

CARTERET COUNTY
CONSOLIDATED HUMAN SERVICES BOARD
Meeting Agenda
June 13, 2022
6:00 P.M
Carteret County Health Department

- | | | |
|-------|---|--|
| I. | Meeting Called to Order/Invocation | <i>Carol Wray</i> |
| II. | Pledge of Allegiance | <i>All</i> |
| III. | Adoption of Consent Agenda | <i>Board</i> |
| | A. Approval of May 9, 2022 Consolidated Human Services Board Meeting Minutes | |
| | B. Request to Accept Additional Allocation of American Recovery Act Funds- LIHWAP- \$25,000 | |
| | C. Notification of Records Destruction and Destruction Log | |
| IV. | Adoption of Agenda | <i>Board</i> |
| V. | Public Comment | |
| VI. | DSS Strategic Plan | <i>Kay Huffman, Human Services Evaluator</i> |
| VII. | Health Department Updates | <i>Nina Oliver, Health Department Director</i> |
| VIII. | DSS Updates | <i>Jessica Adams, DSS Director</i> |
| IX. | July Meeting Discussion | <i>Carol Wray</i> |
| X. | Nominations/Election of Board Chairperson | <i>Carol Wray</i> |
| XI. | Nominations/Election of Board Vice Chair | <i>Chairperson</i> |
| XII. | Old Business | <i>Board</i> |
| XIII. | New Business | <i>Board</i> |
| XIV. | Adjournment | <i>Board</i> |

CARTERET COUNTY DEPARTMENT OF HEALTH & HUMAN SERVICES

Jessica G. Adams

DSS Director
Consolidated Health & Human Services Deputy Director



Nina M. Oliver, MS

Health Director
Consolidated Health & Human Services Deputy Director

To: Carteret County Board of Commissioners

From: Jessica Adams
DSS Director

Date: May 23rd, 2022

Subject: Low Income Home Water Assistance Program (LIHWAP)

The Department of Social Services would like to accept an additional allocation of American Recovery Act Funds amounting to \$25,000.00 from the State of North Carolina with the explicit purpose of operating a Low-Income Home Water Assistance Program. County water vendors will receive payments based on client eligibility criteria towards the payment of a water bill.

We request the Board's approval to accept this additional allocation of revenue and addition to our expenditure budget for these funds. Should you have any questions, please contact me. Copy of budget amendment is attached.

Carteret County

AS400

Budget Amendment

Fiscal Year 2021-2022

Department: Social Services

Date: 5/23/2022

Justification: Social Services is requesting to accept a re-alloaction of LIHWAP Funds to provide funds towards payment of water bills.

Fund	Revenue or Expense	Description: Account Name	Account Number (County General Ledger)	Increase	Decrease
General Fund	Revenues	Co Welfare Admin Interim	110.50.3531.300	25,000	
Total Increase in Revenues				<u>25,000</u>	<u>-</u>
General Fund	Expenditures	Low Income Water	110.50.5370.68009	25,000	
Total Increase Expenditures				<u>25,000</u>	<u>-</u>

Approval Chairman, Board of Commissioners _____

Date: _____

CARTERET COUNTY DEPARTMENT OF HEALTH & HUMAN SERVICES

Jessica G. Adams

DSS Director
Consolidated Health & Human Services Deputy Director



Nina M. Oliver, MS

Health Director
Consolidated Health & Human Services Deputy Director

To: Carteret County Human Services Board

From: Nina Oliver
Health Director

Date: May 27, 2022

Subject: Notice of Records Destruction in According with State Records Retention

The information described below was destroyed in the normal course of business pursuant to a proper North Carolina Archives retention schedule, destruction policies and procedures.

Date of Destruction: 5/5/2022

Description of Records: 13 boxes of Carteret County Health Department Clinic and WIC Records

Inclusive Dates Covered: 1980-2011

Method of Destruction: Shredding

Records Destroyed by: Management Support Department

Department Supervisor: Charla Cozart

Should you have any questions, please contact Nina Oliver.

