

**CARTERET COUNTY**  
**CONSOLIDATED HUMAN SERVICES BOARD**  
**Meeting Agenda**  
**May 8, 2023**  
**6:00 P.M**  
**Carteret County Health Department**

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|-------|--|---|
| I.    | Meeting Called to Order/Invocation   | <i>Scott Cobb</i>   |
| II.   | Pledge of Allegiance   | <i>All</i>  |
| III.  | Adoption of Consent Agenda   | <i>Board</i>  |
|       | A. Approval of February 13, 2023 Consolidated Human Services Board Meeting Minutes |   |
|       | B. Approval of 2023 Consolidated Human Services Operating Procedures               |   |
| IV.   | Adoption of Agenda   | <i>Board</i>  |
| V.    | Public Comment   |   |
| VI.   | FY 23/24 Health Department Budget Presentation                                     | <i>Alex Davis, HD Business Officer</i>                            |
| VII.  | FY 23/24 DSS Budget Presentation   | <i>Alex Showalter, DSS Business Officer</i>                       |
| VIII. | Substance Misuse Education Campaign Update   | <i>Brooke Barnhill, Overdose Prevention Coordinator</i>           |
| IX.   | Bad Debt Write Off   | <i>Nina Oliver, Health Department Director</i>                    |
| X.    | Health Department Updates  | <i>Nina Oliver, Health Department Director</i>                    |
| XI.   | DSS Updates  | <i>Jessica Adams, DSS Director</i>                                |
| XII.  | Director's Report  | <i>Dr. Randall Williams, Consolidated Human Services Director</i> |
| XIII. | Old Business   | <i>Board</i>  |
| XIV.  | New Business   | <i>Board</i>  |
| XV.   | Adjournment  | <i>Board</i>  |

**Operating Procedures**  
**Carteret County Consolidated Human Services Board**

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**1. Name and Office**

The name of this organization is the Carteret County Consolidated Human Services Board (hereinafter "Board"). The principal office of the Board is located at 3820-A Bridges Street, Morehead City, North Carolina.

**2. Officers and Committees**

**a. Chair and Vice-Chair**

The Board members shall elect a Chair and Vice-Chair by majority vote each year at the August meeting.

**b. Secretary**

The Human Services Director shall serve as Secretary to the Board, but the director is not a member of the Board. The Human Services Director may delegate the duties of the Secretary that are set forth in these operating procedures to an appropriate Human Services employee.

**c. Standing committees**

The Board shall not have standing committees.

**d. Temporary committees**

The Board may establish and appoint members for temporary committees as needed to carry out the Board's work. All temporary committees are subject to the North Carolina open meetings laws and shall comply with the provisions of those laws.

**3. Meetings**

**a. Regular Meetings**

The Board shall hold a regular meeting on the second Monday of the following months: August, November, February, and May. If necessary, the Board shall hold a special meeting as needed. The primary location for the meeting shall be held at the Carteret County Health Department and shall begin at 6 p.m. The meeting may be held at an alternate location if necessary.

**b. Attendance**

Board Members are expected to attend all regular Board meetings. If a Board member misses three consecutive meetings and/or attends less than 70 percent of the regularly scheduled meetings during a calendar year, the Board may request that the County Commissioners remove this member in accordance with General Statute 130A-35(g)(4) "habitual failure to attend meetings". Absences due to illness, family emergencies, and business conflicts shall be regarded as excused, and shall not affect Board Members' status, providing prior notice is given to the Secretary and/or his designee.

**c. Agenda**

- The Secretary to the Board shall prepare an agenda for each meeting. Any board member who wishes to place an item of business on the agenda shall submit a request to the Secretary at least two working days before the meeting. For regular meetings, the Board may add items to the agenda or subtract items from the agenda by a majority vote. The agenda for a special or emergency meeting may be altered only if permitted by and in accordance with the North Carolina open meetings laws.
- Any person may request that an item be placed on the Board's agenda by submitting a written request to the Secretary at least ten working days before the meeting.

