

August 25, 2020

DARE COUNTY HEALTH AND HUMAN SERVICES BOARD
MEETING

VIRTUAL

- Call to Order
- Moment of Silent Meditation
- Approval of Agenda
- Public Comment
- Consent Agenda
 - Approval of Minutes May 18, 2020, meeting (Item 1)
 - FY 19/20 Health, Social Services and Veteran's Budget as of June 30, 2020 (Item 2, 3 and 4)
 - Personnel Reports: April 1 – June 30, 2020 (Item 5)
 - Energy Programs Outreach Plan (Item 6)
 - Grants (Item 7)

Departmental

1. Board Appointments (Item 8 - Sewell and 8a – Vlahos)

Director's Comments

Social Services

Division Director's Report

Health

1. Annual Review of Recruitment, Retention and Workforce Development Policy (Accreditation Benchmark 37.6) – Sheila Davies (Item 9)

2. Review of Board Policies – Adjudication, Dangerous Dogs Appeals Policy and Adoption of Rules, Board Training Policy (Accreditation Benchmark 34.4) (Item 10, 11, 12 and 13)
3. Home Health and Hospice Report of Contract Monitoring – (Home Health & Hospice Benchmark)
4. Home Health and Hospice quarterly Ethics and Complaints Report – (Home Health & Hospice Benchmark)
5. Review and Approve new fee. (Item 14)

Division Director's Report

- Board Comments
- Other Old/New Business
- Adjournment

Next meeting November 17, 2020

Dare County Health and Human Services Board

Minutes

May 19, 2020

Members Present:

Mr. Tim Shearin, Chair
 Mr. David Ryan
 Dr. James Woodson
 Dr. Mark Grossman
 Mr. Wally Overman
 Mr. Chris Roberts
 Ms. L'Tanya Murray
 Dr. Christian Lige
 Ms. Ashley Jackson
 Ms. Kaye White
 Dr. Daniel Jones
 Mr. Nick Kiouisis
 Ms. Alexis Hodges
 Commissioner Ervin Bateman

Members Absent:

Mr. Kevin Phillips, Vice Chair
 Mr. Frank Hester

Guests:

Mr. Josh Coltrain, EH Supervisor

Executive Staff:

Dr. Sheila Davies, DHHS Director
 Mr. Chuck Lycett, Social Services Director
 Ms. Elaine Jordan, Admin. Officer, Public Health
 Ms. Tammy Reber, Sr. Admin. Officer, Social Services

Quorum Present: YES

Agenda Item	Discussion, Conclusions, Recommendations	Action, Follow-up	Responsible Party	Due Date
I. Call to Order	The meeting was held virtually with Chair Shearin calling the meeting to order at 6:30 p.m. and asking for a moment of silence.	N/A		
II. Approval of Agenda	Chair Shearin, asked for a motion to approve the agenda. A motion was made by Ms. White, seconded by Mr. Kiouisis and unanimously approved by the Board.	Agenda Approved		
III. Public Comment	Public comments were received and distributed to the Board prior to the meeting. All comments are recorded in their entirety. Of the 13 comments, five were related to the desire for increased testing which Dr. Davies will address later in the meeting. Six were related to the frustration with the Control Group for not making the wearing of masks a requirement. Dr. Davies explained that the Control Group has aligned Dare County with the States Stay at Home order. Part of the reasoning with the decision was the inability to enforce mask wearing. The Board does not have the authority to masks a requirement. Mr. Kiouisis asked about guidance for restaurants. Dr. Davies mentioned the "County on Me NC" campaign which offers training primarily for restaurants but also for general businesses. Businesses that complete the training can obtain a certificate to	N/A		

	place on display. Mr. Coltrain stated that he completed the training and would recommend it.			
IV. Consent Agenda	<p>The Board reviewed the minutes of the February 25, 2020, meeting; the Division of Public Health, Social Services and Veteran's Quarterly Budget Report; the Quarterly Personnel Report, the Departmental Turnover Report through March 31 and current grants.</p> <p>A motion to approve the Consent Agenda was made by Mr. Overman, seconded Dr. Lige and unanimously approved by the Board.</p>	Consent Agenda Approved		
V. Departmental	<p>Dr. Davies stated that there are four Board seats expiring in September. All four Board members are eligible for re-appointment. Both Ms. Hodges and Mr. Overman have stated they would be willing to serve another term. Mr. Hester and Dr. Grossman declined to be re-appointed. At this point in the discussion, Dr. Grossman stated that he would be willing to serve another term leaving only Mr. Hester's at-large seat. Dr. Davies stated that the Board could make nominations from the floor or appoint a nomination committee. Both Ms. Hodges and Mr. Kiouisis stated that they knew a person who may be interested. Dr. Davies suggested that each reach out and if person is interested that advise them to complete an application. The nomination for Chair and Vice Chair were opened. Ms. White motioned that Mr. Shearin continue as Chairman and Mr. Phillips continue as Vice Chairman. The motion was seconded by Dr. Lige. The Board voted unanimously to appoint both. On a motion by Dr. Lige and a second by Mr. Kiouisis, the Board voted to submit the names of Mr. Overman and Ms. Hodges to the Board of Commissioners for re-appointment.</p> <p>Dr. Davies thanked the DHHS team. Both those directly involved in the COVID response and the others performing tremendous work keeping all other essential services functioning without skipping a beat.</p> <p>Expansion of the building is moving forward as planned. The Finance Office has worked on accepting bids. It appears that everything will go to the Board on June 1. Groundbreaking and start of construction could take place sometime in June. In answer to Mr. Kiouisis's question regarding timeline, Dr. Davies stated 12 – 18 month. New construction will be completed first and then renovation of older structure will begin.</p> <p>Dr. Davies updated the board on the budget, there were a few changes from the submitted budget based on some revenue shortfalls for next year.</p> <ul style="list-style-type: none"> • Elimination of funds to re-instating the dental program; • Elimination of a new vehicle for Environmental Health • Elimination of a request for an Income Maintenance Caseworker position; and • Elimination of vehicle requests for Social Services. <p>There was no discussion of furloughs or any other changes to the budget.</p>	Send names for reappointment to Commissioners	Tammy	
Director's Comments				
VI. Social Services Chuck Lycett	<p>Mr. Lycett stated that staff are working diligently to adapt to a new work environment. The agency is in a very good place at this point. Many programs have received waivers from the state and federal government. Implementing those have made a difference in</p>			

		<p>workload and staff safety. Many of the visits are being completed successfully through video.</p> <p>Last month the agency received 270 FNS applications. This is a 400% increase over the same time period last year. The staff were asked to look at all the denials in April and to reach out to applicants asking them to provide additional information or re-apply. Unemployment benefits are counted for Food and Nutrition Services. These benefits are not counted in Medicaid. Mr. Kiouisis asked if the stimulus check was making some who were eligible no longer eligible.</p> <p>270 applications for Food and Nutrition Services for 400% Reached back out to the April denials. The unemployment benefits counts against food and nutrition services. That income is not counted in Medicaid.</p> <p>Mr. Kiouisis, people who normally qualify for benefits stimulus due to</p>			
VII.	Public Health – Sheila Davies	<p>Dr. Davies stated that the agency is waiting on an announcement from the Governor as he indicated that by midweek he would be talking about Phase 2. Guidance was released tonight for restaurants. The guidance talks about Phase 2 and what will be required once Phase 2 begins. Also, anticipated in Phase 2 would be the definition of mass gatherings and guidance related to group activities. Once received the website will be updated with the information and frequently asked questions.</p> <p>Dr. Davies mentioned that she made a video last week explaining some of the history of how the testing for COVID-19 has evolved both on the state level and even a broader level. When testing first began it was very limited as there were not enough testing supplies in the nation and there was shortage of personal protective equipment. As these things have improved and turn around time for test results has decreased, guidance has broadened to encourage more testing. Currently, any individual who a provider suspects may have COVID, even without all the symptoms may be tested. In the past week 90 tests were completed. There is a huge push at the federal and state level to increase testing and set up mass testing sites. The federal government is providing funding for these sites. Dare County, however, has not been selected for one of these sites. The closet testing site is Greenville. Dare County is working under its own initiative to host a first drive thru testing site. Any Dare County resident age 10 and over may be tested. Although the test is not free, insurance completely covers the cost of the test. Registration is required. There is a capacity to perform 200 tests. Mako Labs will complete the swab. The county will have the ability to conduct this testing on a weekly basis if there is a need in the community. This is a diagnostic test and not the antibody test. There was some discussion regarding test accuracy and the use of the antibody testing since there is no evidence that indicates that once patients recover they will not contract COVID again.</p>			
VIII.	Board Members	<p>Dr. Lige thanked Dr. Davies and the Health Department for their hard work and good job.</p> <p>Ms. White again thanked Dr. Davies for her hard work. Ms. White commented on the possibility of the senior centers opening in Phase 2. Ms. White expressed her concern for</p>			

