



## Stanly County Human Services Agency

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David Ezzell, MPH  
Interim Health Director

Jeanette Eatman  
Interim Social Services Director

Andy Lucas  
Interim Human Services Director

*November 16, 2017*

*Meeting Minutes*

### **STANLY COUNTY CONSOLIDATED HUMAN SERVICES BOARD**

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The Stanly County Consolidated Human Services Board held its first meeting on Thursday, November 16, 2017 at the Stanly County Commissioners Meeting Room. Board members present were: Jann Lowder, Gene McIntyre, Nancy Smoak, Boyd Huneycutt, Paige Emerson, Calvin Lloyd, Dr. Joan Eudy, Ric Cain, Beth Thomas, Shirley Lowder, Dr. James Marshall, Dr. Dianne Daniels, Dr. Amy Jordan, Georgette Edgerton, Caroline Sawyer, and Larry Gibson. Members absent: Dr. Tom Norwood. Staff Present: Debbie Bennett, Becky McKeon, Patricia Hancock, Shonda Blalock, Jennifer Layton, Tammy Morgan, Donna Turner, Teri Bowers, Health Director Dennis Joyner, Interim Social Services Director Jeanette Eatman and County Manager Andy Lucas.

#### **Welcome and Call to Order:**

Andy Lucas, County Manager, presided over the beginning of the meeting welcoming everyone in attendance and called the meeting to order.

#### **Orientation:**

Mr. Lucas introduced Rebecca Troutman, Senior Governmental Programs Specialist, with Cansler Collaborative Resources, Inc., from Raleigh, NC. As orientation for the newly appointed board members, Ms. Troutman gave an overview of consolidated human services agencies and explained the importance of restructuring options for Health and Human Service Agencies for greater efficiency. After questions and discussion, Ms. Troutman was thanked for her presentation.

#### **Board Organization:**

All newly appointed first term board members present participated in a swearing in ceremony and took their oaths of office. Members sworn in: Jann Lowder, Gene McIntyre, Nancy Smoak, Boyd Huneycutt, Paige Emerson, Calvin Lloyd, Dr. Joan Eudy, Ric Cain, Beth Thomas, Shirley Lowder, Dr. James Marshall, Dr. Dianne Daniels, Dr. Amy Jordan, Georgette Edgerton, Caroline Sawyer and Larry Gibson. The floor was opened for nominations for Chairman and Vice Chairman of the Board.

**Motion: A motion was made by Shirley Lowder to nominate Jann Lowder as Chair of the Consolidated Human Services Board, with a second by Calvin Lloyd. Motion carried by majority ((15-1) in favor of appointing Jann Lowder Chair.**

As newly elected Chair of the Board, Jann Lowder presided over the remainder of the meeting. She opened the floor for nominations for Vice Chair.

**Motion: A motion was made by Shirley Lowder to nominate Gene McIntyre as Vice Chair of the Consolidated Human Services Board, with a second by Calvin Lloyd. Motion carried by majority (15-1) in favor of appointing Gene McIntyre as Vice Chair.**

Chair Jann Lowder presented a suggested monthly meeting schedule to the board members for consideration in setting future meeting dates.

**Motion: A motion was made by Dr. Amy Jordan with a second by Shirley Lowder to adopt the proposed meeting schedule as presented. Motion carried unanimously.**

Chair Jann Lowder presented the Consolidated Human Services Board Operating Procedures for review and approval by the board members. After some discussion, a motion was made to table the operating procedures for further review until the December 7th meeting.

**Motion: A motion was made by Shirley Lowder to table the proposed Consolidated Human Services Board Operating Procedures for further review until the December 7, 2017 meeting, with a second by Larry Gibson. Motion carried unanimously.**

Mr. Lucas informed the board members they are eligible to receive a stipend for serving on the Consolidated Human Services Board in the amount of \$30 per meeting, or \$40 for Chairman. Information packets were then passed to board members to fill out the required tax forms to receive their electronic payment. It was also explained to members that if they choose to decline pay they must see Ms. Teri Bowers to sign a declination form. Mr. Lucas also shared each member will receive an Orientation Manual/Handbook at the December meeting which will provide them with further information on each department.

