



MEETING MINUTES

BRUNSWICK COUNTY HEALTH & HUMAN SERVICES ADVISORY BOARD REGULAR MEETING OFFICIAL MINUTES

May 19, 2025
6:30 PM

The Brunswick County Health & Human Services Advisory Board met in Regular Session on May 19, 2025, at 6:30 p.m. in the Health Services Boardroom in Building A located at the Brunswick County Government Center, 25 Courthouse Dr. NE, Bolivia, North Carolina.

MEMBERS PRESENT

Dr. Allen Williams, Chair
Dr. Travis Pickens, Vice Chair
Hubert Reaves
Charles Carroll
Gene Ward
Cindy Carver
Dr. Lauren Gallagher

MEMBERS ABSENT

Dr. Justin Asbury
Marty Cooke, Commissioner

STAFF PRESENT

Cathy Lytch, HHS Executive Director
David Howard, Health Director
Robby Hall, Social Services Director
Anetta Hartsell, Veteran Services Director
Lyle Johnston, EMS Director
Cherie Browning, Nursing Director

Rich Ohmer, Deputy DSS Director
Bobbie Johnson, Environmental Health Supervisor-
Food & Lodging
Marjorie Rayl, Quality Assurance Specialist
Katie Grant, HHS Business Manager
Diana Hills, Preparedness Coordinator

OTHERS PRESENT

None

Health & Human Services Advisory Board, containing all items in this set of minutes, is filed within Health Services.

I. CALL TO ORDER

Chairman Williams called the meeting to order at 6:31 p.m.

II. PUBLIC COMMENT

Chairman Williams asked if there were any public comments. There were none.

III. SPECIAL PRESENTATIONS

1. Chairman Williams asked if there were any special presentations. David Howard introduced Diana Hills as Health Services Employee of the Quarter and read her nomination submitted by two of her co-workers. She was noted for going above and beyond in helping all the departments with any needs, especially the Health Education department.

IV. APPROVAL OF MINUTES

1. **Meeting Minutes – January 27, 2025, Regular Meeting**
Board Member Ward made a motion to approve the Meeting Minutes of the January 27, 2025, Regular Meeting. The motion was seconded by Board Member Carroll and passed unanimously.

V. ADJUSTMENTS/APPROVAL OF AGENDA

Chairman Williams asked if there were any adjustments to the agenda. Hearing none, Board Member Carroll made the motion to approve the agenda. The motion was seconded by Board Member Ward and passed unanimously.

VI. STAFF REPORTS

1. **Veterans Services – Anita Hartsell**
Staff applied for the NC DMVA Grant Program for County Veterans Offices and has been awarded a \$18,288.97 grant. The award was made possible by non-recurring funding by the NC General Assembly and funds must be for allowable costs which provide services to veterans. Funds must be expended by July 31, 2025, and reported to NC DMVA by August 1, 2025. Ms. Hartsell noted that her office assisted at the recent Veterans Experience Action Center event that took place at the National Guard Armory in Wilmington May 8th – May 10th. VA raters and staff from the Winston-Salem VA Regional Office, as well as State and County Veterans Service Officers came to work and assist with the event. During this event, 928 veterans showed up to receive assistance.
2. **Child Fatality Prevention Team – Cherie Browning**
The team met on May 13th and reviewed one case with no system problems found. The next meeting will be on August 12th.
3. **Environmental Health – Bobbie Johnson**
The Water Protection Program continues to work on meeting the goal of completing applications within four weeks. Staff performed 64 site evaluations, issued 40 Improvement Permits, and 53 Construction Authorizations. Staff inspected 40 private wells and took 11 water samples. The Food, Lodging and Institution Program conducted 149 inspections, visited 92 sites, reviewed 14 plans for new establishments, and issued one permit. Staff continue to complete pool inspections. Out of 360 pools, 324 applications have been received. Staff are reaching out to pool operators to schedule inspections prior to Memorial Day weekend.
4. **Health Services – David Howard**
Staff have been busy filling vacant positions, including two which were promoted in-house leaving two other positions to be recruited. Additional vacancies to fill include the Public Health Nurse Care Management Lead, Nutritionist I and a Clinical Registered Dietitian. CD staff have been busy with a rabies case. The pediatric clinic is working to assist DSS, as a backup, if they are unable to secure a child's physical within the 7-day requirement. Staff are also working with DSS to conduct drug testing for parents.

