

BRUNSWICK COUNTY HEALTH AND HUMAN SERVICES ADVISORY BOARD
REGULAR MONTHLY MEETING
February 22, 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 6:30 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. Milligan informed the team that Mr. Stanley was currently in Chapel Hill attending a mandatory training at the School of Government. Mrs. Lytch introduced Bobbie Lowe with Trillium Health Resources who gave a presentation on Access Point, a screening project which places kiosks in public buildings that allow people to take screenings and access mental health information.
- II. REGULARLY OCCURRING ITEMS:**
- A. ATTENDANCE:**
1. The following members were present:
 - Dr. Flint King, Chairman
 - Dr. Kathryn Lawler
 - Dr. Jerry Smith
 - Dr. J. Michael Howard
 - Dr. Brad Hilaman
 - Mr. Michael Norton
 - Mr. Haywood Miller
 - Ms. Lisa Narron
 2. Members absent:
 - Dr. Allen Williams, Vice Chairman
 - Mrs. Pat Sykes, County Commissioner
 - Mr. Gene Ward
 3. Staff members present:
 - Scott Milligan, Personnel Officer
 - Cris Harrelson, Health Director
 - Danny Thornton, Environmental Health Director
 - Cathy Lytch, Social Services Director
 - Anita Hartsell, Veterans Services Director
 - Marjorie Rayl, General Clerical Supervisor
 4. Guests present:
 - Jeff Brown, Vector Control Supervisor
 - Bobbie Lowe, Trillium Health Resources

- B. APPROVAL OF MINUTES:** Minutes for the monthly meeting held on **January 25, 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. Smith 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. Dr. Lawler moved to approve the agenda as presented. Dr. Howard 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:** Mr. Milligan asked that this item be deferred to the next meeting. **(Info)**
 - 2. HHS CUSTOMER SERVICE IMPROVEMENT REPORT:** Mrs. Hartsell reported that 32 surveys have been received for Veterans Services. All responses were positive with 30 noting excellent service and two stating good service. Only five people had to wait between 5-10 minutes to be seen with one of those not having an appointment and two arriving more than 10 minutes before their scheduled appointment. Mrs. Hartsell read the written comments received which were all positive. The improvements suggested were “bigger office” and a statement requesting a building/office map posted in a weather proof display in the parking lot. **(Info)**
 - 3. HHS EMPLOYMENT OPPORTUNITIES:** Mr. Milligan noted the open positions as: Accounting Manager, Economic Services QA Supervisor, ICM II, DSS Program Specialist, Social Worker III for In-Home Services, and Soil Scientist. **(Info)**
 - 4. HEALTH SERVICES:** Mr. Harrelson announced a change in data reported for Pediatric Clinic. Previously reported information has been broken down into two categories, Number of Visits and Number of Patients Seen, for better clarification. Mr. Harrelson discussed the Late Clinic which has been offered at Health Services for a number of years. The clinic originally offered Immunizations, Communicable Disease and Women’s Health with a physician. When the provider changed, the new provider was not willing to work the late clinic hours which were offered the first Tuesday of each month. Because of this, only immunizations may be offered. A survey was developed and distributed on-line and in the lobby to ask patients what times were convenient for them. Twelve responses were received and none showed a need for late hours. A notice has been posted in the lobby and on the website noting an April 1st discontinuance of late clinic hours. Depending on feedback received, the clinic will stop at that time or there will be further review. Mr. Milligan noted that these steps were required for Accreditation. Mr. Harrelson added that we want to know what our customers want as well as be good stewards of our resources. Dr. Lawler asked if needs changed with the seasons to which Mr. Harrelson replied no. **(Info)**

5. **VETERANS SERVICES:** Mrs. Hartsell announced that her presentation at St. Luke Lutheran Church last month was well received with about 30 men in attendance. She added that two of them have already come into the office for benefits. **(Info)**

6. **PUBLIC HOUSING SERVICES:** Mrs. Lytch reported that a program manager, Vivian Brown, has been hired and will start on February 29th. She has experience with Adult Medicaid as well as being a Realtor. She also noted that she would like two requests to be placed before the County Commissioners at their March 7th meeting. Civil Rights Certification is an annual process and is helpful to identify impediments. **Mr. Norton made a motion that Civil Rights Certification be brought forward to the County Commissioners. Dr. Smith seconded the motion. The vote to forward the certification was unanimous.** A Public Hearing must occur annually to review program goals, objectives and policies. Mrs. Lytch would like it scheduled for May 2nd. **Dr. Lawler moved to forward the Public Hearing request to County Commissioners. Dr. Howard seconded the motion. The vote to forward the request was unanimous.** Mrs. Lytch also asked board members to think about what local preference, if any, should be chosen for selecting applicants from the waiting list. These applicants can move ahead of others on the list. In the past Brunswick County has used those who are paying greater than 50% of their income for rent or those involuntarily displaced. A discussion followed. Mrs. Lytch will e-mail a list of possible classifications to Board members. **(Info)**