	<p>this vulnerable population. Dr. Davies stated that the County Manager said he did not want to open any county departments without review of their safety policies and procedures.</p> <p>Ms. Hodges applauded Dr. Davies, the Health Department and Social Services. Social Services is working with children and keeping them safe. She stated that she was working to get ECU back on campus and that the information shared tonight was helpful. She stated it is a tremendous relief to know that we have Dr. Davies and the commissioners are in our corner.</p> <p>Mr. Roberts again thanked Mr. Lycett and Dr. Davies.</p> <p>Dr. Grossman echoed what everyone else said. He stated that the videos are very helpful. Dr. Grossman stated that he talked to a small business owner and the owner stated that if he didn't open soon he would be closed for good. Dr. Grossman stated that the county needs to weigh these things and trust people to do the right thing.</p> <p>Mr. Overman thanked Dr. Davies and staff for all the work they have done.</p> <p>Mr. Bateman thanked Dr. Davies. One of his customers saw the video and commented that her demeanor was so calm that it made her feel safe.</p> <p>Mr. Kiouisis stated that he is getting a lot of questions from restaurant owners. Dr. Davies stated that he could direct them to: www.darenc.com Covid-19 for guidance or the COVID 19 call center at 475-5008 from 8:30 – 5 Monday thru Friday. Mr. Kiouisis stated that it's unfortunate that some are basing their decisions based on politics rather than science.</p>			
IX. Adjournment	Next meeting on August 25, 2020. Meeting was adjourned at 7:45 p.m. on a motion by Ms. White, seconded by Dr. Lige and unanimously approved by the Board.			
Board Chair Approval	Tim Shearin, Chair			

DARE COUNTY DHHS PUBLIC HEALTH DIVISION
FY 2020 YTD BUDGET REPORT
As of June 30, 2020
SUMMARY

FY 2020, Period 12
As of 08/04/20

PRELIMINARY

	ORIGINAL APPROP	TRANSFER/ ADJUSTMENT	REVISED BUDGET	YTD ACTUAL	MTD ACUTAL	ENCUMB- RANCES	AVAILABLE BUDGET	PCT USED
REVENUE/EXPENSE TOTALS								
TOTAL HEALTH REVENUES	(4,454,931)	(189,722)	(4,644,653)	(3,260,261)	(449,517)	-	(1,384,392)	70.2%
TOTAL HEALTH EXPENSES	8,319,087	444,322	8,763,409	8,227,228	1,052,736	31,360	504,821	94.2%
TOTAL REVENUE(OVER)/UNDER EXPENSES	3,864,156	254,600	4,118,756	4,966,967	603,219	31,360	(879,571)	121.4%

TOTAL HEALTH REVENUE %	54%	43%	53%	40%
TOTAL HEALTH EXPENSES %	100%	100%	100%	100%
LOCAL %	46%	57%	47%	60%

SALARY/BENEFIT BUDGET %	79%	60%	78%	79%
OPERATING BUDGET %	21%	40%	22%	21%
TOTAL BUDGET %	100%	100%	100%	100%

EXPENSES BY LINE ITEM

104600 500200 Salaries	4,500,970	224,766	4,725,736	4,397,694	530,095	-	328,042	93.1%
104600 500300 FICA	340,733	17,194	357,927	321,405	38,723	-	36,522	89.8%
104600 500400 Retirement	392,200	14,516	406,716	385,780	47,737	-	20,936	94.9%
104600 500500 Health Insurance	1,150,955	10,732	1,161,687	1,243,344	242,083	-	(81,657)	107.0%
104600 500700 Retiree Health Insurance	7,516	-	7,516	7,516	-	-	-	100.0%
104600 500705 Retiree Health Insurance-Pre 65	148,121	-	148,121	148,121	12,343	-	-	100.0%
104600 510700 Contract Services	668,083	(60,848)	607,235	556,632	20,300	9,713	40,891	93.3%
104600 510800 Technical Support	103,995	-	103,995	92,256	4,535	-	11,739	88.7%
104600 510900 Professional Services	130,000	-	130,000	94,338	18,502	-	35,662	72.6%
104600 511100 Telephone & Postage	46,192	7,959	54,151	44,835	3,739	5,550	3,767	93.0%
104600 511300 Utilities	56,200	-	56,200	59,200	9,627	-	(3,000)	105.3%
104600 511501 Maint & Repair - Equipment	2,500	-	2,500	1,449	172	-	1,051	58.0%
104600 511502 Maint & Repair - Building	5,000	-	5,000	1,225	-	-	3,775	24.5%
104600 511503 Maint & Repair - Vehicle	13,375	-	13,375	10,926	1,194	-	2,449	81.7%
104600 512102 Copier Program	27,400	-	27,400	21,916	5,216	-	5,484	80.0%
104600 512103 Leases - PC's	12,000	-	12,000	7,858	-	-	4,142	65.5%
104600 513100 Fuel	22,050	3,000	25,050	16,469	1,823	-	8,581	65.7%
104600 513303 Supplies - Medical	251,212	20,054	271,266	259,941	61,349	-	11,325	95.8%
104600 513323 Materials & Resources	1,250	5,000	6,250	4,521	982	-	1,729	72.3%
104600 513400 Operating	150,127	59,394	209,521	156,099	34,000	14,558	38,864	81.5%
104600 516100 Shop Overhead	65,654	-	65,654	65,654	5,471	-	-	100.0%
104600 525000 Training	3,000	1,245	4,245	781	-	-	3,464	18.4%
104600 525100 Travel	45,240	3,469	48,709	21,514	1,883	-	27,195	44.2%
104600 525200 Dues & Subscriptions	11,500	-	11,500	10,498	-	-	1,002	91.3%
104600 525400 Insurance & Bonds	90,914	-	90,914	90,914	7,576	-	-	100.0%
104600 525600 Advertising & Promotion	5,400	34,123	39,523	35,126	5,387	1,540	2,857	92.8%
104600 537400 Capital Outlay	-	103,717	103,717	103,717	-	-	1	100.0%
104600 560061 Community Care Clinic	67,500	-	67,500	67,500	-	-	-	100.0%
TOTAL EXPENSES	8,319,087	444,322	8,763,409	8,227,228	1,052,736	31,360	504,821	94.2%

