



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 Minutes

Regular Meeting **Special Meeting**
January 9, 2023, at 6:30 PM
Regular Meeting (Conference Room & Zoom)

I. Call to Order

The meeting convened at 6:32 PM with Dr. Susan Hendrix, Chair, presiding, and Jenny McDuffie, as Secretary. Invocation given by Mr. Robert Wright.

| | |
|--|--|
| Members Present | Commissioner Lonnie Baldwin, Florine Fleming, Dr. Susan Hendrix, OD, Chair, Kathryn Hostetter, Leah Leach, Gail Lowery, Ellen McNeill, Chris Pusey, and Robert Wright |
| Members Absent | James Davis, Vice Chair and Dr. Mark Thompson, DDS |
| Staff Members & Guest Present | Jenny McDuffie |
| Public Attendance | |

Quorum: Yes

II. Approval of Meeting Agenda

Motion made by Mr. Chris Pusey and seconded by Ms. Ellen McNeill to approve the **January 9, 2023**, Board of Health meeting agenda with the following amendment: Add the professional service contracts for two licensed practical nurses who are currently providing COVID-19 clinical services through CCTC. **Motion carried unanimously.**

III. Approval of Minutes

Motion made by Mr. Wright and seconded by Ms. Leah Leach to approve the minutes from the **November 14, 2022**, regular Board of Health meeting as submitted. **Motion carried unanimously.**

IV. Public Comments

No public comments.

V. Old Business

BOCC Meeting on 12/5/2022

Jenny McDuffie, Asst. Health Director

- The Hoke County Commissioners approved the Environmental Health professional services contract with Jeff Eudy.

BOCC Meeting on 12/19/2022

Jenny McDuffie, Asst. Health Director

- Ms. Erica Sampson presented the Hoke County Child Fatality Report 2022 to the County Commissioners.

VI. New Business

Maxim Healthcare Staffing Services

Jenny McDuffie, Asst. Health Director

- Board of Health members discussed the following recruitment ideas for registered nurses:
 - Offer a sign on bonus.
 - Advertise with in-state colleges and technical schools.
 - Advertise the benefits of public health employment-Monday through Friday 8 AM to 5 PM.

Motion made by Ms. McNeill and seconded by Mr. Wright to approve the Maxim Healthcare Staffing. **Motion carried unanimously.**

Professional Services Contracts

Jenny McDuffie, Asst. Health Director

- The CCTC contract with the State ends February 28, 2023; therefore, the HCHD would like to resume professional service contracts with the two LPNs.

Motion made by Ms. McNeill and seconded by Mr. Wright to approve the two LPN professional services contracts. **Motion carried unanimously.**

Clinical Report Update

Jenny McDuffie, Asst. Health Director

Positions that need to be filled

- Ms. Cindy Morton continues to serve as Interim Nursing Director.
- Child Health Coordinator, Family Planning Coordinator, Immunization Nurse Coordinator, and Primary Care Coordinator positions are posted.

Board members recommend evening COVID-19 vaccination clinics to help spend the COVID-19 funding from the state.

Fiscal Management Update

Jenny McDuffie, Asst. Health Director

The following table summarizes the finances for both October and November 2022:

| | October 2022 |
|-------------------------------|---------------------|
| Revenues | \$223,080.44 |
| Expenditures | \$267,621.04 |
| State Funds Used | |
| State Funds Used | \$81,561.09 |
| Local Appropriations | \$98,078.69 |
| Medicaid | \$46,059.48 |
| Fees | \$41,921.78 |
| Total (<i>Expenditures</i>) | \$267,621.04 |

| | November 2022 |
|-------------------------------|----------------------|
| Revenues | \$197,448.50 |
| Expenditures | \$349,211.90 |
| State Funds Used | |
| State Funds Used | \$130,597.59 |
| Local Appropriations | \$129,383.16 |
| Medicaid | \$42,575.18 |
| Fees | \$46,655.97 |
| Total (<i>Expenditures</i>) | \$349,211.90 |

Health Director's Update

Helene Edwards, Health Director

- Environmental Health is fully staffed at the present time. Mr. Tim Prater, REHS started on January 4, 2023, and Mr. Jeff Eudy will work 1-2 days a week to help reduce back log.
- Ms. Lucy Castille, RN, and Rafael Resendis-Ruiz, MOA, started working with HCHD on January 4, 2023.
- The Hoke County Health Department is aggressively advertising for the following vacant positions:
 - Registered Nurses (4)
 - Nursing Director (1)
- The Hoke County Health Department continues to provide COVID-19 vaccines and boosters by appointments only on Mondays and Fridays. (8 AM to 4:30 PM).

VII. Closed Session

VIII. Other Business

IX. Next Meeting Date

Next regular meeting will be Monday, February 13, 2023, at 6:30 PM.

X. Adjournment

❖ The meeting ended at 6:53 PM.

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

Respectfully submitted by:

Helene Edwards

Helene Edwards
Board of Health Secretary

2/13/2023
Approval Date