



CONSOLIDATED HUMAN SERVICES BOARD MEETING

Monday April 7th, 2025

224 Seminary Street

Kenansville, N.C. 28349

The Consolidated Human Services Board met at 5:30 p.m. on Monday April 7th, 2025 in the Commissioners Room located at 224 Seminary Street, Kenansville, N.C.

Present: Commissioners: Dexter B. Edwards; Elwood Garner; Jesse L. Dowe, III; Wayne Branch; and Justin Edwards.

Also Present: Bryan Miller, County Manager; Carrie Shields, Deputy County Manager; Tim Wilson, County Attorney; Chelsey Lanier, Finance Officer; Jaime W. Carr, Clerk to the Board; and Jasmine Savage, Administration Specialist

Call to Order

The meeting was called to order by Chairman Edwards.

Invocation and Pledge of Allegiance

Invocation was given by Mayor A.J. Connors of Warsaw. Mayor Connors then led those in attendance in the pledge of allegiance to the flag of the United States of America.

Approval of the Consent Agenda

Chairman Edwards asked if the members of the Board approved the proposed consent agenda, and if any Board Member, County Manager, or Clerk to the Board wished to make any changes or additions to the agenda. No changes/additions were made.

Motion was made by Commissioner J. Edwards, seconded by Commissioner Garner, carried unanimously to approve consent agenda items as listed: Approve the Tobacco Use and Tobacco Free Policy and Authorize the Chairman to Sign.

Approval of the Regular Meeting Agenda

Chairman Edwards asked if the members of the Board approved the proposed meeting agenda, and if any Board Member, County Manager, or Clerk to the Board wished to make any changes or additions to the agenda. No changes/additions were made.

Motion was made by Commissioner Garner, seconded by Commissioner Branch, carried unanimously, to approve the regular meeting agenda as presented.

Approval of Minutes – Governing Body

Motion was made by Commissioner Branch, seconded by Commissioner Garner, carried unanimously, to approve the minutes of the March 3rd, 2025 Consolidated Human services Board Meeting as presented.

AGENDA

Public Comments

No public comments.

End Public Comments

Annie Murrell, Department of Social Services (DSS) Director, appeared before the Board to update them on the Memorandum of Understanding (MOU) with the State of North Carolina and how Duplin County is still in good standing in regards to the MOU. Ms. Murrell stated that Duplin County DSS passed its monthly ABC Medicaid report card and that the Recipient Eligibility Determinations Audit (REDA) was being finished up. Ms. Murrell informed the Board that fiscal monitoring for Duplin County DSS will begin on April 17th, 2025 where state Local Business Liaisons (LBL) reviews contracts and the 1571 funding source. Ms. Murrell also informed the Board that April was Child Abuse Month and that Duplin County DSS has partnered with Partnership for Children and Guardian ad Litem for a pinwheel prevention event be held on April 17th, 2025 starting at 9:30 a.m.

Tracey Simmons-Kornegay, Health Director, appeared before the Board to give an Epidemiology report and a FY 2024-2025 Health Department Budget Update.

Tracey Simmons-Kornegay, Health Director, appeared before the Board to request approval for the Chairman to sign a letter to acknowledge there have not been any adjudications since the consolidation of the Duplin County Health Department Board of Health under the Board of County Commissioners in December 2024 (Accreditation Benchmark 34 – Activity 34.3).

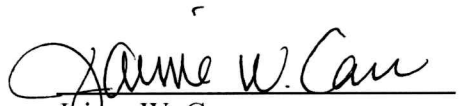
Motion was made by Commissioner Branch, seconded by Commissioner Dowe, carried unanimously, to allow the Chairman to sign a letter to acknowledge there have not been any adjudications since the consolidation of the Duplin County Health Department Board of Health under the Board of County Commissioners in December 2024.

Tracey Simmons-Kornegay, Health Director, appeared before the Board to request approval for the Chairman of the Duplin County Board of County Commissioners to sign a letter to acknowledge there have not been any rules adopted since the consolidation of the Duplin County Health Department Board of Health under the Board of County Commissioners in December 2024 (Accreditation Benchmark 35 – Activity 35.1)

Motion was made by Commissioner J. Edwards, seconded by Commissioner Dowe, carried unanimously, to allow the Chairman to sign a letter to acknowledge there have not been any rules adopted since the consolidation of the Duplin County Health Department Board of Health under the Board of County Commissioners in December 2024.

Tracey Simmons-Kornegay, Health Director, appeared before the Board to present the HDSAI Checklist and she informed the Board that National Public Health Week will be April 7th, 2025 – April 13th, 2025.

Motion was made by Commissioner J. Edwards seconded by Commissioner Garner, carried unanimously, to adjourn until Monday, May 5th, 2025 at 5:30 p.m. for a Consolidated Human Services Board Meeting at the Administrative Building, located at 224 Seminary Street in Kenansville, N.C.


