

**BRUNSWICK COUNTY HEALTH AND HUMAN SERVICES
ADVISORY BOARD
REGULAR MONTHLY MEETING
September 26, 2016, 6:30 p.m.**

- I. CALL TO ORDER/SPECIAL PRESENTATIONS:** The regular monthly meeting of the Brunswick County Health and Human Services Advisory Board was called to order by Dr. Flint King at 6:31 p.m. in the Health Services Board Room (Building A).
- A. PUBLIC COMMENT:** Dr. King asked for public comments and there were none.
- B. SPECIAL PRESENTATION:** Dr. King asked if there were any special presentations. Mr. Harrelson introduced Mrs. Bobby Johnson, Environmental Health Program Specialist, as Health Services Employee of the Quarter. Mr. Harrelson read excerpts from the nomination received from Dewayne Varnam. Mr. Varnam praised Mrs. Johnson for being very passionate about her work, being quick to thank and praise her team and not only offering constructive criticism but being equally willing to accept it.
- II. REGULARLY OCCURRING ITEMS:**
- A. ATTENDANCE:**
1. The following members were present:
 - Dr. Flint King, Chairman
 - Dr. J. Michael Howard
 - Dr. Kathryn Lawler
 - Mr. Michael Norton
 - Ms. Lisa Narron
 - Mr. Haywood Miller
 - Dr. Jerry Smith
 - Mrs. Pat Sykes, County Commissioner
 2. Members absent:
 - Dr. Allen Williams, Vice Chairman
 - Dr. Brad Hilaman
 - Mr. Gene Ward
 3. Staff members present:
 - David Stanley, Health & Human Services Director
 - Cris Harrelson, Health Director
 - Anita Hartsell, Veterans Services Director
 - Cathy Lytch, Social Services Director
 - Scott Milligan, Personnel Officer
 - Cyndi Glenn, Director of Nursing
 - Danny Thornton, Environmental Health Director
 - Jay Murray, Business Manager
 - Marjorie Rayl, General Clerical Supervisor
 - Bobby Johnson, Environmental Health Program Specialist

4. Guests present:
None

- B. APPROVAL OF MINUTES:** Minutes for the monthly meeting held on **August 22, 2016** were reviewed. Dr. King asked if there were any corrections to the minutes. **There were no corrections. Dr. Howard moved to approve the minutes as written. Dr. Lawler seconded the motion. The vote to approve the minutes was unanimous. (Closed)**
- C. AGENDA ADJUSTMENTS:** Dr. King asked if there were any adjustments to the agenda. There were none. **Mrs. Sykes moved to approve the agenda as presented. Mr. Norton seconded the motion. The vote to approve the agenda was unanimous. (Closed)**
- D. STAFF AND COMMITTEE REPORTS:**
- 1. CHILD FATALITY PREVENTION AND COMMUNITY CHILD PROTECTION TEAMS:** Mrs. Glenn reported the next meeting will be on October 11, 2016. **(Info)**
 - 2. HHS CUSTOMER SERVICE IMPROVEMENT REPORT:** Mrs. Lytch reported on the survey results for the clerical, triage and finance areas of Social Services. In rating their overall experience with DSS, 67% of clients selected excellent and 28% selected good. When asked if clients felt all of their questions were answered, 96% of clients said yes. In asking about wait time, 43% waited less than 10 minutes for their appointment. Several positive comments were noted. **(Info)**
 - 3. HHS EMPLOYMENT OPPORTUNITIES:** Mr. Milligan reported that a Health Services employee resigned creating an opening for a nurse in Child Health. The recent retirement of a Community Health Assistant created an opening which has been filled since the last meeting. Two In-Home Services social worker positions have been filled as well as one social worker position in Foster Care. Remaining open are two social worker positions in CAP/SA-In Home, the Economic Services Supervisor position, and the Economic Services QA Supervisor position. The QA Supervisor job description was recently rewritten. Four income maintenance caseworker positions are open due to resignations and staff moving into other positions. Recommendations are expected to be made this week. **(Info)**
 - 4. HEALTH SERVICES:** Mr. Harrelson noted that flu clinic opened today. He distributed a calendar of outlying flu clinics in being held in October. FluMist is not being manufactured this year so it is not available. Mr. Stanley asked the team to call if they knew of any businesses or churches with 20 people or more interested in getting a flu shot. Staff has done a good job in scheduling towns and municipalities for flu clinics. Mr. Harrelson reported that Accreditation evidence is being compiled to be mailed to the State Consultant for review. December 1st is the deadline for submission and the Site Visit Team will be at Health Services some time in February or March. Health Services will be getting a facelift with new paint and fixtures before their arrival. Mr. Stanley added that accreditation is tied to dollars. Mr. Harrelson noted that counties must meet standards in order to receive funding. Mr. Harrelson reported on a recent cryptosporidium outbreak investigation at Bald Head Island and Shoals Resort clubs. Several people were positively diagnosed with the sickness that causes watery diarrhea and gastrointestinal

