

**BRUNSWICK COUNTY HEALTH AND HUMAN SERVICES  
ADVISORY BOARD  
REGULAR MONTHLY MEETING  
January 27, 2025 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 6:36 p.m. in the Health Services Boardroom.

**A. PUBLIC COMMENT:** Dr. Williams asked for public comments. There were none.

**B. SPECIAL PRESENTATION:** Dr. Williams asked if there were any special presentations. There were none.

**II. REGULARLY OCCURRING ITEMS:**

**A. ATTENDANCE:**

1. The following members were present:

Dr. Allen Williams  
Mr. Marty Cooke  
Mr. Hubert Reaves  
Dr. Travis Pickens  
Mr. Chip Carroll  
Mr. Gene Ward  
Dr. Lauren Gallagher

2. Members absent:

Ms. Cindy Carver  
Dr. Justin Asbury

3. Staff members present:

Cathy Lytch, Health & Human Services Executive Director  
Robby Hall, Social Services Director  
Rich Ohmer, Social Services Deputy Director  
Anita Hartsell, Veteran Services Director  
David Howard, Health Services Director  
Danny Thornton, Environmental Health Director  
Cherie Browning, Director of Nursing  
Lyle Johnston, EMS Director  
Marjorie Rayl, Quality Assurance Specialist  
Katie Grant, Health & Human Services Business Manager

4. Guests present: None

- B. APPROVAL OF MINUTES:** Minutes for the monthly meeting held on **November 25, 2024** were reviewed. Dr. Williams asked if there were any corrections to the minutes. There were none. **Mr. Carroll moved to approve the minutes as presented. Mr. Ward seconded the motion. The vote to approve the minutes as presented was unanimous. (Closed)**
- C. AGENDA ADJUSTMENTS:** Dr. Williams asked if there were any adjustments to the agenda. Ms. Lytch asked that New Business Item C. *Chair and Vice Chair Election* be discussed first. She also asked that *Mobile Dental Unit* be added as New Business Item E. **Mr. Ward moved to approve the agenda as presented. Mr. Cooke seconded the motion. The vote to approve the agenda with the aforementioned changes was unanimous. (Closed)**
- D. STAFF AND COMMITTEE REPORTS:**
- 1. VETERANS SERVICES:** Ms. Hartsell reported that, on January 8<sup>th</sup>, the Department of Veterans Affairs announced it is adding to the presumptive cancer lists for Gulf War and Post-9/11 veterans. The VA is making acute and chronic leukemia, multiple myelomas, myelodysplastic syndromes, myelofibrosis, urinary bladder, ureter, and related genitourinary cancers presumptive for service-connection for veterans who served in designated locations after the start of the Gulf War on August 2, 1990 and after September 11, 2001. **(Info)**
  - 2. CHILD FATALITY PREVENTION AND COMMUNITY CHILD PROTECTION TEAMS:** Ms. Browning noted that although the team has no cases to review, the team will still meet to discuss upcoming changes and restructuring of teams. **(Info)**
  - 3. ENVIRONMENTAL HEALTH:** Mr. Howard reported the Water Protection Program continues working on the goal of a 4-week turnaround. There are only eight files that exceed this target. Staff performed 39 site evaluations, issued 46 improvement permits and 40 construction authorizations. Staff inspected 31 new private wells and sampled 21 wells. The Food and Lodging staff conducted 112 inspections, made 96 site visits, and reviewed nine plans. There continues to be a challenge with cold-holding violations, with 8% of inspections not meeting the standard. The issue is usually ambient air or equipment problems. Staff continues to utilize one of the four required visits to include education. Staff are preparing for the upcoming pool season, beginning April 1<sup>st</sup>. Pool applications are already being received. Staff have a list of pools that are scheduled to have the drain covers replaced this year. The permits for these pools will not be issued unless the covers have been replaced at the time of inspection. Pool operators were informed through email and the county website. **(Info)**
  - 4. HEALTH SERVICES:** Mr. Howard noted that clinics are going well. Staff are busy. Well Child Check appointments now down to two months out, however new child health patients are still not being accepted. The Community Health Assessment will take place this year. Staff are working with Novant Health Brunswick Medical Center and Doshier Hospital to share costs and results. The kickoff meeting is next week. Data collection including focus groups and interviews are part of the completed assessment to be turned in next March. **(Info)**

