



*December 07, 2017
Meeting Minutes*

STANLY COUNTY CONSOLIDATED HUMAN SERVICES BOARD

The Stanly County Consolidated Human Services Board met on Thursday, December 7th, 2017 at 7:00 p.m. in the Stanly County Commissioners Meeting Room. Board members present were: Gene McIntyre, vice chairman, Nancy Smoak, Boyd Huneycutt, Paige Emerson, Calvin Lloyd, Dr. Joan Eudy, Beth Thomas, Shirley Lowder, Dr. James Marshall, Dr. Amy Jordan, Dr. Tom Norwood, Georgette Edgerton, Caroline Sawyer, and Larry Gibson. Members absent: Dr. Dianne Daniels, Ric Cain, and Chair Jann Lowder. Staff Present: Debbie Bennett, Shonda Blalock, Lucy Walters, Debbie Bailey, Dr. Candace Crowe, Tammy Morgan, Teri Bowers, David Ezzell, Interim Health Director, Donna Turner, Stacy Ragsdale, Karen Wojcik, Lisa Moehn, Kathy Lefloch, Marie Webb, Debra Eudy, Interim Social Services Director Jeanette Eatman and Interim Health and Human Services Director Andy Lucas.

Welcome and Call to Order:

Vice Chair Gene McIntyre presided over the meeting in the absence of Chair Jann Lowder, welcoming everyone and calling the meeting to order.

Approval of the November 16th, 2017 Consolidated Human Services Board Minutes:

Vice Chair Gene McIntyre presented the November 16th Consolidated Human Services Board Meeting minutes for consideration of approval.

Motion: After review of the November 16th, 2017 meeting minutes, Dr. Amy Jordan moved they be approved as written with a second by Nancy Smoak. Motion carried unanimously.

Tour of Health and Social Services Departments:

Vice Chair Gene McIntyre explained at this time, a brief tour of both the Health Department and Department of Social Services (DSS) would be given for all board members. During the tour, each department had staff on hand to give a brief overview of each program area. In attendance to give an overview for the Health Department: Clinic Supervisor, Shonda Blalock, RN; WIC Supervisor, Lucy Walters; Dental Clinic, Dr. Candace Crowe, General Dentist; Home Health Supervisor, Debbie Bailey, RN. In attendance to give an overview for DSS: Food and Nutrition Supervisor, Debra Eudy; Adult Medicaid Supervisor, Stacy Ragsdale; Child Protective and Adult Protective Services, Lisa Moehn, Social Work Supervisor; Foster Care, Kathy Lefloch, Social Work Supervisor; Family and Children's Medicaid Supervisor, Karen Wojcik. While touring each department, the board members were given an opportunity for questions or comments. After the tour was complete, the board members thanked all the staff for the information shared and tour of both facilities.

Public Comments:

There were no general public members in attendance requesting to speak to the board.

Human Services Director's Report:

Interim Health and Human Services Director Andy Lucas gave an update on the recruitment of the new Health and Human Services Director. Mr. Lucas shared that there were five applications and they were able to narrow the selection to three candidates, which are scheduled to interview next week on December 13th, 2017. Human Services Board Members Georgette Edgerton, Nancy Smoak, Dr. Dianne Daniels and Dr. Amy Jordan volunteered and were selected at the November 16th, 2017 Consolidated Human Services Board meeting to sit in and participate in the interviews. Mr. Lucas stated the goal will be to bring recommendations back to the board for advice and consent at the January 4th, 2018 Human Services Board meeting. Mr. Lucas explained they are looking for a candidate with an emphasis in public health, complimented with enough leadership and management skills to work strategically with the Department of Social Services Director for better efficiency for mutual clients. Mr Lucas informed the board that he attended the Health and Human Services Director's meeting in Raleigh last week where the topic was how to share information across the Health and Social Services Departments to better serve clients. He stated the new Health and Human Services Director will be charged with attending these quarterly meetings for collaboration and to bring about best practice ideas for consolidated counties..