**d. Presiding Officer**

The Chair of the Board shall preside at Board meetings if he or she is present. If the Chair is absent, the Vice-Chair shall preside. If the Chair and Vice-Chair are both absent,

another member designated by a majority vote of members present at the meeting shall preside.

**e. Quorum**

A majority of the actual membership of the Board, excluding vacant seats, shall constitute a quorum. A member who has withdrawn from a meeting without being excused by a majority vote of the remaining members shall be counted as present for purposes of determining whether or not a quorum is present.

**f. Voting**

Each Board member shall be permitted to abstain from voting, by so indicating when the vote is taken. A member must abstain from voting in cases involving conflicts of interest as defined by North Carolina law. If a member has withdrawn from a meeting without being excused by a majority vote of the remaining members, the member's vote shall be recorded as an abstention.

**g. Public Comment**

- Any person may address the Board but may only discuss one topic at a time.
- The address must be limited to five minutes unless the Chair grants a time extension. Discussion of a single topic will be limited to fifteen minutes regardless of the number of individuals who wish to speak (groups are encouraged to select a spokesperson).
- Each speaker must give their names and address at the beginning of the address.
- A speaker may address any issue relevant to the Department of Human Services but must conduct themselves in a manner consistent with the proceedings and appropriate for the occasion.
- The Chair may modify these rules and may adjourn or recess this portion of the meeting at any time.

**h. Minutes**

The Secretary shall prepare minutes of each Board meeting. Copies of the minutes shall be made available to each Board member before the next regular Board meeting. At each regular meeting, the Board shall review the minutes of the previous regular meeting as well as any special or emergency meetings that have occurred since the previous regular meeting, make any necessary revisions, and approve the minutes as originally drafted or as revised. The consolidated human services board chair and director shall sign approved minutes from meetings. The public may obtain copies of signed Board meeting minutes at the Carteret County Health Department or from the Carteret County Government website.

**4. Training**

- CHS Board Handbook will be updated and provided annually.
- New CHS board members shall attend or review a Board member training covering responsibilities and authority of the board within first year of appointment or complete “Roles and Responsibilities of Local Public Health Governing Boards” training. Certificate of Completion shall be provided to Secretary and Board Chair within first year of appointment. <https://sph.unc.edu/nciph/nciph-boh-roles-respon/>
- CHS board members shall attend or review ongoing board member training covering responsibilities and authority of the board. This training will be offered annually, typically in the third quarter at the CHS Board Meeting.

**5. Amendments to Operating Procedures**

These operating procedures may be amended at any regular meeting or at any properly called special meeting that includes amendment of the operating procedures as one of the stated purposes of the meeting. A quorum must be present at the meeting at which amendments are discussed and approved, and any amendments must be approved by a majority of the members present at the meeting.

**6. Rule Making**

The Carteret County Consolidated Human Services Board has the responsibility and authority of the local Board of Health to adopt rules, as necessary, to protect and promote the public

health. The Board shall do so in compliance with conditions set out in NC General Statutes 130A-39, by vote, at a regular meeting of the Board. The Board will adopt, amend, or repeal a rule only:

- After thorough consideration by the Carteret County Consolidated Human Services Board of the available data and analysis from county and/or other staff with expertise in the subject under consideration,
- After consultation with the Office of the County Attorney regarding the subject under consideration and regarding the authorities and responsibilities of the Board,
- After public notice of the proposed rule, its effective date, and where copies of the proposed rule are available, and
- After conducting a public hearing on the proposed version of the rule at a regular meeting of the Board.

**7. Other Procedural Matters**

The Board shall refer to the current edition of *Robert's Rules of Order Newly Revised (RONR)* to answer procedural questions not addressed in this document, so long as the procedures prescribed in *RONR* do not conflict with North Carolina law.