symptoms for up to two weeks. The Epi-Team worked with the State in investigating. Danny Thornton and Rachael Baldwin worked directly with the resorts and their operators to close pools and protect the public. All pools were properly flushed by operators before being re-opened. Mr. Norton asked how the department was informed of the issue. Mr. Harrelson stated that cryptosporidium is a State-reportable illness and staff was also notified by some of the people that became ill. Mr. Stanley added that there have been no new cases and thanked the staff for being so quick and efficient in protecting the public. **(Info)**

5. **VETERANS SERVICES:** Mrs. Hartsell reported on the new initiative for veterans who need audiology or optometric appointments. Veterans are now able to schedule the appointments themselves. In the past they had to schedule appointments through their primary doctors. Mrs. Hartsell gave a presentation to American Legion Post 68 in Leland last Wednesday who had 50 people in attendance. Mrs. Sykes announced that she has been appointed to the National Association of Counties Veterans and Military Services Committee (NACo) Immigration Reform Task Force. **(Info)**
6. **PUBLIC HOUSING SERVICES:** Mrs. Lytch reported they are in the midst of roll out for Housing Pro Software. Staff training will begin next week. Staff will receive additional training in November which will allow them to upload images. Staff needs to become familiar with the software first. As of today there are 57 people on the waiting list. The opening of the list needs to be publicized so it may be opened the first of the new year. February of 2015 is the last time the list was opened and the list closes when it reaches 250 people. Mrs. Lytch requested the working group meet again to discuss preferences. This is encouraged by HUD. **(Info)**
7. **SOCIAL SERVICES:** Mrs. Lytch announced that nine members of her staff will be attending the Social Services Institute being held October 21-23 in Hickory. This training consists of different speakers and is offered annually. The Federal Marketplace will have open enrollment from November 1st until January 31st. Social Services plans to contract with an agency again this year for the federal LIEAP program. It helps qualified individuals offset their winter heating costs. Staff is looking at options to move the enrollment off campus as well as ways to reduce wait times. Mrs. Lytch discussed the Foster Care internal audits being completed by the QA Supervisor to prepare for a federal audit next year. All files will be reviewed by the end of the month. Training has been provided to assist with note writing for all social workers. The Federal IV E review will occur in July of 2017. They will ask for 100 cases, 80 to review and 20 as oversample. The cases will be selected in December. Federal dollars are to pay for the costs. The entire state is only allowed four errors. Mr. Norton asked about foster parents adopting. Mrs. Lytch replied that some don't want to adopt. For those that do, the child must be with a family for six months before adoption. Relatives of children often become licensed in order to adopt. Mrs. Lytch noted that the Daycare and Medicaid transportation move into NC-Fast has been pushed back to January 2017. Staff is working on plans to have all cases converted without having to ask for an extension. It is estimated that each case will take 60-90 minutes to convert and there are 550 cases. This conversion will take place within one month. Overtime will be offered. **(Info)**

