BRUNSWICK COUNTY HEALTH AND HUMAN SERVICES ADVISORY BOARD
REGULAR MONTHLY MEETING
January 25, 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. Stanley introduced and welcomed Britt Huggins, new Health Educator. He also thanked Cynthia Glenn, Marjorie Rayl, and Cris Harrelson for pulling together to get various projects completed since Fred Michael's retirement. Mr. Stanley also welcomed new Advisory Board member Lisa Narron, Pharmacist at Dosher Hospital. Everyone introduced themselves. Mrs. Lytch then announced the DSS Employee of the Quarter, Lynette Thompson. She began her employment at DSS in 2007 as an Income Maintenance Caseworker. In 2011, Ms. Thompson was promoted to supervisor. Her co-workers praised her willingness to help while having many roles and responsibilities. She is able to find problems and help clients get reinstated as well as help while out in the field. She is knowledgeable, diligent, professional and caring. Ms. Thompson thanked everyone for providing the tools needed to do her job.

II. REGULARLY OCCURRING ITEMS:

A. ATTENDANCE:

1. The following members were present:
   Dr. Flint King, Chairman
   Dr. Allen Williams, Vice Chairman
   Mrs. Pat Sykes, County Commissioner
   Dr. Kathryn Lawler
   Dr. Jerry Smith
   Dr. J. Michael Howard
   Mr. Gene Ward
   Dr. Brad Hilaman
   Mr. Michael Norton

2. Members absent:
   Mr. Haywood Miller

3. Staff members present:
   David Stanley, Health and Human Services Director
   Cris Harrelson, Health Director
   Scott Milligan, Personnel Officer
   Cyndi Glenn, Director of Nursing
   Penny Mayo, Assistant Budget Director

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Danny Thornton, Environmental Health Director
Cathy Lytch, Social Services Director
Marjorie Rayl, General Clerical Supervisor
Britt Huggins, Health Educator
Nanette Thompson, Income Maintenance Supervisor
Vanell Walker, Economic Services Program Administrator

4. Guests present:
None

B. APPROVAL OF MINUTES: Minutes for the monthly meeting held on **November 23, 2015** were reviewed. Dr. King asked if there were any corrections to the minutes. **There were no corrections. Dr. Williams moved to approve the minutes as written. Mr. Ward 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. **Mr. Stanley asked that Item "G" under Old Business be postponed to the February meeting in anticipation of a new Director at Coastal Horizons - Shallotte. Dr. Howard moved to approve the agenda with the aforementioned changes and Dr. Williams 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 would be on February 9, 2016. **(Info)**

2. HEALTH SERVICES: Mr. Harrelson gave an update on the cost settlement with the State. CMS has held payment since 2013 retroactively. Mr. Harrelson noted a determination is close with 2014 and 2015 cost reports expected to be resolved by the end of the month. A change in service provider agreement has a February 15th deadline. Mr. Harrelson thanked staff for their diligence on completing the Community Health Assessment and noted draft copies are available for Board members to take home. **(Info)**

3. VETERANS SERVICES: Mr. Stanley reported that Ms. Hartsell was not in attendance due to giving a presentation on Veteran's benefits at St. Luke Lutheran Church in Shallotte. He noted there is an engineering team working to try and find out what is causing water issues at the Wilmington Healthcare Center, but so far they have been unable to pinpoint the cause. An external water filtration system is being installed to allow procedures to be done where water is needed. Everything should be completed by February 8th. The VA announced on December 17th that it is proposing to extend disability benefits to eligible veterans exposed to contaminated water at Camp Lejeune between 08/01/53 and 12/31/87. The VA is working on regulations that would establish the presumptive conditions and explanation of benefits until the regulations have been written and finalized. **(Info)**

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4. **PUBLIC HOUSING SERVICES:** Mrs. Lytch announced that Public Housing staff moved to the Social Services building the first of January and signs have been placed in the old building. Interviews are being held this week for the Program Manager position which will also supervise Adult Medicaid and Food Stamps. In December, all port-in vouchers not being used were absorbed. Staff is working to identify ways to increase the number of participants for housing. HAPPY software updates are being researched and staff is looking at the system to move to electronic records to better manage the program. Mr. Stanley gave kudos to Mrs. Lytch for helping out after the retirement of a long time employee with decades of knowledge. **(Info)**

5. **SOCIAL SERVICES:** Mrs. Lytch reported that billboards have been placed on Highway 17 to increase foster and adoptive parent recruitment. Forty individuals have signed up for MAPP class (for licensing potential parents) which is the highest number ever. People have already begun signing up for the April class. The LIEAP program, a heating assistance program, was opened to the general public on January 2nd and all funds have been exhausted. With 1,733 applications being processed, 1,540 were approved. There were 554 applications for individuals over age 60. Total funding was $421,504. Mr. Stanley added that these funds were Federal dollars and residents become eligible based on income. Staff from DSS and Brunswick Family Assistance will meet to discuss what worked during the process and what could be improved. Mrs. Lytch noted that the USDA is mandating that the State process 85% of applications timely by the end of December. Brunswick County has an overall rating of 95%. The previously discussed Order of Arrest Modification for Child Support in December collected $13,097.10. With the Sheriff's office round up for cases with arrest orders, the total collection for December was $23,834.30. Iris Brown, Child Support Agent, had the 10th largest single collection in the state for the month of December collecting $10,357. Mrs. Lytch informed the Board they would soon be hearing more about child welfare as it is the new focus for NC-FAST as well as the State. Because of this, she recommended several additional items be added to the Social Services monthly report. **(Info)**