**8. Compliance with North Carolina Law**

In conducting its business, the Board shall comply with all applicable North Carolina laws, including but not limited to open meetings laws, public records laws, and the laws setting forth the powers and duties of local boards of health. To assist the Board in compliance, the Human Services Director shall maintain a current copy of relevant North Carolina General Statutes and make them available to Board members on request.

Approved and adopted by the Carteret County Consolidated Human Services Board on May 8, 2023

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Chair, Carteret County Consolidated Human Services Board

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Director, Carteret County Consolidated Health and Human Services

**FY24**

# **Budget Proposal**

Carteret County Health Department

May 8, 2022

# Health Department Budget Overview

- Animal Control
- Dental
- Environmental Health
- Health Center
  - Comprised of 17 program budgets
- Women, Infants, Children (WIC)

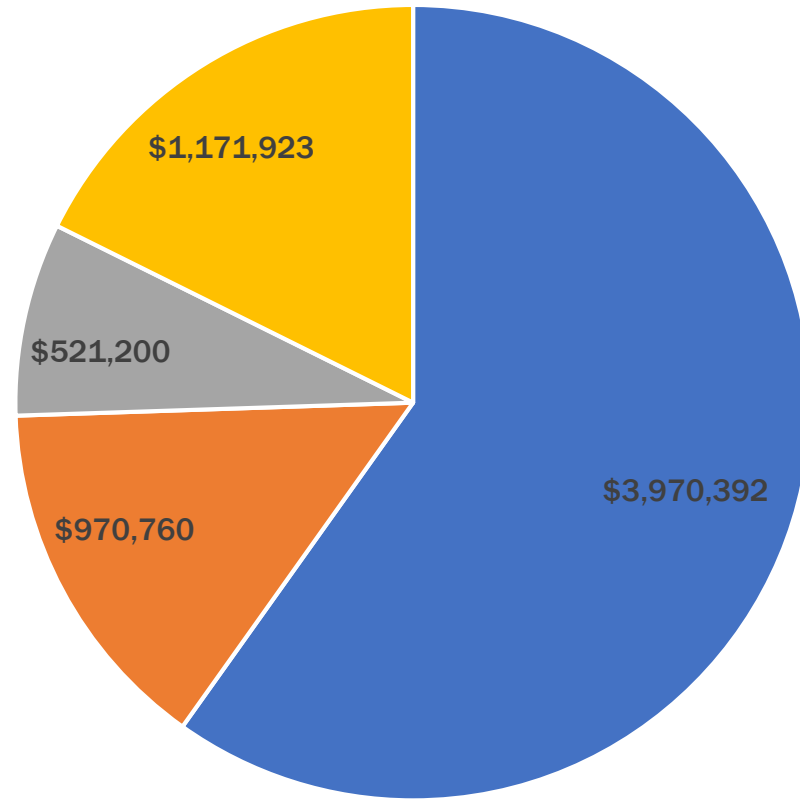


# Budget at a Glance

	FY23 Adopted	FY23 Amended	FY24 Requested	% of Total Requested Budget	Increase (Decrease)*
Animal Control	\$512,680	\$515,825	\$525,400	8%	\$9,475
Dental	\$407,910	\$409,235	\$412,375	6%	\$3,140
Environmental Health	\$1,384,915	\$1,435,179	\$1,460,285	21%	\$25,106
Health Center	\$3,921,685	\$4,330,109	\$4,100,740	60%	(\$229,369)
WIC	\$331,985	\$347,283	\$356,650	5%	\$5,549
<b>Total</b>	<b>\$6,559,085</b>	<b>\$7,041,549</b>	<b>\$6,855,450</b>		