Jaime W. Carr
Clerk to the Board

April 7, 2025 HHS Board Meeting Notes

Epidemiology Report

- **2024-2025 Influenza Seasonal Update**
 - Duplin County – no new deaths since last meeting (total of 6 deaths)
- **Respiratory Virology Report**
 - Weekly respiratory virology surveillance shows a decrease, including influenza A

FY2024-2025 Health Department Budget – see handout

- Health's "working budget" as of February 28, 2025
 - With 33% of the FY remaining, 38% of the total budget is remaining, of which 53% represents remaining County Appropriations
- On March 26th, NC DPH issued a Stop Work Order to the LHDs for Agreement Addendums 716 and 720 for this current SFY due to an unanticipated termination of federal funding.
 - Costs incurred after March 24, 2025 may not be reimbursed.
 - Remaining AA716 - \$149,654.55 and AA720 - \$6,536.00

Accreditation Update

- HDSAI Summary Checklist – 147 activities
- HDSAI Summary Checklist Abbreviations
 - CF & ES = Core Functions & Essential Services (Benchmarks 1-29)
 - These activities assess the department's ability to deliver the 10 essential public health services as categorized in the core functions of assessment, policy development, and assurance.
 - This standard assesses the basic capacity of the health department to provide key services and programs.
 - It examines the collaborative efforts of the department and how unmet needs are identified and addressed.
 - This standard assesses the plans, policies, and protocols of the department to ensure a foundation for consistent and effective operations.
 - While this standard focuses on the 10 essential public health services, activities outside of this standard also relate to these essential services.
 - F & AS = Facilities and Administrative Services (Benchmarks 30-33)
 - These activities are to assess the facility's cleanliness, maintenance, safety, and practices to protect customer confidentiality.
 - It requires departments to have administrative policies, procedures, and protocols to guide staff in the processes that address personnel and finances.
 - BOH = Governance (Benchmarks 34-41)
 - These activities are the expectations of the Board of Health (BOH) and its role in guiding the local health department and their community involvement.
 - The BOH has powers and duties defined by statute as well as the duties defined by these standards.
 - The two previous sections mentioned are combined to create the basic design of how a BOH should operate.
- Review of the Checklist
 - Green and Yellow Highlights – denoted for this current accreditation cycle
 - 105 Activities highlighted in Green – documentation completed
 - 42 Activities highlighted in Yellow – working on documentation requirements

- Some of the BOCC/BOH requirements are being used from previous BOH activities since these specific ones are required per accreditation cycle (not annually)
 - Activities 9.5, 30.3, 30.6, and 30.8 (marked with an X) – missed in past accreditations
 - 44 Activities highlighted in Red - future BOCC requirements
 - Of those, 11 activities can be met by the CHHS Director (purple) and/or AHC (blue)
 - Following tonight's meeting, there will be 2 activities left for the BOCC/BOH to complete by August 1st
 - 36.2 BOH initial training requirements – see page 4 of the Handbook for URLs
 - Online Training – takes about 2.5 hours to complete
 - Introduction to Public Health in North Carolina - 5 lessons
 - Roles and Responsibilities of Local Public Health Governing Boards - 3 lessons
 - Goal is to have each member's training completed by the June 2nd CHHS Board Meeting
 - Final copy of Handbook will be sent out later this week by Jaime
 - 39.3 BOH approval of budget and fees
- Accreditation Benchmark 30
 - Activities 30.9 & 30.10 - Tobacco Use & Tobacco Free Campus Policy
- Accreditation Benchmark 34
 - Activity 34.2 – no adoptions of rules since the consolidation
- Accreditation Benchmark 25
 - Activity 35.1 – no adjudications since the consolidation

National Public Health Week – April 7-13, 2025

- 30th Anniversary of National Public Health Week – "It Starts Here - Your Health is Our Mission"
- Americans are living longer due to the incredible progress in public health efforts to prioritize and improve the well-being of our communities through
 - Eradication of various diseases such as smallpox and polio
 - Expansion of vaccination program to protect children and our older adults
 - Providing public health services such as reproductive health and behavioral health
 - Preparing individuals for emergencies such as natural disasters and disease outbreaks
- Public Health starts with
 - You; Community & Neighborhoods; City & State Governments; and Nation

Duplin County Health Department
Policy and Procedure

Subject: Tobacco Use and Tobacco Free Campus Policy

Program: Administration

Effective Date: April 2025

Revisions:

Approved By: 

Chairman, Duplin County Board of County Commissioners

Purpose: The Health Department promotes a healthy, productive, and comfortable work environment free from smoke and tobacco/nicotine products for employees and visitors within the facility and on its grounds.

Policy: The use of tobacco/nicotine products by staff, visitors, and contractors providing services for the Health Department is prohibited at all times, including during any Health Department functions, even if held after normal operating hours. This applies to any building, facility, or vehicle owned, leased, rented, or chartered by the Duplin County Health Department. Tobacco use is prohibited within 50 feet of the main facility, including the Environmental Health office.