III. OLD BUSINESS:

- A. **RABIES HOME CONFINEMENT PROCEDURES:** Mr. Stanley noted that a public hearing is planned for October 17th and will be advertised in local papers on October 5th. **(Open)**
- B. **COMMUNITY HEALTH ASSESSMENT:** Mr. Stanley noted that action plans have been approved by the state and this item may now be closed. **(Closed)**
- C. **NC LEGISLATIVE UPDATE:** Mr. Stanley discussed with DSS Safety Plans noting that, in a lot of cases, the situation first starts when a family needs assistance. The social worker makes a safety assessment which includes a volunteer plan with the parents. If the social worker is called to the scene where a parent is arrested etc., the social worker is required to help the parent find a place for their child/children. When needed, the second mechanism is to take custody. Mrs. Lytch added that other counties have been sued for restricting access to parents. Until DSS takes custody, access to parents cannot be restricted. Beginning January 1st, the child cannot be left in the home after 45 days if it is unsafe. **(Info)**
- D. **YOUTH INITIATIVE:** Mr. Stanley, Mrs. Lytch, Ann Hardy, Commissioner Cooke and Commissioner Williams are a part of a group spearheaded by Jon David to look at youth issues. The concept is to follow from cradle to career. Community and business leaders find ways, collaboratively, to integrate the initiative for a collective result. Forsyth County has a model program called Forsyth Promise. The concept is to form a backbone to stay focused and keep on track with initiatives. Mr. Stanley noted that Brunswick County groups are talking and there is a consolidated model here now. **(Open)**

IV. NEW BUSINESS:

- A. **STEPPING UP PROGRAM:** Mr. Stanley and Mr. Harrelson have done web searches and spoken with other counties and have not found the Stepping Up program in operation in NC. Forsyth County is looking for grants to have a social worker at their jail. Mr. Stanley noted that Brunswick County is already at the stage that the Stepping Up program would get us to. Space is available for a provider and partnerships with the courts and Sheriff are already in place. The next step is to become operational. The funding is available. **(Info)**
- B. **INFORMATION ON PRESCRIPTION OPIOIDS:** Mr. Stanley suggested that this topic be held to the next meeting when Dr. Williams can be present to discuss. **(Open)**
- C. **BRUNSWICK SENIOR RESOURCES:** Mr. Stanley noted that the Leland location is close to completion. Mr. Murray stated the original date of completion is December 10th and work is about seven days behind. Mr. Stanley added that the location is next to the new town hall. BSRI has requested and has been approved to prepare their own meals and will begin doing so within 90 days at the Southport, Shallotte and Leland locations. The reasoning for the change is to have a better product arrive to the seniors with less ride time due the county's size. This has been done before. **(Closed)**

D. MOSQUITO CONTROL EFFORTS: Mr. Stanley announced that he has had close communication with vector control. They have visited all the schools and educated staff as well as treated any areas that were needed. Staff continues to be active. Information is on the county website. Residents may complete a service request on-line which helps staff determine areas of great need. Mr. Harrelson added that informative flyers in both English and Spanish are being delivered to schools and healthcare providers. The team discussed Zika and the concentrated spraying in Florida. Mrs. Sykes noted an issue with the spraying and honey bees. Mr. Stanley noted that Jeff Brown works closely with Cooperative Extension and the locations of bees. Mr. Harrelson added that 16 other counties are working with surveillance of mosquitos and searching for specific types by setting traps and sending them to universities to be studied. **(Closed)**

V. BOARD INPUTS: Dr. King asked if there were any additional Board inputs and there were none. **(Open)**

VI: ADJOURNMENT: There being no further business, **the meeting was adjourned at 7:24 p.m. with a motion by Mrs. Sykes. Dr. Howard seconded the motion and it passed unanimously.**

The next BCHHS Advisory Board meeting will be held on **October 24, 2016 at 6:30 p.m.**

Chairperson

Secretary

Brunswick County Health and Human Services

Advisory Board Attendance Roster 2016-2017

NAME	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
King	X	X	X									
Miller	X		X									
Williams	X	X										
Smith	X	X	X									
Ward	X	X										
Norton		X	X									
Howard	X		X									
Sykes	X	X	X									
Lawler	X	X	X									
Hilaman	X											
Narron		x	X									

A = Month Appointed/Installed

C = Conflict with CC's Meeting

O = Off Board

X = In Attendance

AA = Approved Absence

Blank Space = Absent

Quorum equals six members present.

^ = Specially Called Meeting

*** = No Meeting**