

**BRUNSWICK COUNTY HEALTH AND HUMAN SERVICES
ADVISORY BOARD
REGULAR MONTHLY MEETING
January 23, 2017 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. Flint King at 6:37 p.m. in the Health Services Board Room (Building A).
- A. PUBLIC COMMENT:** Dr. King asked for public comments and there were none.
- B. SPECIAL PRESENTATION:** Dr. King asked if there were any special presentations. Mrs. Lytch announced Beth Asbury, Office Assistant, as Employee of the Quarter for Social Services. Ms. Asbury has worked for Brunswick County since July, 2007. She moved from the cafeteria to a position in Social Services in July 2012. She was very helpful during the LIEAP process this year as well as throughout the DSNAP process and has been nominated by four of her peers. Mrs. Lytch read the nominations which included praise for Ms. Asbury's dedication, willingness, hard work and helpful, positive attitude.
- II. REGULARLY OCCURRING ITEMS:**
- A. ATTENDANCE:**
1. The following members were present:
 - Dr. Flint King, Chairman
 - Mr. Haywood Miller
 - Mr. Michael Norton
 - Ms. Lisa Narron
 - Mrs. Pat Sykes, County Commissioner
 - Mr. Gene Ward
 - Dr. Jerry Smith
 2. Members absent:
 - Dr. Allen Williams, Vice Chairman
 - Dr. J. Michael Howard
 - Dr. Kathryn Lawler
 3. Staff members present:
 - David Stanley, Health & Human Services Director
 - Cris Harrelson, Health Director
 - Anita Hartsell, Veterans Services Director
 - Cathy Lytch, Social Services Director
 - Scott Milligan, Personnel Officer
 - Cyndi Glenn, Director of Nursing
 - Jay Murray, Business Manager
 - Marjorie Rayl, General Clerical Supervisor.
 - Beth Asbury, Office Assistant
 4. Guests present: None

B. APPROVAL OF MINUTES: Minutes for the monthly meeting held on **December 19, 2016** were reviewed. Dr. King asked if there were any corrections to the minutes. **There were no corrections. Mr. Norton moved to approve the minutes as written. Dr. Smith seconded the motion. The vote to approve the minutes was unanimous. (Closed)**

C. AGENDA ADJUSTMENTS: Dr. King asked if there were any adjustments to the agenda. **There were none. Mrs. Sykes moved to approve the agenda as presented. Mr. Miller seconded the motion. The vote to approve the agenda was unanimous. (Closed)**

D. STAFF AND COMMITTEE REPORTS:

1. CHILD FATALITY PREVENTION AND COMMUNITY CHILD PROTECTION TEAMS: Mrs. Glenn reported the next CFPT meeting will be on February 14, 2017. She also noted that Brunswick County was chosen as one of four counties selected to revise forms for the entire state. **(Info)**

2. HHS CUSTOMER SERVICE IMPROVEMENT REPORT: Mr. Harrelson distributed a report on the Women, Infants and Children (WIC) program noting the decrease in participation last year. He added that if participation rates drop too low, the state can remove some funding which happened to many counties including Brunswick. Mrs. Ashley Barton, WIC Director, and her staff have come up with innovative ideas on how to increase our local participation rate. As seen in the report, there has been a steady increase resulting in some funding coming back. Currently WIC is at 104% of their expected participation. Mr. Norton questioned the reason for the statewide decrease. Mr. Harrelson suggested that it may have been that more options became available or that a change in benefits (change in food packages) were not as desirable to some. Mr. Stanley also mentioned that the WIC program recently became digital with the Crossroads program and it could be that data is more accurate now. He added that the WIC staff is working to get levels back to where they were. Mr. Norton suggested that the funding matrix may need to be adjusted. Mr. Harrelson also noted that he will give a detailed report next month on Practice Management. He has been working with Cherie Browning, Deputy Nursing Director and acting Practice Manager to identify changes needed. Brunswick County numbers are being compared to private practice as well as public health consensus model. Staff is assisting in setting goals that work toward increasing revenues, increasing customer satisfaction and increasing efficiencies. As an example, the Breast and Cervical Cancer Control Program (BCCCP) in years past utilized 120 contract nursing hours at \$ 4318. By using Enhanced Role Nurses already working in the Communicable Disease clinic for the brief exams, \$4,318 can be saved. The BCCCP patients would also be screened sooner than the current two week wait time, thereby getting treatment sooner. **(Info)**