5. **NC LEGISLATIVE UPDATE:** Mr. Howard also announced there is a new Health & Human Services Secretary, Dr. Devdutta “Dev” Sangvai, who managed Duke Regional Hospital for over 20 years. **(Info)**
6. **HHS QUALITY IMPROVEMENT:** Mr. Johnston discussed the new charting system that EMS staff are using. He is very impressed with the capabilities and how easy the change has been. Staff have recognized that it is making their work easier and has expediated the charting. He is researching a HIPAA-compliant link for the hospitals to have access to EMS records and staff to follow up on patients. **(Info)**
7. **SOCIAL SERVICES:** Mr. Hall discussed the low energy assistance program, noting that funds generally are available into March but, for the first time, funds ran out the second week of January. The number of residents who received auto payments in December has increased. This is a trend across the state. In February, staff will know if more funds will become available. Mr. Ohmer gave an annual report on Child Welfare/Foster Care and Adult Protective Services. **(Info)**
8. **PUBLIC HOUSING SERVICES:** Ms. Lytch reported that staff are expending all their funds, therefore new vouchers are not being issued. **(Info)**
9. **EMERGENCY MEDICAL SERVICES:** Mr. Johnston provided an update on the community paramedic program. Staff have been working on developing policies and procedures and submitted them for approval. The EMS Caseworker application has closed and the second paramedic position for the program will be open to apply soon. Mr. Johnston explained the pre-hospital blood program/need exchange program. Mr. Johnston provided a staffing update. The goal is to be fully staffed by summer. **(Info)**

### III. OLD BUSINESS:

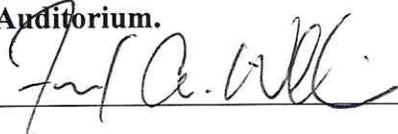
- A. **VACANT HHS ADVISORY BOARD POSITIONS:** Ms. Lytch noted an engineer is still needed. A pharmacist has expressed interest and has submitted an application. **(Open)**
- B. **CHILD FATALITY AND PROTECTION TEAM:** Ms. Lytch reported on the statewide changes to the CFPT/CCPT adding that implementation has been pushed out to July. This includes becoming one team that will review fatalities as well as DSS cases. The new State Office of Child Fatality Prevention has been established within the Department of Health and Human Services, Division of Public Health. **(Close)**
- A. **CHILDREN AND FAMILIES’ SPECIALTY PLAN:** Ms. Lytch reported that, currently, Foster Care children could be under any plan which makes it challenging to get services in a timely manner. The new specialty plan will utilize BCBS for all, including in-home services. The plan is scheduled to go live on December 1, 2025. **(Close)**

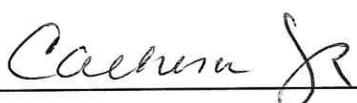
### IV. NEW BUSINESS:

- A. **HHS BUSINESS MANAGER:** Ms. Lytch introduced Katie Grant, new Business Manager. Ms. Lytch explained the responsibilities and duties of this position. One of which will be managing HHS contracts. **(Info)**

- B. EMS FRANCHISE AGREEMENTS:** Ms. Lytch explained the EMS system and that franchise agreements are required for any entity utilizing ambulances in the county. Southport, St. James, Bald Head Island and a few non-emergency ambulances are a few of the entities with franchise agreements in the county. **(Info)**
- C. CHAIR AND VICE CHAIR ELECTION:** Ms. Lytch explained that each year in January nominations are accepted for Chair and Vice Chair. She opened the floor for nominations for Chair. **Mr. Cooke moved to nominate Dr. Williams as Chair. Ms. Lytch opened the floor for discussion. Hearing none, Ms. Lytch closed the floor for nominations. The motion was seconded by Dr. Pickens. The vote of approval for Dr. Williams as Chair was unanimous.** Dr. Williams then asked for a call of nominations for Vice Chair. **Mr. Ward moved to nominate Dr. Pickens as Vice Chair. Dr. Williams opened the floor for discussion. Hearing none, Dr. Williams closed the floor for nominations. The motion was seconded by Mr. Carroll. The vote of approval for Dr. Pickens as Vice Chair was unanimous. (Info)**
- D. GOLDEN A AWARDS IN MARCH:** Ms. Lytch reported that Danny and his team will recognize Brunswick County food establishments at the annual Gold A Award ceremony in the Odell Williamson Event Center at BCC on March 24<sup>th</sup>. The doors open at 5:30 p.m. with the ceremony beginning at 6:00 p.m. The Advisory Board will meet after the event at 7:00 p.m. on stage. Dinner will be available at 6:30 p.m. All agreed to the location and time change for March. **(Closed)**
- E. MOBILE DENTAL UNIT:** Mr. Howard presented the opportunity to have a Brunswick County Mobile Dental Unit that would visit our schools to reach more children. After much discussion, the members asked for more information, including the number of students who would benefit from the program to be presented at the March meeting. **(Open)**
- F. REMOTE QUORUM RULES:** During the state of emergency many accommodations were made due to COVID restrictions. The accommodation allowed during the state of emergency has ended. A quorum can only be reached by Board members physically attending the meeting. The option to call into the meeting will still be offered to Board members who are unable to attend. **(Info)**
- 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 8:37 p.m. with a motion by Mr. Ward. Mr. Carroll seconded the motion and it passed unanimously.**

The next BCHHS Advisory Board meeting will be held on **March 24, 2025, at 7:00 p.m. in the Odell Williamson Auditorium.**

  
 \_\_\_\_\_ Chairperson

  
 \_\_\_\_\_ Secretary