

**BRUNSWICK COUNTY HEALTH AND HUMAN SERVICES
ADVISORY BOARD
REGULAR MONTHLY MEETING
January 28, 2019 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. Mr. Harrelson announced Jaime Miers, Public Health Nurse as Employee of the Quarter. Her peers praised her for her wealth of knowledge, always having a smile on her face, and going above and beyond. Mrs. Miers said she felt very fortunate to be back serving Brunswick County citizens.
- II. REGULARLY OCCURRING ITEMS:**
- A. ATTENDANCE:**
1. The following members were present:
 - Dr. Flint King, Chairman
 - Dr. Kathryn Lawler
 - Dr. Jerry Smith
 - Mr. Haywood Miller
 - Dr. J. Michael Howard
 - Dr. Donna Bacchi-Smith
 - Ms. Lisa Narron
 - Mr. Michael Norton
 - Mrs. Pat Sykes
 - Dr. Allen Williams
 2. Members absent:
 - Mr. Gene Ward
 3. Staff members present:
 - Cris Harrelson, Health Services Director
 - Scott Milligan, Personnel Director
 - Cathy Lytch, Social Services Director
 - Anita Hartsell, Veteran Services Director
 - Cherie Browning, Nursing Director
 - Danny Thornton, Environmental Health Director
 - Jay Murray, Business Manager
 - Marjorie Rayl, Quality Assurance Specialist
 - Jaime Miers, Public Health Nurse
 4. Guests present: None

- B. APPROVAL OF MINUTES:** Minutes for the monthly meeting held on **November 26, 2018** 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. 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 written. Dr. Smith seconded the motion. The vote to approve the agenda was unanimous. (Closed)**
- D. STAFF AND COMMITTEE REPORTS:**
- 1. VETERANS SERVICES:** Mrs. Hartsell reported that, thanks to President Trump and Congress, the VA was already fully funded for 2019, so no VA operations were impeded by the government shutdown. Tracy Walts was hired in December as the new Veterans Services Technician and she is doing an amazing job. Tracy is a former 911 operator and very familiar in dealing with busy, stressful environments. Mrs. Hartsell also noted the Jacksonville Vet Center has agreed to come to Brunswick County once a week to provide easy access for combat and military sexual trauma veterans to receive additional mental health services in our area. She was able to secure meeting space at the Leland Parks and Recreation Center for the Vet Center therapist to meet with Veterans every Thursday through the end of the year. On February 7th, two informational meetings will be held (10am and 1pm). Veterans are asked to bring their DD-214 military discharge document with them. **(Info)**
 - 2. CHILD FATALITY PREVENTION AND COMMUNITY CHILD PROTECTION TEAMS:** Ms. Browning noted the next meeting will be on February 12th with three cases to review. **(Info)**
 - 3. ENVIRONMENTAL HEALTH:** Mr. Thornton reported that staff is meeting their target turnaround of four weeks for new on-site applications. They are still working to catch up Management Entity inspections. Mr. Thornton has established a priority of eight to ten inspections per specialist during February. The vacant position has been filled, although the new staff member is not a specialist and will require six months of training. Mr. Thornton noted possible upcoming changes to on-site rules. The changes have not yet passed and an update will be given in the future, at the earliest March. On December 20th, legislature passed the 2018 Farm Bill which assists those with low to moderate income in repairing their wastewater system. Mr. Thornton noted that the Cold Holding Campaign began on January 1st changing the requirement to 41 °F instead of 45 °F for refrigerated items. Facility owners have had a six-year window to prepare for this change. At this time it will not affect inspection scores. **(Info)**

