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**MINUTES FOR MEETING OF
THE HOKE COUNTY DEPARTMENT OF SOCIAL SERVICES BOARD**

JANUARY 25, 2016

A meeting of the Hoke County Department of Social Services (the “*Board*”) was held at 4:00 p.m. Eastern Standard Time on January 25, 2016 in the Commissioners Room located in the County Administration Building (Pratt Building) at 227 N. Main St, Raeford NC, pursuant to notice duly given. The following Board Members (“*BM*”), constituting a quorum, were present:

Carl Pevia, Chair
Charlotte Kelly, Vice-Chair
Bill Evans
Allen Thomas, Jr.

Also present representing the Department were Della Sweat, Director of the Hoke County Department of Social Services; Jose Coker, Department of Social Services Attorney; Dora McCallum, Income Maintenance Program Manager; Barbara Mena-Peña, Administrative Officer; and Ellen Leichliter, Administrative Assistant.

Chair Pevia called the meeting to order at 4:00 p.m. Thereafter, Chair Pevia asked Vice-Chair Kelly to give the invocation. Chair Pevia noted there were no public comments. Chair Pevia asked for a motion to approve the consent agenda. Vice-Chair Kelly made a motion to approve the consent agenda consisting of (a) the December 14, 2015 minutes; and (b) the next meeting date of February 29, 2016. BM Thomas seconded the motion. The vote was unanimous.

Chair Pevia asked Director Sweat to address the Food and Nutrition Services (FNS) update. Director Sweat distributed the 4Q2015 statewide report showing the timeliness of completing the FNS applications. The goal set by the State’s timeline for our County for December 31, 2015 was 85%; our completion rate was 84%. Director Sweat advised we are unable to complete the FNS application 100% of the time in the “same day process” recommended by the State. Director Sweat shared with the Board a list of NC FAST system statewide issues which effects timeliness. Director Sweat introduced Mrs. McCallum, Income Maintenance Program Manager. Mrs. McCallum shared that (a) two vacant intake positions in FNS were recently filled and should help us increase our timeliness rate; (b) front desk staff was trained to ask certain questions in order to help streamline the FNS process; and (c)

additional staff is needed. Chair Pevia stated that he spoke first with Director Sweat and the Board to gather information; he then met with Commissioners Leach and Thomas about the frozen positions. The Board discussed the information presented by Chair Pevia. Mrs. McCallum said the ABAWD procedure coming in July 2016 will add more responsibility to the FNS staff with a potential of eight-hundred, twenty one (821) ABAWD clients reporting to the agency. Director Sweat presented the lapsed salaries analysis related to the budget amendment needed for the attorney's work, deemed above and beyond, not covered within the scope of the contract. After the Board's discussion, BM Thomas made a motion to transfer \$12,108.29 in lapsed salaries and move to a new line item for the attorney fees. The vote was seconded by Vice-Chair Kelly; the vote was unanimous. The matter was further discussed and it was decided that Director Sweat would search the budget for the remaining amount of funds needed before transfer of lapsed salaries. This will be addressed again at the next meeting.

Chair Pevia asked for the Director's comments. Director Sweat shared the following: (a) a County shelter was opened on January 22, 2016 due to inclement weather; (b) participated in a County Ebola preparedness meeting with the Health Department; (c) the agency's Safety Committee met and created a "lockdown policy" provided to the Sheriff for feedback; (d) initiated a monthly Staff appreciation activity for the calendar year in lieu of the Employee of the Year; and (e) continued overtime for FNS and Medicaid staff. Director Sweat is in process of filling the following vacancies: one (1) Income Maintenance Temporary Caseworker position and one (1) Office Assistant receptionist. Director Sweat advised of two (2) interns: one (1) Child Welfare Intern from Methodist College and one (1) Income Maintenance Intern from Sandhills Community College. The Board discussed the safety needs.

Chair Pevia collected the completed Director Evaluation forms and will collect forms not yet completed. Chair Pevia and Vice-Chair Kelly will collaborate and expect to bring the results to next month's meeting. Vice-Chair Kelly asked questions concerning the Board reports. The Board discussed the reports.

Chair Pevia acknowledged February 29, 2016 as the next meeting date. Chair Pevia asked for a motion to adjourn. BM Thomas made a motion to adjourn which was seconded by Vice-Chair Kelly. The vote was unanimous.

Carl Pevia, Chairman

Della Sweat, Secretary

Date