5. **HHS Quality Improvement – David Howard**
As a result of the Safe Sleep NC Pilot Initiative, EMS and first responders are being trained on Direct On Scene Education (DOSE) while in a patient’s home. The purpose is to make note of unsafe sleep concerns such as no crib or too many things in the crib and provide education, resource referrals and suggestions.
6. **NC Legislative Update – Robby Hall**
Mr. Hall provided a review of recent Federal payment delays to the state. The programs impacted include HeadStart, Daycare, Adoption Assistance, and reimbursements for some administrative services. Low Income Energy Assistance/Crisis funds have been expended and at this time, the final allotment for the Summer is not expected to be released. All staff at the Federal level for this program were discharged. New changes may be coming to both FNS and Medicaid to include work/service hours up to 80 per month, two times per year recertification, ending of waivers, state coverage of 25% costs to FNS benefits, and reduction in Medicaid Services and Expansion coverage.
7. **Social Services – Robby Hall**
Mr. Hall reviewed the DSS monthly report noting that there are currently 149 children in foster care, down from 155, eight adoptions have been completed year to date with four more in process and child support has collected \$5,537,537 year to date.
8. **Public Housing Services – Cathy Lytch**
Ms. Lytch shared that Public Housing staff have not been able to pull anyone from the waiting list due to lack of funding. The agency will need to be allotted additional funding from HUD to issue additional vouchers.
9. **Emergency Medical Services – Lyle Johnston**
To date, EMS has had two days with over 100 calls. There is normally one day with over 100 calls in an entire year. Mr. Johnston mentioned several house bills he is watching that could affect EMS. This week is EMS Week. Mr. Johnston asked the Board to please thank staff for their hard work if you see them.

VII. OLD BUSINESS

1. **Vacant HHS Advisory Board Positions – Cathy Lytch**
We have received an applicant for the Pharmacist position who will hopefully be selected by the Commissioners at tonight’s meeting. There may also be an engineer selected.
2. **Community Paramedic Program Update – Cathy Lytch**
The post overdose response team goes out to homes after an overdose to talk about treatment and start Medication Assisted Treatment (MAT). EMS is in the process of hiring one more paramedic for the program and two more positions are in the budget. Eventually, staff will also be set to go on calls that don’t really need 911 but need connections to services.
3. **HHS Building Update – Cathy Lytch**
We are very excited about the new building. It will be built over the current walking trail and house Health & Human Services (except EMS) within four stories, approximately 35,000 sq. ft. It will fit well within our environmental aesthetics. The design team has been working closely with Cathy and her directors. This building will house one third of the County’s workforce.

VIII. NEW BUSINESS

1. Boiling Spring Lakes Fire – Cathy Lytch

The fires lasted from May 2nd to May 13th with no property or lives lost. EMS had the Mass Ambulance Evacuation Bus staged at command center.

2. Hurricane Preparedness Expo – Cathy Lytch

The expo on May 7th went very well and was attended by 450 to 500 people. Twenty community partners participated in helping residents learn how to prepare before the storms. On May 29th there will be a meeting with municipalities and key players.

3. HHS Key Performance Measures and Data – Cathy Lytch

The county is putting together a dashboard of key performance measures tied to the Commissioner’s goals. We would like to pare down what to give to you and align the data with the county’s dashboard. Ms. Lytch provided a sample report to the Board and engaged the members in a discussion. The members liked that it was user friendly and easy to see.

IX. OTHER BUSINESS/INFORMAL DISCUSSION

None

X. ADJOURNMENT

Board Member Carroll moved to adjourn the meeting at 7:22 p.m. The motion was seconded by Board Member Ward and passed unanimously.



Dr. Allen Williams, Chairman
Brunswick County
Health & Human Services Advisory Board

Attest:



Cathy Lytch, Secretary