BRUNSWICK COUNTY HEALTH AND HUMAN SERVICES ADVISORY BOARD
REGULAR MONTHLY MEETING
July 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 6:32 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. **Mrs. Lytch announced Marie Martin, Office Assistant, as DSS Employee of the Quarter.** She was originally hired through a staffing agency a year ago and became a permanent employee in February. Ms. Martin was nominated by two peers. Mrs. Lytch read the nominations aloud which praised Ms. Martin for her positive attitude, noting she always has a smile on her face and has a caring attitude toward clients and coworkers. Mr. Milligan commented that everything that was read aloud in the nominations he knew to be true about Marie as well. Mrs. Lytch noted her peers not only voted for her, they added positive comments on their ballots when submitted.

II. REGULARLY OCCURRING ITEMS:

A. ATTENDANCE:

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

2. Members absent:
   Mr. Michael Norton
   Ms. Lisa Narron

3. Staff members present:
   Scott Milligan, Health & Human Services Personnel Officer
   Cris Harrelson, Health Director
   Cathy Lytch, Social Services Director
   Anita Hartsell, Veterans Services Director
   Danny Thornton, Environmental Health Director
   Cyndi Glenn, Director of Nursing
   Marjorie Rayl, General Clerical Supervisor
   Marie Martin, Social Services Office Assistant

DRAFT

4. Guests present:
None

B. APPROVAL OF MINUTES: Minutes for the monthly meeting held on **June 27, 2016** were reviewed. Dr. King asked if there were any corrections to the minutes. **There were no corrections. Mr. Ward moved to approve the minutes as written. Dr. Howard 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. Milligan asked that "Item D" be added under New Business as "Special Assistance In-Home Program Waiting List Policy". Mrs. Sykes moved to approve the agenda with the aforementioned addition. Mr. Ward 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 that the next CFPT meeting will be held in August. She showed the Board a lockbox that is being distributed by Health Services social workers to parents of children under the age of five. They are used to prevent childhood poisonings. She also distributed magnets with county prescription pill drop box locations. **(Info)**

2. **HHS CUSTOMER SERVICE IMPROVEMENT REPORT:** Mr. Harrelson reviewed results from the recent Immunization Patient Satisfaction Survey. The immunizations clinic consists of two staff members, a clerk and a nurse. Both received all excellent or good marks. Comments included notes about staff being friendly, knowledgeable and able to put patients at ease. **(Info)**

3. **HHS EMPLOYMENT OPPORTUNITIES:** Mr. Milligan was happy to report the following positions as being filled: ES Program Manager, all IMC IIs, Child Support Agent, Soil Scientist, Senior Office Assistant, Business Manager, and EH Specialist. Positions open are: ES QA Analyst Supervisor, ES Supervisor, Social Worker III In-Home Services, Social Worker III Foster Care, and Social Worker II CAP/SA-In Home. **(Info)**

4. **HEALTH SERVICES:** Mr. Harrelson reported that the State has reached out to local counties to offer free Hepatitis C testing due to the increased incidence of HCV infection associated with injection drug use in North Carolina. The North Carolina Division of Public Health has partnered with the North Carolina State Laboratory of Public Health to expand HCV testing. People who currently inject drugs, have a history of injecting drug use, and those who are HIV positive, meet the criteria for free testing. Mr. Harrelson also showed the Board a magnetic wipe board, which includes the signs of stroke, that is being handed out at Health Services. These were made available through the Justus-Warren Heart Disease & Stroke Prevention Task Force of which Dr. Lawler is a member. **(Info)**

DRAFT

5. **VETERANS SERVICES:** Mrs. Hartsell reported that the State is now allowing county Veterans Services offices to start certifying the NCDMV license plate applications for the military and veteran's license plates. She and staffer Glen Hartung will be attending training on August 10th, after which, they will be able to start certifying the applications for their clients. The VA has launched a new initiative to make it easier for veterans to enroll in VA healthcare. In the past, a veteran had to submit an application, either on paper or online, provide a signature and a copy of their DD-214. Now the VA is allowing veterans to call their toll-free number to sign up for VA healthcare and no signature is required to apply. Mrs. Hartsell noted the status of the water issue at the Wilmington VA location has not changed. **(Info)**

6. **PUBLIC HOUSING SERVICES:** Mrs. Lytch noted that staff continues to pull individuals off of the waiting list. A letter had been sent to 20 people this month. Due to an average of five people being pulled of the list monthly, staff will start pulling five names each month. There are currently 20 outstanding vouchers. Applicants are allowed 60 days to find a suitable home to utilize the vouchers. This timeframe can be extended or staff may find additional people to use the voucher. There are currently 84 people on the waiting list. Staff is working on purchasing the update to the "HAPPY" software. The funds were approved in the new budget. Included in the upgrade is an electronic document management system. **(Info)**

7. **SOCIAL SERVICES:** Mrs. Lytch reported that FNS changes went into effect July 1st regarding Able-Bodied Adults Without Dependents (ABAWD). Applicants that fall into this category are only certified for three months at a time and must prove that they are working, looking for work, attending school, or volunteering. This does not affect those that have children or those over age 49. The amount of food stamps issued are based on income vs. expenses. It is meant to be a supplement. Applicants recently released from jail may or may not be eligible based on charges. For example, some felony drug charges will make the applicant ineligible. Brunswick County continues to meet state and federal guidelines with regard to processing food stamp applications timely. Staff is preparing to move daycare and energy programs (CIP and LIEAP) into NC-Fast. Medicaid Transport is scheduled to move into NC-Fast in December 2016/January 2017. Once the program moves, vendors will enter claims into NC-Tracks. DSS will verify trips and NC-Tracks will issue payments. Vendors are in the process of signing up in NC-Tracks. Mrs. Lytch stated she is updating internal policies and has created a policy folder for accessibility by all staff. Staff is working on required FEMA trainings and will be completed by end of year. As a follow up from a question last month about children being born positive for drugs, Mrs. Lytch noted that many times babies are born testing positive to multiple drugs. There is no data available as to which specific drug, only the drug group. **(Info)**