REVENUE BY SOURCE

103027 4242xx State/Federal	(506,356)	(139,069)	(645,425)	(664,541)	(135,871)	-	19,116	103.0%
103052 4442xx Fees	(1,524,283)	(2,833)	(1,527,116)	(721,892)	(75,663)	-	(805,224)	47.3%
103052 464350 Medicare	(1,566,709)	-	(1,566,709)	(1,284,897)	(129,465)	-	(281,812)	82.0%
103052 4642xx Medicaid	(133,609)	-	(133,609)	(106,639)	(21,183)	-	(26,970)	79.8%
103053 4642xx Medicaid Cost Settlement	(275,000)	-	(275,000)	(64,710)	-	-	(210,290)	23.5%
103052 4647xx Grants/Contracts	(418,974)	(47,820)	(466,794)	(397,045)	(86,187)	-	(69,749)	85.1%
103052 465xxx Donations	(30,000)	-	(30,000)	(18,011)	(172)	-	(11,989)	60.0%
103052 4601xx Miscellaneous	-	-	-	(2,528)	(977)	-	2,528	#DIV/0!
103052 464350 Account Receivable	-	-	-	-	-	-	-	#DIV/0!
TOTAL REVENUE	(4,454,931)	(189,722)	(4,644,653)	(3,260,261)	(449,517)	-	(1,384,392)	70.2%

DARE COUNTY SOCIAL SERVICES DIVISION

FY 2020 YTD BUDGET REPORT

SUMMARY AS OF MARCH 31, 2020

ACCOUNT	ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD Actual	ENCUMB-RANCES	AVAILABLE BUDGET	% USED
<u>REVENUE/EXPENSE TOTALS</u>								
TOTAL SOCIAL SERVICES REVENUES		-4,352,949	-4,384,731	-4,156,286	-1,018,351	0	-228,445	95
TOTAL SOCIAL SERVICES EXPENSES		9,310,281	9,510,993	8,851,235	901,489	0	-352,809	93
TOTAL REVENUE(OVER)/UNDER EXPENSES		4,957,332	5,126,262	4,694,948	-116,862	0	-581,253	92
Total SS Revenue %		47%	46%	47%				
Local %		53%	54%	53%				
Salary/Benefit Budget %		74%	74%	77%				
Operating Budget %		26%	26%	23%				
<u>EXPENSES BY LINE ITEM</u>								
104610 500200	Salaries	3,783,278	3,902,783	3,810,572	437,299	0	92,211	98
104610 500201	Salaries-Part Time	11,520	11,520	9,435	1,642	0	2,085	82
104610 200207	Salaries - Overtime Pay	5,060	5,060	3,800	1,100	0	1,260	75
104610 200208	On Call	45,000	45,540	43,403	4,935	0	2,137	95
104610 500300	FICA	294,121	302,768	278,863	31,770	0	23,905	92
104610 500400	Retirement	345,264	355,461	349,810	41,732	0	5,651	98
104610 500500	Health Insurance	1,135,765	1,135,765	1,090,713	93,551	0	45,052	96
104610 500501	Life Insurance	8,130	8,130	8,117	676	0	13	100
104610 500700	Retiree Health Insurance	6,610	6,610	6,610	0	0	0	100
104610 500705	Retiree Health Pre-65	142,870	142,870	142,870	11,906	0	0	100
104610 500900	Longevity	54,555	54,555	55,054	1,381	0	-499	101
104610 510700	Contracted Services	11,450	11,450	12,732	5,561	0	-1,282	111
104610 510800	Tech support	100,979	98,741	98,741	0	0	0	100
104610 510906	Board Memebers Expense	2,800	2,800	742	0	0	2,058	27
104610 511100	Telephone & Postage	35,000	35,000	31,052	2,289	0	3,948	89
104610 511300	Utilities	65,000	65,000	64,827	7,073	0	173	100
104610 511501	Maint & Repair-Equipment	1,800	1,800	595	0	0	1,205	33
104610 511502	Maint & Repair-Building	3,975	4,975	2,277	77	1,950	747	85
104610 511503	Maint & Repair-Vehicles	14,500	17,000	15,401	1,495	0	1,599	91
104610 511904	Birth Certificate Fees	250	250	20	0	0	230	8
104610 512102	Leases-Copiers	20,500	20,500	19,960	4,292	0	540	97
104610 512103	Leases-PC's	1,500	1,500	982	0	0	518	66
104610 513100	Fuel	40,000	20,000	13,874	220	716	5,410	73
104610 513300	Supplies	35,108	35,108	21,839	6,348	4,700	8,569	76
104610 513300	Supplies - ADP Equipment	7,000	37,597	32,995	17,580	817	3,786	90
104610 516100	Shop Overhead	75,644	75,644	75,644	6,304	0	0	100
104610 525100	Travel	45,203	43,941	19,092	208	0	24,849	43
104610 525200	Dues & Subscriptions	1,700	1,700	1,641	0	0	59	97
104610 525400	Insurance & Bonds	82,919	82,919	82,919	6,910	0	0	100

104610 525700	Miscellaneous	850	850	14	0	0	836	2
104610 525701	Bank Fees	350	350	100	0	0	250	29
104610 550100	Food Stamp Issuance	6,500	6,500	4,984	-27	0	1,516	77
104610 550200	Nonreportable Costs	15,200	35,200	27,543	338	0	7,657	78
104611 560001	Childre & Youth Partnership	193,500	193,500	193,500	0	0	0	100
104611 560046	OBX Room in the Inn	8,000	8,000	8,000	0	0	0	100
104611 560056	Interfaith Comm. Outreach	30,000	30,000	30,000	0	0	0	100
104611 580100	General Assistance	46,000	51,400	37,772	6,720	3,924	9,704	81
104611 580110	Shoe Fund	0	639	-564	0	1,203	0	100
104611 580120	Low Inc.Energy Assist Prgm	84,618	92,187	95,607	0	0	-3,420	104
104611 580200	CIP Program	84,618	95,858	95,724	4,858	0	134	100
104611 580900	200% Services TANF BG	16,000	16,000	13,232	717	0	2,768	83
104611 581200	WF-Emergency Assistance	40,000	40,000	40,000	23	0	0	100
104611 584200	Medicaid Transportation	30,000	40,000	39,781	3,607	44	175	100
104611 584201	Medical Transportation	3,200	3,200	1,345	0	100	1,755	45
104612 582700	Temp Asst to Needy Families	3,000	3,000	0	0	0	3,000	0
104612 582800	Spec Assist to Adults	246,900	231,261	199,471	15,725	0	31,791	86
104612 583000	Medicaid	10,000	10,000	1,142	457	0	8,858	11
104612 583200	Aid to the Blind	7,000	5,003	5,002	0	0	1	100
104613 580300	Foster Care Supplement	42,467	23,467	12,366	1,714	0	11,101	53
104613 580800	Adopt Vendor Payments	25,000	25,000	15,758	1,490	0	9,242	63
104613 580801	Adopt Asst Board Pymnt	130,000	130,000	117,148	8,738	0	12,852	90
104613 581000	Adopt Asst Supp	31,000	31,000	21,850	0	0	9,150	71
104613 581101	Adopttion Incentive	0	4,801	1,160	0	3,641	0	100
104613 581110	Non Recurring Adopt Costs	6,000	6,000	0	0	0	6,000	0
104613 581600	Psychological Services	25,000	15,000	1,468	0	0	13,533	10
104613 583400	Foster Care-IV E	75,000	75,000	37,092	2,112	0	37,908	50
104613 583415	CPS Flexible Spending	55,000	47,028	31,513	3,953	4,965	10,550	78
104613 583600	State Foster Home Fund	100,000	100,000	56,217	9,453	0	43,783	56
104613 584400	Title XX Legal	125,000	125,000	81,672	8,328	0	43,328	65
104613 584800	Independent Living	5,000	5,000	1,839	0	0	3,161	37
104613 584801	FC 18-21	30,432	30,432	13,191	1,268	0	17,241	43
104613 584900	Links Special Funds	10,000	10,000	6,843	649	0	3,157	68
		12,500	12,500	9,375	0	0	3,125	75
104614 560067	Hatteras Island Meals Inc.	12,500	12,500	12,500	0	0	0	100
104614 581800	Weatherization	3,275	3,275	2,939	0	0	336	90
104614 582000	Tax Relief Program	30,000	26,605	26,604	0	0	1	100
104614 584600	Title III Legal	2,675	2,675	2,675	0	0	0	100
104615 586600	Miscellaneous	1,660	1,660	179	0	0	1,481	11
104616 510700	Contracted Services	261,654	261,654	251,994	42,086	0	9,660	96
104615 510900	Prof Srvcs-Background Checks	5,000	5,000	-6	-6	0	5,006	0
104616 511906	Paternity Testing Fees	2,000	2,000	412	64	0	1,588	21