\*Comparison between FY23 amended and FY24 requested

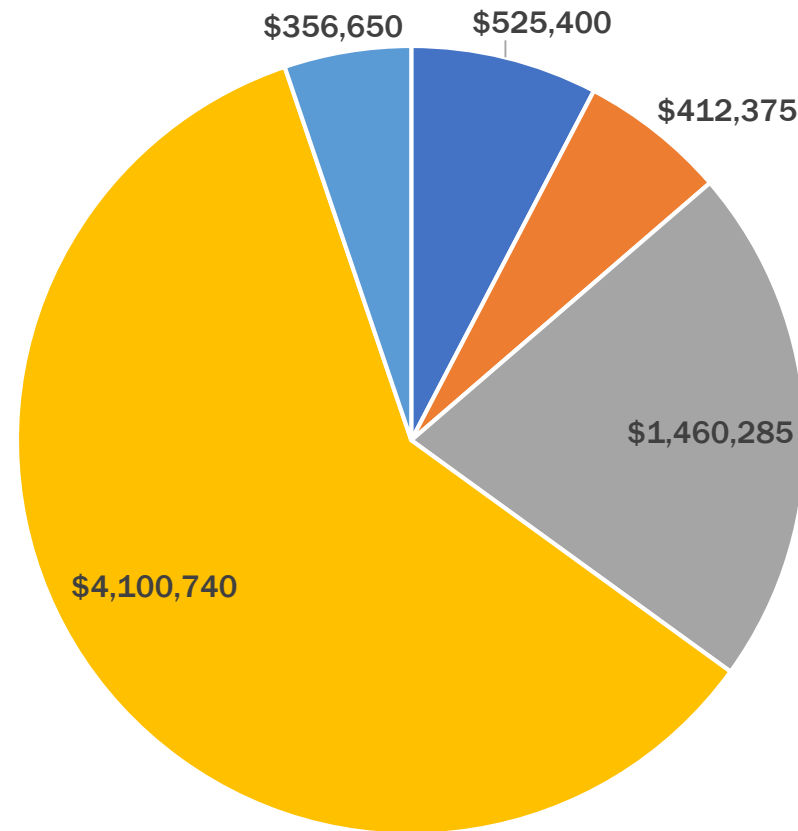
# Projected Revenue FY24



■ County ■ Escrow ■ Local Fees ■ State Funding



# Projected Expenditures FY24



■ Animal Control   ■ Dental   ■ Environmental Health   ■ Health Center   ■ WIC

# Requests for FY24

## **New Position:**

- Administrative Assistant

## **Reclassification of Medical Lab Assistant position:**

- Public Health Nurse II to Public Health Nurse III

## **Increase Part-Time Line Item:**

- Administrative Assistant
- Public Health Nurse II

# Fee Schedules/Methodology

- **Dental:** Medicaid rates
- **Environmental Health:** Internal cost analysis, cost comparison of surrounding counties' fees
- **Health Center:** Internal cost analysis, cost comparison of surrounding counties' fees, Medicaid/insurance reimbursement rates
- The Human Services Board must review/approve the fee schedules before it is recommended to the Board of Commissioners.



# FY24 Accomplishments

- Accredited with Honors by the North Carolina Local Health Department Accreditation Board
- Fully transitioned to NC Dave (electronic Vital Records)
- Implemented vaccine inventory module, FlexScan
- Increased Hepatitis C Treatment caseload
- Awarded the NC Delta Dental Foundation Smiles for Kids grant
- Hosted three Opioid Overdose and Narcan Education trainings, offered free Narcan to the public



# FY24 Accomplishments

- Utilized new WIC texting platform for appointment reminders
- Provided in-service trainings/presentation related to Environmental Health, as requested
- Provided six-month follow-up appointments to over 50% of eligible dental patients
- Hosted free rabies vaccination clinic for cats and dogs
- Collaborated with CHC to offer free breast cancer screening clinic



**CARTERET COUNTY**

**HEALTH & HUMAN SERVICES**

*Building Stronger Lives Together*



**Questions?**



**CARTERET COUNTY**

HEALTH & HUMAN SERVICES

Department of Social Services

FY24 Budget Request

# Department of Social Services

## Budgetary Segments

- ▶ **Administrative**

- ▶ Includes Personnel, Operating Costs, Maintenance and, Capital Purchasing.

