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**MINUTES FOR MEETING OF  
THE HOKE COUNTY DEPARTMENT OF SOCIAL SERVICES BOARD  
MARCH 28, 2016**

A meeting of the Hoke County Department of Social Services (the “*Board*”) was held at 4:00 p.m. Daylight Saving Time on March 28, 2016 in the Conference Room located in the County Department of Social Services (T.B. Lester, Jr. Building) at 314 South Magnolia Street, Raeford NC, pursuant to notice duly given. The following Board Members (“**BM**”), constituting a quorum, were present:

Carl Pevia, Chair  
Charlotte Kelly, Vice-Chair  
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; Melanie Harris, Supervisor for Food and Nutrition Services; 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 February 29, 2016 minutes; and b) the next meeting date of April 25, 2016. BM Thomas seconded the motion. The vote was unanimous. Director Sweat stated that a called meeting would be needed in order to review the FY2016-2017 budget prior to next month’s board meeting. The Board discussed the called meeting. BM Thomas made a motion to move the regularly scheduled meeting from April 25, 2016 to April 18, 2016 which was seconded by Vice-Chair Kelly. The vote was unanimous. Chair Pevia welcomed Hoke County Assistant Superintendent, Ms. Shannon Register, to the meeting.

Chair Pevia asked Director Sweat for the Food and Nutrition Services (FNS) update. Director Sweat shared the latest weekly report showing a timeliness rate of 84.51% for completing the FNS applications. Director Sweat introduced Ms. Harris, Supervisor for Food and Nutrition Services. Ms. Harris reviewed the focus in place to process the applications and seven hundred (700) re-certifications. The Board

discussed the FNS update. Director Sweat stated she is meeting with the FNS unit next week; Director Sweat shared we only have two (2) unresolved tickets with the State for NC Fast issues.

Chair Pevia asked Director Sweat for the NC Fast update. Director Sweat informed the Board about discussion at the State to add Medicaid transportation to NC Fast in August 2016. Director Sweat said the State is gearing up for adding Child Care in October in which the State will make payments directly to the Child Care providers; the providers are going through training of how to get signed up in NC Fast. Director Sweat expects a lot of work involved for Family Support Services Supervisor, Ms. Tammy Brewer and her unit in preparation for the October changes. The Board discussed the NC Fast updates.

Chair Pevia asked for the Director's comments. Director Sweat said that BM Thomas had asked for a list of positions needed for the agency in the FY2016-2017 budget and to rank in the order of need. The Board discussed the justification for the positions as well as any significant changes from the FY2015-2016 budget. Director Sweat advised the budget is due April 25, 2016 at 5:00 p.m. Director Sweat shared the following: (a) the agency's annual morale boosters: "Pig Out Day" and Easter Egg Hunt events; (b) our Spanish interpreter is out on military leave and we need to find money to hire a temp. worker with reception; and (c) our first annual Child Abuse Prevention Fair will be held April 16, 2016 at McLaughlin Park in Raeford. Director Sweat is in process of filling the following vacancy: one (1) Office Assistant receptionist. The Board discussed the need to hire an interim Spanish interpreter. Chair Pevia asked for a motion. Vice-Chair Kelly made a motion for Director Sweat to work with the County Manager to fill the Spanish interpreter position which was seconded by BM Thomas. The vote was unanimous.

Chair Pevia asked for a motion to move the acknowledged April 18, 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.

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Carl Pevia, Chairman

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Della Sweat, Secretary

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Date