

**BRUNSWICK COUNTY HEALTH AND HUMAN SERVICES ADVISORY BOARD**  
**REGULAR MONTHLY MEETING**  
**November 23, 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 6:30 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. Stanley announced that Dr. Smith and Mr. Miller were reappointed to this board at the last County Commissioner's meeting. He congratulated and thanked them both for their participation.**

**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  
Mr. Haywood Miller  
Dr. Kathryn Lawler  
Dr. Jerry Smith

2. Members absent:

Dr. J. Michael Howard  
Mr. Gene Ward  
Dr. Brad Hilaman  
Mr. Michael Norton

3. Staff members present:

David Stanley, Health and Human Services Director  
Cris Harrelson, Health 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  
Marjorie Rayl, Health Services General Clerical Supervisor

4. Guests present:

None

- B. APPROVAL OF MINUTES:** Minutes for the monthly meeting held on **October 26, 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. 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. **Mr. Stanley asked that Item B under New Business be postponed to the next meeting. He also asked that “Modify Arrest Order-Child Support” be added as Item D under New Business. Mrs. Sykes moved to approve the agenda with the aforementioned changes and Mrs. Lawler 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 December 8<sup>th</sup>. **(Info)**
  - 2. HEALTH SERVICES:** Mr. Harrelson asked if there were any questions on the reports included in the Board packets. There were none. He noted flu vaccinations given so far this season as: 2097 regular, 1042 high dose, 57 pediatric, and 497 FluMist for a total of 3693. A slight decline in demand has been seen in the past week. The separate Flu Clinic will be suspended on November 30<sup>th</sup>. Health Services will continue to accept walk-ins through the regular Immunization Clinic. **(Info)**
  - 3. PUBLIC HOUSING SERVICES:** Mr. Stanley noted that Ms. Cheers is retiring in December and is busy doing spring inspections and any reports coming due to provide a smooth transition once her position is advertised. Mr. Stanley announced that this year’s SEMAP certification, which measures efficiencies, was 100%. This was an improvement from 96% last year. **(Info)**
  - 4. VETERANS SERVICES:** Mrs. Hartsell reported that there have been no changes in the water quality issue at the Wilmington Health Care Center. Her presentation scheduled at Ocean Trail Rehabilitation Center has been postponed due to an earlier than expected start for renovations at the facility. A new presentation date has yet to be determined. Mrs. Hartsell attended the Veteran’s Day Ceremony at the American Legion Post #503 in Calabash as well as the unveiling ceremony for the Veterans Memorial Park in Sunset Beach. An information booth was set-up at the Southport Senior Center during Congressman Rouzer’s Resource Fair on November 12<sup>th</sup>. Mrs. Hartsell will be giving a presentation on veteran’s benefits at the Southport Senior Center’s first meeting of their new veteran’s group on December 3<sup>rd</sup>. **(Info)**
  - 5. SOCIAL SERVICES:** Mrs. Lytch announced that Northwoods Document Management System has been fully implemented. The exit interview was held on November 6<sup>th</sup>. Staff will be working with Northwoods and CRMI on the back scanning project of “forever files” for selected areas. Legal Aid Navigators are available at Social Services on Thursdays. A press release was sent to all media sources at the beginning of the month and will be resent as needed. Mrs. Lytch discussed the adoption awareness event that was held at Hugh McRae Park in Wilmington on November 14<sup>th</sup>. It was sponsored by the Southeastern Consortium Committee which is composed of surrounding DSS and

placement agencies. The event is held each year to give the community an opportunity to ask questions regarding adoptions, such as how to become a foster parent to adopt, and how can you pursue a child or sibling group that was recently viewed on NCKIDS. The group also provides a follow-up to any interested families specific to our county. Angel Trees have been placed in the local Walmart stores. Duke Energy and a local church has offered to support children. The WAVES 4 Kids Holiday Party is scheduled for December 11<sup>th</sup> at the St. James Community Center. Santa will be there and the kids can shop for gifts for both their biological and foster parents. The Wild Turkey Federation donated 25 turkeys which staff delivered to families the week before last. Mrs. Lytch announced that on November 16<sup>th</sup> approximately 80 staff members attended the 1<sup>st</sup> Annual Health and Human Services Thanksgiving Gathering. **(Info)**