3. HHS EMPLOYMENT OPPORTUNITIES: Mr. Milligan reported that all vacancies are within DSS. Since December, an APS social worker position has opened and been filled, and another is now open due to retirement. A foster care social worker position is also open due to retirement. The two CPS social worker vacancies have been filled. In Economic Services an office assistant is retiring at the end of January. There have been recommendations made for the Supervisor and Program Specialist vacancies. There are currently four IMC II vacancies to be filled. **(Info)**

4. **HEALTH SERVICES:** Mr. Harrelson announced that Britt Huggins, Health Educator, has begun preliminary stages of identifying opportunities to support corner stores and mini-marts with a Healthy Corner Store Program funded by the N. C. General Assembly. Its purpose is to encourage community stores located in food deserts to offer healthy, nutritious foods. Some funding is available for displays and stocking equipment and the stores are connected to local farmers for produce. Once a part of the program, the store will receive a designation to display on their window or door. Over time, it is hoped to create a decrease in heart disease, cancer and diabetes by people eating healthier. If this Board is interested, Mr. Huggins can present more information on the 1422 Grant. Mr. Harrelson announced the 2016 Public Healthy Partners Award was presented to the N. C. Harm Reduction Coalition (NCHRC) by the N.C. Association of Health Directors for their services for people impacted by drug use, sex work, overdose, immigrations status, sexually transmitted diseases and hepatitis. Mr. Harrelson presented Mrs. Glenn an award for a 98% Immunization Rate for children being up to date by 24 months of age in Brunswick County. The goal is 90% and the statewide average is 86%. **(Info)**

5. **VETERANS SERVICES:** Mrs. Hartsell reported that on January 13th, the VA published regulations to establish presumptive conditions for the water contamination that occurred at Camp Lejeune. The rule will be effective either 60 days after publication in the Federal Register, or following conclusion of the 60-day Congressional Review, whichever is later. The presumption of SC applies to active duty, reserve and National Guard members who served at Camp Lejeune for a minimum of 30 days (cumulative) between August 1, 1953 and December 31, 1987, and are diagnosed with any of the following conditions: adult leukemia; aplastic anemia and other myelodysplastic syndromes; bladder cancer; kidney cancer; liver cancer; multiple myeloma; non-Hodgkin's lymphoma; or, Parkinson's disease. Mrs. Hartsell added that she has emailed over 700 veterans as well as posted this information through Facebook and Twitter. Mrs. Hartsell added the VA has also published a final rule in the Federal Register that they will amend regulations concerning copayments charged to veterans for medications required on an outpatient basis to treat non-service connected conditions. The change establishes three classes of outpatient medications and Mrs. Hartsell noted that the copayment amounts for each tier would be fixed and would vary depending on the class of the outpatient medication in the tier. The VA believes that most veterans will receive a savings of \$1-4 per fill or, experience no cost increase under the new proposed policies. Some veterans will see a small increase for Tier 3 brand name outpatient medications. In all Categories 2 through 8 veterans will see a copayment cap change to \$700 per year. Veterans exempt by law from copayments would continue to be exempt. **(Info)**

6. **PUBLIC HOUSING SERVICES:** Mrs. Lytch has received notice that the subject audit report was received and reviewed. There were no findings cited and there were no auditor recommendations. The IPA audit for fiscal year 2016 is now closed. A public hearing has been scheduled for the April 3rd Commissioner's meeting to hear any comments regarding Public Housing goals, objectives and/or policies. In February, the waiting list will be published as open. Staff plans to accept 250 people and then close the list again. Staff is going through training to move to electronic records with the Housing Pro software. **(Info)**

7. **SOCIAL SERVICES:** Mrs. Lytch announced that LIEAP has ended. It opened to the general public on January 2nd and ended last week due to all funds being exhausted. Early outreach at senior centers was successful as only 13 individuals over the age of 60 applied in January. Of the 1,729 processed applications, 1,515 were approved. The number of applications received for individuals over age 60 was 569 with 484 being approved. Medicaid application timeliness begins this month. Brunswick County must process 90% of all applications timely. Reports became available in July of 2016 and Brunswick County is one of only 20 counties that have met all areas of timeliness every month with an average processing time of 95%. DSS has collaborated with Brunswick Community College for an Economic Services Training Certificate program that begins this week. New staff members will be attending the program that runs through April. The class is also available to the public. When job vacancies are advertised the phrase "Economic Service Training Certificate preferred" will be added. This program teaches NC FAST navigation and processing as well as work skills such as interviewing, customer service and ethics. The State is looking at conversion options for putting cases into NC FAST. More information is to come. The goal is for Brunswick County to move Child Welfare programs into NC FAST in January 2018. Child Welfare changes discussed previously became effective on January 1st for those asking to receive assistance for foster care ages 18-21 and guardianship assistance. The Integrated Family Services meeting will be held on Tuesday, January 31st at 10 a.m. on the second floor conference room of the Administration Building to learn more about Integrated Family Services mobile crisis services. **(Info)**

