



MEETING MINUTES

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

July 28, 2025
6:30 PM

The Brunswick County Health & Human Services Advisory Board met in Regular Session on July 28, 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
Cindy Carver
Dr. Justin Asbury
Marty Cooke, Commissioner
Tammy Waterman
Larry Mitchell

MEMBERS ABSENT

Hubert Reaves
Charles Carroll
Gene Ward
Dr. Lauren Gallagher

STAFF PRESENT

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

Danny Thornton, Environmental Health Director
Marjorie Rayl, Quality Assurance Specialist
Katie Grant, HHS Business Manager

OTHERS PRESENT

Robert Rajskey, EMS Community Educator

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. Cathy Lytch introduced two new Board members, Tammy Waterman, Pharmacist and Larry Mitchell, Engineer.

IV. APPROVAL OF MINUTES

1. **Meeting Minutes – May 19, 2025, Regular Meeting**
Board Member Carver made a motion to approve the Meeting Minutes of the May 19, 2025, Regular Meeting. The motion was seconded by Board Member Pickens and passed unanimously.

V. ADJUSTMENTS/APPROVAL OF AGENDA

Chairman Williams asked if there were any adjustments to the agenda. Ms. Lytch asked that “Energy Outreach Plan” be added under New Business as Item B. Board Member Carver moved to approve the agenda with the aforementioned addition and Board Member Waterman seconded the motion. The vote to approve the agenda was unanimous.

VI. STAFF REPORTS

1. **Veterans Services – Anita Hartsell**
The executed grant agreement was received and staff have started expending the funds. Purchases so far include laptops and portable printers for staff Veteran Services Officers to use at events. Updated pamphlets and business cards are being distributed to local assisted living and nursing facilities, senior centers, and veterans posts to publicize and further promote veterans’ benefits. Staff have requested an extension of the required grant time to ensure all available funds have been exhausted before submitting the report.

The newest VSO passed his state accreditation test on June 25th. Once the VA Office of General Counsel completes their paperwork, he will be an official, accredited Service Officer.
2. **Local Child Fatality Prevention Team – Cherie Browning**
The team has not met since the last Board meeting. The next meeting will be on August 12th.
3. **Environmental Health – Danny Thornton**
Mr. Thornton discussed the meaning of boil water advisories and the situations that cause them to be distributed. Our local utilities staff does a good job of hanging notices on doors of establishments that may be affected. Additionally, Environmental Health also notifies permitted facilities such as restaurants, hotels, nursing homes by e-mail or site visits.
4. **Health Services – David Howard**
Mr. Howard noted that the Community Health Assessment (CHA) is being done this year. Health Services partners with local hospitals to complete it. Data is collected through surveys and interviews of residents in the county. Mr. Howard also discussed Health Services Accreditation Program, which is a 4-year process and due next year. The program is currently in a transition to shorten and strengthen the requirements which are written into Statute.

5. **Social Services – Robby Hall**

Budget delays at the State level and Federal changes to LIEAP, SNAP and Medicaid are still to be determined. Mr. Hall reported a steady increase from Fiscal Year 2024 to 2025 across all programs with significant increases to Medicaid applications. The average number of children in Foster Care at close of 2025 was 150 down from 156 in 2024. Today there are 138 children in care, 44 of which are with relative or non-relative placements.

5. **Public Housing Services – Cathy Lytch**

Local Habitat for Humanity offers outreach sessions with program participants to learn how to qualify for home ownership program. Ms. Lytch was excited that one of the first applicants just closed on their new home. Habitat will be opening their list again for four more homes.

6. **Emergency Medical Services – Lyle Johnston**

Staff have been busy with many heat-related calls and with extra people here for the summer. There have been 55 heat-related dispatches since May. Ten full-time EMTs and three part-time (who would like to be full-time) have been hired. Mr. Johnston reminded everyone to hydrate before work, as well as during work, if you will be outside. Board member Cooke noted that he has been on scene at a situation and the response was exemplary in every regard.

VII. PRESENTATIONS

1. **Direct On-Scene Education (DOSE) Program – Bob Rajskey, Brunswick County EMS Community Educator**

Mr. Rajskey presented information on Safe Sleep and the Direct On Scene Education (DOSE) program. Brunswick County is number three in North Carolina for accidental sleep deaths under one year of age. DOSE trains first responders to identify and remove hazards while delivering education on scene to the caregivers. So far, 240 Brunswick County first responders have been trained.

2. **Communicable Disease Program – David Howard**

Mr. Howard reviewed Health Services' Communicable Disease program including the 84 communicable diseases that are reportable in North Carolina. So far this year, there have been four active cases of Tuberculosis (TB) identified and 30 total Latent TB referrals to Brunswick County Health Services.

VIII. OLD BUSINESS

1. **Vacant HHS Advisory Board Positions – Cathy Lytch**

Ms. Lytch welcomed the new Board members and thanked them for their interest. (Closed)

IX. NEW BUSINESS

1. **Big Beautiful Bill Update – Cathy Lytch**

Ms. Lytch discussed the impacts the One Big Beautiful Bill will have on Supplemental Nutrition Assistance Program (SNAP) and Medicaid programs. Proposed changes will impact program beneficiaries as well as county staff. For example, Medicaid currently reviews eligibility once per year. Changing to twice a year will increase workload as well as monthly address verifications. Beneficiary impacts include participants age 19 – 64 will be required to work 80 hours per month to keep benefits as well as shortened retroactive Medicaid coverage.

2. Energy Outreach Plan – Robby Hall

The FY 2025-2026 Energy Program Outreach Plan was distributed to the Board. Although funding is not clear at this time the plan is still required. Board Member Carver made a motion to recommend the Energy Program Outreach Plan be forwarded to the Brunswick County Commissioners for approval. The motion was seconded by Board Member Waterman. The vote to approve the motion was unanimous.

X. OTHER BUSINESS/INFORMAL DISCUSSION

Board Member Mitchell asked about fluoride in water and if it should be reduced or removed. Chairman Williams noted that both the American Dental Association and the NC Dental Board of Examiners strongly support community water fluoridation as a safe and effective way to prevent tooth decay.

XI. ADJOURNMENT

Board Member Mitchell moved to adjourn the meeting at 7:40 p.m. The motion was seconded by Board Member Carter and passed unanimously.



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

Attest:



Catherine Lytch, Secretary