

**BRUNSWICK COUNTY HEALTH AND HUMAN SERVICES  
ADVISORY BOARD  
REGULAR MONTHLY MEETING  
August 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 6:33 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 Jay Murray, as the new Health & Human Services Business Manager. Mr. Murray has been a county employee for a number of years as an engineer and project manager. Mr. Stanley noted that Mr. Murray will be handling business matters of the department.

**II. REGULARLY OCCURRING ITEMS:**

**A. ATTENDANCE:**

1. The following members were present:

Dr. Flint King, Chairman  
Dr. Allen Williams, Vice Chairman  
Dr. Kathryn Lawler  
Mr. Michael Norton  
Ms. Lisa Narron  
Mr. Gene Ward  
Dr. Jerry Smith  
Mrs. Pat Sykes, County Commissioner

2. Members absent:

Dr. J. Michael Howard  
Dr. Brad Hilaman  
Mr. Haywood Miller

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

4. Guests present:

None

- B. APPROVAL OF MINUTES:** Minutes for the monthly meeting held on **July 25, 2016** 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. 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. **Mr. Stanley asked that “Item D” be added under New Business as “Media Report Regarding Naloxone in Schools”. Mrs. Sykes moved to approve the agenda with the aforementioned addition. 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 noted the team met concerning two fatalities. One has been closed and the other remains open for more information. **(Info)**
  - 2. HHS CUSTOMER SERVICE IMPROVEMENT REPORT:** Mr. Harrelson reported on an exciting new project, Practice Management Review. Aided by state consultants in nursing and administration, it is an in-depth analysis of every aspect of Health Services clinics using quality improvement methodology. A team will be formed to look at items such as billing, coding, clinic flow, and costs. In the end, Mr. Harrelson expects to see better services, more efficiency, satisfied employees and clients, along with system improvements, if needed. The first step has been completed which was submitting a readiness assessment to the North Carolina Department of Public Health (NCDPH). Next, NCDPH will assign a consultant to work with staff in the fall. **(Info)**
  - 3. HHS EMPLOYMENT OPPORTUNITIES:** Mr. Milligan noted that at the last meeting he had reported all IMC II positions as filled. Unfortunately, two candidates refused our job offer, so two positions still remain open. Also open are the Economic Services Supervisor, two Social Worker IIIs and one Social Worker II position. The Economic Services QA Analyst Supervisor position has been open for some time. Mr. Milligan stated the advertisement will be pulled and the job description rewritten in an effort to attract qualified candidates. A Community Health Assistant position has been open since the last meeting and a recommendation has already been made to fill that position. Mr. Norton questioned where positions are advertised other than the county website. Mr. Milligan responded that, depending on the position, they may be advertised at schools of social work, NC A&T State University and NC State University. Positions are also shared via list serves. Mr. Stanley added that Human Resources has a subscription with Monster that is also used when necessary. **(Info)**
  - 4. HEALTH SERVICES:** Mr. Harrelson reported that last month staff began a Pilot Program with DPH that offers Hepatitis C and HIV testing to those who meet specific criteria. Since July 12<sup>th</sup>, five clients have been tested. Results are not yet available. Mr. Harrelson distributed a Safe Kids window decal meant to remind parents to look in the back seat before leaving their vehicle. Safe Kids has requested these be placed on county vehicles to educate clients. Mr. Stanley added that these are also available for purchase. Mr. Harrelson noted that a Health & Human Services response procedure is being put together for all departments to be uniform in their response to fire, tornados, active

shooters, and other situations. Mr. Stanley added that situations can arise with a client, even with use of a panic button, there is still a response time before help may arrive. Mr. Stanley hopes to have a large enough management team with crisis intervention training so the consolidated agency can partner with each other to assist in de-escalating situations. Someone may call 911 and get help on the way, but the response needs to start locally. This will be good for both staff and our clients. **(Info)**

5. **VETERANS SERVICES:** Mrs. Hartsell reported that her office is now able to certify the NC Department of Motor Vehicles license plate applications for military and veteran's plates. They have already certified five applications since the August 10<sup>th</sup> training. Mrs. Hartsell distributed the VA's geographic distribution of expenditures for fiscal year 2015. For Brunswick County, the VA paid out \$83,048,000 in benefits. These benefits were for compensation, pension, education, vocational rehabilitation, employment, insurance and indemnities, and for medical care. The VA's Office of the Actuary estimates Brunswick County's veteran population to be 13,612. Mrs. Hartsell added that the clients her office has assisted have received over \$3.1 million in retro-active benefits alone in 2015. These are tax-free dollars and does not include their regular monthly benefit check. **(Info)**
6. **PUBLIC HOUSING SERVICES:** Mrs. Lytch noted that staff continues to pull individuals off the waiting list which currently consists of 69 families. There are 30 families with outstanding vouchers. Twenty-one of these are new participants are not under contract meaning that they came into the office and met qualifications and now need to find housing. The previously reported HAPPY software will be installed the week of October 3<sup>rd</sup>. Mrs. Lytch continues to work on policies to improve processes and have consistency with other programs. She is also finishing up the end of year reports for HUD. **(Info)**
7. **SOCIAL SERVICES:** Mrs. Lytch reported that in 1995, President Bill Clinton declared August as Child Support Awareness month. Child Support professionals work to provide the best possible assistance to both parents by delivering fair and consistent services. They are diligent in performing their responsibilities of establishing paternity, if needed, and support, locating non-custodial parents, and enforcing support obligations. The average number families served is 3,287. In the past year, our child support office has collected over six and a half million dollars for Brunswick County. WAVES4Kids held their annual scholarship luncheon on August 3<sup>rd</sup>. They are a non-profit organization run by volunteers. They hold two major fundraisers each year. The golf tournament funds are set aside for scholarships of which several children who were in foster care were recipients. Their next fundraiser is "An Evening with Elvis and Friends" to be held on Saturday, September 17<sup>th</sup> from 6:30 – 10:30pm at St. James Community Center. Staff and volunteers from WAVES4Kids stuffed 98 book bags for foster care children and those children involved in Child Protective Services. The bags are stuffed based on boy or girl and what grade they are in. Mrs. Lytch reported that eleven Adult Service Listening Sessions were held across the state including one held on August 16<sup>th</sup> in the commissioner's chambers. State representatives were present to hear the needs and challenges of community partners regarding APS and Guardianship. Both Brunswick and New Hanover DSS representatives spoke. The Adult Services program was modeled after Child Welfare. Financial exploitation has increased and guardians have changed. Hot topics included guardianships and clerks. Bedbugs were also discussed. The Workforce