III. OLD BUSINESS:

- A. **NC LEGISLATIVE UPDATE:** Mr. Stanley announced that Senator Rabon is on several committees including serving as the Chair of Rules & Operations Committee, and a member of the Transportation, Budget and Finance committees. **(Info)**
- B. **PUBLIC HOUSING LANDLORD INFORMATION SESSION:** Mr. Stanley announced the information sessions being held tomorrow, January 24th at 10 a.m., 2 p.m., and 6 p.m. The purpose is to reach out to potential landlords in Brunswick County to make them aware of the program and answer questions. More landlords means a larger inventory of available homes which is good for our citizens and clients. **(Info)**

IV. NEW BUSINESS:

- A. **FLU ORDER FOR FISCAL YEAR 2018:** Mr. Stanley noted that staff is waiting for additional information from vendors that did not come in on time to discuss at this meeting. Staff intends to present our proposed order numbers. **(Open)**

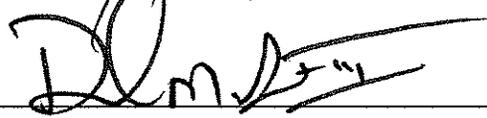
- B. PUBLIC HEALTH ACCREDITATION CALENDAR:** Mr. Stanley reported that the Site Visit is March 30-31, 2017. On March 30th at 4:30-5:00 p.m. the site team intends to meet with our governing board representation. When asked if available, Mrs. Sykes and Dr. King responded that they would be. Mr. Stanley added that the site visit team would ask questions about the health department. This process requires a huge amount of time for staff to prepare and make sure we supply the proper documentation. Still, there is always room for improvement and an opportunity to grow. **(Info)**
- C. CHILD SUPPORT STAFFING:** Mr. Stanley noted this item is a situation report adding that Child Support is dealing with the retirement of a long-time staff member as well as having three or four staff members out for various other reasons. Staff is putting together a proposal for contracting opportunities to meet the service demand. Mrs. Lytch and her staff are stepping in to assist during the shortage. There are increased transitions including working with a new judge and new procedures. **(Closed)**
- D. PUBLIC HOUSING HAP CONTRACT TERMINATION PROCESS:** Mr. Stanley reported that a HAP contract is between the tenant, landlord and Public Housing which sets the standards for the term of the contract. The contract is for one year and then on a month to month basis. Any party may terminate the contract and each party has a list of reasons that may be used for termination. When a landlord chooses termination, it is considered immediate and payment continues for that month only. In a recent situation the landlord terminated the contract in writing but changed their mind three weeks later. Once there is a termination, staff goes through a lot of work to find the tenant new housing quickly. Mr. Stanley wanted to be sure the Board understood the process in case they receive questions. **(Closed)**
- E. OPIOID GOAL RECOMMENDATIONS FOR NACO:** Mr. Stanley reminded the Board of the resolution and goal that were approved in December. The County Commissioners will vote on both at their next meeting. Commissioners Sykes and Williams will be going to NACO to discuss these issues. Mrs. Sykes added that if the Federal government is going to provide funding Brunswick County needs to get it. She is also talking with our congressman and senator. **(Info)**
- F. HHS ADVISORY BOARD ELECTION OF OFFICERS:** Mr. Stanley discussed the Operating Procedures approved by this Board in December. Mr. Stanley is secretary and an ex officio member. Per the procedures, officers must be elected each January. **Mr. Stanley asked for a call of nominations for Chair. Mr. Norton moved to elect Dr. King as Chairman. Mr. Ward seconded the motion. The vote to elect Dr. King as Chairman was unanimous. Dr. King opened the floor for nominations for Vice Chair. Mr. Ward moved to nominate Dr. Williams. Dr. King seconded the motion noting that Dr. Williams was not required to be in attendance for the vote. The vote to elect Dr. Williams as Vice Chairman was unanimous. (Closed)**
- V. BOARD INPUTS:** Dr. King asked if there were any additional Board inputs. Mr. Stanley reminded the Board that the doctor position on the Board was still vacant. Ms. Narron and Mr. Stanley will search for interested candidates. Mr. Stanley noted that the doctor may practice anywhere but must live in Brunswick County. **(Info)**

VI: ADJOURNMENT: There being no further business, the meeting was adjourned at 7:28 p.m. with a motion by Dr. King. Mrs. Sykes seconded the motion and it passed unanimously.

The next BCHHS Advisory Board meeting will be held on **February 27, 2017 at 6:30 p.m.**



Chairperson



Secretary