

**BRUNSWICK COUNTY HEALTH AND HUMAN SERVICES
ADVISORY BOARD
REGULAR MONTHLY MEETING
June 26, 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 6:34 p.m. in the Health Services Board Room (Building A).
- A. PUBLIC COMMENT:** Dr. King asked for public comments. There were none.
- B. SPECIAL PRESENTATION:** Dr. King asked if there were any special presentations and there were none.
- II. REGULARLY OCCURRING ITEMS:**
- A. ATTENDANCE:**
1. The following members were present:
 - Dr. Flint King, Chairman
 - Dr. Allen Williams, Vice Chairman
 - Mrs. Pat Sykes, County Commissioner
 - Ms. Lisa Narron
 - Dr. Jerry Smith
 - Dr. Kathryn Lawler
 - Dr. J. Michael Howard
 - Mr. Gene Ward
 2. Members absent:
 - Mr. Haywood Miller
 - Mr. Michael Norton
 3. Staff members present:
 - David Stanley, Health & Human Services Director
 - Cris Harrelson, Health Director
 - Anita Hartsell, Veterans Services Director
 - Cathy Lytch, Social Services Director
 - Danny Thornton, Environmental Health Director
 - Cherie Browning, Deputy Director of Nursing
 - Scott Milligan, Personnel Director
 - Marjorie Rayl, General Clerical Supervisor
 - Diana Jones, Lead BCCCP Nurse
 4. Guests present: None

- B. APPROVAL OF MINUTES:** Minutes for the monthly meeting held on **May 22, 2017** were reviewed. Dr. King asked if there were any corrections to the minutes. **There were no corrections. Dr. Howard moved to approve the minutes as written. Mr. Ward 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. **Mr. Stanley asked that “Item C” be added under New Business as “Public Water Supply”. Mrs. Sykes moved to approve the agenda with the aforementioned addition. Dr. Williams 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:** Ms. Browning noted there were two cases reviewed at the June 13th meeting with no system problems identified. **(Info)**
 - 2. HEALTH SERVICES:** Mr. Harrelson introduced Diana Jones, Breast and Cervical Cancer Control Program lead nurse. Mrs. Jones reported that the Triennial Assessment Score revealed BCHS was in compliance with performance indicators and program standards. Her monthly progress report includes the number of patients screened with a 60 or 90-day follow-up window. These components drive every aspect of the program. Mrs. Jones added that this year 280 patients have been screened and seven have been diagnosed with either breast or cervical cancer. Mr. Thornton discussed new lodging rules. Clauses have been added to accommodate Bed and Breakfast Homes which allows them to serve more than breakfast. It puts them under the same umbrella regarding serving, refrigeration, and temperatures. In 2019, all food facilities will be required to hold their refrigerator temperatures at 41 °F instead of 45 °F. A new rule on outdoor grills has passed. Restaurants may, with approval, cook foods on an outdoor grill. The grill must be on asphalt or concrete, have some type of cover for foods and utensils, and be 10 feet away from any combustible material. Food must be prepared inside and be cooked by restaurant staff. The grill is to be stored in a protective area when not in use. **(Info)**
 - 3. HHS CUSTOMER SERVICE IMPROVEMENT REPORT:** Mr. Harrelson asked Mrs. Browning to give an update on Practice Management quality improvement. She noted the goals were to increase efficiencies, customer service and revenues as well as decrease no show rates. Improvements are happening in each of these areas. By revising appointment schedules, 500 appointment slots have been added using no additional provider time. This allows for same day appointments. The no show rates for Maternal Health/Family Planning were 30% and are now at only 11%. Radio ads are being run and coding and billing has been improved. Mrs. Browning added that this is a continual process. **(Info)**
 - 4. VETERANS SERVICES:** Mrs. Hartsell reported that the Brunswick County VA Outreach Clinic moved this past weekend into their new facility at 18 Doctors Circle, by the old hospital. Due to its expanded size, it will now be called the Brunswick County Community-Based Outreach Clinic. The VA will eventually have an additional health care provider, increasing the patient capacity from 2,100 to 3,300 patients. **(Info)**

5. **PUBLIC HOUSING SERVICES:** Mrs. Lytch noted that the committee met to discuss challenges with having a preference list. Some people may need assistance due to being displaced because of flooding. Children may be able to come home from foster care but the parents have nowhere to live. It is important to be able assist those in crisis at the time of crisis. The committee gave feedback and Mrs. Lytch will bring details, in writing, to the next meeting to consider. **(Info)**
6. **SOCIAL SERVICES:** Mrs. Lytch discussed Adult Services programs noting the month between Mother's Day and Father's Day is recognized as Elder Abuse Awareness Month. Mrs. Lytch briefly discussed attributes of Adult Protective Services, Guardianship, Adult Home Monitoring, Special Assistance In-Home, and Adult Placement Services programs **(Info)**
7. **HHS EMPLOYMENT OPPORTUNITIES:** Mr. Milligan reported several positions that have recently been filled in DSS: IMC Supervisor (2), IMC Caseworker, and Office Assistant. Recommendations have been made for IMC Supervisor (Adult Medicaid) and Child Support Agent. Interviews are being scheduled for the Attorney and Child Protective Services Supervisor positions. The Child Protective Services Social Worker position is still open. Mr. Milligan noted the following vacancies in Health Services: Nursing Director, Lead Public Health Nurse in Child Health/Immunizations, Public Health Nurse in Women's Health, LPN in Immunizations, and, Environmental Health Specialist in Food and Lodging, a newly added position. **(Info)**