III. OLD BUSINESS:

A. HHS CUSTOMER SERVICE IMPROVEMENT INITIATIVE: Mr. Stanley noted that the Veterans section had not been involved with a customer service questionnaire before but have now developed one. That report will be given at the February meeting and he expects to see high marks. Mrs. Sykes agreed. **(Open)**

B. UNCW PROJECT MISSION/STRATEGIC PLAN: Mr. Stanley reported that staff continues to meet in small groups looking at effective ways to meet customer needs while looking at building plans and client flows. He hopes to bring rough sketches for the Board to review. **(Open)**

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C. **RABIES HOME CONFINEMENT PROCEDURES:** Mr. Harrelson distributed a decision matrix created in an effort to clarify circumstances where a 10-day home confinement should be allowed. This would be utilized with the Brunswick County Sheriff's Office as well as local municipalities. Also distributed was the Memorandum of Understanding which would reflect the decision of the matrix. He noted changes made on page 2 to item "J". There were no changes made to Attachment E – Home Confinement Form. After a brief discussion, **Dr. King made a motion to forward the documents to the County Commissioners for approval. Dr. Williams seconded the motion and the motion carried.** Mr. Harrelson noted the next step is to train staff. **(Open)**

D. **AVAILABLE HHS EMPLOYMENT OPPORTUNITIES:** Mr. Stanley deferred to Mr. Milligan to give an update. Mr. Milligan reported that the November reorganization created many vacant positions. He added there are currently 11 open positions though all but three are engaged in interviews. The Soil Scientist position should have a recommendation made this week. Other vacancies include: Income Maintenance Caseworker II, Accounting Office Assistant, Social Worker III, Program Specialist, Accounting Manager, Social Work Supervisor III, QA Analyst Supervisor, Family Support Specialist, and two Program Managers. Mr. Stanley added that many positions were created due to freezing positions until reorganization. Mr. Milligan added that one position was reclassified after Pam Cheers' retirement. **(Open)**

E. **HHS BOARD VACANCIES:** Mr. Stanley noted that all Board vacancies are now filled and again welcomed Ms. Narron to the Board. **(Info)**

F. **HEALTH AND HUMAN SERVICES REORGANIZATION:** Mr. Stanley noted that the County Commissioners had approved the reorganization, noting the position vacancies just discussed. **(Closed)**

G. **COASTAL HORIZONS PRESENTATION:** Mr. Stanley requested this item be deferred until the next meeting. (Open)

H. **SUBSTANCE ABUSE TREATMENT OPTIONS IN BRUNSWICK COUNTY:** Mr. Stanley noted the Board being recently active in discussing the potential need for treatment options in Brunswick County. He mentioned CASA Works Program, a proposed residential facility to assist moms with substance abuse problems. Trillium Health Resources is working to find a place to locate the facility within Brunswick County. A local option keeps families close together with a greater likelihood of children having supervised visitations. The children can remain in their school, church, and around people they know. There is often quicker reunification. Mrs. Lytch added that if mothers are sent to Lumberton or Raleigh, they are not in treatment and often come back to old friends and habits. She added with local treatment, we are able to wrap services around them. Mr. Stanley asked the Board to please keep this issue on the forefront, adding that New Hanover County has recently committed money to a similar project for males. **(Closed)**

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IV. NEW BUSINESS:

A. COMMUNITY HEALTH ASSESSMENT PRESENTATION: Mr. Stanley discussed the Community Health Assessment (CHA) that is required to be completed every four years and the State of the County Health report that is done each year in between. The Community Action Plan is then completed to address the bigger issues. The CHA is due to the State the first of March after sharing with County Commissioners. UNCW staff helped with the data collection but a modification was needed due to a change in peer counties making the comparison more applicable. Mr. Stanley thanked Cynthia Glenn, Cris Harrelson and the team that helped to pull everything together. When the State reviews the CHA in March, they may ask for changes which he will report back to the Board. Mr. Stanley requested Board members to direct any questions about the report to Mr. Harrelson. Mr. Harrelson then gave a Powerpoint presentation noting it was a very broad overview of the CHA. A discussion ensued during the presentation and two data books were shown. Mr. Harrelson offered to e-mail the information to the Board members for closer review. Health priority areas noted were chronic disease, substance abuse/mental health, and injury/accidental death.(Open)

B. 2016 HEALTH AND HUMAN SERVICES ADVISORY BOARD MEETING CALENDAR: Mr. Stanley presented the 2016 Health and Human Services Advisory Board Meeting Calendar. **Dr. King moved to approve the calendar as presented and Mr. Norton seconded the motion. The vote to approve the calendar was unanimous. (Closed)**

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

VI: ADJOURNMENT: There being no further business, **the meeting was adjourned at 7:45 p.m. with a motion by Mrs. Sykes. Dr. Williams seconded the motion and it passed unanimously.**

The next BCHHS Advisory Board meeting will be held on **February 22, 2016 at 6:30 p.m.**

_____ Chairperson

_____ Secretary

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Brunswick County Health and Human Services
Advisory Board
Attendance Roster 2015-2016

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

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**

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