- ▶ **Work First**

- ▶ Includes all Work First operating costs. (Emergency Assistance, Education and, Client Expenses)

- ▶ **Programs**

- ▶ Includes Foster Care, Ward Expenditures and, General Assistance

- ▶ **Special Assistance**

- ▶ Includes State/County Special Assistance, Transitional Foster Care and, Services for the Blind.

- ▶ **Special Projects**

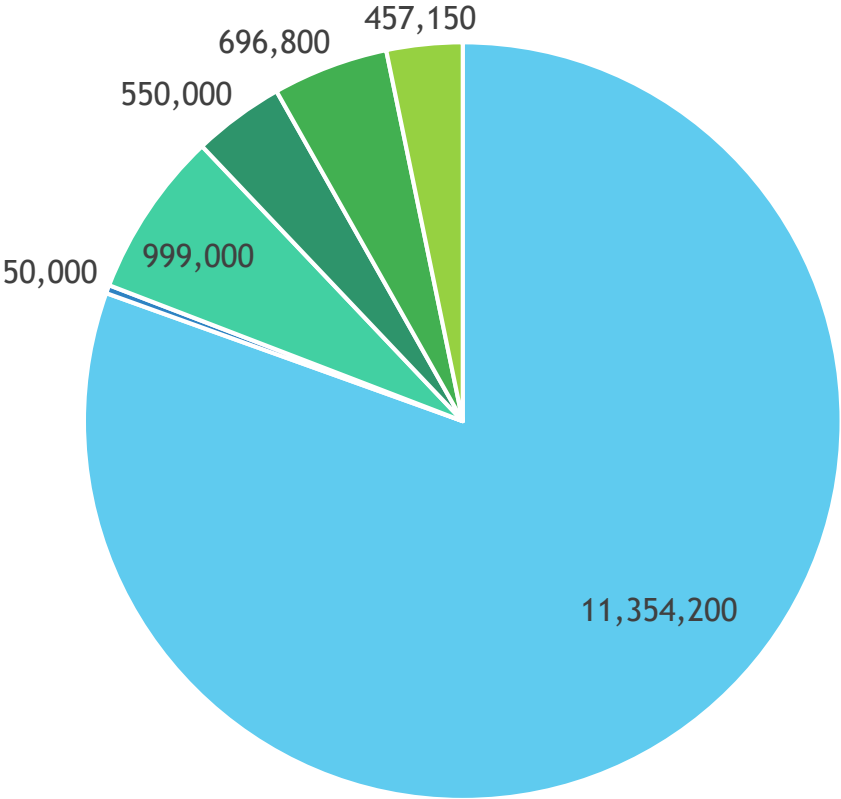
- ▶ Includes Adoption Assistance, LIEAP, CIP and, other seasonal/temporary program operations.



# Budget Overview

	FY 23 Adopted	FY 23 Amended	FY 24 Requested	Increase (Decrease )
Administrative	10,655,745	10,847,029	11,354,200	507,171
Work First	50,000	50,000	50,000	0
Programs	1,142,000	1,142,000	999,000	(143,000)
Special Assistance	580,805	584,805	550,000	(34,805)
Special Projects	697,280	768,819	696,800	(72,019)
Contingent			457,150	457,150
Total	13,125,830	13,392,653	14,107,150	714,497