Health Director's Report:

A. Personal Update - Interim Health Director David Ezzell stated the Health Department is currently recruiting for one position of Environmental Health Specialist. He also stated due to the later date of the previous month's meeting, financial and program performance reports were shared through the month of October. November totals are not in and will be shared at the January 4th, 2018 meeting and we will be back on track with monthly financial and performance reports.

Social Services Director's Report:

A. Personal Update - Interim Social Services Director Jeanette Eatman stated they have 5 vacancies; one part-time Child Support Agent, two Income Maintenance Caseworker II positions, one Social Worker, one Child Support Agent II. Mrs. Eatman, as previously explained, stated November financial and program performance totals are not yet available and will be shared at the January 4th, 2018 meeting.

New Business:

A. Handbook presentation to Consolidate Human Services Board Members - Mr. Lucas presented the Stanly County Consolidated Human Services Board Handbook to the board members. He explained the handbooks contain lots of information such as local rules, policy and procedures regarding both Health Department and the Department of Social Services.

B. Confidentiality Agreement for Consolidated Human Services Board Members - Mr. Lucas explained the Notice of Privacy disclosure that is included in the handbook and the importance of having each board member to sign a confidentiality agreement to ensure confidentiality. The board members reviewed the Notice of Privacy and signed a confidentiality agreement form which was turned in to clerk to the board, Teri Bowers, who will place in each members file.

Other Business:

A. 2017 State of the County Health (SOTCH) Report - Vice Chair Gene McIntyre introduced Debbie Bennett, Health Educator who presented a PowerPoint overview of the 2017 Stanly County State of the County Health Report (SOTCH). Ms. Bennett gave a brief overview of the ten page report which is included in each Consolidated Human Services Board member's handbook. She explained this is a state required report for each county to complete and is a review of Stanly County residents' health indicators and status. Ms. Bennett also shared that beginning in January 2018, she will start on the 2018 Community Health Assessment in conjunction with Carolinas Healthcare System Stanly. Ms. Bennett was thanked for her time and presentation.

Unfinished Business:

A. Review and consider approval of Stanly County Consolidated Human Services Board Operating Procedures - Interim Health and Human Services Director Andy Lucas presented the *Consolidated Human Services Board Operating Procedures*, which were previously presented at the November 16th meeting, for review and approval.

Motion: A motion was made by Dr. Tom Norwood to accept and approve the Stanly County Consolidated Human Services Board Operating Procedures with a second by Larry Gibson. Motion carried unanimously.

B. Review and consider approval of specific policies related to Health Department programs & operation required for accreditation - Mr. Lucas presented Health Department specific Administrative policies, which were previously presented at the November 16th meeting, for review and approval. These policies include: *Home Health Advisory Board; Delegation of Authority; Developing Policies and Procedures; Diversity in the Workplace; Fee Policy; Management of Customer Complaints; Participation in Community Health Improvement.*

Motion: A motion was made by Shirley Lowder and seconded by Dr. Amy Jordan to accept and approve the referenced policies and procedures which are policies related to Health Department programs and operation required for accreditation. Motion carried unanimously.

C. Re-Accreditation Certificate presentation - After months of preparation, the Health Department passed their re-accreditation site visit which took place October 12th and will receive a certificate at the upcoming Re-Accreditation Certificate presentation in Raleigh on December 19th, 2017. Interim Health Director David Ezzell and other staff will be traveling to Raleigh to accept the award and Mr. Lucas informed board members if they were interested in attending to please contact Teri Bowers to receive more information.

Adjournment:

There being no further business Vice Chair Gene McIntyre called for a motion to adjourn.

Motion: A motion was made by Dr. Tom Norwood with a second by Dr. James Marshall that the Consolidated Human Services Board meeting be adjourned. Motion carried unanimously.

Respectfully Submitted,

Andy Lucas, Secretary

Stanly County Consolidated Human Services Board