



Helene Edwards, MS, RD, LDN  
Health Director

## HOKE COUNTY Department of Public Health

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### Hoke County Board of Health Minutes

Regular Meeting     Special Meeting

June 13, 2022, at 6:30 PM

**Regular Meeting (Conference Room & Zoom)**

**I. Call to Order**

The meeting convened at 6:30 PM with Dr. Susan Hendrix, Chair, presiding, and Helene Edwards, Secretary.

<b>Members Present</b>	Commissioner Lonnie Baldwin; James Davis, Vice Chair; Florine Fleming; Dr. Susan Hendrix, OD, Chair; Kathryn Hostetter; Leah Leach; Gail Lowery; Ellen McNeill; and Robert Wright
<b>Members Absent</b>	Chris Pusey and Dr. Mark Thompson, DDS
<b>Staff Members &amp; Guest Present</b>	Ulva Little-Bennett and Jenny McDuffie
<b>Public Attendance</b>	Christina Gordon, Olivia Hawkins, Miya S. Dial, Maranda Edwards

**Quorum:** Yes

**II. Approval of Meeting Agenda**

Motion made by Mr. James Davis and seconded by Ms. Ellen McNeill to approve the **June 13, 2022**, Board of Health meeting agenda. **Motion carried unanimously.**

**III. Approval of Minutes**

Motion made by Mr. Robert Wright and seconded by Ms. McNeill to approve the minutes from the **May 9, 2022**, regular Board of Health meeting as submitted. **Motion carried unanimously.**

**IV. Public Comments**

- No public comments. However, Ms. Ulva Little-Bennett introduced the Hoke County Health Department interns to the Board of Health. Ms. Olivia Hawkins and Ms. Christina Gordon are nursing students at UNC-Pembroke. Ms. Maranda Edwards is an MPH student from Old Dominion. Ms. Miya S. Dial attends Purnell Sweat High School.

**V. Old Business**

None

## **New Business**

### **NC Public Health Alliance Staffing Contract**

Helene Edwards, Health Director

- The Hoke County Health Department would like to continue its contract with NCAPHA for the Public Health Equity Educator for FY 2023.
- NCAPHA contracts with Ms. Kristin Wynn to help advance health equity in Hoke County.

Motion made by Mr. Wright and seconded by Mr. Davis to approve the North Carolina Alliance for Public Health staffing contract for FY 2023. **Motion carried unanimously.**

### **Re-Appointment of Board of Health Member**

Susan Hendrix, OD, Chair

- Mr. Chris Pusey's Board of Health membership term ends in June of 2022.
- Mr. Pusey has agreed to serve another term.

Motion made by Mr. Wright and seconded by Ms. McNeill to approve the re-appointment of Mr. Chris Pusey to the Hoke County Board of Health for a second term. **Motion carried unanimously.**

### **FY 2023 Election of Board of Health Officers**

Helene Edwards, Health Director

- The Board of Health nominated Dr. Susan Hendrix, OD to serve as the Chair for FY 2023.

Motion made by Mr. Wright and seconded by Ms. McNeill to approve the nomination of Dr. Susan Hendrix, OD for the FY 2023 Board of Health Chair. **Motion carried unanimously.**

- The Board of Health nominated Mr. James Davis to serve as the Vice Chair for FY 2023.

Motion made by Ms. McNeill and seconded by Mr. Davis to approve the nomination of Mr. James Davis for the FY 2022 Board of Health Vice Chair. **Motion carried unanimously.**

### **Clinical Update: Nursing Report**

Helene Edwards, Health Director

- Ms. Dorsey and Ms. Karen Blanks submitted the following report:

#### **COVID Vaccinations**

- COVID-19 vaccines/boosters: By appointment on Mondays and Fridays from 8 AM to 4:30 PM and walk-ins accepted on Friday afternoons.
- Total number of COVID-19 vaccines given in May—213 doses.
- Pfizer boosters approved for 5 years and older.

#### **Positions that need to be filled**

- Primary Care Nurse- Angie Coleman, BSN started on 4-19-2022.
- Child Health Coordinator-Ms. Shana Bullard, BSN has transferred into the Child Health position.
- Ms. Karen Blanks, RN accepted the Nursing Director position, and she started on June 1, 2022.

- Immunization Nurse position will be posted.
- Contract Interpreter is posted.

**May Clinic Report**

- Appointment Scheduled- 854
- Appointments Rescheduled- 74
- No Shows- 171
- Cancelled- 47
- Kept- 673
- Show rate-0.79
- Ultrasounds-24 scheduled with a show rate of 100%.

**Fiscal Management Update**

Jenny McDuffie, Asst. Health Director

The following table summarizes the finances for April 2022:

	<b>April 2022</b>
Revenues	<b>\$304,889.59</b>
Expenditures	<b>\$413,456.09</b>
<b>State Funds Used</b>	
State Funds Used	\$135,800.18
Local Appropriations	\$46,182.71
Medicaid	\$121,177.17
Fees	\$110,296.03
<b>Total (Expenditures)</b>	<b>\$413,456.09</b>

- The medical records room has been transformed into a work area for nonclinical employees and the medical office assistants.
- The AV and IT departments are working on the Cat 5 wiring of the cubical workstations.

**Health Director's Update**

Helene Edwards, Health Director

- The second booster or 4<sup>th</sup> dose of Pfizer and Moderna are available on Mondays and Fridays 8 to 4:30 PM.
- FDA meets this week to discuss and approve both Pfizer and Moderna COVID-19 vaccines for children six months to four years of age.
- The Hoke County Health Department proposed FY 2023 budget was presented to the Commissioners on 5/18/2022.
- On June 20<sup>th</sup>, the proposed environmental health fees for the new septic applications and drinking wells will be presented to the Hoke County Commissioners.

**VI. Closed Session**  
None

**VII. Other Business**  
None

**VIII. Next Meeting Date**

Next regular meeting will be Monday, September 12, 2022, at 6:30 PM.

**IX. Adjournment**

❖ The meeting ended at 7:15 PM.

Motion made by Mr. Davis and Mr. Wright seconded by to adjourn the Board of Health meeting.

**Motion carried unanimously.**

**Respectfully submitted by:**

*Helene Edwards*

**Helene Edwards**  
Board of Health Secretary

*9-12-2022*

**Approval Date**