 2017-2018 contains accounts that had no payment activity for 12 months.
- The Bad Debt Write-Off total amount was **\$50,103.35**. The individual program amounts were as follows:

Program	Amount
Child Health	\$8,427.97
Immunizations	\$813.96
Family Planning	\$14,364.09
Maternal Health	\$7,201.06
Medical Nutrition Therapy	\$15.00
Primary Care	\$18,714.67
BCCCP	\$561.60
Other Services	\$5.00
Total	\$50,103.35

Motion made by Commissioner Wright and seconded by Mr. Davis that the Board of Health approve the Hoke County Health Department Bad Debt Write-Off FY 2017-2018. **Motion carried unanimously.**

Hoke County On-Site Waste Water Program

Jeff Eudy, Environmental Health Supervisor

- Mr. Eudy explained that 20-30% of Hoke County residents have septic tanks.

- Septic Tank permits are issued throughout the year; therefore, Environmental Health Specialists are collecting soil samples, evaluating land topography, and design septic systems for Hoke County residents.
- Mr. Eudy showed the board the equipment used to complete on-site waste water permitting.
- Environmental Health currently has on-site waste water appointments scheduled out two weeks due to the heavy demand.
- Mr. Eudy recommended that Board refer any complaints to the Health Director.

Clinical Update

Cindy Morton, Nursing Supervisor

- Hoke County has three TB cases, who are receiving treatment from the Hoke County Health Department.
- Hoke County Health Department staff are aggressively providing treatment for Chlamydia and Gonorrhea.
- Depo Provera continues to be the most popular birth control method.
- The Child Health Well Child checks have a 64% appointment show rate.
- The Maternity Clinic had 17 deliveries during July and August 2019.

Administrative Update

Jenny McDuffie, Business Officer

- The following table summarizes the finances for May 2019:

	May 2019
Revenues	73,402.20
Expenditures	423,444.74
 	
State Funds Used	166,616.41
Local Appropriations	105,062.33
Medicaid	118,850.43
Fees	32,915.57
Total (<i>Expenditures</i>)	423,444.74

- The following table summarizes the finances for June 2019:

	June 2019
Revenues	30,607.94
Expenditures	262,667.17
 	
State Funds Used	52,939.34
Local Appropriations	109,254.93
Medicaid	82,308.00
Fees	18,164.90
Total (<i>Expenditures</i>)	262,667.17

- The following table summarizes the finances for July 2019:

	July 2019
Revenues	64,262.28
Expenditures	207,226.12
State Funds Used	
State Funds Used	87,541.88
Local Appropriations	61,543.26
Medicaid	39,793.03
Fees	18,347.95
Total (<i>Expenditures</i>)	207,266.12

Health Director's Update

Helene Edwards, Health Director

- The Hoke County Health Department is preparing for Managed Care Medicaid.
- The Health Department is under contract with all 5 insurance plans for Region 5.
- During July and August, the health department had the following State monitoring visits:
 - Women's Health
 - Communicable Disease
 - Breast and Cervical Cancer Control Program
 - Child Health
- The Board of Health Manuals will be updated at the October meeting.
- The North Carolina Public Health Association Fall Educational Conference is in Greensboro, NC, from September 24-27, 2019.

VII. Closed Session

None

VIII. Other Business

None

IX. Next Meeting Date

Next regular meeting will be Monday, October 14, 2019 at 7:00 PM.

X. Adjournment

❖ The meeting ended at 8:24 PM.

Motion made by Commissioner Wright 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

10-14-2019

Approval Date