

**BRUNSWICK COUNTY HEALTH AND HUMAN SERVICES
ADVISORY BOARD
REGULAR MONTHLY MEETING
July 27, 2020 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 Lobby (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. Stanley announced Jaime Miers, Public Health Nurse, as Health Services Employee of the Quarter. He appreciates everything Jaime has contributed to Health Services and read her nomination. It recognized her for her going above and beyond in taking on many roles in several areas of Public Health. Jaime also has a positive attitude, displays compassion for public health and is a team player. Mr. Stanley added that he can't say enough about the nurses and all they do.
- II. REGULARLY OCCURRING ITEMS:**
- A. ATTENDANCE:**
1. The following members were present:
 - Dr. Flint King, Chairman
 - Ms. Lisa Narron
 - Mr. Hubert Reaves
 - Dr. Kathryn Lawler
 - Dr. Justin Asbury
 - Mrs. Pat Sykes
 - Mr. Michael Norton
 - Mr. Gene Ward
 - Dr. Jerry Smith
 - Dr. Allen Williams
 2. Members absent:
 3. Staff members present:
 - David Stanley, Health & Human Services Director
 - Cris Harrelson, Health Services Director
 - Scott Milligan, Personnel Director
 - Cathy Lytch, Social Services Director
 - Danny Thornton, Environmental Health Director
 - Anita Hartsell, Veteran Services Director
 - Marjorie Rayl, Quality Assurance Specialist
 4. Guests present: None

- B. APPROVAL OF MINUTES:** Minutes for the monthly meeting held on **June 22, 2020** were reviewed. Dr. King asked if there were any corrections to the minutes. There were no corrections. **Mr. Reaves moved to approve the minutes as written. Mrs. Sykes 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. Ward seconded the motion. The vote to approve the agenda as presented was unanimous. (Closed)**
- D. STAFF AND COMMITTEE REPORTS:**
- 1. VETERANS SERVICES:** Mrs. Hartsell noted that business is picking up but, due to training taking place in the office, the numbers are not as high as they could be. As the only accredited SO currently in the office, Mrs. Hartsell must block off more time in her schedule from doing appointments so she may access the VA's computer system. This access is needed to answer most client questions about their VA claim. Mrs. Hartsell reported that they continue to conduct phone interviews to limit in-person contact due to COVID-19 but are starting to see an increase in walk-ins to the office. The new Technician, Kendra Starnes, is still in training with Tracy, is doing great, and is a wonderful asset to the team. **(Info)**
 - 2. CHILD FATALITY PREVENTION AND COMMUNITY CHILD PROTECTION TEAMS:** Mr. Stanley noted the team has not met since the last Advisory Board meeting. The next meeting will be in August. **(Info)**
 - 3. ENVIRONMENTAL HEALTH:** Mr. Thornton reported one file exceeding the four week turnaround time for wastewater applications submitted. Workloads have increased slightly but staff is managing well while still implementing safety precautions to help reduce exposure. Mr. Thornton announced that 100% of required Food & Lodging inspections were completed for fiscal year 2019/2020. Executive Order 119 and 130 reduced the minimum frequency of required inspections for certain establishments. In addition, these orders extended any transitional permits issued from January 1 to June 30, 2020 with an additional 180 days allowing these permits to be valid for 360 days. A workgroup has been created between Environmental Health and Cooperative Extension to continue the efforts to support the Count on Me NC program. A survey, via email, went out to all food establishments and lodging facilities to gather information on how to better serve them during the pandemic. Of the 41 responses, 50% asked that a virtual conference be held. The work group plans to provide this service through Zoom beginning on August 4th at 2:30pm. Surveys are also being completed weekly with daycare and nursing home facilities to assure they have the supplies needed to operate during the pandemic. Mr. Thornton reported that the public swimming pool program is on target and has permitted all requested applications. He added that the majority of pools are open and there have not been many complaints. **(Info)**

4. **HEALTH SERVICES:** Mr. Harrelson discussed the bulk of activity being centered around COVID-19 response. There is a mixture of staff, CCNC contract tracers and case investigators, contract employees, and volunteers working on the response. In addition to continued community spread of the virus, Brunswick County has six outbreaks in long-term care facilities at this time. The team has been communicating daily with these facilities to ensure proper infection control measures are implemented; to advise on testing staff and residents; to advise on employees returning to work; and, to assist with any resource needs. In addition, staff is communicating with Brunswick County Schools to assist with any health questions regarding their reopening plan. Mr. Harrelson noted that essential services such as, Environmental Health, Maternal Health, Immunizations, Family Planning, and Pediatrics continue to be provided. Forty-two clients were seen in Environmental Health and 107 patients were seen in clinic services. Staff is seeing an increase in patients and clients. **(Info)**

5. **NC LEGISLATIVE UPDATE:** Mr. Harrelson announced that North Carolina will receive \$35 million in federal funding from the CDC. NC DHHS will allocate these funds to local Health Departments using a three-part methodology: base allocation \$90,000; a portion based upon the share of the statewide population; and, a final portion based upon cumulative positive COVID-19 caseload as a proportion of the statewide total. The calculations were done as of June 5th when Brunswick County's case count was 133, which brings the total amount to be received as \$292,783. These funds can be used for a range of allowable activities related to COVID-19 response, such as staffing, improved infection controls, testing and tracing, strengthening IT infrastructure and improving data sharing and visualization. Mr. Harrelson expects to see the Agreement Addenda tied to this funding in July. **(Info)**

