



MEETING MINUTES

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

November 24, 2025
6:30 PM

The Brunswick County Health & Human Services Advisory Board met in Regular Session on November 24, 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
Larry Mitchell
Hubert Reaves
Gene Ward
Dr. Lauren Gallagher
Dr. Travis Pickens, Vice Chair

MEMBERS ABSENT

Tammy Waterman
Charles Carroll

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, Office Manager
Linda Young, Adult Services Social Work Supervisor

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. There were none.

IV. APPROVAL OF MINUTES

1. **Meeting Minutes – September 22, 2025, Regular Meeting**
Board Member Carver made a motion to approve the Meeting Minutes of the September 22, 2025, Regular Meeting. The motion was seconded by Board Member Reaves and passed unanimously.

V. ADJUSTMENTS/APPROVAL OF AGENDA

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

VI. STAFF REPORTS

1. **Veterans Services – Anita Hartsell**
Ms. Hartsell reported that the new NCDMVA grant application was submitted on October 23rd. The State hopes to send out notifications for approval to the grant applicants in the first or second week of December. Staff will then have until June 30th to exhaust all received grant funds.
2. **Local Child Fatality Prevention Team – Cherie Browning**
The team has not met since the last Advisory Board meeting.
3. **Environmental Health – Danny Thornton**
The Water Protection Program continues to work on meeting the goal of completing applications within four weeks. The oldest file on hand is three weeks, making 100% of active applications within the goal. Staff performed 57 site evaluations, issued 45 Improvement Permits, and 51 Construction Authorizations. There were 25 private drinking water well inspections and 23 water samples. Food and Lodging conducted 128 inspections, visited 103 sites, reviewed 10 plans for new establishments, and issued 39 permits. Mr. Thornton discussed how the team worked with the Brunswick County Agricultural Fair.
4. **Health Services – David Howard**
Mr. Howard noted the Community Health Assessment draft will be ready in early December. Staff had assessed data to include community health, focus groups, and interviews. The next step is selecting priorities, with the results being delivered by March 2026 to the State, HHS Advisory Board, and the Commissioners. Staff hired a new interpreter who will work in the clinic, WIC, and Environmental Health. The new Pediatric provider has been onboarded and is working on Mondays and Fridays.

5. **Social Services – Robby Hall**

Mr. Hall announced that staff received \$350,200 on November 20th for automatic LIEAP payments. A second, pending batch of \$4100 will be received on December 9th. These payments should cover those residents who applied in 2024. On November 1st, the Federal Exchange opened in advance of ACA coverage. As of November 24th, DSS has received 764 applications by mail, direct from the Federal Exchange, and NC ePass. In October, 152 children were in Foster Care. There were 160 CPS reports received, with 106 of those screened in. Angel Trees have been placed in Brunswick County Walmart stores.

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

Public Housing has, once again, received a perfect SEMAP Score of 100%.

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

Field operations stay busy. Two full-time Community Paramedics are working, providing coverage seven days a week. Community paramedics have received 29 post-overdose referrals. There were 50 individuals served by the CP program, and these individuals called 911 over 250 times, 30 before community paramedic involvement. Mr. Johnston provided an update on the Blood Program, which allows staff to give whole blood in the field.

PRESENTATIONS

7. **Adult Services: APS and Guardianship – Linda Young and Robby Hall**

Ms. Young shared a PowerPoint presentation on Adult Protective Services and Adult Guardianship, including the process of intake, evaluation, investigation, assessment, intervention, and possible court involvement. A handout of the slides was distributed to the Board members.

8. **VA Compensation – Anita Hartsell**

Ms. Hartsell reported that disability compensation is the #1 benefit her office assists veterans with. She discussed health conditions recognized as service-connected for Vietnam Veterans based on exposure to Agent Orange or other herbicides; presumptive conditions for Gulf War Veterans; and health and disability benefits due to drinking water at Camp Lejeune. Service-connected disability is a tax-free compensation paid to the Veteran for the disability they incurred as a result of their military service. A handout was distributed to the Board members.

9. **New Ambulances – Cathy Lytch**

Mr. Johnston announced the deployment of seven new ambulances this past month. The staff really enjoys the better ride, and patients no longer complain about bumps in the road. They include a power load and harness in the back. They also have three years of WAZE service that will show users when an emergency vehicle is nearby. One more truck is scheduled for deployment soon. There are four trucks on order with a June 2026 estimated delivery date. Staff and residents have appreciated the design and ride of the new trucks.

VII. OLD BUSINESS

None

VIII. NEW BUSINESS

1. Federal Government Shutdown – Cathy Lytch

Ms. Lytch explained that although the shutdown has ended, the state continues to work on issuing benefits. Ms. Lytch explained the impact that the federal government shut down had on county residents who received FNS benefits. Brunswick County distributes \$2.4 million in food stamps each month. Staff works closely with food banks and Brunswick Family Assistance, during the shutdown. SNAP is fully federal funded program. DSS has set up a phone bank to answer resident's questions.

2. New HHS Building Update – Cathy Lytch

Ms. Lytch distributed a handout and discussed the layout of the new building. Each floor has 3500 square feet as well as a flow and connection between departments. Groundbreaking is set for May 2026 with move-in in early 2028.

3. 2026 Meeting Calendar –Cathy Lytch

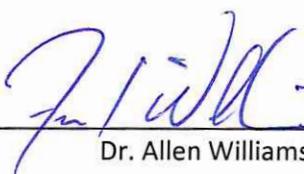
Ms. Lytch presented the meeting calendar for the new year, noting the changes to March and May. Chairman Williams asked if there were any concerns regarding the calendar. There were none. Board Member Ward moved to approve the calendar as presented and Chairman Williams seconded the motion. The vote to approve the 2026 Meeting Calendar was unanimous.

IX. OTHER BUSINESS/INFORMAL DISCUSSION

Chairman Williams asked if there were any other business to discuss. Ms. Lytch noted that pictures of the newer board members are needed for the wall. She asked if they already have a professional photo to please send it to her, and she will have it printed. Those who do not should plan to be photographed at the January meeting.

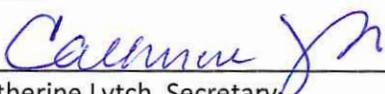
X. ADJOURNMENT

Board Member Mitchell moved to adjourn the meeting at 7:36 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