**Director Appointment:**

Based on North Carolina Statutes, the County Manager appoints the Health and Human Services Director. Mr. Lucas announced he would like a recommendation to serve as the Health and Human Services Director on an interim basis. Health Director Dennis Joyner has accepted a position in Union County and will be leaving as of November 30th. Mr. Lucas announced that David Ezzell, Environment Health Director, will become Interim Health Director beginning December 1st until the new Health and Human Services Director is hired. Jeanette Eatman is currently serving as Interim Social Services Director. Mr. Lucas stated two positions, Health and Human Services Director and Director of Social Services have both been advertised and he hopes both will be filled in a timely fashion. Mr. Lucas asked if the Board would like to consider selecting 3-5 members to help with interviewing the selected applicants for Health and Human Services Director. After discussion, it was decided that Nancy Smoak, Dr. Amy Jordan, Dr. Dianne Daniels and Georgette Edgerton will help with the interview process.

**Motion: A motion was made by Nancy Smoak to recommend Andy Lucas, County Manager, as the Interim Health and Human Services Director with a second by Dr. James Marshall. Motion carried unanimously.**

**Approval of the October 5th, 2017 Board of Health Minutes:**

Chair Jann Lowder presented the October 5th Board of Health Meeting minutes for consideration of approval.

**Motion: After review of the October 5, 2017 meeting minutes, Dr. Amy Jordan moved they be approved as written with a second by Dr. Joan Eudy. Motion carried unanimously.**

**Approval of the October 23rd, 2017 Department of Social Services:**

Chair Jann Lowder presented the October 23rd, 2017 Board of Social Services minutes for consideration of approval.

**Motion: A motion was made by Nancy Smoak with a second by Larry Gibson to accept and approve the October 23rd, 2017 meeting minutes.**

**Public Comments:**

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

**Health Director's Report:**

**A. Personal Update -** Health Director Dennis Joyner stated the Health Department is currently recruiting for one position of Environmental Health Specialist.

**B. FY2017-18 Expenditure and Revenue -** Reports for expenditures and revenue were presented for review and discussion. At 33% into the fiscal year, revenues are at 26%, with expenditures at 28% as of October 31, 2017. Mr. Joyner explained these figures are on track at this point in the fiscal year.

**C. Program Performance Reports -** Program performance reports were reviewed and discussed. Mr. Joyner stated all departments seemed fairly consistent with prior months but noted October clinic visits were up due to flu shots in both clinic and employee wellness. Mr. Lucas explained to Board members the importance of targets and reaching them and also informed the Board all department performance reports are available on the County's website. Mr. Joyner also shared with the board that the Health Department just successfully passed the re-accreditation process and will receive an award for this in Raleigh on December 19th, 2017.

**Social Services Director's Report:**

**A. Personal Update -** Interim Social Services Director Jeanette Eatman stated as October 31, 2017, they had 5 vacancies; one clerical, one part-time child support worker, one social worker, two income maintenance case workers and had two inter agency transfers. They have hired one social worker and are working to fill the others. Also, they accepted two resignations during the past month.

**B. FY2017-18 Expenditure and Revenue -** Mrs. Eatman stated they are at 22% in revenue and 27% in expenditures.

**C. Program Performance Reports -** Program performance reports were reviewed and discussed. Mrs. Eatman explained this was an overview of what they do and the number of clients they serve. Mr. Boyd Huneycutt asked if the board members could acquire a brochure or list of services offered by both departments. Mr. Andy Lucas, Interim Human Services Director explained that more information would be supplied to them and touring each department was discussed.

**New Business:**

Revised Health Department Policies were presented to the board for review and approval. These policies were: *Delegation of Authority, Developing Policies and Procedures, Diversity in the Workplace, Fee Policy, Management of Customer Complaints, and Participation in Community Health Improvement.* Chair Jann Lowder explained that since the November 6th, 2017 consolidation of the Health Department and Department of Social Services to form the Consolidated Human Services Agency, some minor revisions were necessary on these policies. After some discussion, there was a motion made to table the policies until the December 7th board meeting to allow further review.

**Motion: A motion was made by Dr. Joan Eudy to table six Health Department specific policies to allow for further review, with a second by Paige Emerson. Motion carried unanimously.**

**Adjournment:**

There being no further business Chair Jann Lowder called for a motion to adjourn.

**Motion: A motion was made by Dr. Amy Jordan with a second by Dr. Dianne Daniels that the Consolidated Human Services Board meeting be adjourned. Motion carried unanimously.**

**Respectfully Submitted,**

**Andy Lucas, Secretary  
Stanly County Consolidated Human Services Board**