

BRUNSWICK COUNTY HEALTH AND HUMAN SERVICES ADVISORY BOARD
REGULAR MONTHLY MEETING
August 24, 2015 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 and there were none.
- 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. Jerry Smith
Mr. Haywood Miller
Dr. Brad Hilaman
Dr. J. Michael Howard
Mr. Gene Ward
 2. Members absent:
Mr. Andrew Doherty
Mr. Michael Norton
Mrs. Pat Sykes, County Commissioner
 3. Staff members present:
David Stanley, Health and Human Services Director
Scott Milligan, Personnel Officer
Cyndi Glenn, Health Services Director of Nursing
Bob Campbell, Accounting Manager
Danny Thornton, Environmental Health Director
Cathy Lytch, Social Services Director
Anita Hartsell, Veterans Services Director
Pam Cheers, Section 8 Manager
Marjorie Rayl, Health Services General Clerical Supervisor
 4. Guests present:
Leslie Stanley, Emergency Services

B. APPROVAL OF MINUTES: Minutes for the monthly meeting held on **July 27, 2015** 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. **Mr. Stanley asked that “Vacant Pharmacist Board Member” be added as Item C under New Business. Dr. Williams moved to approve the agenda with the aforementioned additions and 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:** Mrs. Glenn noted that the last CFPT meeting was held on August 11th and the next CFPT meeting will be held on October 13th. Four cases were reviewed with one having system problems. **(Info)**
- 2. HEALTH SERVICES:** Mr. Stanley noted Health Services staff had completed the Public Health Quality Improvement 101 program which includes travel to Raleigh and Chapel Hill. A team of staff members worked on specific programs to improve wait times and they continue to use their training on other programs. **(Info)**
- 3. PUBLIC HOUSING SERVICES:** Ms. Cheers reported the SEMAP certification would be submitted by the end of the month and it will be about two months before her score is received. The Year End Closeout (unaudited) report is ready and will also be submitted soon. **(Info)**
- 4. VETERANS SERVICES:** Mrs. Hartsell discussed the recent news reports of New Hanover County’s Register of Deeds office issuing Veterans ID and discount cards. Mrs. Hartsell has spoken with Brunswick County Register of Deeds, Brenda Clemmons, who stated due to being a passport acceptance agency she cannot legally make any other form of ID card. She would love to be able to but her hands are tied. The New Hanover County Register of Deeds is not a passport agency which allows them to make the additional cards. Ms. Beasley, Register of Deeds in New Hanover County would be happy to make Veteran’s ID cards free of charge for any veteran residing in the surrounding counties. All they have to do is record their DD-214 discharge in her office as proof of their service. The ability to make the cards will begin in September once they have received all of the necessary equipment. Dr. Smith asked if these would be the barcoded IDs that contain personal information. Mrs. Hartsell stated that was changed earlier this year due to security issues and the barcodes are no longer used. The water issue at the VA’s Wilmington Health Care Center is still unresolved since the last water quality test failed. The VA is still working with the lessor to get this resolved. **(Info)**

5. **SOCIAL SERVICES:** Mrs. Lytch announced that August is Child Support Awareness Month. The pilot team has been tweaking the new Northwoods Document Management System and training will begin this week for all other staff members. Staff continues to be excited. Scanning contracts have been submitted for approval at the September 8th commissioner meeting. **(Info)**

III. OLD BUSINESS:

- A. **HHS CUSTOMER SERVICE IMPROVEMENT INITIATIVE:** Mrs. Lytch reported that the Child Support and Day Care units recently surveyed their customers and received good responses. Overall experiences rated 83% as excellent and 17% as good. Several positive comments were written. **(Open)**
- B. **UNCW PROJECT MISSION/STRATEGIC PLAN:** Mrs. Lytch noted that a team is being created with members of Management Team or their delegates. A time is yet to be coordinated for the team to meet with the team facilitator. Mr. Stanley added that it is key to get the local health director position filled to put this process in place for the best services for clients. This will be a cooperative, complex process where we must make sure that the vision on paper is something that can be accomplished within our strategic plan. **(Open)**
- C. **AVAILABLE HHS EMPLOYMENT OPPORTUNITIES:** Mr. Stanley listed several positions open including Health Director, Health Educator, Soil Scientist, and Senior Office Assistant in Health Services. At DSS there are openings for Income Maintenance Caseworkers II and III, Office Assistant, and two Social Worker IIIs. Also open is the Health Planner position. Mr. Stanley encouraged the board members to contact him if they knew of anyone interested in applying. **(Open)**
- D. **LEGISLATIVE WATCH:** Mr. Stanley discussed HB 372 which has passed the House. Originally titled Medicaid Modernization, the Senate has changed the title to Medicaid Transformation. The Senate version would create a new Department of Medicaid with its own Board of Directors. The House, Senate and Governor are at odds. Mr. Stanley added the biggest impact to Health & Human Services will be challenges such as reimbursement noting some versions cut out the CCNC program. If CCNC goes away, Mr. Stanley is in favor of finding a way to continue the programs and allow funding directly. The second continuing funding resolution to keep the government open will expire on August 31st. **(Info)**
- E. **RABIES HOME CONFINEMENT PROCEDURES:** Mr. Stanley remarked that he will be getting together with Dr. King to discuss clarification of the procedures and they hope to have some resolution before the next Advisory Board meeting. **(Open)**
- F. **ENERGY PROGRAM OUTREACH PLAN:** Mr. Stanley announced the plan was approved by the County Commissioners at their August 17th meeting under the consent agenda. **(Closed)**

IV. NEW BUSINESS:

A. SCHEDULED FLU OUTREACH EVENTS: Mr. Stanley distributed a schedule of clinics for flu season, with clinics being continually added as requests come in. Mr. Stanley noted the importance of having these events around the county to assist those with travel difficulties in being vaccinated. There are a wide variety of locations and venues scheduled. Dr. Hilaman added that Doshier Hospital would be interested in offering their facility if it was needed in order to reach more people. Mr. Stanley is thankful for all opportunities in order to reach as many people as possible and will discuss the offer with staff. He noted that the Health Services flu program has not grown, but has held steady which is a great testament to staff efforts. **(Closed)**

B. MASS DISPENSING EXERCISE: Mr. Stanley announced the Point of Dispensing (POD) exercise Health Services is planning for September 28th. The purpose is to demonstrate that Brunswick County can handle getting medications to 2000-3000 members of the public at one time due to some type of threat. The exercise is something Health Services does as a function of grant monies received. This year is challenging due to Fred Michael and Darnell Boyd not being here to assist. We are closing a majority of our programs that morning in order to handle the volume of people needed. The exercise will take place at South Brunswick High School. That day is a teacher workday and the school system, Sheriff's Department, Brunswick Community College and UNCW are all offering their assistance and cooperation. Participants are needed for registration, security, "medication" dispensing, and traffic flow. A State evaluator, as well as staff from other counties will be there to observe the operation and learn from it. This happens to be the same day as the next Advisory Board meeting. **(Open)**

C. VACANT PHARMACIST BOARD MEMBER: Mr. Stanley noted that Mr. Milligan received an e-mail from Drew Doherty today. Due to a change in his work hours, he is no longer able to attend Advisory Board Meetings and tendered his resignation from the Board. Mr. Doherty noted that he really enjoyed providing input. Mr. Stanley hopes to get him here at some point to thank him for his service. **(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 6:58 p.m. with a motion by Dr. King. Dr. Williams seconded the motion and it passed unanimously.**

The next BCHHS Advisory Board meeting will be held on **September 28, 2015 at 6:30pm.**

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