104616 511907	Filing & Processing Fees	17,000	17,000	10,125	96	0	6,875	60
104617 200200	Salaries	602,397	627,750	598,658	67,443	0	29,092	95
104617 500300	FICA	46,082	48,022	42,328	4,709	0	5,694	88
104617 500400	Retirement	54,334	56,621	54,342	6,359	0	2,279	96
104617 500500	Health Insurance	269,824	269,824	245,076	20,119	0	24,748	91
104617 500501	Life Insurance	0	0	2,021	169	0	-2,021	100
104617 200700	Retiree Health Insurance	1,056	1,056	1,056	0	0	0	100
104617 500705	Retiree Health Pre-65	43,524	43,524	43,524	3,627	0	0	100
104617 500900	Longevity	12,535	12,535	12,514	0	0	21	100
104617 510700	Contracted Services	30,000	30,000	3,008	0	0	26,993	10
104617 513100	Fuel	0	20,000	10,492	261	0	9,508	53
104617 613300	Supplies	3,904	3,904	3,047	0	0	857	78
104617 513317	Supplies-CAP	11,000	11,000	9,590	0	0	1,410	87
104617 513600	Uniforms	400	400	184	184	0	216	46
104617 525000	Training	723	723	390	0	0	333	54
104617 525100	Travel	250	250	0	0	0	250	0
104617 525400	Insurance & Bonds	22,852	22,852	22,852	1,904	0	0	100
TOTAL EXPENSE		9,310,281	9,510,993	8,851,235	901,489	22,059	637,700	

REVENUE BY SOURCE

103026 423001	S&FAidAdmn	-3,099,963	-3,121,745	-2,768,936	-235,041	0.00	-352,809	89
103026 423001	S&FAidAdmn	-45,806	-45,806	0	0	0.00	-45,806	0
103026 423014	Adopt Asst	-18,750	-18,750	-11,199	-3,474	0.00	-7,551	60
103026 423016	Emerg. Food & Shelter	-24,615	-24,615	-17,415	-639	0.00	-7,200	71
103026 423030	FC SFHF	-62,685	-62,685	-32,488	-915	0.00	-30,197	52
103026 423031	FC IV-E MV	-30,432	-30,432	-12,557	-634	0.00	-17,875	41
103026 423034	FC 18-21	-117,644	-117,644	-151,500	-17,931	0.00	33,856	129
103026 423040	Albe Comm	-10,000	-10,000	-5,316	0	0.00	-4,684	53
103026 423049	LinksSpecI	-39,000	-49,000	-258,350	-10,456	0.00	209,350	527
103026 423070	CSFees	-10,497	-10,497	-10,783	-2,154	0.00	286	103
103026 423071	CSIncentiv	-29,642	-29,642	-49,325	-3,079	0.00	19,683	166
103051 463001	MiscRevDSS	-1,500	-1,500	-2,281	1,640	0.00	781	152
103051 463003	Chld Suppt	-6,000	-6,000	-1,788	-896	0.00	-4,212	30
103051 463010	ClfRef-WF	-500	-500	-449	0	0.00	-51	90
103051 463011	ClfRef-FS	-5,000	-5,000	-2,928	-259	0.00	-2,072	59
103051 463012	ClfRef-Med	-1,000	-1,000	-1,307	-100	0.00	307	131
103051 463013	ClfRef-Oth	-25	-25	0	0	0.00	-25	0
103051 463020	HCWD Fees	-300	-300	-50	0	0.00	-250	17
103051 463050	HlthChEnrl	-11,000	-11,000	-8,800	0	0.00	-2,200	80
103051 463070	TtlIIICont	-7,500	-7,500	-2,453	-79	0.00	-5,047	33
103051 464001	CAPMedReim	-77,500	-77,500	-73,030	-4,335	0.00	-4,470	94
103051 464717	OBHospital	-13,590	-13,590	-5,331	0	0.00	-8,259	39
103051 492300	Trf-SSFH	-740,000	-740,000	-740,000	-740,000	0.00	0	100
TOTAL REVENUE		-4,352,949	-4,384,731	-4,156,286	-1,018,351	0	-228,445	78
233618 412300	ABC Profit	-745,000	-745,000	-564,684	-58,058	0.00	-180,316	76

233618 450100	Interest	-3,500	-3,500	-4,847	0	0.00	1,347	139
	Revenue Total	-748,500	-748,500	-569,531	-58,058	0	-178,969	
234618 55500	Reserve	8,500	8,500	0	0	0.00	8,500	0
234618 592300	TrftoGF-FH	740,000	740,000	740,000	740,000	0.00	0	100
		748,500	748,500	740,000	740,000	-	8,500	

**DARE COUNTY VETERANS
FY 2020 YTD BUDGET REPORT
SUMMARY AS OF MARCH 31, 2020**

ACCOUNT	ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD ACTUAL	ENCUMB-RANCES	BLE BUDGET	% USED
<u>REVENUE/EXPENSE TOTALS</u>								
VETERAN'S REVENUE		#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!
VETERAN'S EXPENSES		34,718	35,218	33,725	3,635	3,635	0	96
TOTAL REVENUE(OVER)/UNDER EXPENSES		#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!
Total Revenue %		#REF!	#REF!	#REF!				
Local %		#REF!	#REF!	#REF!				
Salary/Benefit Budget %		100%	99%	100%				
Operating Budget %		0%	1%	0%				
104635 500201	Salaries-Part Time	21,500	21,500	21,022	2,451	0.00	478	98
104635 500300	FICA	1,645	1,645	1,608	188	0.00	37	98
104635 500705	Retiree Health Pre-65	8,581	8,581	8,581	715	0.00	0	100
104635 511100	Telephone & Postage	250	250	55	1	0.00	195	22
104635 513300	Supplies	250	250	0	0	0.00	250	0
104635 525100	Travel	750	750	716	0	0.00	34	96
104635 525400	Insurance & Bonds	242	242	242	20	0.00	0	100
104635 565065	Veteran's Advisory Committee	1,500	1,500	1,502	260	0.00	-2	100
104635 565066	Veteran's Claims Clinic	0	500	0	0	0.00	500	0
		34,718	35,218	33,725	3,635	0	1,493	
<u>Revenue</u>								
263050 465065	Veterans	-200	-1,428	-3,824	0	0.00	2,396	267.8

31,726	31,726	31,211	94,663
2,992	2,992	2,515	282
34,718	34,718	33,725	94,944

PERSONNEL REPORT

Report Period: April 1, 2020 – June 30, 2020

New Hires

<u>Name</u>	<u>Division/Unit</u>	<u>Position</u>	<u>Hire Date</u>
Bonnie Flynn	HD/HH&H	PHN III	04/09/2020
Patricia Sylvia	HD/HH&H	PHN Supervisor	04/20/2020
Chandler Olsen	HD/EH	EHS	05/04/2020
Shanese Jackson	HD/HH&H	CHT	06/01/2020
Shelby Howard	SS/Children	CSST	06/01/2020
Danielle Heinz	SS/Economic	IMC	06/01/2020
Lynette Weaver	SS/Economic	IMC	06/01/2020
Johanna Walmsley	HD/HH&H	OT	06/15/2020
Ursula Dodson	HD/HH&H	PHN III	06/15/2020
Angela McWalter	HD/Clinic	Phy Extender	06/15/2020