4. **HEALTH SERVICES:** Mr. Harrelson gave an influenza report. The geographic spread of influenza is now considered widespread and predominantly type A. So far, in Brunswick County, this flu season has been relatively mild with no activity in our schools and no outbreaks. Activity is likely to increase during the next two to four weeks according to the CDC. Health Services conducted 22 flu outreach clinics resulting in a total of 1501 flu vaccines administered. Outreach was also done in all 19 schools. A total of 4,388 flu vaccines have been administered this season. This is the most given since 2014 and an increase of 7% from last season. The Brunswick County Substance Use Disorder and Addiction Commission met on January 3rd. The commission members reviewed the latest local and state opioid data for Brunswick County for 2018, third quarter and year to date. Captain Steve Lanier noted the Sheriff's Office seized over 12,000 doses of heroin in 2017 compared to only 4,337 in 2018 attributing this decrease to the increased police presence. The Sheriff's Office Anchor Initiative has touched 50 individuals. **(Info)**
5. **HHS CUSTOMER SERVICE IMPROVEMENT REPORT:** Mr. Thornton reviewed Environmental Health's recent Customer Service Survey results. Surveys were mailed to all applicants who received a decision of some type concerning their application in October or November of 2018. Thirty-eight were returned with only two unfavorable comments, "new fees should not be required if a permit is expired" and "turnaround time should be two weeks". Several positive comments were listed. **(Info)**
6. **PUBLIC HOUSING SERVICES:** Mrs. Lytch reported the agency completed briefing sessions in December resulting in 60 individuals being pulled off the waiting list and 39 vouchers being issued. There are 50 names left on the waiting list. The Board of County Commissioners approved temporarily changing the waiting list policy to allow families who were impacted by Hurricane Florence to apply for the program. The Board also approved changing the rate of 2-bedroom units from 90% of FMR to 100%. **(Info)**
7. **SOCIAL SERVICES:** Mrs. Lytch noted staff is still accepting LIEHEAP applications at Town Creek Park. Beginning February 4th, the program will move back to the DSS building. Staff will continue to accept applications until March 31st or until funding is exhausted. The State continues to move forward with rollout of Child Welfare into NC-FAST. Brunswick County will go live at the end of September 2019. **(Info)**
8. **HHS EMPLOYMENT OPPORTUNITIES:** Mr. Milligan announced several openings since this Board last met. Open positions in DSS include: Social Work Program Manager, Social Worker III, IMC Supervisor (2), Income Maintenance Caseworker II, and Office Assistant. In Health Services there are openings for WIC Director, Senior Processing Assistant in WIC and Senior Processing Assistant in Clinic Clerical. There is also an opening for Senior Processing Assistant in the Health & Human Services Fiscal Unit. **(Info)**
9. **NC LEGISLATIVE UPDATE:** Mrs. Lytch reviewed the four Legislative Goals (included in packets) from the NCACDSS which works with the County Commissioner's Association and shares our goals. **(Info)**

III. OLD BUSINESS:

- A. **WIC PROGRAM UPDATE:** Mr. Harrelson discussed recent staff changes within the program. Three nutritionists have been lost in recent months. The plan is to reopen the WIC Director position and continue to use our Nutritionist retiree and Nutrition Plus as needed. The Bolivia site has been added to the rotation to keep two sites open each day. Mr. Milligan added that we are one of few counties that operate three sites. **(Open)**
- B. **DRAFT ANNUAL HEALTH AND HUMAN SERVICES REPORT:** Mr. Harrelson referenced the report that was presented at the last meeting. The Board was asked to review and offer any suggestions or changes that are needed. There were no changes needed. **(Closed)**
- C. **HURRICANE FLORENCE ACTIVITIES:** Mr. Murray reported that, since the storm, there are still homes in Brunswick County in varying states of disrepair. Grants have been applied for. Brunswick County has been awarded the Golden Leaf grant. Staff is developing an application and a plan for staff with the intention of awarding a maximum of \$5000 for repair of a home or vehicle. Case management will be needed to screen and check for duplication of efforts with other programs. Mr. Murray noted it will likely be March before the program is up and running. Individuals cannot be paid directly. Payments will go the professional completing the work. Mrs. Sykes added that the Baptist Association has various funds available. **(Open)**
- D. **HHS CALENDAR REVIEW FOR 2018:** Mr. Milligan noted that, during the November meeting, a question was raised concerning the how often the advisory board is required to meet. Currently there is no official calendar for 2019. Mr. Stanley has asked for feedback from the Administration and Legal departments and has requested that this Board move to approve the original monthly meeting calendar and then revisit the calendar at the next meeting. **Mrs. Sykes moved to approve the 2019 Calendar as written. Dr. Bacchi-Smith seconded the motion. The vote to approve the calendar was unanimous. (Open)**
- E. **CHILD WELFARE REFORM:** Mrs. Lytch reported that Session Law 2017-41 requires all counties to enter into an annual written agreement with the Department of Health and Human Services (DHHS) for all social service programs (except Medicaid). The law requires the agreement to contain certain performance requirements and administrative responsibilities related to social service programs. The agreement is between DHHS and County Administration, not DSS. The effective date of the Memorandum of Understanding was July 1, 2018. During the first six months DHHS agreed to provide the county with the results of the performance measures data. However, the data was not available and there was a question of data validity. In November 2018, a Modification Agreement for the Memorandum of Understanding covering Fiscal Year 2019 was issued. These hold-harmless modifications were made in response to feedback and information received from counties following the execution of the MOUs and the State's ongoing analysis of performance data. **(Closed)**