7. **SOCIAL SERVICES:** Mrs. Lytch is proud of her staff in maintaining an overall rating of 95% in processing Food and Nutrition applications. The USDA is mandating that the state process 85% of applications timely. She asked if there were any questions about the new measures added to the report. There were none. Mrs. Lytch distributed a copy of the County Lines Newspaper article on Brunswick County Social Services receiving the Best Practice Award. Also shared was an article on DSS staff member Roxanne Mills, a CPS Investigator, who was inducted into Laney High School Hall of Fame in January for softball. Mrs. Lytch mentioned that Stacey Greer, Adult Medicaid Supervisor, will be speaking to the Caregiver Support Group at Arbor Landing on March 10th at 6 p.m. to inform caregivers how to apply for assistance once family funds have been exhausted to allow for continued care. **(Info)**

III. OLD BUSINESS:

- A. **PROJECT MISSION/STRATEGIC PLAN:** Mr. Harrelson gave a PowerPoint presentation. The goal is to better integrate staff and resources in the most efficient and effective way. The basic complaints in Building A have been space and a crowded clinic hallway. Mr. Harrelson showed a floor plan and explained options of changing the routing of patients and adding a new waiting room. Dr. King suggested having the Board members take a walkthrough of the building during our April meeting for a better understanding and perspective for discussion, to which all agreed. **(Open)**

- B. **RABIES HOME CONFINEMENT PROCEDURES:** Mr. Milligan requested to leave this item open at this time noting it has been forwarded to the County Commissioners for approval. **(Open)**

- C. **COASTAL HORIZONS PRESENTATION:** Mr. Milligan explained that the presentation scheduled for the November meeting was cancelled by a Coastal Horizons representative. Their staff person that was to present is no longer with the agency. Mr. Stanley has recommended closing this item until they reschedule for another time. **(Closed)**
- D. **COMMUNITY HEALTH ASSESSMENT PRESENTATION:** Mr. Harrelson asked if there were any comments on the report. Dr. Lawler noted that the report was very comprehensive. **Dr. King made a motion to recommend the Community Health Assessment be presented to the County Commissioners for review. Dr. Smith seconded the motion. The vote to forward the CHA to commissioners was unanimous. (Open)**

IV. NEW BUSINESS:

- A. **ZIKA VIRUS UPDATE:** After giving an update, Mr. Harrelson introduced Jeff Brown, County Vector Control Supervisor. Mr. Brown is an expert in mosquitoes who has years of experience including working with the State vector control program. Information was presented as well as a question and answer session. Mr. Brown stated that the main vector for Zika virus is not in Brunswick County. His main message is to avoid being bitten and see a doctor if you don't feel well. Mr. Harrelson noted that Zika cases are now reportable to the State. Mr. Norton thanked Mr. Brown and his staff for the incredible job they do. **(Closed)**
- B. **HEALTH FAIR:** Mr. Harrelson announced the annual health fair will be held on June 18th and will be a little different than in the past. The theme will be "Kick Off to Summer" and a water fun run will be held. There will be health and wellness vendors and kids activities available on the walking trail. **(Closed)**

V. BOARD INPUTS: Dr. King asked if there were any additional Board inputs. Hearing none, Mr. Milligan reminded members that the next meeting will be held at 7 p.m. in the Odell Williamson Auditorium at Brunswick Community College. The meeting is held in this location so that Board members may also attend the Golden "A" Awards ceremony held at the Special Events room adjacent to the auditorium at 6 p.m. The Golden "A" is awarded to those food establishments that uphold high standards of sanitation throughout the year.

VI: ADJOURNMENT: There being no further business, **the meeting was adjourned at 7:43 p.m. with a motion by Dr. Howard. Mr. Norton seconded the motion and it passed unanimously.**

The next BCHHS Advisory Board meeting will be held on **March 28, 2016 at 7:00 p.m. at Odell Williamson Auditorium.**

_____ Chairperson

_____ Secretary

**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	X				
Doherty		O	O	O	O	*	O	O				
Miller	X	X		X	X	*		X				
Williams	X	X		X	X	*	X					
Smith	X	X	X		X	*	X	X				
Ward		X	X	X		*	X					
Norton	X		X	X		*	X	X				
Howard		X	X	X		*	X	X				
Sykes	X		X	X	X	*	X					
Lawler	X	X			X	*	X	X				
Hilaman	X	X		X		*	X	X				
Narron							A	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**