Departures

<u>Name</u>	<u>Division/Unit</u>	<u>Position</u>	<u>Hire Date</u>	<u>Departure Date</u>
Sarah McGowan	HD/HH&H	PHN III	03/09/2020	04/22/2020
Francino Shelton	SS/Economic	IMC	05/20/2019	04/22/2020
William Campbell	SS/Children	CSST	07/15/2019	05/01/2020
Patricia Mathews	HD/HH&H	PHN III	06/17/2019	05/01/2020
Joann Selby	SS/Admin	AS	05/09/2005	05/29/2020
Sandra Weeks-Hopkins	HD/HH&H	PHN III	02/29/2016	05/29/2020
Micah Puffer	HD/HH&H	PHN III	10/07/2019	06/20/2020
Debra Perrot	SS/Children	CSST	02/02/2009	06/26/2020

Position Changes

<u>Name</u>	<u>New Division/Unit</u>	<u>New Position</u>	<u>Old Position</u>	<u>Date Change</u>
Bonnie Bell	HD/HH&H	PHN III	PHN II, part time	06/15/2020

ENERGY PROGRAMS OUTREACH PLAN

The Low Income Home Energy Assistance Program (LIHEAP) is a federally funded block grant program that is comprised of three different programs - Crisis Intervention Program (CIP), Low Income Energy Assistance Program (LIEAP) and Weatherization. There are also non-Federal Crisis Intervention Programs - Energy Neighbor, Share the Warmth, Wake Electric Round Up, and Helping Each Member Cope.

To maximize the success of this program, outreach to county residents through key community partner stakeholders, each county department of social services is required to develop and implement an Energy Program Outreach Plan (EPOP). This plan is a framework to assure that eligible households are made aware of the assistance available through these programs.

The county director and/or his/her designee is required to develop the EPOP, which addresses outreach and application activities related to the Energy Programs. The Outreach Plan is due to the North Carolina Department of Health and Human Services (NCDHHS) annually.

Each county must form an outreach planning committee that creates the opportunity for county-level collaboration to discuss and plan how to effectively reach county residents to inform them of the services provided by the energy programs. The committee should meet at least twice yearly; September for outreach planning related to LIEAP and April to review the outcomes related to LIEAP and to plan for outreach activities for summer weather.

Energy Assistance Outreach Plan

Answer all questions below. Address CIP, non-Federal CIP, and LIEAP where appropriate:

COMMITTEE MEMBERSHIP

The Director of Social Services should engage a number of various community partners such as Vendors, Housing Authority, Public Libraries, Public School System/Local Colleges/Head Start, Legal Services, Meals on Wheels, Media, Public Health/Health Centers, Churches, Food Banks, Councils on Aging/Senior Centers, Community based Indian organizations, Volunteer Programs, Vocational Rehabilitation Offices, and Transportation, services, etc.

1. Provide a list of committee members and their agencies.

Ashley Jackson and Molly McGinnis, Dare County Schools

Nancy Huff, Meals on Wheels

Sandy Scarborough, Dare Co Center

Elisabeth Silverthorne, Beach Food Pantry

Jennifer Albanese, Interfaith Community Outreach

Bob Noffsinger, Mt Olivet UMC Food Pantry

Source Food Pantry Rep

Dominion Energy Rep, Tideland Electric Rep, and Cape Hatteras Electric Coop Rep.

2. Provide potential meeting dates, times, locations, as well as agenda topics.

Mid September-LIEAP (two cycles this year) and heating/cooling crisis due to covid-19

Mid April- wrap up of LIEAP and evaluation of accounts-were we able to help get families caught up?

Define how DSS/DHS will work with the committee as well as any other agencies to collaborate regarding the Energy Program and how outreach will be provided to the citizens in your area.

DSS staff will continue to reach out to clients directly that are elderly or on fixed income, DSS will hold the semi-annual meetings, and DSS will also continue to have frequent conversations with key community partners about funds that are available and opportunities to partner.

1. What is the process for referring customers? What marketing tools or items will be used (please provide a copy of your previous marketing materials & how you plan to enhance those in the future)?

Clients are referred to Dare DSS by word of mouth and other key community partners and stakeholders. With Dare being a small community, this is an effective method of communication. No formal referral is needed. Press releases and social media posts are done annually and as needed.

2. What strategy does the county have, to continue collaborative efforts with community partners to complete outreach activities to target potential eligible households including individuals and families?

Continued communication and meetings will help continue the strong collaboration efforts in Dare county.

3. What additional activities will be conducted to target households with members with children under 5, age 60 and over and disabled?

Advertising with our community centers, childcare centers and affordable housing locations.

Media involvement is vital to the success of outreach activities. How will your county utilize media such as newspapers, social media, radio and television stations to publicize the Energy Programs?

County PIO will push press releases, facebook posts, and other media notifications prior to LIEAP and throughout the heating/cooling seasons.

1. Provide a list of media outlets that will be used as well as timeframes in which they will be contacted (provide examples of how the county can enhance these efforts):

Local print papers and online local news outlets as well as approved social media platforms. We could always do a better job of posting frequently or boosting posts so that they present more frequently.

ORGANIZATIONAL STRUCTURE:

Counties are required to provide application processes for CIP, non-Federal CIP programs, and/or LIEAP. This information must be reported to the NCDHHS annually.

1. Provide hours of operation, location and whether the programs are in house or contracted out. If your agency contracts out to other agencies attach the contract(s). Applications can be taken in person or over the phone Monday through Friday from 8:30am to 5pm. Our offices are located at 107 Exeter St Manteo, NC 27954 and 50347 Hwy 12 Frisco, NC 27936.

BEST PRACTICES:

Best practices are a method or technique that has been generally accepted as superior to any alternatives because it produces results. Best practices are essential to the program.

1. If your county has gone above and beyond what is listed on this form please provide this information below:
Our social workers keep a running log of clients that are elderly or may otherwise struggle financially so that they can call them and remind them of available funding and programs such as LIEAP.

2. Any additional comments or activities for CIP, non-Federal CIP, and/or LIEAP:

CONTACT INFORMATION:

Your contact information is essential to the success of the Energy Programs. Please complete the following information.

Name: Leigh Brinkley

Address: 107 Exeter Street Manteo, NC 27954

Telephone: 252-475-5500

Email: leigh.brinkley@darenc.com

Please indicate which program:

LIEAP

CIP

Name: Charles P. Lycett

Address: 107 Exeter St Manteo, NC 27954

Telephone: 252-475-5500

Email: lycettc@dcdss.org

Please indicate which program:

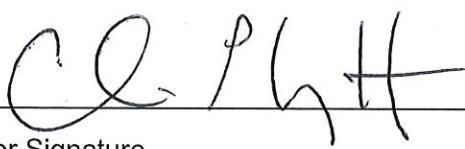
LIEAP

CIP

This plan must be approved by the local Board of Social Services/Human Services Board or local agency governing body prior to submission. Refer to the latest Dear County Director Letter for instructions on how to submit this document to the North Carolina State office.

Board of Social Services/Human Services or governing body Signature

Date



Director Signature

1-27-2020

Date

August 25, 2020

DARE COUNTY HEALTH AND HUMAN SERVICES BOARD
MEETING

VIRTUAL

- Call to Order
- Pledge of Allegiance and Moment of Silent Meditation
- Approval of Agenda
- Public Comment
- Consent Agenda
 - Approval of Minutes May 18, 2020, meeting (Item 1)
 - FY 19/20 Health, Social Services and Veteran's Budget as of June 30, 2020 (Item 2)
 - Personnel Reports: April 1 – June 30, 2020 (Item 3)
 - Energy Programs Outreach Plan (Item 4)
 - Grants (back pocket)

Departmental

1. Board Appointments

Director's Comments

Social Services

Division Director's Report

Health

1. Annual Review of Recruitment, Retention and Workforce Development Policy (Accreditation Benchmark 37.6) – Sheila Davies (Item 5)

2. Review of Board Policies – Adjudication, Dangerous Dogs Appeals Policy and Adoption of Rules, Board Training Policy (Accreditation Benchmark 34.4) (Item 6)
3. Home Health and Hospice Report of Contract Monitoring – (Home Health & Hospice Benchmark)
4. Home Health and Hospice quarterly Ethics and Complaints Report – (Home Health & Hospice Benchmark)
5. Review of Health Department Fees (Item 7- Clinic; Item 8 – EH, Item 9 – HH&H, Item 10 - CPR)

Division Director's Report

- Board Comments
- Other Old/New Business
- Adjournment

GRANTS:

July

Received 2 one-time Special Funding awards totaling \$13,764 from the NC DHHS, Division of Public Health, Nutrition Services Branch for the WIC Program.

