

**BRUNSWICK COUNTY HEALTH AND HUMAN SERVICES  
ADVISORY BOARD  
REGULAR MONTHLY MEETING  
January 23, 2023 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. Allen Williams at 6:31 p.m. in the Health Services Board Room (Building A).
- A. PUBLIC COMMENT:** Dr. Williams asked for public comments. Mr. Stanley introduced new Board Member, Travis Pickens, Optometrist and new Health Services Director, David Howard. Several in attendance shared their thoughts and remembrances of Dr. King, Chair of this Board, who passed on January 5<sup>th</sup>.
- B. SPECIAL PRESENTATION:** Dr. Williams asked if there were any special presentations. Mr. Stanley introduced Melissa McLeod, Environmental Health Technician, as Employee of the Quarter. He read her nomination which praised her for exemplary customer service skills, knowledge, and being the ultimate team player. Her supervisor, Mr. Thornton noted that Melissa was the first person in his department to volunteer to work at the COVID-19 drive through.
- II. REGULARLY OCCURRING ITEMS:**
- A. ATTENDANCE:**
1. The following members were present:
    - Mr. Marty Cooke
    - Dr. Justin Asbury
    - Dr. Jerry Smith
    - Ms. Cindy Carver
    - Dr. Allen Williams
    - Mr. Gene Ward
    - Ms. Lisa Narron
    - Mr. Hubert Reaves
    - Mr. Travis Pickens
  2. Members absent:
    - None
  3. Staff members present:
    - David Stanley, Deputy County Manager – Health & Human Services
    - Anita Hartsell, Veteran Services Director
    - Danny Thornton, Environmental Health Director
    - Cherie Browning, Director of Nursing
    - Cathy Lytch, Social Services Director
    - David Howard, Health Services Director
    - Marjorie Rayl, Quality Assurance Specialist
    - Travis Greer, Health Educator II

4. Guests present: None

- B. APPROVAL OF MINUTES:** Minutes for the monthly meeting held on **November 28, 2022** were reviewed. Dr. Williams asked if there were any corrections to the minutes. There were none. **Mr. Ward moved to approve the minutes as presented. Ms. Carver seconded the motion. The vote to approve the minutes was unanimous. (Closed)**
- C. AGENDA ADJUSTMENTS:** Dr. Williams asked if there were any adjustments to the agenda. Mr. Stanley asked that Old Business “D” be combined with New Business “A”. **Ms. Carver moved to approve the agenda with the aforementioned changes. Dr. Asbury seconded the motion. The vote to approve the amended agenda was unanimous. (Closed)**
- D. STAFF AND COMMITTEE REPORTS:**
1. **VETERANS SERVICES:** Mrs. Hartsell reported since the last meeting, she has hired a new Veteran’s Service Officer (VSO), Sally Lawson, who was the Director, and an accredited VSO for Pender County. Sally comes to Brunswick County with over 15 years of experience. Other than getting acquainted with different software programs and how the Brunswick County office operates, she has been able to jump right in and help with the case load. **(Info)**
  2. **CHILD FATALITY PREVENTION AND COMMUNITY CHILD PROTECTION TEAMS:** Ms. Browning reported the Child Fatality Prevention Team has not met since the last Board meeting. The next meeting will be February 14, 2023. **(Info)**
  3. **ENVIRONMENTAL HEALTH:** Mr. Thornton reported the Wastewater Protection Program staff are still working a backlog with some parts of the county being 10 weeks out. One of the three recently hired on-site staff has now been authorized by the State and the other two are expected to be authorized by the end of January. Mr. Thornton reported 58 active files with 33 being greater than a 4-week turnaround (43% within 4 weeks). Staff completed 58 site evaluations, issued 49 improvement permits and 57 construction authorizations. They also inspected 30 new wells and sampled 19. Mr. Thornton noted that Food & Lodging staff did not complete 100% of their inspections last year. He is happy to announce that staff met 100% in the last quarter due to staff positions being filled. **(Info)**
  4. **HEALTH SERVICES:** Mr. Stanley discussed the increase in respiratory illnesses such as RSV and flu that were reported at the last meeting. The flu numbers have decreased slightly with no deaths in Brunswick County although there were 146 statewide with 3 being pediatric. He added that the peak in flu cases is typically near the end of January and start of February. Brunswick County’s highest peak so far this season was the end of November. He hopes this is a good sign that the downward trend could continue. **(Info)**
  5. **HHS QUALITY IMPROVEMENT:** No report. **(Info)**