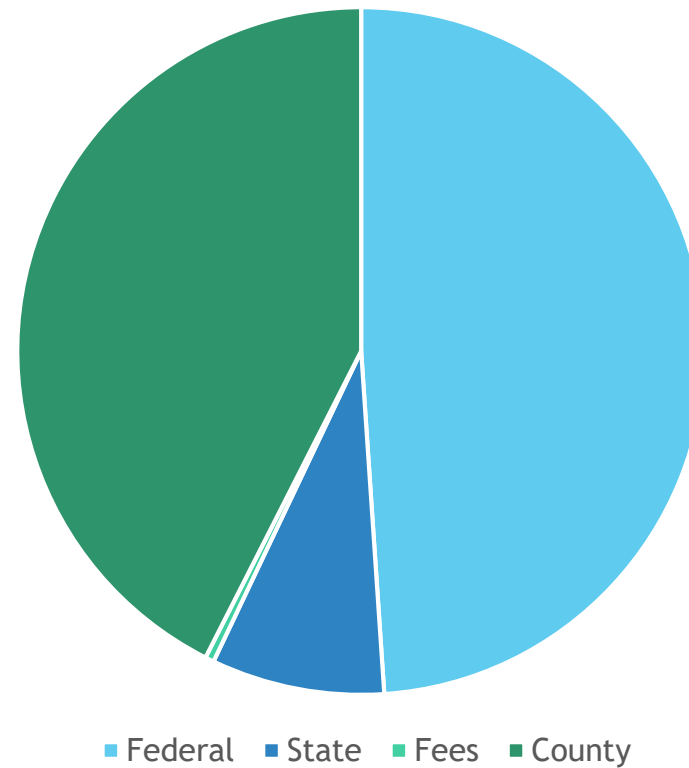
# Expenditure Request



- Administrative
- Work First
- Programs
- Special Assistance
- Special Projects
- Medicaid Expansion

# Funding Sources

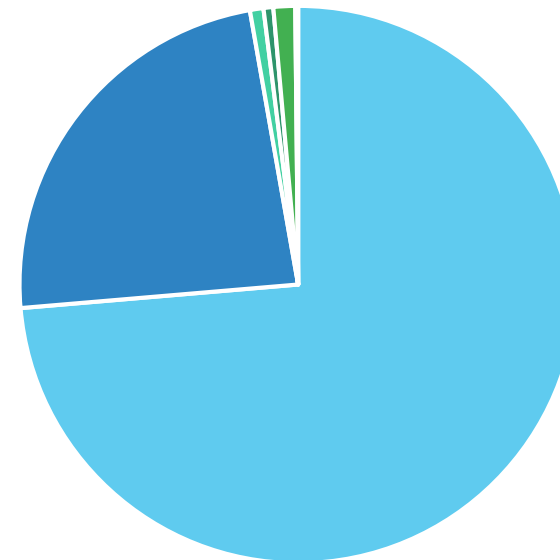
Revenue Type	Amount
Federal	7,190,862.50
State	2,191,000.00
Fees	53,000.00
County	4,672,287.50
<b>Total</b>	<b>14,107,150.00</b>



# County Authorized Benefit Projection

Benefit Type	Amount
Medicaid	70,243,618.96
Food and Nutrition	22,482,556.00
Special Assistance	748,377.78
Subsidized Daycare	1,202,541.02
Adoption Assistance	539,910.00
Work First Cash	157,126.00
<b>Total</b>	<b>95,374,129.76</b>

State Benefits



■ North Carolina Medicaid  
■ Special Assistance

■ Food and Nutrition  
■ Subsidized Daycare

■ Adoption Assistance  
■ Work First Financial Assistance

# Requests for FY24

## ▶ Position Requests

- ▶ Additional Income Maintenance Supervisor II
- ▶ Vacant Social Worker III to Adult Services Program Manager reclassification
- ▶ Positions for Medicaid Expansion

## ▶ Operational Costs

- ▶ Additional \$25,000.00 in Contract Services
- ▶ Additional \$5,000.00 in Training
- ▶ Additional \$1,700.00 in Postage
- ▶ Additional \$3,000.00 in Commercial Printing
- ▶ Additional \$86,000.00 in Medicaid Expansion Operational Costs

Questions?