August

The NC Division of Public Health, Communicable Disease Branch, has allocated COVID-19 funds by way of 2 Agreement Addendums totaling \$162,879 to local health departments to carry out surveillance, epidemiology, laboratory capacity, infection control, mitigation, communications, and other preparedness and response activities. The primary focus of the funding is:

- 1) direct allocation to local health departments,
- 2) enhanced laboratory testing capacity,
- 3) increasing workforce by hiring temp staff,
- 4) supporting epidemiology and surveillance activities and
- 5) expanding informatics and IT infrastructure to increase electronic data exchange.

APPLICATION FOR APPOINTMENT TO
DARE COUNTY ADVISORY BOARDS AND COMMITTEES

The Dare County Board of Commissioners believes all citizens should have the opportunity to participate in governmental decisions. One way of participating is by serving as a citizen member on one of the county's advisory boards or committees. If you would like to be considered for appointment to an advisory board or committee, please complete the form below and mail to Cheryl Anby, P.O. Box 1000, Manteo, N.C. 27954 or fax it to her at 473-1817, or send it by email to cheryl.anby@darenc.com

Advisory Board or Committee interested in:

1st choice Department of Health & Human Services

2nd choice _____

3rd choice _____

Name Chris Vlahos

Address PO BOX 1427

City/State/Zip ki Hy Hawk, NC 27949

Email Address chris@barefootbernie's.com

Telephone Home: 561-313-6314

Business: 252-261-1008

Resident of Dare County: yes no

Occupation: owner (restaurant)

Business Address: 3730 N. Croatan Hwy

Educational background:
graduate Manteo High School
3 year college East Carolina University

Business and civic experience and skills:
owner Barefoot Bernie's 15 years

Other Boards/Committees/Commissions on which you presently serve:

N/A

REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying.

Name	Business/Occupation	Address	Telephone
DAVID HINES	contractor		(252) 573-9547
DAVID JOYNER	Mortgage lender		(252) 599-1714
NICK KIOUSIS	restaurant owner		(252) 202-1354

I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Date: 6/23/20 Signature of applicant: 

FOR OFFICE USE ONLY:

Date received: _____

APPLICATION FOR APPOINTMENT TO DARE COUNTY ADVISORY BOARDS AND COMMITTEES

The Dare County Board of Commissioners believes all citizens should have the opportunity to participate in governmental decisions. One way of participating is by serving as a citizen member on one of the county's advisory boards or committees. If you would like to be considered for appointment to an advisory board or committee, please complete the form below and mail to Cheryl Anby, P.O. Box 1000, Manteo, N.C. 27954 or fax it to her at 473-1817, or send it by email to Cheryl.anby@darenc.com

Advisory Board or Committee interested in:

1st choice

Health and Human Services Board

2nd choice

3rd choice

Name Janine M. Sewell

Address 42190 Askins Creek Dr.

City/State/Zip Avon, NC 27915

Email Address ja9.sewell@gmail.com

Telephone: Cell – 540-376-2358

N/A _____

Business:

Resident of Dare County: yes no

Occupation: Retired from Virginia Department of Social Services

Business Address:

Educational background:

Bachelors in Social Work, BSW, College Misericordia, Dallas, PA

Business and civic experience and skills:

Extensive Leadership experience with the Virginia Department of Social Services and community partners. Responsible and accountable to an Administrative Board of Social Services, Office of Executive Management and the State Department of Social Services.

State and Local human service policy-making through leadership positions on boards and committees instrumental in the development and implementation of Human Services policies, regulations and laws.

Resume is enclosed for additional information.

Other Boards/Committees/Commissions on which you presently serve:

Currently volunteer for the Outer Banks Hotline, Inc. Previous extensive experience serving on government, community, faith based and executive Boards of Directors that extend over a period of 15 years. Please see resume for additional information.

REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying.

Name	Business/Occupation	Address	Telephone
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Christen Gallik, Director, City of Fredericksburg Social Services, 608 Jackson St., Fredericksburg VA 22401 540-372-1032, x224 christen_gallik@dss.virginia.gov			
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Susan Clark, Retired Director of Galax Social Services and past President of the Virginia League of Social Services Executives, PO Box 184 Hillsville, VA 24343 276-233-4919			
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Elizabeth McNally, Executive Director, Safe Harbor Child Advocacy Center Virginia, P O Box 56, Fredericksburg, VA 22404, 540-891-6280			
--	--	--	--

I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Date: 1/30/2020 Signature of applicant: Janine Sewell

FOR OFFICE USE ONLY:

Date received: 1/30/2020

Dare County Department of Health and Human Services - Public Health Division Organizational Policy & Procedure	Title	Recruitment, Selection and Retention/ Workforce Development Plan
	Unit	Administration

Recruitment and Selection

Policy

Applicants for positions in Dare County Government shall be subject to open competition as outlined in the definitions and procedures listed below. The Human Resources Director (hereinafter “HR Director”) shall provide a centralized recruitment service for these positions.

The HR Director with the concurrence of the County Manager shall establish the procedures governing recruitment, the acceptance of applications, and the final selection processes which are consistent with the principles of Equal Opportunity and Affirmative Action (see County Policy I-1, Affirmative Action).

Regular Position. A position which has been approved by the Dare County Board of County Commissioners, where the recurring duties and responsibilities are required to be attended on a continuous and annually-recurring basis, requiring full-time employment.

Regular Part-time Position. A position which has been approved by the Board of County Commissioners where the recurring duties and responsibilities are required to be attended on a continuous and annually-recurring basis and which can be attended in less than a regular workday and/or work week. A position requiring 1,000 hours or more affords fringe benefits. A position requiring less than 1,000 hours affords no fringe benefits.

Temporary Position. A position which requires the duties and responsibilities to be attended for a specified period of time, not to exceed a maximum duration of twelve (12) consecutive months. A temporary position affords no fringe benefits.

Applicant. A person who in accordance with County policy, has completed and filed the appropriate application, together with any required supplements for employment in a specific position.

Candidate. An applicant who meets or exceeds the minimum qualifications for the position for which he/she has applied in accordance with policies and procedures established by the HR Director.

Employment Application. A standard form completed by applicants interested in employment in a Dare County agency. Inquiries, resumes, and letters of intent shall not be accepted as applications.

Recruitment/Selection Standards. The job-related minimum qualifications along with the related knowledge, skills and abilities, necessary to perform the duties of a position.

Rating of Training and Experience. A method of determining the qualifications of an applicant consisting of an evaluation of the applicant's education and experience as noted on the application form.

Procedure

Applications will only be accepted for advertised, vacant positions.

When a vacancy exists in a department, every effort shall be made to consider qualified employees for the merit promotion program. If the Department Head also desires to advertise outside the department, he/she shall notify the HR Director in writing of the requirement to advertise the position.

Vacancies for which the Dare County Department of Health and Human Services intends to recruit outside of the current workforce may be listed with the following:

Dare County Department of Health and Human Services - Public Health Division Organizational Policy & Procedure	Title	Recruitment, Selection and Retention/ Workforce Development Plan
	Unit	Administration

- i) The placement offices of four-year colleges and universities from which it is reasonable to assume interested candidates may apply.
- ii) Newspapers.
- iii) Professional websites related to classification/position, when appropriate
- iv) Other media or resources as appropriate.