DRAFT

III. OLD BUSINESS:

A. RABIES HOME CONFINEMENT PROCEDURES: Mr. Harrelson discussed the 2016 National Association of State Veterinarians Rabies Compendium. The Department of Public Health proposed new standards, but it did not pass during the recent legislative short session. We have the same state laws as always, but the national standards are pulled back some. It will take time to pursue new legislation again to reflect the compendium language. The best course for health departments now is to have a local rule to have solid legal ground to take action if needed. A model memorandum has been provided. The fiscal impacts have its pros and cons. The Board agreed to consider more information at a future meeting for further discussion. **(Open)**

B. COMMUNITY HEALTH ASSESSMENT: Mr. Harrelson reported that four draft action plans are almost complete. They will be included in next month's packets for review. He will ask the Board for input and for a recommendation to forward to the County Commissioners at the September meeting. **(Open)**

C. NC LEGISLATIVE UPDATE: Mr. Harrelson noted that the bill containing the needle exchange program was passed. The .1900 rule rewrite is moving forward. The school lead program received no funding. House Bill 1007 making changes to Occupational Licensing Boards did not pass. The bill would have done away with boards consisting of less than 1000 members, such as the Board of Registered Environmental Health Specialists. This is a national effort that may come again. Dr. Lawler noted that legislation also passed regarding "Health Corner Store Initiative". There are 349 food deserts across the state affecting 1.5 million residents. It includes $250,000 to help fund small "corner stores" with refrigeration units for the purpose of storing fresh fruits and vegetables for sale. The same amount of funds are also approved for the "You Quit-Two Quit" program which assists pregnant women or those thinking of getting pregnant to stop smoking. These items passed through the efforts of the Justus-Warren Heart Disease & Stroke Prevention Task Force. **(Info)**

D. NEW TRANSPORTATION SERVICE, WAVE TRANSIT: Mr. Harrelson reported on the recent 2-hour Community Input Forum hosted by WAVE Transit System out of Wilmington. They have received a grant to improve the mobility of people age 65 and over and people with disabilities. This grant will only serve the Leland area of the county. Mr. Harrelson noted there is still the Medicaid Transportation option for those with Medicaid. He added that this board's concerns of additional needs were shared with WAVE. **(Closed)**

IV. NEW BUSINESS:

A. ENERGY ASSISTANCE PLAN: Mrs. Lytch explained that DSS is required annually to create and submit an Energy Outreach Plan (included in board packets) to the State to inform how we will administer upcoming CIP and LIEAP funding. **Dr. Williams moved to recommend the Plan be sent to the Brunswick County Commissioners for approval. Dr. Lawler seconded the motion. The vote to approve the motion was unanimous. (Open)**

DRAFT

B. **MAC FUNDS:** Mrs. Lytch reported that Medicaid Administrative Claiming is a new funding source for Child and Adult Service social workers. Adult Services receives $5000/year for the whole program. Children Services funding is capped. MAC funding is uncapped. It allows social workers to bill or code administrative time to MAC for activities that are connected to Medicaid billable services. Billing services/codes are how we pull down state and federal funds which pay for social worker salaries. Activities that can be billed are referrals, outreach and coordination of services. Staff is looking to do more prevention and this cost savings is a huge benefit in incorporating outreach into the programs. **(Closed)**

B. **WORKFORCE DEVELOPMENT PROGRAM:** Mrs. Lytch noted that Brunswick County is one of a few NC counties that voluntarily participate in the Employment and Training Program. She was informed last week that there is federal funding that can be used for ABAWD to pay for further education. Staff will be working with the State and Brunswick Community College to offer this opportunity to assist individuals. The goal is to help the individual move toward self-sufficiency. There are seven individuals who have expressed an interest in attending school and $8,400 has been requested for this purpose. The funds must be used by September 30th and it is unknown if the program will be available next federal fiscal year. There is a large selection of courses available for clients to enroll. **(Closed)**

C. **SPECIAL ASSISTANCE IN-HOME PROGRAM WAITING LIST POLICY:** The SA In-Home program is designed to provide resources to allow individuals to stay in their home. Brunswick County has 15 slots allocated and are filled. Per policy, a waiting list policy has to be developed and be presented to the County Commissioners for approval. Mrs. Lytch distributed the draft policy to the Board. Dr. Lawler asked if the waiting list is based on "first-come, first-serve" basis, to which Mrs. Lytch replied yes. **Dr. Lawler made a motion to recommend the waiting list policy be sent to the Brunswick County Commissioners for approval. Dr. Smith seconded the motion. The vote to approve the motion was unanimous. (Open)**

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 7:14 p.m. with a motion by Mr. Ward. Dr. Williams seconded the motion and it passed unanimously.**

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

_____ Chairperson

_____ Secretary

DRAFT

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											
Miller	X											
Williams	X											
Smith	X											
Ward	X											
Norton												
Howard	X											
Sykes	X											
Lawler	X											
Hilaman	X											
Narron												

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**

DRAFT