6. **NC LEGISLATIVE UPDATE:** Mr. Stanley discussed the North Carolina Association of Local Health Director's (NCALHD) 2023 Legislative Priorities. Appropriations were made last year from the State Legislators for \$25 million for communicable disease but the funds were not recurring. He is very thankful but would like to see permanent staff additions. **(Info)**
7. **PUBLIC HOUSING SERVICES:** Mrs. Lytch discussed the Section 8 Management Assessment Program (SEMAP). It measures the performance of public housing agencies that administer the Housing Choice Voucher program in 14 key areas. SEMAP helps HUD target monitoring and assistance to PHA programs that need the most improvement. Brunswick County PHA does not fall into this category. Scoring was placed on hold during the Pandemic. The scores were just received for 2020, 2021, and 2022 and Brunswick County remains a high-performing agency. **(Info)**
8. **SOCIAL SERVICES:** Mrs. Lytch discussed the Consolidated Appropriations Act of 2023 and the Omnibus Bill both of which passed in December. All states must begin terminations and reduction of benefits beginning with reviews processed in April for the June 30<sup>th</sup> end date. This will create extra work for staff, most of which are new and don't know how work was done pre-COVID. The people who received food stamps during COVID received the "maximum allotments" which will go back to regular monthly benefit amounts issued prior to the pandemic based on the person's or household's current eligibility, income, household size, and other federal eligibility requirements. Mrs. Lytch has been working with the county public information officer to get the word out to the public with a press release and a phone bank will be set up for calls. This will have a significant impact on many individuals and families. There could be a dramatic drop in benefits at a time when food costs continue to rise. **(Info)**
9. **HHS EMPLOYMENT OPPORTUNITIES:** Mr. Stanley reported a number of open postings including social workers, income maintenance caseworkers and a new Substance Use Disorder Clinician. Mr. Stanley is very thankful to the commissioners for the approving the new position. **(Info)**

### III. OLD BUSINESS:

- A. **COVID-19 UPDATE AND PLANNING STATUS:** Mr. Stanley noted that last month much of the area counties were yellow and orange on the CDC map but now most are green. Mr. Stanley recommended placing this item on the agenda on an as needed basis. Mr. Stanley added that he is very proud of staff. They have fought from the beginning and remain top 10 in the state for initial and series vaccinations. Brunswick County's senior population is always consistent in getting vaccinated. Brunswick County is also in the top 10 for administering boosters. Mr. Stanley added it could not have been done without volunteers and collaboration with the hospitals. **(Closed)**
- B. **EBOLA UPDATE:** Mr. Stanley reported it has been 42 days since an active Ebola case anywhere. **(Closed)**

- C. **VACANT HHS ADVISORY BOARD POSITION:** Mr. Stanley announced that there two spots to fill, engineer and veterinarian. There is an on-line application submission. If anyone has any questions about a board position please direct them to Mr. Stanley. **(Open)**
- D. **LOCAL HEALTH DEPARTMENT ACCREDITATION:** Mr. Stanley announced the Site Visit on February 2<sup>nd</sup>. The Site Visitors will interview staff and the electronically submitted evidence for the past six years. They will also walk through the building. Commissioners Cooke and Thompson and Dr. Williams will be interviewed at 12:30pm in the Environmental Health Boardroom. **(Open)**
- E. **HEALTH DIRECTOR SEARCH:** David Stanley stated that David Howard began as the new local public health director for Brunswick County today. **(Closed)**
- F. **TELEWORK PILOT:** Mr. Stanley reported a county telework policy is being drafted to address use of office space. Any policy would need to consider teleworking in a way that would not cause a customer service issue. Mr. Cooke added that this is not an agenda to cut corners. Space is a big concern as this county grows as well as the costs of a new building. Working remotely and the ability to hire people outside of Brunswick County is a new way of thinking. This was seen during hurricanes and COVID. It needs to the best operation it can be with a proactive perceptive. **(Info)**