Definitions: For the purposes of this policy, "Tobacco Products" is defined as

- **Cigarettes:** Regular cigarettes, herbal cigarettes, and roll-your-own cigarettes
- **Cigars:** Premium cigars, cigarillos, and little cigars
- **Chewing tobacco:** Chewing tobacco and powdered tobacco
- **Pipes:** Smoking pipes and other smoking paraphernalia
- **Hookah:** Hookah tobacco and other hookah products
- **E-cigarettes:** Electronic nicotine delivery systems (ENDS) and other vape products, regardless of nicotine presence
- **Heated tobacco products:** Heat-not-burn cigarettes and other heated tobacco products
- any item(s) containing or reasonably resembling tobacco products.

"Tobacco Use" is defined as the use of any tobacco/nicotine product, including smoking, chewing or dipping, electronic devices, vapes, cigars, pipes, and bidis.

Procedure:

1. During the new employee orientation process, the employee will review the Health Department's tobacco use and campus free policy. Employees will also review the policies annually as part of their annual training.

2. Employees who violate the tobacco use policy will be disciplined following the county policy.
3. Employees who request assistance to quit tobacco use are referred to available smoking cessation classes, online resources, and the NC Quitline <http://www.quitline.com/>.
4. All patients are informed of the tobacco use restrictions and 50-foot rule by the bilingual signage and in person.
5. Tobacco signage is posted at all entrances to the main Health Department and Environmental Health facilities to notify visitors, vendors, and the public of the 100% tobacco-free policy.
6. All staff, patients, and visitors will be asked to observe the 50-foot rule and directed to the area that is beyond 50 feet from the building.

Reference Plans and Policies

- Orientation Policy
- NC Quitline <http://www.quitline.com/>
- County Personnel Policies
- North Carolina Local Health Department Accreditation



DUPLIN COUNTY HEALTH DEPARTMENT

Accreditation Benchmark 34

Activity 34.3

The Duplin County Board of County Commissioners (BOCC) has not adopted a rule since the consolidation of the Duplin County Health Department Board of Health under the BOCC in December 2024.

 Date: 4/7/2025
Chairman, Duplin County Board of County Commissioners



DUPLIN COUNTY HEALTH DEPARTMENT

Accreditation Benchmark 35

Activity 35.1

The Duplin County Board of County Commissioners (BOCC) has not had any adjudications since the consolidation of the Duplin County Health Department Board of Health under the BOCC in December 2024.

 Date: 4/7/2025
Chairman, Duplin County Board of County Commissioners

HDSAI SUMMARY CHECKLIST

To be completed by a local health department in preparation for a site visit to self-assess completion of activities.

CF&ES Assessment		✓	X	CF&ES Policy		✓	X	CF&ES Assurance		✓	X	F & AS		✓	X	BOH		✓	X
1	1.1			9	9.1			16	16.1			30	30.1			34	34.1		
	1.2				9.2				16.2				30.2				34.2		
	1.3				9.3				16.3				30.3	X			34.3		
2	2.1				9.4			17	17.1				30.4				34.4		
	2.2				9.5	X			17.2				30.5			35	35.1		
	2.3				9.6				17.3				30.6		X				
3	2.4			10	10.1			18	18.1				30.7			36	36.1		
	3.1				10.2				18.2				30.8	X			36.2		
	3.2				10.3				18.3				30.9				36.3		
4	4.1				10.4				18.4				30.10						
	4.2			11	11.1			19	19.1			31	31.1			37	37.1		
	4.3				11.2				19.2				31.2				37.2		
5	5.1			12	12.1			20	20.1				31.3				37.3		
	5.2				12.2				20.2				31.4				37.4		
	5.3				12.3								31.5				37.5		
6	6.1							21	21.1			32	32.1			38	38.1		
	6.2			13	13.1				21.2				32.2				38.2		
	6.3				14.1				21.3				32.3				38.3		
7	7.1			14	14.2			22	22.1				32.4			39	39.1		
	7.2				14.3				22.2			33	33.1				39.2		
	7.3				14.4				22.3				33.2				39.3		
8	7.4			15	15.1			23	23.1				33.3				39.4		
	7.5				15.2				23.2				33.4				39.5		
	7.6				15.3				23.3				33.5			40	40.1		
9	7.7				15.4								33.6				40.2		
	8.1				15.5								33.7						
	8.2				15.6			24	24.1			Required	BOCC	24 of 27	41	41.1			
10	8.3								24.2				AHC				41.2		
	8.4								24.3				CHHSD				41.3		
	Required			26 of 29				25	25.1										24 of 27
									25.2										
								26	26.1										
									26.2										
									26.3										
								27	27.1										
									27.2										
									27.3										
								28	28.1										
								29	29.1										
									29.2										
								Required				34 of 38							