### **III. OLD BUSINESS:**

- A. HHS CUSTOMER SERVICE IMPROVEMENT INITIATIVE:** Mr. Stanley reported that 74 surveys were distributed to Environmental Health customers and 10 were received back, all with excellent responses. Comments received praised office staff as well as specialists for the excellent customer service given. Mr. Stanley thanked Mr. Thornton and his staff. **(Open)**
- B. UNCW PROJECT MISSION/STRATEGIC PLAN:** Mr. Stanley noted that he, Mr. Campbell, Mr. Milligan, Mrs. Lytch, and Mr. Harrelson have continued to meet weekly to see which programs have linkage as well as space available and the best locations for services. He asked to imagine taking a blank slate and envision what a complete rebuild would look like. **(Open)**
- C. RABIES HOME CONFINEMENT PROCEDURES:** Mr. Harrelson noted the need for clarification of home confinement procedures after a dog bite. A survey of other health departments revealed that the majority do allow home confinement in certain instances but controls need to be in place. A decision matrix was distributed to the Board and discussed. Mr. Harrelson added that circumstances are different and if the Animal Control Officer does not feel comfortable with the matrix, he/she would call the health department for their guidance. He added that Health Services has the authority and right to confine an animal at home but may not if it would jeopardize public safety. Mr. Stanley noted that he was not asking for the Board's recommendation today but would like them to review the information and let him know if there are any questions or concerns before the next meeting. A discussion followed. **(Open)**
- D. AVAILABLE HHS EMPLOYMENT OPPORTUNITIES:** Mr. Stanley announced Health Services openings for Soil Scientist and Health Educator. Social Services openings include Income Caseworker II and III as well as Social Worker II and III. Applicants may review and apply for open positions on the county website. **(Open)**
- E. LEGISLATIVE WATCH:** Mr. Stanley reported the House has set-up a Joint Legislative Oversight Committee on Medicaid including Representatives Nelson Dollar, Chris Malone, Hugh Blackwell, Ed Hayne, Verla Insko, and Bert Jones as well as others. The group is only about 5% in to the review which may take as long as 4-5 years to complete. **(Info)**

- F. POSSIBLE STATE BUDGET IMPLICATIONS TO HHS PROGRAMS:** Mr. Stanley stated the County Commissioner's Association, DMA, DHHS and the Health Director's Association are continuing to work together to come up with an alternative calculation/remodeling for Medicaid Maximization. Mr. Stanley reported on the Statewide Food and Nutrition Services issue under the corrective action plan for timeliness of applications. Applications are required to be completed within a certain number of days and if an improvement is not seen Statewide the USDA will remove \$80 million of Federal funding for the program. Brunswick County is already ahead of the curve with 98% of applications meeting the benchmark. The State overall is at 85% but will need to be at 95% for the upcoming January through June time period. Mr. Stanley thanked Mrs. Lytch and her staff for keeping an eye on this and letting nothing fall through the cracks. **(Info)**
- G. HHS BOARD VACANCIES:** Mr. Stanley noted that a pharmacist is still needed. **(Open)**

#### **IV. NEW BUSINESS:**

- A. HEALTH AND HUMAN SERVICES REORGANIZATION:** Mr. Stanley distributed a hand out of proposed changes in Social Services. He compared the process to a football game in which the coach moves players to different positions with different responsibilities for the betterment of the team and its goals. The handout detailed taking vacant positions and re-classing them to other positions more beneficial, as well as saving money for the county. He also explained that in order to continue to receive State reimbursement, the legal department must be moved under DSS. The information is in Novus for the County Commissioners to review for their December 7<sup>th</sup> meeting. A discussion followed. **Dr. King made a motion to recommend the Health & Human Services Reorganization to the Brunswick County Commissioners for approval. Dr. Williams seconded the motion. The vote to approve the motion was unanimous. (Closed)**
- B. COASTAL HORIZONS PRESENTATION:** Mr. Stanley requested this item be deferred until the next meeting. **(Open)**
- C. SUBSTANCE ABUSE TREATMENT OPTIONS IN BRUNSWICK COUNTY:** Mr. Stanley announced that he has scheduled a meeting on December 14<sup>th</sup> at 10am in the David R. Sandifer Building with Trillium Health Resources, Ann Hardy and Mrs. Sykes to discuss the options available to have services available in Brunswick County. **(Open)**
- D. MODIFY ARREST ORDER:** Mrs. Lytch explained that there are a number of outstanding orders of arrest for Child Support. The Modify Arrest Order is a way to increase monies collected by offering non-custodial parents the opportunity to come in, without fear of being arrested, in order to negotiate a purge amount. Nothing is forgiven. The case is taken back to court in 60 days. If three months of nonpayment occur, this can be revoked and the arrest order reissued. Mr. Stanley added that other counties have done this with some success. Mrs. Sykes added the cost of the county to house inmates in jail is high. Mr. Stanley noted that, when arrested for non-support, the person receives 99 years plus and are not released until the money is paid. He added that the Sheriff, as well as Judge Jolly, are in support of this plan. A discussion followed including unanimous favorable support for trying program. **(Closed)**

V. **BOARD INPUTS:** Mr. Stanley asked if Board members had any interest in cancelling the December meeting since it would fall during the holidays. **Dr. King moved to approve cancelling the December Health & Human Services Advisory Board meeting. Dr. Williams seconded the motion. The vote to cancel the meeting was unanimous. (Closed)**

VI: **ADJOURNMENT:** There being no further business, **the meeting was adjourned at 7:36 p.m. with a motion by Dr. King. Mrs. Sykes seconded the motion and it passed unanimously.**

The next BCHHS Advisory Board meeting will be held on **January 25, 2016 at 6:30 p.m.**

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