III. OLD BUSINESS:

- A. **NC LEGISLATIVE UPDATE:** Mr. Stanley gave an update on Senate Bill 594, Child Health Welfare Reform Bill, requiring the 100 county DSS offices to become 30 regional offices. It has been rolled into House Bill 630, Ryan's Law. This version does not require, but allows, an option for regional offices. Mr. Stanley also noted House Bill 403 has verbiage that eliminates LME/MCOs in North Carolina. Mr. Stanley attended the governing board for Trillium last week in Greenville. **(Info)**
- B. **HEALTH FAIR AND WATER FUN RUN EVENT UPDATE:** Mr. Stanley appreciates the staff for volunteering for this event. Mr. Harrelson added that 28 staff volunteered and 250-300 people attended, with 67 people signing up for the Water Fun Run. He feels this was a good attendance since all week long rain was called for on that day. Mr. Harrelson thanked Public Utilities, EMS, and volunteer fire departments for helping to make this a success. **(Closed)**
- C. **OPIOID GOAL RECOMMENDATIONS FOR NACO/STEPPING UP:** Mr. Stanley was fortunate to go to Craven County's first Stepping Up initial planning meeting. Staff is drafting a plan to present to the Commissioners at their next full meeting in July. **(Open)**
- D. **RABIES EXPOSURE PLANNING:** Mr. Stanley noted that this is still being worked on at the State level and he hopes to have a recommendation at the next Advisory Board meeting. **(Open)**

IV. NEW BUSINESS:

- A. 2017-2018 HHS BUDGET/NEW POSITIONS APPROVAL UPDATE:** Mr. Stanley thanked the Brunswick County Commissioners for allowing space in the budget for new positions. **(Info)**
- B. 2017-2018 DSS ENERGY OUTREACH PLAN RECOMMENDATION:** Mr. Stanley distributed the annual Energy Outreach Plan that is required to be approved by the DSS Board. **Dr. Williams made a motion to submit the 2017-2018 Energy Outreach Plan to the County Commissioners for their approval acting as the DSS Board. Mrs. Sykes seconded the motion. The vote to approve the motion was unanimous. (Info)**
- C. PUBLIC WATER SUPPLY:** Mr. Stanley distributed information on GenX as well as a Frequently Asked Questions handout This substance has been produced since 1980. State DHHS has looked at limited data to access what the risks were. Based on sample levels from two to three years ago, DHHS says there is low risk for adverse health effects. Staff has been attending daily conference calls with DEQ and DHHS, which have now been switched to Mondays, Wednesdays, and Fridays. DEQ is also doing more sampling from different places, wells and water treatment plants. Results will take four to five weeks and will give a comparative analysis regarding concentrations in the water. Mr. Harrelson added that cancer registries from the last 20-25 years are being reviewed as well. The review from the last five years shows no increased incidence. **(Open)**

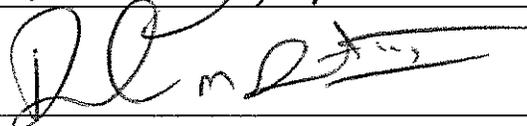
V. BOARD INPUTS: Dr. King asked if there were any additional Board inputs and there were none. **(Info)**

VI: ADJOURNMENT: There being no further business, **the meeting was adjourned at 7:45 p.m. with a motion by Mrs. Sykes. Dr. Williams seconded the motion and it passed unanimously.**

The next BCHHS Advisory Board meeting will be held on **July 24, 2017 at 6:30 p.m.**



Chairperson



Secretary

Brunswick County Health and Human Services

Advisory Board Attendance Roster 2016-2017

NAME	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
King	X	X	X	X	X	X	X		X	X	X	X
Miller	X		X	X		X	X	X	X		X	
Williams	X	X			X	X		X	X		X	X
Smith	X	X	X	X	X		X	X	X	X	X	X
Ward	X	X		X	X		X	X		X		X
Norton		X	X	X	X	X	X	X	X	X	X	
Howard	X		X	X		X		X	X	X		X
Sykes	X	X	X		X		X			X	X	X
Lawler	X	X	X		X			X	X	X	X	X
Hilaman	X			X	X	O	O	O	O	O	O	O
Narron		x	X	X	X	X	X	X	X	X	X	X

A = Month Appointed/Installed

C = Conflict with CC's Meeting

O = Off Board

X = In Attendance

AA = Approved Absence

Blank Space = Absent

Quorum equals six members present.

^ = Specially Called Meeting

*** = No Meeting**