The HR Director shall be responsible for assisting the Department Head in recruiting qualified personnel for all vacant positions approved in the department’s operating budget. Available positions may be advertised for no less than one week.

Employment applications shall be submitted to the Human Resources Department.

Applicants shall be considered on the basis of qualifications without regard to age, sex, race, color, creed, religion, marital status, political affiliation, handicap, or national origin, except where occupational qualifications are necessary for job performance. Handicapped applicants shall be given equal consideration in compliance with Section 504 of the Rehabilitation Act of 1973 and other appropriate Federal laws. Special emphasis will be placed on efforts to attract minorities, women, the handicapped, or other groups that are substantially underrepresented in the department’s work force where the vacancy exists.

Each applicant's education and experience will be evaluated against job-related selection processes for the position.

Each Department Head shall follow a consistent job-related selection process in determining which of the referred candidates he/she wishes to interview and shall select the candidate he/she deems most qualified for the position in accordance with such job-related selection process. The Department Head must reasonably document his/her hiring decisions and explain his/her basis for selection.

Retention and Workforce Development

Purpose

The Workforce Development Plan provides a guide for the assessment, strategy design, implementation and ongoing review of workforce capabilities and workplace environment to assure public health core functions and essential services are delivered in a timely and effective manner. The plan is a systematic approach to workforce development which links department, county, the North Carolina Institute for Public Health and the Division of Public Health strategy and resources to assure the most effective outcome.

Objectives

1. Recruitment and retention of a qualified and diverse workforce reflective of Dare County communities and health priorities.
2. Development of education and training strategies that will:
 - a. Lead to competency in the essential public health services and address the findings that the workforce has identified as most needed in the areas of analysis, communication, policy development, cultural sensitivity, basis public health science, leadership, quality and systems thinking and information management.
 - b. Acknowledge the inherent diversity and levels of specialization in the discipline of public health.
 - c. Provide continuous educational opportunities and include relevant updating.
3. Creation of a workplace environment, which:

Dare County Department of Health and Human Services - Public Health Division Organizational Policy & Procedure	Title	Recruitment, Selection and Retention/ Workforce Development Plan
	Unit	Administration

- a. Promotes accountability, commitment to the communities served, pride in individual and team contribution to public health and engages all staff in continuous learning, promotes cultural competency.
- b. Recognizes staff members as “customers”, in the same manner the department wishes staff members to address, support and engage the community customers of public health services to meet the dynamic needs of the workforce and communities served.
4. Development of the infrastructure to ensure individual training assessment and planning, monitoring and reporting of department-wide training and resource utilization.
5. Leverage of local, state and academic resources to provide integrated approaches and resources use, including exploration of distance learning and use of technology.

Structure and Accountability

The **CONSOLIDATED HUMAN SERVICES BOARD** is appointed by the Dare County Board of Commissioners and serves as the policy-making, rule-making, and administrative board of the consolidated human services agency. The Consolidated Human Services Board supports the Recruitment, Selection, and Retention/Workforce Development Plan Policy.

The **HEALTH AND HUMAN SERVICES DIRECTOR (hereinafter “Department Director”)** is appointed and dismissed by the county manager with the advice and consent of the consolidated human services board. The Department Director reports directly to the county manager. The Department Director appoints staff of the consolidated human services agency with the county manager's approval, administers State human services programs, administers human services programs of the local board of county commissioners, plans the budget of the consolidated human services agency, advises the board of county commissioners through the county manager, performs regulatory functions of investigation and enforcement of State and local health regulations, as required by State law, acts as an agent of and liaison to the State, to the extent required by law and appoints, with the county manager's approval, an individual that meets the requirements of G.S. 130A-40(a).

The **DIRECTOR OF THE PUBLIC HEALTH DIVISION (hereinafter “Division Director”)** is appointed by the Department Director with the approval of the County Manager. The Division Director is responsible for planning, directing, managing programs and activities to protect the public health. The Division Director directs managers, supervisors, professional, paraprofessional, and support staff in the delivery of programs and services. The Division Director provides leadership and direction for development, is responsible for workforce strategy, priority setting and a development of a productive and cohesive work environment. The Division Director ensures a comprehensive department orientation for all new employees.

The **MANAGEMENT TEAM** collectively sets priority for workforce development and creating the workplace environment. Individual Unit Managers recruit, provide hiring recommendations, assure credentialing, manage and support professional growth.

The department, through its **UNIT MANAGERS**, follows county Human Resources guidelines regarding recruitment, qualification and selection of candidates. Each manager reviews and revises as needed, position descriptions annually as part of the performance agreement and management process. The Unit assures a comprehensive orientation for all staff. Unit Managers focus on assessment of development needs, individual training plans and reporting. Unit Managers report to and collaborate with the HHS Director and/or Director PHD on workforce issues. The Unit Managers assist, mentor and coach staff members in finding and completing appropriate training resources, including formal programs, online options, and hands on practicum and facilitates the development of in-service training programs as defined by division needs.

A competent workforce is critical for the delivery of quality public health essential service.

Dare County Department of Health and Human Services - Public Health Division Organizational Policy & Procedure	Title	Recruitment, Selection and Retention/ Workforce Development Plan
	Unit	Administration

All **STAFF MEMBERS** are responsible for ongoing professional growth and skill development to meet changing public health priorities. The department will provide the structure, resources and support to individual and discipline development.

References

- Dare County Community Health Assessment 2016

Record of Review

Initial Approval	Reviewed	Revised
08/29/01		07/08
		12/12
		01/13
		01/14
		5/14
		5/20/2015
		11/4/2015
	12/19/2016	
	6/14/2017	
	6/12/2018	
	4/28/2019	
	04/17/2020	

Dare County Department of Health and Human Services	Title	Adjudication Policy and Procedure
Organizational Policy & Procedure	Section	Dare County Board of Health and Human Services

POLICY

The Board of Health and Human Services (the "Board") is the policy-making, rule-making and adjudicatory body for the Dare County Department of Health and Human Services. Appeals concerning the enforcement of rules adopted by the Board and concerning the imposition of administrative penalties by a Health and Human Services Director (the "Director"), shall be conducted by the Board.

PROCEDURE

1. The aggrieved person shall give written notice of appeal to the Director within 30 days of the challenged action. The notice shall contain the name and address of the aggrieved person, a description of the challenged action and a statement of the reasons why the challenged action is incorrect.
2. Upon filing of the notice, the Director shall, within five working days, transmit to Board the notice of appeal and the papers and materials upon which the challenged action was taken.
3. The Board shall hold a hearing within 15 days of the receipt of the notice of appeal. The Board shall give the person not less than 10 days' notice of the date, time and place of the hearing.
4. On appeal, the Board shall issue a written decision based on the evidence presented at the hearing. The decision shall contain a concise statement of the reasons for the decision.
5. A person who wishes to contest a decision of the Board under Item 3 of this procedure shall have a right to appeal to the district court having jurisdiction within 30 days after the date of the decision by the Board.

RECORD OF REVIEW

Initial Approval	Reviewed	Revised
1/17/2014	9/23	
	6/21/2016	
	6/20/2017	
	06/19/2018	
	05282019	
	05/28/2019	
	04/20/2020	

Dare County Department of Health & Human Services – Public Health Division	Title	Potentially Dangerous Dogs Appeals Board Rules of Proceeding
Organizational Policy & Procedure	Unit	Dare County Board of Health and Human Services

POLICY

The purpose of a Dangerous Dog Appeals Board proceeding is to provide opportunity for appeal from a declaration by the Director of the Dare County Department of Health and Human Services - Public Health Division (hereinafter the “Director”) that a dog is “potentially dangerous” as defined under Dare County Ordinance 91.030. The purpose of the Policy is to establish procedures governing the appeal proceedings before the Dare County Dangerous Dog Appeals Board (hereinafter the “Board”).