IV. NEW BUSINESS:

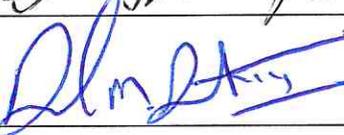
- A. **GOVERNMENT SHUTDOWN IMPACTS:** Mrs. Lytch noted the Federal shutdown began on December 21, 2018. It impacts about 25% of federal budgets and programs. Programs that were not impacted by the shutdown include: Medicaid, Veterans Services, LIHEAP/CIP, Daycare Funding, Child Support Enforcement, Foster Care and Adoption Services. Programs that are affected include: FNS, WIC, SSBG, TANF, and HUD. The State issued February FNS benefits on January 20th with a suggestion to budget wisely as this was not an additional payment. Unless budget is determined, there is no funding in March. WIC has limited funding past February. Section 8 is funded for January and February and there are approximately two months of reserves. **(Open)**
- B. **STATE OF THE COUNTY HEALTH REPORT:** Mr. Harrelson reviewed the 2018 State of the County Health Report (SOTCH) via PowerPoint. **Mr. Norton moved to recommend the Brunswick County Commissioners review and approve the 2018 SOTCH. Dr. Smith seconded the motion. The vote to recommend the 2018 SOTCH to the Commissioners was unanimous. (Closed)**
- C. **GOLDEN A REMINDER FOR MARCH:** Mr. Thornton reminded the Board that the Golden A Ceremony, for facilities with outstanding inspections, will be held on March 25th at the Odell Williamson Special Events Room at 6pm. The March regular monthly Health and Human Advisory Board meeting will be held at 7pm on the auditorium stage. Mr. Thornton appreciates the support of this Board. **(Open)**
- D. **ANNUAL FLU ORDER:** Mr. Harrelson reviewed the flu order for the 2019/2020 flu season. The flu order is the same as last year's order except for a 10% increase in high dose vaccine. **Dr. Williams made a motion to recommend the flu vaccine order as presented. Dr. Norton seconded the motion. The vote to recommend the flu order as presented was unanimous. (Closed)**
- E. **ELECTION OF OFFICERS:** Mr. Milligan noted that each year this Board is tasked to elect a chair and vice chair. **Mr. Milligan asked for a call of nominations for Chair. Mr. Norton moved to elect Dr. King as Chairman. Dr. Smith seconded the motion. There were no other nominations. The vote to elect Dr. King as Chairman was unanimous. Mr. Milligan opened the floor for nominations for Vice Chair. Mr. Smith moved to nominate Dr. Williams. Dr. Howard seconded the motion. There were no other nominations. 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 and there were none. **(Info)**

VI: ADJOURNMENT: There being no further business, **the meeting was adjourned at 7:52 p.m. with a motion by Dr. King. Dr. Williams seconded the motion and it passed unanimously.**

The next BCHHS Advisory Board meeting will be held on **February 25, 2019 at 6:30 p.m.**


_____ Chairperson


_____ Secretary

Brunswick County Health and Human Services

Advisory Board Attendance Roster 2018-2019

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