Development Program has received funds and two individuals are going to school. Brunswick County is one of a few counties in North Carolina that voluntarily participate in the Employment and Training program. Staff was informed last week that there is federal funding that can be used for ABAWD to pay for school. Staff will be working with State and community colleges to offer this opportunity to assist individuals. **(Info)**

### III. OLD BUSINESS:

- A. **RABIES HOME CONFINEMENT PROCEDURES:** Mr. Harrelson referenced the discussion at last month's meeting regarding the 2016 Rabies Compendium that relaxes the post-exposure management of dogs and cats in some cases noting the difference in science and current, much stricter statutes. Mr. Harrelson added that Lt. Tommy Tolley supports this adoption. **Dr. King moved to recommend the Brunswick County Commissioners adopt a Board of Health rule concerning rabies post exposure management. Dr. Williams seconded the motion. The vote to approve the motion was unanimous. (Open)**
- B. **COMMUNITY HEALTH ASSESSMENT:** Mr. Harrelson reported that as a follow up to the Community Health Assessment (CHA), staff builds a team to create action plans to address priority items identified through data collected (including paper surveys and focus groups). The CHA Advisory Team and community partners analyzed the data and compiled four priority items: Accidental Injury and Death; Chronic Disease; Mental Health; and, Substance Abuse. Through the use of slides, Mr. Harrelson discussed the objectives, baseline data and evidenced-based interventions of each item. He added that the interventions presented are evidenced-based but there are no restrictions and a variety of methods will be used. He also noted that the interventions can be by Health Services or by partnering with others. The action plans are required by the state and must meet specific criteria including being reflective of the Healthy North Carolina 2020 plan. Mr. Stanley added that other priority items can be added as well. **Dr. King moved to recommend the 2015 Action Plans be forwarded to the Brunswick County Commissioners for approval. Mr. Ward seconded the motion. The vote to approve the motion was unanimous.** A discussion followed on the need for neighboring states to find a way to communicate regarding the issuance of prescription drugs as well as the problem of over-prescribing. Mrs. Sykes discussed the "Stepping Up Initiative" for jail population. Also noted was Trillium's Healing Transitions that is 18 months from opening. It is a 300 bed facility for males. Dr. Lawler added that the root cause is that the thought now is that patients should have no pain. Also noted was patient satisfaction surveys being linked to payments. Mr. Stanley offered to have more information about "Stepping Up Initiative", the reporting system for doctors in other states, and news about extra opportunities for treatment here. **(Open)**
- C. **NC LEGISLATIVE UPDATE:** Mr. Stanley discussed the recent Medicaid bill that allows the state to take over if the county does not issue Medicaid applications within a timely manner. An issue with the bill is that it requires reporting to an oversight committee and NC-Fast will have to build the program for the data to be obtained. Mr. Stanley noted that a request has been placed to receive pieces of the data that are available. **(Info)**
- D. **ENERGY ASSISTANCE PLAN:** Mr. Stanley reported that the plan was approved under consent at the last Commissioner's meeting. **(Closed)**
- E. **SPECIAL ASSISTANCE IN-HOME PROGRAM WAITING LIST:** Mr. Stanley reported this was approved under consent at the last Commissioner's meeting. **(Closed)**

**IV. NEW BUSINESS:**

- A. YOUTH INITIATIVE:** Mr. Stanley has been working with District Attorney Jon David, Dr. Adams (BCC), Les Tubbs (BC Schools) and the Sheriff's office to discuss ways to coordinate child programs. **(Open)**
- B. BRUNSWICK SENIOR RESOURCES, INC:** Mr. Stanley discussed the continuing needs for the growing senior population within the county. Jim Fish, CEO, will attend a future Advisory Board meeting to discuss programs for Brunswick County's largest demographic. **(Open)**
- C. NUCLEAR EXERCISE AND HHS RESPONSE:** Mr. Stanley reported that he has heard rave reviews of both Social Services and Public Health staff for their efforts during the training. **(Closed)**
- D. MEDIA REPORT REGARDING NALOXONE IN SCHOOLS:** Mr. Stanley informed board members that his staff was contacted by the schools a few weeks ago. Health Services is not able to write an order for schools to administer naloxone. A meeting has been set this week with the school system for clarification. **(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 8:06 p.m. with a motion by Dr. Smith. Dr. Williams seconded the motion and it passed unanimously.**

The next BCHHS Advisory Board meeting will be held on **September 26, 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										
Miller	X											
Williams	X	X										
Smith	X	X										
Ward	X	X										
Norton		X										
Howard	X											
Sykes	X	X										
Lawler	X	X										
Hilaman	X											
Narron		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**