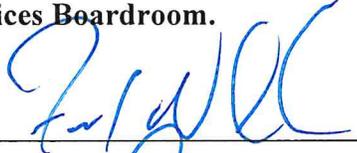
#### IV. NEW BUSINESS:

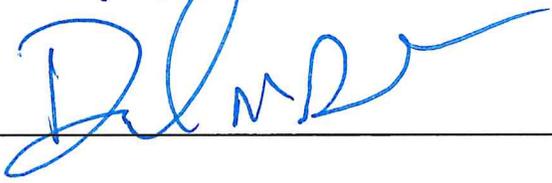
- A. **COMMUNITY HEALTH ASSESSMENT PRESENTATION:** Mr. Stanley asked Travis Greer to give his presentation. Mr. Greer noted that BCHS joined forces with Novant Health Brunswick Medical Center and Doshier Hospital for this process. He reviewed the primary and secondary data collected and the six priorities chosen based on that data. Once the process is complete more information will be shared with this board. The results based action plan is derived from the CHA and will be written and submitted between February and July. Mr. Reaves noted his church has a men's ministry and invited Mr. Greer to attend to speak about heart and diabetes risks. **(Open)**
- B. **ANNUAL ELECTION OF OFFICERS:** Mr. Stanley explained that each year in January nominations are accepted for Chair and Vice Chair. **Mr. Stanley opened the floor for nominations for Chair. Dr. Smith moved to nominate Dr. Williams as Chair. The motion was seconded by Mr. Ward. Mr. Stanley opened the floor for discussion. Hearing none, Ms. Carver motioned to close nominations. The motion was seconded by Mr. Reaves. The vote of approval was unanimous. Dr. Williams then asked for a call of nominations for Vice Chair. Dr. Williams moved to nominate Dr. Asbury as Vice Chair. Dr. Williams opened the floor for discussion. After discussion, Ms. Carver motioned to close nominations. The motion was seconded by Mr. Reaves. The vote of approval was unanimous. The vote of approval for Dr. Williams as Chair and Dr. Asbury as Vice Chair was unanimous.** **(Closed)**

- V. **BOARD INPUTS:** Dr. Williams asked if there were any additional Board inputs. There were none. **(Info)**

**VI: ADJOURNMENT:** There being no further business, **the meeting was adjourned at 7:30 p.m. with a motion by Mr. Ward. Ms. Narron seconded the motion and it passed unanimously.**

The next BCHHS Advisory Board meeting will be held on **February 27, 2023 at 6:30 p.m. in the Health Services Boardroom.**

  
\_\_\_\_\_ Chairperson

  
\_\_\_\_\_ Secretary

# Brunswick County Health and Human Services

## Advisory Board Attendance Roster 2022-2023

NAME	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
King	X	X	X			*	O	O	O	O	*	O
Asbury	X	X	X	X	X		X					
Carver	X		X	X	X		X					
Cooke	X	X	X	X	X		X					
Narron	X	X			X		X					
Norton	X		X	X	X		O	O	O	O	O	O
Pickens	V	V	V	V	V		X					
Reaves	X	X	X		X		X					
Smith	X	X	X	X	X		X					
Ward	X			X	X		X					
Williams	X		X	X	X		X					

A = Month Appointed/Installed

C = Conflict with CC's Meeting

O = Off Board

X = In Attendance

V = Vacancy

AA = Approved Absence

Blank Space = Absent

Quorum equals six members present.

^ = Specially Called Meeting

\* = No Meeting