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**MINUTES FOR MEETING OF
THE HOKE COUNTY DEPARTMENT OF SOCIAL SERVICES BOARD
FEBRUARY 29, 2016**

A meeting of the Hoke County Department of Social Services (the “*Board*”) was held at 4:00 p.m. Eastern Standard Time on February 29, 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.
Shirley Wright

Also present representing the Department were Della Sweat, Director of the Hoke County Department of Social Services; Jose Coker, Department of Social Services Attorney; 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 recognized a Scotland County visitor, Mr. Tim Brooks from Health Keepers. Chair Pevia asked for a motion to approve the consent agenda and add a closed session between agenda items 7 and 8. Vice-Chair Kelly made a motion to approve the consent agenda consisting of (a) the January 25, 2016 minutes; b) the next meeting date of March 28, 2016; and (c) add a closed session between items 7 and 8. BM Thomas asked for an amended motion to move the closed session between items 9 and 10 to allow any visitors to hear the remaining agenda. Vice-Chair Kelly seconded the motion. The vote was unanimous.

Chair Pevia asked Director Sweat for NC Fast updates. Director Sweat said there were no major changes from last month. Director Sweat tabled the discussion until next month.

Chair Pevia asked Director Sweat for the general budget amendments. Director Sweat explained that at the beginning of the year, we receive general State and Federal funding allocations. Director Sweat stated the actual allocations

increased for Low Income Energy Assistance Program (LIEAP) and decreased for Work First Block Grant (WFBG). BM Evans made a motion for the budget amendment be taken forward to the County Commissioners for approval; BM Thomas seconded the motion. The vote was unanimous. Chair Pevia asked Director Sweat for the attorney's proposal and the budget amendment discussion. Director Sweat reviewed the proposal; for the remaining eight (8) service months, payments will be distributed in equal amounts to fulfill the amount of the contract. Director Sweat presented the budget amendment including the use of lapsed salaries to pay for the appeals services described as above and beyond the scope of the original contract. The Board discussed the proposal and the budget amendment. Chair Pevia asked for a motion to approve the attorney's proposal. BM Thomas made a motion to pass the amendment to the attorney's contract as written and taken forward to the County Commissioners for approval; Vice-Chair Kelly seconded the motion. The vote was unanimous. Chair Pevia asked for a motion to approve the budget amendment for the appeals. Vice-Chair Kelly made a motion to approve the budget amendment for the appeals to be taken forward to the County Commissioners for approval; BM Evans seconded the motion. The vote was unanimous. Chair Pevia asked for next fiscal year's (FY2017) budget include a line item for appeals above the original contract amount. BM Thomas suggested the discussion be tabled for a future meeting due to the limited time. Director Sweat stated due to fiscal policies, we have to ensure everything is reconciled at the end of the fiscal year so we will need to receive invoices timely.

Chair Pevia asked for the Director's comments. Director Sweat had no comments. Chair Pevia advised he had no comments. Chair Pevia asked for a motion for a closed session to consider issues with general personnel policies. BM Thomas made a motion to go into a closed session to consider issues with general personnel policies per N.C.G.S. 143-318.11, which was seconded by Vice-Chair Kelly. The vote was unanimous. Those in attendance during the closed session included Chair Pevia, Vice-Chair Kelly, BM Wright, BM Evans, BM Thomas and Mr. Coker. BM Wright made a motion to exit the closed session which was seconded by BM Thomas. The vote to exit closed session was unanimous. Chair Pevia asked for a motion to approve the Director's Evaluation. BM Wright made a motion to approve the Director's Evaluation which was seconded by BM Thomas. The vote was unanimous.

Chair Pevia acknowledged March 28, 2016 as the next meeting date. Chair Pevia asked for a motion to adjourn. BM Evans made a motion to adjourn which was seconded by Vice-Chair Kelly. The vote was unanimous.

Carl Pevia, Chairman

Della Sweat, Secretary

Date