Destructions Log

Agency	Carteret County Health Department		
Division	Health	Section	Branch
Location(s) of Records	Attic Storage, total shredded = 13 Boxes on 5/5/2022 by Clinical Support Staff		

Records Series	Required Retention	Date Range	Volume (file drawers or MB)	Media (Paper, Electronic)		Date of Destruction	Method of Destruction	Authorization for Destruction
				P	E			
Family Planning Records	5 years	1980-2011	13	X		5/2022	Shred	Standard 10, 5.c
Patient Medication Profiles	3 years	1980-2010	13	X		5/2022	Shred	Standard 21, 9.b 21 NCAC 46 .1414
Pharmaceutical Patient Counseling and Assessment Records	3 years	1980-2010	13	X		5/2022	Shred	Standard 21, 12.b 21 NCAC 46 .2504
Adult Health Program Records	5 years	1980-2010	13	X		5/2022	Shred	Standard 10, 2.c
Breast and Cervical Cancer Control Program (BCCCP)	6 years	1980-2010	13	X		5/2022	Shred	Standard 10 3.c
Encounter Forms	3 years		13	X		5/2022	Shred	Standard 11, 5
PHI Disclosure Records	6 years	1980-2010	13	X		5/2022	Shred	Standard 11, 13 45 CFR 164.508
PHI Practices Records	6 years	1980-2010	13	X		5/2022	Shred	Standard 11, 14 45 CFR 164.520

DIVISION OF ARCHIVES AND RECORDS — GOVERNMENT RECORDS SECTION

MAILING ADDRESS: 4615 Mail Service Center Raleigh, N.C. 27699-4615	http://archives.ncdcr.gov Telephone (919) 814-6900 Facsimile (919) 715-3627 State Courier 51-81-20	LOCATION: 215 N. Blount Street Raleigh, N.C. 27601-2823
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Records Series	Required Retention	Date Range	Volume (file drawers or MB)	Media (Paper, Electronic)		Date of Destruction	Method of Destruction	Authorization for Destruction
				P	E			
Screening and Referral Records	5 years	1980-2010	13	X		5/2022	Shred	Standard 11, 20.c
Eligibility Determination Records	Destroy in office remaining records when reference value ends.	1980-2010	13	X		5/2022	Shred	Standard 13, 6.b
HIV Test Records	5 years	1980-2010	13	X		5/2022	Shred	Standard 18, 2.c
Immunization Consent Forms	3 years	1980-2010	13	X		5/2022	Shred	Standard 20, 3.c 45 CFR 164.530(j)(2)
Immunization Records (not entered into NCIR)	immunization records not entered in the NCIR after patient's death and 10 years from date of last service, whichever is later.							Standard 20, 3.b
Immunization Records Entered into NCIR	Destroy in office immunization records 1 year after entry in the North Carolina Immunization Registry (NCIR).	1980-2010	13	X		5/2022	Shred	Standard 20, 3.a
Patient Clinical Records (Includes X-ray and other diagnostic reports)	Adult patients: Destroy in office 10 years from date of last service. Deceased patients: Destroy in office 10 years from date of last service.	1980-2010	13	X		5/2022	Shred	Standard 20, 5 a.c

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Records Series	Required Retention	Date Range	Volume (file drawers or MB)	Media (Paper, Electronic)		Date of Destruction	Method of Destruction	Authorization for Destruction
				P	E			
STD Infections/Clinical Records	Destroy in office 10 years after documented determination of cure or after death of patient.	1980- 2010	13	X		5/2022	Shred	Standard 20, 8 NC DHHS, Sexually Transmitted Diseases Public Health Program Manual Confidentiality: G.S. § 130A-143
Prescription Orders	3 years	1980- 2010	13	X		5/2022	Shred	Standard 21, 14 b 21 NCAC 46 .1414
Chronic Disease Program Records	5 years	1980- 2010	13	X		5/2022	Shred	Standard 10, 4.c
Patient Self-Histories and Received Medical Records	Adult patients: Destroy in office 10 years from date of last service. Deceased patients: Destroy in office 10 years from date of last service.	1980- 2010	13	X		5/2022	Shred	Standard 11, 9.a
Accounts Receivable: Clinical Services	3 years	1980- 2010	13	X		5/2022	Shred	Standard 13, 1.b
Test Reports	Adult patients: Destroy in office 10 years from date of last service. Deceased patients: Destroy in office 10 years from date of last service.	1980- 2010	13	X		5/2022	Shred	Standard 18, 8.a 21 CFR 606.160(d) 42 CFR 493.1105
Maternal and Child Health Records	Adult patients: Destroy in office 10 years from date of last service.	1980- 2010	13	X		5/2022	Shred	Standard 19, 6.a.b.c

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				P	E			
	Deceased patients: Destroy in office 10 years from date of last service.	1980- 2010						
Mammograms	10 years from DOS							Standard 20, 4.a
Tuberculosis (Clinical) Records negative test	1 year	1980- 2010	13	X		5/2022	Shred	Standard 20 9.a
Tuberculosis (Clinical) TB Infection (no disease)	10 years from last DOS							
Tuberculosis (Clinical) TB Infection (disease)	Retain records for the life of the patient							Standard 20, 9.c.d
WIC Local Records	Fiscal year basis and released from audits and official actions	1980- 2010	13	X		5/2022	Shred	Standard 25, 3 7 CFR 246.25

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