



MEETING MINUTES

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

September 22, 2025
6:30 PM

The Brunswick County Health & Human Services Advisory Board met in Regular Session on September 22, 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
Cindy Carver
Dr. Justin Asbury
Marty Cooke, Commissioner
Tammy Waterman
Larry Mitchell
Hubert Reaves
Charles Carroll
Gene Ward

MEMBERS ABSENT

Dr. Lauren Gallagher
Dr. Travis Pickens, Vice Chair

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

Marjorie Rayl, Office Manager
Diana Hills, Preparedness Coordinator

OTHERS PRESENT

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 6:30 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. Robby Hall introduced the Social Services Employee of the Quarter, Madison Hogan. Madison was praised for her dedication, reliability, compassion and going above and beyond to support team members.

IV. APPROVAL OF MINUTES

1. **Meeting Minutes – July 28, 2025, Regular Meeting**
Board Member Carver made a motion to approve the Meeting Minutes of the July 28, 2025, Regular Meeting. The motion was seconded by Board Member Waterman and passed unanimously.

V. ADJUSTMENTS/APPROVAL OF AGENDA

Chairman Williams asked if there were any adjustments to the agenda. There were none. Board Member Carroll moved to approve the agenda as presented and Board Member Waterman seconded the motion. The vote to approve the agenda was unanimous.

VI. STAFF REPORTS

1. **Veterans Services – Anita Hartsell**
The grant funds have been exhausted, and staff are preparing the report to submit to the State by the end of this month. The newest VSO, Steve Jeffers, has now received his accreditation number from the Office of General Council and is now able to sign State and VA forms as an accredited VSO.
2. **Local Child Fatality Prevention Team – Cherie Browning**
The team met on August 12th and found no system problems. The team may meet again prior to the end of the year. The team continues to navigate the new rules regarding the cases that must be reviewed.
3. **Environmental Health – David Howard**
The Water Protection Program continues to be busy keeping applications with-in four weeks. There are 21 active files as of the middle of September with two being longer than four weeks. Food and Lodging completed 188 inspections, visited 108 sites, reviewed eight plans and issued 13 permits for temporary food establishments (events/festivals).
4. **Health Services – David Howard**
Staff are working on the Community Health Assessment and have asked that the public complete the survey before October 3rd. The next step is for staff to complete focus groups interviewing the public for key information/data. The county has 20,000 more residents than reported at the last CHA.

Mr. Howard discussed the SOTCH which is reported every year there is not a CHA. The SOTCH is the health improvement plan which focuses on specific items such as diabetes prevention and self-management. Staff previously offered group classes but have seen better results with individual patients participating in 8-10 sessions. Staff updates include recruiting for a new interpreter, and selecting two new nurses, one for CMARC one for CD. An offer has been made for a part-time provider. A health educator has resigned leaving a vacancy for a health educator for the Opioid/Substance Use program.

5. Social Services – Robby Hall

Mr. Hall reviewed data from the new Rylan’s Law Dashboard. In the first report (July), Brunswick County DSS has met or exceeded all targets across the board. The dashboard began in July and August numbers will be posting next. Staff continues to fill vacant positions. There has been no update regarding Federal benefits this month but there has been a large increase in Federal exchange applications. Funds available for the energy program are not the total amount.

5. Public Housing Services – Cathy Lytch

Staff continues to pull from the waiting list but the list has not opened yet. Property owners continue to be curious about the program.

6. Emergency Medical Services – Lyle Johnston

The community paramedic has begun responding to overdose calls. The second community paramedic started last week. They will begin to see people with chronic conditions and beginning on Sunday, a community paramedic will be available 7 days a week from 7:30 a.m. to 7:30 p.m. There are 14 new EMS providers entering the Academy on October 6th. Seven new ambulances have been received. Out of the seven, four will be replacing current trucks. It currently takes 24 months to get new trucks. Four more were ordered last year with delivery around June of 2026. This budget was originally set for three, but due to another entity cancelling an order, there will be four. Three staff members were presented the North Carolina Association of County Commissioner’s Heroic Hands Award for their response to a fire and saving a life.

VII. PRESENTATIONS

1. Immunizations and Immunization Season – Cherie Browning and David Howard

Ms. Browning discussed required school vaccines and the September cutoff date for children to receive the vaccines and prevent being sent home. Staff have scheduled late clinics to make it easier for parents to get the children vaccinated. Flu clinic will open on October 6th in the Boardroom in Building A on a walk-in basis. The hours are 9 a.m. to 12 p.m. and 1 p.m. to 4p.m. Mr. Howard discussed the COVID vaccine, and that the department is waiting for CDC guidance.

2. Preparedness Month – Diana Hills

Ms. Hills announced September as PHEP&R National Preparedness Month. She noted that Public Health preparedness takes an “all-hazards” approach by not focusing on a single type of threat. Staff prepares for a wide range of potential emergencies through planning, training, and collaborating with others such as local emergency management, hospitals, law enforcement, and community organizations.

VIII. OLD BUSINESS

1. American Dental Association and Fluoride – Cathy Lytch

Ms. Lytch discussed the information that was included in this month's packets due to the discussion at the last meeting. Board Chair Williams noted that there are many benefits to fluoride when used at the right amount. Board Member Waterman noted the FDA is pulling fluoride supplements off the market at the end of this year. They will no longer be prescribed.

IX. NEW BUSINESS

1. Potential Tropical Storm (PTC) 8 After Action Report Overview – Cathy Lytch

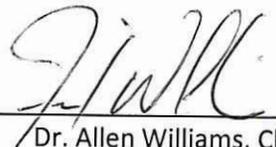
Ms. Lytch discussed the flooding from the storm last year. A survey was distributed with around 1400 responses, 94% of which were from full-time Brunswick County residents and 84% were homeowners. The county's strength was communications and the county's weakness was drainage/flood control. Shelters were opened and staff served over 100 people, 2nd to Hurricane Florence. Ms. Lytch received multiple thank you letters after the event.

X. OTHER BUSINESS/INFORMAL DISCUSSION

None.

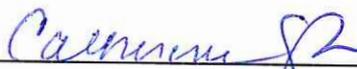
XI. ADJOURNMENT

Board Member Mitchell moved to adjourn the meeting at 7:38 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:



Catherine Lytch, Secretary