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

May 23, 2016

A meeting of the Hoke County Department of Social Services (the “*Board*”) was held at 4:00 p.m. Eastern Standard Time on May 23, 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; Tammy Chaney, Social Work Supervisor for Adult Protective Services; Barbara Mena-Peña, Administrative Officer; and Ellen Leichter, 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. The Board discussed the contracts on the consent agenda; Chair Pevia stated that if Director Sweat and the County Attorney are satisfied with the contracts then the Board is satisfied with their determinations. Vice-Chair Kelly made a motion to approve the consent agenda consisting of (a) the April 18, 2016 minutes; (b) the next meeting date of June 28, 2016; and (c) four (4) FY2016-2017 contracts. BM Wright seconded the motion. The vote was unanimous.

Chair Pevia invited Director Sweat to introduce the Adult Protective Services Supervisor, Ms. Chaney. Ms. Chaney delivered a presentation highlighting her need for staff and referenced all areas under her supervision. Ms. Chaney advised she currently has three (3) Social Workers and would like to re-instate the frozen Office Assistant position and add one Social Worker III position. Ms. Chaney’s presentation included statistics and data describing the unit’s workload. The Board discussed the presentation. As a result of the Board’s discussion it was determined the Board would not ask for additional Adult Protective Services positions; the Agency’s FY2016-2017 budget proposed sixteen new (16) positions, ranked in order

of need of which the County reduced to seven (7) positions. BM Thomas suggested if we compile a “wish list” next year to ask all supervisors to present a proposal and the Board determine the ranking prior to the FY2017-2018 budget deadline. Director Sweat expressed the critical needs of the clients for food and medication. Director Sweat added that the Adult Protective Services position(s) are very much needed and if there is any room in our approved FY2016-2017 budget we will advocate for this position(s).

Chair Pevia asked for the Director’s comments. Director Sweat asked the Board to refer to the legislative bills in the Board’s packet. Director Sweat stated if HB1073 for Medicaid Expansion is accepted we estimate our agency will grow by fifty percent (50%) in the Medicaid department. Director Sweat said we had the budget retreat last week and as information becomes available she will share with the Board. Director Sweat updated the Board on the Food and Nutrition Services (FNS) timeliness of completing the applications with a one-hundred percent (100%) rate last week and a ninety-eight point six percent (98.6%) rate currently. The State’s target is ninety-five percent (95%) timeliness rate. Director Sweat shared that the Child Support Enforcement unit made the top five (5) most improved statewide. Director Sweat advised currently there are no vacancies and she anticipates posting the Program Manager for Child Welfare position currently held by Mrs. Kristi Pigford; Mrs. Pigford is leaving at the end of June 2016.

Chair Pevia delivered the Board Chair comments. Chair Pevia contacted Ms. Melanie Harris, FNS supervisor, to congratulate her and her staff on last week’s 100% timeliness rate. Chair Pevia offered appreciation to Vice-Chair Kelly for coming to the budget meeting. Chair Pevia advised that he submitted his application for reappointment as board member. The election of officers is next month. BM Thomas shared that the budget retreat was intense. BM Thomas stated that per the County Manager we submitted seven (7) positions, of which six (6) were time-limited. For all time-limited positions, the total impact in the amount of seven thousand dollars (\$7000) difference to the bottom line of the budget for time limited vs. permanent positions with benefits. BM Thomas made a recommendation at the budget retreat to make them permanent positions.

Chair Pevia asked for a motion for a closed session to discuss a personnel matter. BM Thomas made a motion to go into a closed session to consider issues with personnel per N.C.G.S. 143-318.11, which was seconded by BM Wright. The vote was unanimous. Those in attendance during the closed session included Chair Pevia, Vice-Chair Kelly, BM Wright, BM Evans, BM Thomas, Director Sweat and Mr. Coker. BM Wright made a motion to exit the closed session which was seconded by Vice-Chair Kelly. The vote to exit closed session was unanimous. No action was taken. Chair Pevia acknowledged June 28, 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 BM Wright. The vote was unanimous.

Carl Pevia, Chair

Della Sweat, Secretary

Date