The issue to be determined by the Board at the proceeding is whether sufficient evidence exists to uphold the Director’s declaration that a dog is “potentially dangerous” as defined the Dare County Code of Ordinances. Under Dare County Ordinance 91.030 “potentially dangerous” dog has:

- (1) Inflicted a serious injury on a person; or
- (2) Killed or inflicted severe injury upon a domestic animal when not on the owner’s real property; or
- (3) Approached a person when not on the owner’s property in a vicious or terrorizing manner in an apparent attitude of attack.

NCGS 67-4.1 (c) states that “The county or municipal authority responsible for animal control shall designate a person or board responsible for determining when a dog is “potentially dangerous” and shall designate a separate Board to hear any appeal”. Dare County Ordinance 91.030 designates the Health Director as the person responsible for declaring when a dog is “potentially dangerous”. The Board designated to hear appeals of said declarations is a small sub-committee comprising of three members of the Board of Health and Human Services, nominated by the Chair of the Dare County Board of Health and Human Services.

Dare County Department of Health & Human Services – Public Health Division	Title	Potentially Dangerous Dogs Appeals Board Rules of Proceeding
Organizational Policy & Procedure	Unit	Dare County Board of Health and Human Services

Procedure

A. THE DECLARATION:

1. The Director shall review petitions filed by Dare County Animal Control or private citizens who file a petition with the Public Health Division.
2. Upon a declaration from the Director that a dog is potentially dangerous, the Director shall contact Animal Control and arrange for the impoundment of the dog, if not already done so.
3. The Director shall notify the owner of the dog of his/her findings and shall give reasons for the determination. The notification must inform the owner of its rights to appeal the decision of the Director, within three days of receipt of the notification of the Director's declaration. The Chair of the Board Health and Human Services, the Animal Control Director, the County Attorney and the complainant, if the complainant is a private citizen, shall receive copies of the notification.
4. In the event there is an appeal filed within the timeframe set forth above, the Chair of the Board of Health and Human Services shall nominate 3 members to form a Dangerous Dog Appeals Board and convene a hearing within ten days of receipt of the appeal.

THE HEARING:

1. Law Enforcement – shall be present at the hearing.
2. Convening – The Chair of the Dangerous Dog Appeals Board shall convene the hearing, introduce board members and give brief opening remarks.
3. Statement of the Case - The Chair will provide a statement of the case coming before the Board and verify that the parties to the action are present.
4. Statement of Rules – The Chair will give an explanation of the rules that will govern the proceeding. Parties may pose questions as to procedural matters prior to the presentation of their cases.
5. Swearing of Witnesses – Witnesses who plan to give testimony shall be sworn prior to speaking.
6. Presentation of Case – Each party may present its case when recognized by the Chair. Parties may present witnesses as part of their case. Any questioning on direct and cross-examination shall be relevant to and confined to the facts of the case being presented. Documentary evidence may also be presented. The Board has the right to discard any information/evidence that it deems irrelevant to the case.

Dare County Department of Health & Human Services – Public Health Division	Title	Potentially Dangerous Dogs Appeals Board Rules of Proceeding
Organizational Policy & Procedure	Unit	Dare County Board of Health and Human Services

7. Concluding Remarks – At the conclusion of the presentation of the parties’ cases, each party may provide brief concluding remarks.
8. Determination by the Board – At the conclusion of the proceeding, the Board shall retire to deliberate in closed session. The Board’s decision shall be communicated verbally and then in writing to all parties. The verbal and written communication shall inform the owner of the “potentially dangerous” dog of its right to appeal under Dare County Ordinance 91.030.

References

NCGS 67-4.1

Dare County Ordinance 91.030

Record of Review

Initial Approval	Reviewed	Revised
6/16/2015		4/26/2016
	6/21/2016	
	6/20/2017	
	6/19/2018	
	5/28/2019	
	05/04/2020	

Dare County Department of Health and Human Services	Title	Adoption of Rules
Organizational Policy & Procedure	Unit	Dare County Board of Health and Human Services

POLICY

The Board of Health and Human Services (the "Board") is the policy making, rule-making, and adjudicatory body for the Dare County Department of Health and Human Services. The Board has the responsibility to protect and promote the public's health. The Board has the authority to adopt rules necessary for the purpose.

PROCEDURE

1. The Board may adopt a more stringent rule in an area regulated by the Commission for Health Services or the Environmental Management Commission where, in the opinion of the Board, a more stringent rule is required to protect the public's health; otherwise the rules of the Commission for Health Services or the rules of the Environmental Management Commission shall prevail over the Board rules.
2. The rules of the Board apply to all incorporated and unincorporated areas of Dare County.
3. All rules and regulations adopted, amended or altered by the Board must meet the following procedural requirements in order to have the force and effect of law:
 - a. Not less than 10 days before the adoption, amendment or repeal of any Board rule, the proposed rule shall be made available at the office of each county clerk within the board's jurisdiction, and a notice shall be published in a newspaper having general circulation within the area of the board's jurisdiction.
 - b. The notice shall contain a statement of the substance of the proposed rule or a description of the subjects and issues involved, the proposed effective date of the rule and a statement that copies of the proposed rule are available at the local Health and Human Services Department.
 - c. A Board rule shall become effective upon adoption unless a later effective date is specified in the rule.
 - d. Copies of all rules shall be filed with the secretary of the Board.
 - e. In compliance with the NC Department of Health and Human Services Consolidated Agreement, copies of all rules adopted by the Board shall be provided to the NC Department of Health and Human Services Local Technical Assistance and Training Branch.
4. A Board may, in its rules, adopt, by reference, any code, standard, rule or regulation which has been adopted by any agency of this State, another state, any agency of the United States or by a generally recognized association. Copies of any material adopted by reference shall be filed with the rules.

Dare County Department of Health and Human Services	Title	Adoption of Rules
Organizational Policy & Procedure	Unit	Dare County Board of Health and Human Services

RECORD OF REVIEW

Initial Approval	Reviewed	Revised
1/17/2014	9/23/2015	
	6/21/2016	
		3/27/2017
	6/20/2017	
	6/19/2018	
	5/28/2019	
	04/20/2020	

Dare County Department of Health and Human Services	Title	Board Training
Organizational Policy & Procedure	Division	Dare County Board of Health and Human Services

POLICY

The Dare County Department of Health and Humans Services (DCDHHS) assures that new board members receive training and reference materials on the authorities and responsibilities of the Board of Health and Human Services (Board). The DCDHHS also assures that Board members receive on-going training with regard to their responsibilities and authorities.

PROCEDURE

All new Board members shall be provided with a Board of Health and Human Services Board Handbook upon their appointment to the Board.

Within one year of appointment to the Board, new Board members will receive training with regard to their responsibility and authority as a Board member. A certificate of completion and training materials will be provided to each member upon completion of training.

On-going training will also be provided to the Board at least once every four years. This on-going training may be more frequent if there are any emerging public health topics or if the responsibility of board members changes. The training will take place at a regular Board of Health and Human services meeting and may cover any relevant or emerging public health topic. The training may also relate to the Board's rule making authority or any other authority of the Board.

RECORD OF REVIEW

Initial Approval	Reviewed	Revised
11/14/2017		2/28/2018
	6/19/2018	
	5/28/2019	
	04/20/2020	

DARE COUNTY DEPARTMENT OF HEALTH AND HUMAN SERVICES

PUBLIC HEALTH DIVISION

Proposed Changes to Clinical Services Fee Schedule

August 2020

NEW FEES	COST	JUSTIFICATION
Sports Physicals – flat fee CPT - 97169	\$40.00	Received approval from the state to offer sports physicals at a flat fee. We have done this in the past before the state changed their CH AA requiring sports physicals be a part of the CH program. This will allow students the ability to get a physical at a reasonable fee regardless of payer source.