6. **HHS CUSTOMER SERVICE IMPROVEMENT REPORT:** Mr. Stanley noted that staff has decided to postpone surveys at this time in order for staff to focus on COVID duties. Staff hopes to phase these back in. **(Info)**

7. **PUBLIC HOUSING SERVICES:** Mrs. Lytch reported that staff continues to work on leasing up families and conducting briefings via telephone. There has been one lease up for a veteran, two others decided to port to Columbus County due to difficulty finding housing here. Staff continues to conduct inspections and meet mandates by calling ahead, asking questions, and using PPE when going on site. The Occupancy Specialist position has been filled by Patty Mason. The office assistant position needs to be filled and they are still looking for a supervisor. Mrs. Lytch is working on completing the end of the year reporting, SEMAP and FASS PH, which are both due at the end of August. **(Info)**

8. **SOCIAL SERVICES:** Mrs. Lytch announced that, in July, staff resumed processing Food Stamp and Medicaid recertifications. Food stamp certification periods for all FNS cases with periods ending July 31st and August 31st will be automatically extended. Other waivers related to Food Stamps have also had the interview requirement waived for applications through August 31st. Households with repayment agreements do not have to pay on their repayment plan through August 31st. Mrs. Lytch noted there has been a federally-approved policy change for CIP. In the past, individuals applying for CIP had to have an in-person interview. Policy change now allows for phone interviews. To be eligible for the CIP program, a household must have at least one person who meets the criteria, including being income-eligible and have a heating or cooling related emergency. CIP funds are 100% federal funds. The state is working with NC FAST on developing an online DSNAP application. Two counties are working with the state on this process. There are usually thousands of people lined up after a hurricane to apply for disaster assistance. Mrs. Lytch discussed conversations at the State level regarding the challenges that remote learning will create for all families, but especially for children in foster care. Staff reports that several foster parents have asked what the DSS plan is for remote learning with working parents having to go back to work and no one to watch the children or ensure that they log onto the computer. This could cause many children to have to move from their current foster home. **(Info)**

9. **HHS EMPLOYMENT OPPORTUNITIES:** Mr. Stanley noted five open positions: Public Housing- Sr. Processing Assistant; DSS – Office Assistant, Income Maintenance Caseworker Supervisor II, and two Income Maintenance Caseworkers which is a continuous posting. **(Info)**

III. OLD BUSINESS:

- A. **NC EARLY CHILDHOOD ACTION PLAN REVIEW:** Mr. Harrelson noted the previous 2025 Goals he has reviewed with this board earlier in the year and then reviewed Goal 5, Safe and Nurturing Relationships via a PowerPoint presentation that was mailed to board members prior to the meeting. A discussion followed. **(Close)**

- B. **COVID-19:** Mr. Stanley reviewed a media release COVID-19 Snapshot, as well as a printed PowerPoint presentation both included in the packets. Mr. Reaves was thankful for the partnership with Goshen in offering testing at local churches. Mr. Stanley agreed noting that Goshen staff offered outreach at a different off-site location each week in July, as well as at their office. He added that CommWell and CVS in Leland also offer testing. Mr. Smith asked about charging fees for testing. Mr. Stanley replied that it depends on the insurance and their policy. Medicaid providers can bill back, others waive co-pay by policy. **(Open)**

IV. NEW BUSINESS:

A. COMMUNITY HEALTH ASSESSMENT ACTION PLAN UPDATE: Mr. Stanley noted, now that the CHA has been completed, the next step is to complete the action plan telling the state what Brunswick County Health Services plans to do with the data and what has already been done. A meeting with the same CHA committee members is planned for the end of August. Mr. Stanley will share the results with this board and then forward to the County Commissioners for approval. **(Open)**

B. DAY CARE WAITING LIST POLICY: Mr. Stanley reported that the State requires DSS to have, and revise when needed, a policy for the Day Care Waiting List. A change has been made to remove the specific months that the list will be updated to instead read "twice a year". **Mr. Ward made a motion to recommend the revised Local Child Care Policy be sent to the Brunswick County Commissioners for approval and submission to State. Mrs. Sykes seconded the motion. The vote to forward the revised policy to Commissioners was unanimous. (Closed)**

V. BOARD INPUTS: Dr. King asked if there were any additional Board inputs. Mr. Stanley noted that July was Dr. Howard's last meeting, leaving an opening on this board for an Optometrist. The person must live in Brunswick County but their practice is not required to be in the county. Mr. Stanley asked for anyone interested to please contact him. There is an on-line application that must be completed. **(Info)**

VI. ADJOURNMENT: There being no further business, **the meeting was adjourned at 7:41 p.m. with a motion by Mr. Smith. Mr. Norton seconded the motion and it passed unanimously.**

The next BCHHS Advisory Board meeting will be held on **August 24, 2020 at 6:30 p.m. in the Health Services lobby.**


_____ Chairperson


_____ Secretary

Brunswick County Health and Human Services

Advisory Board Attendance Roster 2020-2021

NAME	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
King	X					*					*	
Lawler	X					*					*	
Narron	X					*					*	
Norton	X					*					*	
Reaves	X					*					*	
Smith	X					*					*	
Sykes	X					*					*	
Ward	X					*					*	
Williams	X					*					*	
Asbury	X					*					*	
Optometrist	V					*					*	

A = Month Appointed/Installed

C = Conflict with CC's Meeting

O = Off Board

X = In Attendance

V = Vacancy

AA = Approved Absence

Blank Space = Absent

Quorum equals six members present.

^ = Specially Called Meeting

* = No Meeting